

SMITHS FALLS GOLF and COUNTRY CLUB

MINUTES OF BOARD MEETING # 3

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

Board of Directors Meeting #3 (2022 -2023)

Monday, May 9, 2022
Smiths Falls Golf and Country Club

Directors Present: Paul Cadeau, Ron Dolinki, Glenda Cooke, Roy Leach, Jeff Drummond, Colin Brown, Larry McIntosh, Chris Gray, Lynn Pominville, Chris Chambers, Rob Dopson, Doug Hart.
Also present: Gord Percy (General Manager / Head Professional)

Directors Regrets: Bob Mulrooney, Mark Brus.

1. The meeting was called to order by President Paul Cadeau - Time 5:00 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 #2 held Monday, April 18, 2022.**
Motion to approve - Jeff Drummond
Seconded by Larry McIntosh - Carried
4. **By - Law revision and review - Paul Cadeau / Gord Percy / All**
Colin Brown is assisting with the editing of the by - laws prior to review by the lawyer to confirm compliance with the ONCA. No updates on the time frame.
5. **Not-for-Profit: Next Steps - Paul Cadeau / Gord Percy**
No additional comments at this time.
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)
7. **Committee Reports:**
 - a) **Finance - Gord Percy**
An EFT program for payroll has been set up. This will allow the Club to pay for invoices without cheques. Thresholds with the bank and the Club have been developed with checks / balances. Security is given the utmost of importance.
More revenue areas are up compared to last year at this point.

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b) Membership - Gord Percy / Jeff Drummond

As of last week, \$454K was collected in membership revenue.

Total membership is 491 (448 adults and 53 juniors). It is expected the amount of play per player will decrease slightly as there are other activities for people to do and more will have holidays away unlike the past couple of years. There was a discussion concerning what our membership total should be and a target number was set for Gord to monitor. (approx..475)

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

A few days were required to get the entire course open but by not rushing, once again the course is in fabulous condition. Most staff openings have been filled. The wood chipper has been received. The excavator has been put to great use. Many compliments have been received regarding the bunker improvements. Plans will be developed to continue the bunker work and drainage.

To reduce costs and time needed to cut fairways the crew is experimenting with cutting fairways in a different manner (alternate directions). Comments have been positive; using the line as a target guide to the center of the fairway. Yardage markers have been put in the ground instead of stakes to save time and wear on employees getting in and out of machines. While most comments have been positive Gord is open to thoughts on this practice.

Regarding the water permits, the ministry is open to working with us and the Club has a timeline for what needs to be done. This year we must put in flow meters to measure our outtake from the creek, we need to hire a consultant to do a long-term test on our wells and how much flow can be drawn from them (not a one-off test). Once results are in, we will work with them to develop a future plan. However, eventually the plan will be for the Club to wean off the creek. We have time and they understand the Club cannot financially do things suddenly. This will be a long range and a very expensive project.

Ken Campbell has limited staff and is lacking time to tackle some smaller projects.

Some of these projects are cosmetic but others are for safety, such as potholes on paths and around ponds, cat tails, cleaning up of areas in woods by tee blocks. Some of these projects require dedicated time, working with Gord's schedule and the ability to use certain equipment safely. Gord has found an interested person who could take on these projects and would aid Ken from focusing on these small but important tasks adding retention of value and member satisfaction. Therefore, Gord has asked the Board for an additional \$5,000 to hire this individual for about 15 hours a week for 20 weeks, plus a few supplies that may be needed. The Board after discussing this request made the following motion.

MOTION to accept the \$5,000 additional budget expense for the special project list as requested by General Manager, Gord Percy.

Motion to approve - Rob Dopson

Seconded by Larry McIntosh - Carried

Chris Gray has recruited a full complement of team volunteers to work on the flower beds. This great plan not only helps Ken but adds to the beauty of our course.

d) House - Roy Leach / Lynn Pominville / Gord Percy

The Clubhouse is in good shape currently. Plumbing work has begun but not completed yet. Most items needing attention are minor but important. The wall at the back of Clubhouse needs attention, as does the Board room.

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e) Bar - Doug Hart / Rob Dopson / Gord Percy

Beverage carts are on a regular schedule. Staff are being trained for inside and outside duties. Plans for the hut are on going. Veronica has returned to work at the bar.

