

**SMITHS FALLS GOLF AND COUNTRY CLUB  
MINUTES OF BOARD MEETING # 6**

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**Smiths Falls Golf and Country Club**  
P.O. Box 143, Smiths Falls, ON., K7A 4S9

[www.smithsfallsgolf.com](http://www.smithsfallsgolf.com)

**Board of Directors**

**Meeting #6**

Monday, November 15, 2021

Smiths Falls Golf & Country Club

**Directors Present:** Paul Cadeau, Ron Dolinki, Chris Gray, Glenda Cooke, Larry McIntosh, Roy Leach, Mark Brus, Jeff Drummond, Warren Garton, Doug Hart, Colin Brown.

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

**Directors Regrets:** Scott Devonshire, Clare Sanderson.

1. The meeting was called to order by President Paul Cadeau - Time 6:01 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 #5 held Monday, October 18, 2021.**  
**Motion to approve - Jeff Drummond**  
**Seconded by Ron Dolinki - Carried**
4. **Current bylaws and need for review and revisions - Paul Cadeau / Gord Percy**  
The process of updating bylaws is lengthy involving research and reviews by the Board and lawyers before being presented to the shareholders for a vote at a 'Special Meeting'. Our rules and regulations for the Club are also being reviewed and documented.
5. **Not-for-profit: Next Steps - Paul Cadeau**  
Two information sessions were held for shareholders. President Paul appreciated the attendance of Roger Cooke and Shane Kelford for their assistance in providing information to those present. It is hoped by the end of the next fiscal year the Club will be prepared for registration as a Not-For-Profit without shareholders, allowing for application for Trillium grants. (Funds would not be received until the following year). Trillium grants have been increased to \$500,000 to assist with community enhancement. Therefore, we are on a tight time frame to obtain funding to comply with new government handicap requirements in 2025.
6. **SFG&CC Board Management 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 included under committee reports)

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**Committee Reports:**

**a) Finance - Gord Percy**

The bank account remains in good shape, keeping in mind we still need to pay back the government CEBA loan and owe money on the latest loan. A great number of members are taking advantage of the EFT program so we will have a good steady flow of membership money each month. This is appreciated. Government and bank obligations are in compliance. The auditors draft document for the fiscal year should be received soon.

Gord regularly monitors the Club finances.

The residual has been bought out on the two cart leases. Only the last carts remain unpaid.

The minimum wage increase will have a big impact on the Club, especially the increase for servers. The minimum wage increase will also impact employee salaries on higher pay scales.

**b) Membership - Gord Percy / Jeff Drummond**

Membership currently stands at 524. Hopefully, obtaining the intentions of members will help forecast our membership revenue expectations for next year.

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

Appreciation is extended to the many volunteers who assisted with placing tarps on the Greens. It was noted several new faces came forward to help with this project. Ken Campbell has been asked to purchase items (where possible) ahead of time because prices and supplies are going to be a huge issue next year. Significant increases are expected for parts, labour, fertilizers and chemicals.

As noted in the October minutes, Ken has been instructed to post signage when spraying is taking place.

**d) House - Warren Garton / Roy Leach / Gord Percy**

A search will be conducted for a new clubhouse cleaner because the current staff desires to reduce her hours of work.

Phoenix Disaster will make the required repairs from the recently reported flood in the basement.

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

October beer and liquor sales were on par with last year. A wedding resulted in a large sale of wine. Improvements or changes for next year have been discussed.

Events planned over the winter will help with bar revenue.

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

Greens fees and cart revenues were even with last year's exceptional results.

Merchandise sales were slightly down in October compared to last year due to limited inventory.

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

The Club has received the additional funds requested from Tina and has forgiven the remainder for the rest of the contract (as motioned at the October minutes). A new agreement with requirements needs to be negotiated, including full payments on time.

**h) Ethics - Colin Brown / Warren Garton / Glenda Cooke**

Monthly meetings are underway to review, clarify and update our 'Code of Ethics'.

