

**SMITHS FALLS GOLF AND COUNTRY CLUB
MINUTES OF BOARD MEETING # 2**

Smiths Falls Golf and Country Club

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

www.smithsfallsgolf.com

Board of Directors

Meeting # 2

Monday, May 25th, 2020

Smiths Falls Golf & Country Club

Directors Present: Glenda Cooke, Doug Hart, Clare Sanderson, Dan Imbeau, Paul Cadeau, Norm Devine, Mike Milks, Wayne Kearns, Ron Dolinki, Chris Gray, 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 #11 held Monday, January 27, 2020.**
Motion to approve - Mike Milks
Seconded by - Clare Sanderson - Carried

MOTION to approve minutes of meeting # 1 held Sunday, February 23, 2020.
Motion to approve - Dan Imbeau
Seconded by - Doug Hart - Carried

(Note: Due to COVID 19 no meetings were scheduled for March or April, 2020)

3. **Committee reports:**

a) **Finance - Dan Imbeau**

A projection of finances has been made until August, showing we are moving in the right direction and this period is doing well. Green fees are picking up.

However, with the good news comes some bad news because we risk the loss of some subsidies. The auditors will be filing shortly on our behalf.

Ken Campbell, (interim general manager) presented a detail of sales by department.

President Wayne indicated credit card holders and limits have been updated.

Signing authority on cheques given to Dan Imbeau, Ron Dolinki, Wayne Kearns.

TD bank is 100% supportive of our Club during this COVID 19 time.

**SMITHS FALLS GOLF AND COUNTRY CLUB
MINUTES OF BOARD MEETING # 2**

b) Greens - Ken Campbell (a summary)

Course - is in good shape; not a lot of rain in May. Many trees removed with more to go, including the stump removal. Trees affecting hydro lines on #18 removed. Cleanup continuing. Front sand bunkers have been edged and light sand added (to some) as finances allow. Behind on sod farm and rebuilds of yellow tees.

Budget - clearing up deferred payments and invoices, including the Fall parts order, seasonal fertilizer, some chemicals, course hardware and seed. As of May 16th we are \$8,670.16 under on staff expense from last year at the same time.

All other purchases being kept at a minimum.

Equipment - the older Sidewinder is having some problems. Parts payments that were deferred to June are being paid. Necessary equipment and cart service being done. Oil and filter work will start on rotation when costs allow.

Staffing - all staff back except for seeking a couple for weekend (through Ontrac and Algonquin College). Two employees on Provincial programs at \$9.00/hour for three months. This is about \$4,300.00 each and we can claim 75% through federal program. Three employees are still on CERB and will get paid up to \$1000.00 per month, but will end probably with this pay.

Other notes - PPE safety equipment will need resupplying in all areas. Waiting on reusable masks and infrared thermometer. Signage was done at cost. We are one of a few Clubs offering club storage at this time.

c)House - Paul Cadeau

The Board was updated on the renovations. Some items pending or scheduled to complete Phase Two. (plumbing, barn door, filling of soap dispensers) Air conditioning needs to be checked for settings. Paul extended a thank you to the volunteers who helped with the cleanup of the Clubhouse. The effort by members of this Board along with some family members in the steam cleaning of furnishings, sweeping and scrubbing of floors was extensive and much appreciated. Of special note was a major cleanup done in the lower storage area by Warren Garton and Doug Hart. Much time was required to remove the trash, install shelving, work with plumbing problems and making the area presentable for any possible inspections.

Suggestion to have water valves labelled. The Pepsi coolers were moved into the kitchen and some counter modifications were required to accommodate.

Exterior painting will start in the next couple of weeks, weather permitting.

Engineer drawings should be available if we move ahead with Phase Three.

We will be the general contractor for the next phase.

Paul also suggested a review of items that could reduce an energy draw over the winter months.

d)Bar- Roy Leach

Some complaints have been received concerning bar cart service. A lengthy discussion took place with several options suggested to improve the service. The committee will further discuss and bring their recommendations to the June Board meeting.

**SMITHS FALLS GOLF AND COUNTRY CLUB
MINUTES OF BOARD MEETING # 2**

e) Pro Shop - Larry McIntosh

At this meeting it was brought to Larry's attention the Pro Shop experienced many interruptions to the Wi-Fi service over the recent weekend, resulting in hardships for the staff and our clients. Our service providers will be consulted to remedy the situation. The generator does not support the Pro Shop.

COVID 19 guidelines are being maintained in the Pro Shop; following instructions put in place by management, staff and consultation with an infection control nurse.

f) Membership - Dan Imbeau

Current membership stands at 275 (38 new members)

Members that have not renewed will be contacted.

Aggressive membership opportunities will continue, including those with Parkview, Smiths Falls Ford, Tweed and E Club.

g) Kitchen - Norm Devine

The problem with two refrigerators has been resolved. A breaker problem with the toaster has also be resolved.

President Wayne updated the Directors on a change to Tina's contract due to COVID 19 and indicated the Club would apply for the government COVID 19 rent subsidy.

h) Social - Chris Gray

Current guidelines are restricting social gatherings.

i) Ethics -

Nothing to report

j) Health and Safety - Ron Dolinki

Prior to the meeting the 'Occupational Health and Safety Program Review' was sent electronically to the Directors.

MOTION by Glenda Cooke to accept the 'Occupational Health and Safety Program Review (dated May 25,2020) as presented.

Motion seconded by Paul Cadeau - Carried

k) Men's Captain Report - Clare Sanderson

Apparently, some members are not receiving announcements "on line" regarding tournament notices; please investigate. Discussions still on going regarding any men's tournaments. Match play cancelled due to the restrictions and play time.

**SMITHS FALLS GOLF AND COUNTRY CLUB
MINUTES OF BOARD MEETING # 2**

l) Ladies President Report - Chris Gray

Ladies Club Captain is awaiting guidelines.

m) Recording Director - Glenda Cooke

Received confirmation to whom to forward approved minutes for 'on line posting' due to office changes.

Also, received confirmation that the quarterly submission of the 'Management Certificate of Compliance' to the Directors, by the General Manager, could be put on hold.(due to COVID 19)

n) Share Reconciliation -

Nothing to report

4. New Business :no new business

OTHER (discussions/comments)

- * Ken Campbell is checking with sponsors on scheduling of future tournaments. He also requests urgent matters be sent to his personal email account.
- * A discussion of power cart usage during the COVID 19 resulted in the following motion-
MOTION by Ron Dolinki to permit two golf bags per power cart, with the walking player paying one half of the second rider fee.
Motion seconded by Clare Sanderson - Carried
- * Discussion of future plans for Clubhouse cleaning.
- * COVID 19 guidelines for health and safety are constanly being reviewed.

5. Next meeting will be held on June 29th,2020 at the Smiths Falls Golf & Country @ 7:00 P.M.

**6. MOTION to adjourn at 9:25 P.M. by - Warren Garton
Seconded by - Larry McIntosh - Carried**

**SMITHS FALLS GOLF AND COUNTRY CLUB
MINUTES OF BOARD MEETING # 2**

<u>Directors Attendance</u>	
Name	Number of meetings attended
Wayne Kearns	2
Paul Cadeau	2
Glenda Cooke	2
Norm Devine	2
Scott Devonshire	0
Ron Dolinki	1
Warren Garton	2
Chris Gray **	2
Doug Hart	1
Dan Imbeau	2
Roy Leach	2
Larry McIntosh	1
Mike Milks	1
Clare Sanderson	2

** Ladies President