An email will be sent reminding members alcohol beverages must be purchased on site and not brought to the course. The Club will be strict on cooler containers.

f) Pro Shop - Larry McIntosh / Gord Percy

Inventory is continually arriving, delays expected.

Demo / Fit days are almost full.

John Doolan has been exceptional and will be an asset.

g) Kitchen - Larry McIntosh / Gord Percy

Many events are booked for golf (with food), weddings, meetings and get togethers/parties.

Tina is happy and up to date with rent.

h) Ethics - Colin Brown / Glenda Cooke / Christine Chambers

A draft of the Code of Conduct was received favourably. When the pending vision statement is finalized (for inclusion in the Code of Conduct) a motion will be made for approval.

The committee also recommended posting this Code and signage regarding harassment in prominent areas. Another recommendation was to include on the yearly Members form a declaration of awareness of the Club's Conduct Code / policies.

i) Health and Safety - Ron Dolinki / Larry McIntosh / Gord Percy

The fire panel has been fixed with all sensors tested throughout the facilities. The fire extinguishers have been checked. Staff safety training has taken place. Regular staff committee meetings will be scheduled. Management defib training needs to be scheduled.

j) Club Captains - Gord Percy

The schedule of events has been finalized and sent out. Locker rooms are populated with posters and calendars. Men's events will have a test run using our pos system with money going directly into an account. Accounts held outside of the Club but using our name are not audited and are a concern.

k) Ladies President - Chris Gray

Tuesday and Thursday Ladies events are up and running.

An inquiry from the Ladies meeting regarding the wheelchair ramp opened up the discussion once again about this project. Current short-term repairs and obtaining a future grant for a very expensive rebuild (to meet code requirements) need to be addressed by strategic planning. In the event the Smiths Falls Golf and Country Club conforms with the Ontario Not-For-Profit legislation of 2010 and becomes a members owned golf club, there are through the Trillium Foundation the possibilities of grants that could have a significant positive impact on the cost of this project.

l) Recording Director - Glenda Cooke

The 'Management Certificate of Compliance' was submitted by General Manager, Gord Percy, dated May 9th, 2022.

m) Junior Program - Jeff Drummond / Gord Percy

There is great uptake and interest in our planned Junior program.

Currently there are 53 Juniors, up 15 from last year, with more expected.

Juniors lead to long term members and families joining.

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n) Strategic Planning, Long Term Planning - Gord Percy / Mark Brus / Bob Mulrooney

As a group, great progress was made at a meeting held May 2, 2022.

o) Leagues - Jeff Drummond / Gord Percy

All leagues will be up and running this week. Tee times will try to be optimized to accommodate non-league members.

Wednesday evenings for Ladies needs some work.

p) Web site / social media - Gord Percy

The website is now complete and shifted to a new platform. Meetings with social media volunteers to be planned. Currently our new provider does not offer a secure members side. Gord will have discussions with them and report back. It was noted the minutes of the Board were not accessible at this time.

q) Membership / Volunteers - All

Many thanks to our volunteers. We will still need more help going forward. Hopefully, the committee meetings can tackle some of these projects. Gord would like to attend any organization meetings.

Other (discussions / comments)

- A decision was made how to support the Perth and Smiths Falls Hospital Foundation golf fundraiser. A request was considered.
- A procedure needs to be developed for the Board on how to vote on capital purchases / leases.
- Development of documented policies, procedures and rules and regulations - underway
- The Board extended congratulations to our General Manager / Head Professional, Gord Percy, as he becomes the 49th President of the PGA of Canada. Our Club is proud to be associated with this connection to the PGA. His professional experience has brought many positive and beneficial improvements to our Club and this commitment and dedication will continue during his presidential term.

8. The next meeting will be held June 6th, 2022 at the Smiths Falls Golf and Country Club Country Club @ 5:00 P.M.

9. MOTION to adjourn at 6:53 P.M. by Lynn Pominville

Seconded by Christine Chambers - Carried

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<u>Directors Meeting Attendance 2022-2023</u>	
Name	Number of meetings attended
Paul Cadeau	3
Colin Brown	3
Mark Brus	2
Christine Chambers	3
Glenda Cooke	3
Ron Dolinki	3
Rob Dopson	3
Jeff Drummond	3
Chris Gray*	3
Doug Hart	2
Roy Leach	3
Larry McIntosh	2
Bob Mulroney	2
Lynn Pominville	3

*Ladies Club President