

**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, October 18, 2021
Smiths Falls Golf & Country Club

Directors Present: Clare Sanderson, Paul Cadeau, Ron Dolinki, Chris Gray, Glenda Cooke, Larry McIntosh, Roy Leach, Marc Brus, Jeff Drummond, Warren Garton, Doug Hart.

Also present: Gord Percy (General Manager / Head Professional)

Directors Regrets: Scott Devonshire, Colin Brown.

1. The meeting was called to order by President Paul Cadeau - Time 6:00 P.M.
2. **Declaration by Board Members on any possible conflict of interest on agenda items -**
No declarations.
3. **Motion to approve minutes of meeting # 4 held Monday, September 13, 2021.**
Motion to approve - Jeff Drummond
Seconded by Doug Hart - Carried
4. **Current bylaws and need for review and revisions - Paul Cadeau / Gord Percy**
Work is progressing and is approaching a first draft for the Board to review; clarifying any items before being sent for legal approval.
The first information meeting regarding changes to our corporate structure will be held October 19, 2021 at 6 P.M. and the second meeting October 24th, 2021 at 2 P.M.
This is a lengthy process from start to completion and the special meeting for shareholders to vote on the new by-laws and the corporate change is not expected until March or April, 2022.
Applications for grants available to non-profit organizations (without shareholders) must be submitted in September, 2022 so we are working on a tight time line.
5. **General Manager Report:** Gord Percy
A very detailed report regarding all areas of the club and course is provided prior to each meeting for the Directors to review and any questions or comments are addressed.
The Directors are very appreciative for receiving this information; keeping the Board up to date. A hard copy of the entire report is attached to the approved minutes filed in the club office. (Highlights under committee reports)

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Committee Reports:

a) Finance - Gord Percy

As reported last month the Club has money in the bank. The \$40K from CEBA government loan needs to be repaid. Mortgage payments are still being made. Strategic and long term planning, along with the impact from COVID and our membership drive will be used in decision making regarding paying off loans. Accounts receivable remain in a good position. The Club mandates members must have a credit card on file to have an account. Auditors will be back to complete their review the first week of November. Special thank you to Dan Imbeau for his work in finance, especially with the COVID subsidies. Marc Brus has been granted signing authority for the Club, due to Dan Imbeau's resignation from the Board.

b) Membership - Gord Percy / Jeff Drummond

Current membership sits at 499 plus 19 new members who have signed up for the Fall promotion. There are many strong leads for next year.

A review (after the next couple of months) of our membership status will indicate if the Club needs to consider a cap on the different membership categories. To help with this review the following motion was made -

MOTION for a deadline by December 1st, 2021 for the second-year promotional members to make a commitment of a 25% down payment towards their 2022 membership or sign up with our EFT payment schedule.

Motion to approve - Marc Brus

Seconded by Larry McIntosh - Carried

An in-depth discussion regarding our 2022 membership rates took place and the following motion was made -

MOTION to increase the current membership rates for 2022 by 2% and rounding up to the nearest \$5.00, for payment received after December 1st, 2021.

Motion to approve - Larry McIntosh

Seconded by - Marc Brus - Carried

All prices are pre-tax and do not include the mandatory Golf Canada \$39.00 fee.

c) Greens - Gord Percy / Ron Dolinki / Chris Gray

Members and guests are regularly complimentary of our facility and high level of course conditions. Greens have been aerated. The new tees are open, however #12 only usable in the front. The lack of sunlight to the tee will be addressed with winter tree cutting. Sod has been placed on the forward #10. Ken has been working and completing costing of equipment and projects. A plan for trees and work by volunteers is being developed. Discussions held regarding early purchasing of inventory (sand, fertilizer etc.) due to expected shortages and rising costs next year. Final approval toward use of new wells is on going. Costs and regulatory requirements have been significant. There are many issues involving water flow and restrictions.

Experts are reviewing our bunkers. The biggest issues are the abundance of size and lack of drainage.

Closing date remains October end. Proper winter preparation takes times and Ken Campbell has limited staff. Greens need winter protection spraying (cannot be used after) and the tarps placed. Weather is a factor and from a revenue perspective it does not make sense. Proper preparation is required to maintain the high quality of the course.