With a new set of bylaws; clearer rules and documented regulations issues will be easier to resolve. The committee reviews issues brought to their attention.

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

Tina has been advised that anyone entering the building for events must be screened for their vaccination status.

**j) Club Captain Report - Gord Percy**

There is an interested person in the Club Captain's position. (Clare Sanderson is stepping down.) Gord hopes to meet with organizers of Club major events / leagues over the winter to develop a clear plan and agenda for 2022.

**k) Ladies President**

Nothing to report.

**l) Recording Director - Glenda Cooke**

"The Management Certificate of Compliance" was submitted by Gord Percy dated November 15<sup>th</sup>, 2021.

**m) Diversity**

Nothing to report.

**n) Junior Program - Jeff Drummond / Gord Percy**

There is a hope, with volunteer assistance, to continue the Monday evening program of introducing youngsters to the basic rules and etiquette of golf.  
Also, on the docket, a discussion to further develop our Junior league.

**o) Strategic Planning / Long Term Planning - Mark Brus / Colin Brown / Gord Percy**

The committee has asked the Directors to meet on December 6<sup>th</sup>, 5 P.M. to provide an update on their progress and indicate the priority items identified.  
Gord is developing a business plan for the possibly of purchasing a good simulator that also could be used as a launch monitor outside. Careful consideration of many factors is needed in this decision.

**p) Leagues - Gord Percy / Jeff Drummond**

Nothing to report.

**q) Web site / social media**

Nothing to report.

**r) Election - Ron Dolinki / Doug Hart / Jeff Drummond**

Eight nominees have accepted to run for the seven available Board positions therefore, the committee will proceed with the election process.

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**s) Membership / Volunteers - Paul Cadeau / All**

The subject of free memberships extended to some volunteers is a current controversial topic. At present our Club is fortunate to have many volunteers helping with various projects, holding various positions and contributing in other ways. President Paul noted the names of some volunteers who have contributed many hours, often comparable or exceeding, those receiving free memberships. The Directors appreciate and are thankful to every one of our volunteers who are embracing the definition of volunteerism which is, "the principle of donating time and energy for the benefit of other people in the community (in our case the Club) as a social responsibility rather than for any financial reward."

Also, the pending vote to become Not-for-Profit without shareholders does not recommend this practice and if done, indicates a T4A must be issued for income tax purposes.

The Directors have also been discussing how to show our appreciation all volunteers.

Therefore, to come to a conclusion in the short term, the following motion was made -

**MOTION to rescind any payment for volunteer work (except for authorized expenses) until the new bylaws are in effect which will define future remunerations.**

**Motion to approve - Mark Brus**

**Seconded by - Larry McIntosh - Carried**

**t) Volunteer Work / Fall Winter Work - Gord Percy**

A list was provided indicating projects for the off season, some of which should be started as soon as possible such as tree cutting and course work.

**OTHER** (discussions / comments)

- Implementing "e transfers"
- Discussion of the "incident files" retained in the office
- Gord will be away Nov.21<sup>st</sup> returning Nov.25<sup>th</sup>, 2021

7. Next meeting will be held on December 13, 2021 at the Smiths Falls Golf and Country Club @ 5:00 P.M.

8. **MOTION to adjourn at 7:50 P.M. by Colin Brown**  
**Seconded by - Doug Hart - Carried**

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<u>Directors Attendance</u>	
Name	Number of meetings attended
Paul Cadeau	6
Colin Brown	5
Mark Brus	6
Glenda Cooke	6
Scott Devonshire	0
Ron Dolinki	6
Jeff Drummond	5
Warren Garton	5
Chris Gray*	6
Doug Hart	5
Dan Imbeau	**
Roy Leach	6
Larry McIntosh	6
Clare Sanderson	6

\*Ladies President

\*\* Resignation accepted September, 2021