

**SMITHS FALLS GOLF AND COUNTRY CLUB
MINUTES OF BOARD MEETING # 5**

Smiths Falls Golf and Country Club

P.O. Box 143 Smiths Falls, ON, K7A 4S9

www.smithsfallsgolf.com

Board of Directors

Meeting # 5

Monday, August 31, 2020

Smiths Falls Golf & Country Club

Directors Present: Doug Hart, Clare Sanderson, Dan Imbeau, Paul Cadeau, Norm Devine, Mike Milks, Wayne Kearns, Ron Dolinki, Chris Gray, Glenda Cooke, Warren Garton, Larry McIntosh, Roy Leach.

Directors Regrets: Scott Devonshire.

1. The meeting was called to order by President Wayne Kearns - Time 7:00 P.M.
(quorum present)

2. **MOTION to approve minutes of meeting # 4 held Monday, July 27, 2020.**
Motion to approve - Warren Garton
Seconded by - Paul Cadeau - Carried

3. **Committee reports:**

a) **Finance - Dan Imbeau**

A very detailed breakdown of our finances for the months of July and August was presented. We are doing very well due to the government subsidies and increased green fee players. At the moment our cash flow position is good.

b) **Membership - Dan Imbeau**

Total membership is 358. New members are 86. Our Fall special to pay for next year and play free for the remainder of year has resulted in seven members and possibility six from Carleton Place. There was a discussion of play availability for members vs green fee players.

c) **Greens - Ron Dolinki** (a summary of a submitted report)

Course - the Course is very wet; water is being pumped off #15.

Fairway and rough will be fertilized again this week to help drought recovery.

Greens and tees are holding, with a few problem areas.

Full aeration will begin with the pulling of plugs followed by top dressing.

The insect problem on tees and greens is now under control. Crabgrass and weeds will be an issue. If budget allows some step and wall reconstruction should be planned. Yellow tee blocks on # 6, # 8 and # 9 will be completed soon.

The sod farm will be seeded.

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Government Reporting - all is good. A discussion took place regarding irrigation, including possible future plans. (permits, wells, environmental studies)

Budget - the Course budget at the end of July is over but several items have contributed to this, including construction last Fall of pathways, sod farm etc. (pushed to this year \$12,497.15) This season expenses: shop roof repairs \$3,900, water renewal permit \$3,525.00, Capital purchase, Out-front mower \$15,500, lease payments on equipment purchases \$7,570.00. By August end Ken will be approx. \$16,000 over last year's budget. With that, we should be around \$27,209.00 under main budget and \$10,000 in staff budget.

Equipment - the new, (used) beverage carts, hopefully will be on site soon. Older pieces of equipment, including the 2005 carts are showing their age. Most repairs this season have been on power and beverage carts.

Staffing - \$9,200 received from Ontrac towards the maintenance side and \$1,200 towards the Pro Shop side. To date we are \$7,890.00 under last year's staff costs. We received \$3,500.00 more from Ontrac this year. The year should be down about \$10,000.

d) House - Paul Cadeau (a summary of submitted report)

Phase Two is almost done. Quotes for roof repairs will be obtained. Phase Three will require some engineering cost estimates. The Club will act as the general contractor for the final phase. A couple of leaks in the Boardroom ceiling need to be investigated. A discussion took place regarding how to best maintain the cleanliness of the Clubhouse.

No social events (parties, weddings) will be booked at the Club until further notice due to COVID.

e) Bar- Roy Leach

The bar cart schedule will be adjusted because the staff are returning to school.

The current ice machine needs to be checked to confirm if it is operating at maximum efficiency. Volume requirements may result in the need for a larger industrial unit.

f) Pro Shop - Larry McIntosh

The pro shop is very busy and members are supporting the Club. The young staff working in the back shop, though polite and eager, have required many reminders to perform their tasks as assigned and in a dutiful manner.

Discussions included how the pro shop staff might find time to provide more personal attention to individuals during transactions, especially with new members. Currently, due to the high volume of business this cannot be achieved. The discussion also included other topics such as the timing of membership renewals and clothing sales.

Chris Gray added further topics for discussion:

- 1) the ongoing range ball dispenser problem
- 2) longer pro shop hours to prevent unpaid green fees in the evening after 6 p.m.
- 3) the presence of baby carriages on the Course

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g) Kitchen - Norm Devine

Sales are still slow and it is not profitable for food service to staff the "Shack".
The meat slicer is now working properly but the microwave needs replacing.

h) Ethics

Nothing to report

j) Health and Safety - Wayne Kearns

To comply with the Medical Officer of Health instructions, for all employers/persons responsible for business or organizations, effective July 7, 2020 to adopt a policy and staff guidelines for mask usage, Glenda Cooke prepared a Club policy. After being reviewed by Wayne Kearns and Ken Campbell this information was placed in the current COVID staff binders for required reading and understanding.

k) Men's Captain Report - Clare Sanderson

Golf Canada will be consulted on the length of time a handicap remains valid when scores have not been posted.

It was confirmed that a formal members closing (play, dinner and awards) would not be held this year due to COVID restrictions. However, consideration may be given to organizing a social tee time event complying with COVID guidelines.

The Ryder Cup will be played September 5th, 2020.

l) Ladies President Report - Chris Gray

The Ladies Club Championship has been played. (the Directors extended congratulations to Chris for her win)

The Tournament of Champions will be held at the Highlands Golf Course. Closing registration date is September 7, 2020.

The Chapman tournament was enjoyed by those attending and 'the Share the Wealth' added to the social fund.

m) Recording Director - Glenda Cooke

Three comments/requests from members were presented:

- 1) Could hand sanitizer be present on beverage carts?
Response - it is already on the carts.
- 2) Could a large ground depression at # 14 white tee be repaired to prevent a trip hazard?
Response - Ken Campbell will address.
- 3) Request for placement of a comment/suggestion box -
Response - preferable to address any Director or Manager directly so comments/suggestions can be addressed in an appropriate manner and time.

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n) Share Reconciliation

Nothing to report

4. Standing Agenda Items: deferred to next meeting.

5. New Business

none

6. Next meeting will be held on September 28th, 2020 at the Smiths Falls Golf and Country Club @ 700 P.M.

**7. MOTION to adjourn at 8:55 P.M. by - Clare Sanderson
Seconded by - Larry McIntosh- Carried**

<u>Directors Attendance</u>	
Name	Number of meetings attended
Wayne Kearns	5
Paul Cadeau	5
Glenda Cooke	5
Norm Devine	5
Scott Devonshire	1
Ron Dolinki	4
Warren Garton	5
Chris Gray **	5
Doug Hart	4
Dan Imbeau	5
Roy Leach	5
Larry McIntosh	4
Mike Milks	4
Clare Sanderson	5

** Ladies Club President