Signage indicating when spraying is occurring will address some issues raised. Mrs. Radford (may not be coming back next year) and the Club expresses a thank you; commends and appreciates her work on the beautification of the course. Others have suggested interest in picking up this role, possibly by adopting a hole approach. (With Ken's guidance)

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d) Our new club house cleaner has been doing a very good job. As reported last month there was a significant flood caused by a coil explosion in the newest AC unit located in the basement. Repairs have been completed to the unit but resulting water damage to some items still require attention. Work continues on a project list and maintenance program schedule. Some repairs are needed on the roof prior to the rainy season, followed by long term repairs. The eaves trough at Club entrance needs attention. Items for discard that were stored during clean up (in the Board room) are scheduled for removal. A notice regarding end of season locker use and clean out will be sent.

e) **Bar - Gord Percy / Doug Hart**

Better inventory control in this area is helping. Beer sales are up. Some events are being booked for the winter. Final Molson's rebate pending. Wages are up due to a budgeted raise for Greg and Veronica; minimum wage increase for servers; increased use of the hut and beverage carts.

f) **Pro Shop - Gord Percy / Larry McIntosh**

Operations in the Pro Shop have been going well. Greens fee revenue continued to increase and is 40K up over last year. A few external events were held. Executive and Corporate revenue is down due to tee time availability but remain a good source for membership opportunities and advertising. Driving range revenue is up 13K and storage up. Overall merchandise sales are up but getting inventory and delivery remain difficult. Power cart revenue is incredibly ahead of last year. The new carts have not been delivered. Three new cart wrap sponsorships for next year. Others are up for renewal with possible repairs offered.

g) **Kitchen - Gord Percy / Larry McIntosh**

COVID continues to effect negatively on Tina's business, with fewer subsidies received than expected and fewer events. Over the next few months, we will review and revamp her contract and make an arrangement that suits both. After an in-depth discussion, it was decided to support Tina with the following motion being made -

MOTION to forgive Tina \$6,000 based on exceptional circumstances following review by Larry McIntosh and Gord Percy.

Motion to approve - Marc Brus

Seconded by Warren Garton - Carried

h) **Ethics - Gord Percy / Paul Cadeau**

Unfortunately issues always arise. Staff abuse and harassment will never be accepted and should be a priority of management and the Board. Unresolved issues are brought to the ethics committee. When a new set of bylaws, clearer rules and documented regulations are available issues will be easier to resolve.

Very few issues with double vaccination have arisen.

i) **Health and Safety - Gord Percy**

When checking into the Pro Shop everyone is checked and highlighted on the tee sheet if vaccinated or not. This information is available to the bar and kitchen staff. Events were notified ahead of time to help with the process. Staff vaccination status were noted.

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j) Club Captain Report - Gord Percy / Clare Sanderson

The Members Closing had a tremendous turnout with about 110 players and 120 for dinner. Clare will not be running for re-election to the Board and stepping down as Club Captain. President Paul thanked Clare for his years of service. The pending 'not for profit' regulation does not recommend providing captains and certain Board members with free memberships. If memberships are given out the Club needs to issue a T4A document. This led to an in-depth discussion. Club Captains had been advised the practice would unlikely be offered in the future. Suggestions were made how the Club could show appreciation to all our volunteers.

k) Ladies President - Chris Gray

The Ryder Cup was a huge success with Europe being the victors. The Ladies closing and meeting were held on September 28th and some awards were handed out. Remaining awards were handed out at the Members Closing and dinner. The mixed Chapman was cancelled due to bad weather. Chris presented a case to continue with free membership to Club Captains.

l) Recording Director - Glenda Cooke

The fiscal year minutes, with attachments were gave to Gord Percy (general manager) for permanent record retention in the Club office. The 'Management Certificate of Compliance' was submitted by Gord Percy dated October 18th, 2021. President Paul commented the clarity and detail of the minutes are receiving compliments.

m) Diversity - Gord Percy / Paul Cadeau

Gord has worked with the PGA on such documents over many months and believes as our club reviews and updates our bylaws there is a tremendous amount of carry over available for reference. It is important these documents are diverse and inclusive to all.

n) Junior Program

Nothing to report.

o) Strategic Planning - Marc Brus

On going with some urgency but keeping in mind the required accuracy in development of this plan. Material forwarded from Dan Imbeau's previous work has been helpful and appreciated.

p) Leagues - Gord Percy / Jeff Drummond

Overall, league play went well and the closing events were well attended despite COVID.

q) Web site / social media - Gord Percy

Amey Doyle, with her experience, has volunteered to help with the website.

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OTHER (discussions / comments)

- ❖ Gord will be playing in the PGA Head Professional Championship next week in Niagara.
- ❖ A nomination and scrutineering (If election) committee was formed comprising of Ron Dolinki, Doug Hart, Jeff Drummond. Nominating sheets will be posted tomorrow.

6. Next meeting will be held on November 15, 2021 at the Smiths Falls Golf and Country Club @ 6:00 P.M.

7. **MOTION to adjourn at 8:15 P.M. by Jeff Drummond**
Seconded by - Roy Leach - Carried

<u>Directors Attendance</u>	
Name	Number of meetings attended
Paul Cadeau	5
Colin Brown	4
Mark Brus	5
Glenda Cooke	5
Scott Devonshire	0
Ron Dolinki	5
Jeff Drummond	4
Warren Garton	4
Chris Gray*	5
Doug Hart	4
Dan Imbeau	**
Roy Leach	5
Larry McIntosh	5
Clare Sanderson	5

*Ladies President

** Resignation accepted September, 2021