

# SMITHS FALLS GOLF and COUNTRY CLUB

## MINUTES OF BOARD MEETING # 4

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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 # 4 (2022-2023)**

Monday, June 6, 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, Christine Chambers, Rob Dopson, Doug Hart, Bob Mulrooney, Marc Brus.

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

**Directors Regrets:** none

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 #3 held Monday, May 9, 2022.**  
**Motion to approve - Christine Chambers**  
**Seconded by Lynn Pominville - Carried**
4. **By - Law revision and review - Paul Cadeau / Gord Percy / All**  
The latest draft of the By- Law revisions was reviewed and discussed.  
The following motion was made -  
**MOTION to approve the current draft of the By - Laws as presented with one change as discussed.**  
**Motion to approve - Roy Leach**  
**Seconded by Larry McIntosh - Carried**  
The approved draft will be submitted for legal for review.
5. **Not-for-Profit - Paul Cadeau / Gord Percy**  
Along with the proposed change to Not-for-Profit, without shareholders and the need to update the Club's By - Laws it is time to act on a long-time discussion (over several years) to reduce the number of Directors sitting on the Board. In order to do this efficiently without creating a deficiency in numbers or experience a plan has been developed and reviewed.  
**MOTION to approve the process of the transition plan for a reduction in the number of Board members to nine.**  
**Motion to approve - Jeff Drummond**  
**Seconded by Mark Brus - Carried**  
The plan will be submitted for legal review.

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### **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)

In addition to the routine report, Gord updated the Directors regarding the brutal storm on May 21, 2022. There was quite a bit of damage and expense along with disrupting operations that are still being caught up. A list of the negative consequences was provided along with the positives such as: no one was hurt; help on Sunday from Tor-Mac, our wonderful staff and volunteers allowed the Club to open the next day with most services on a limited but functional basis; the new wood chipper and excavator were helpful with the clean up.

**President Paul at this time took the opportunity to express thank you to Gord Percy, Ken Campbell, their staff and our volunteers who came out to assist with the cleanup, despite working on a long weekend and dealing with their own storm related issues. This dedication allowed the course to be closed for only one day. Their efforts need to be recognized.**

### **7. Committee Reports:**

#### **a) Finance - Gord Percy**

An EFT program has been set up for payroll allowing the Club to pay for invoices without cheques. Thresholds and checks/balances have been set up so security is upheld and given the utmost of importance. Most revenue areas are up compared to last year at this point. It is important to invest and be proactive to be sustainable in the future and be ahead of other clubs and recreation facilities.

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

\$473K has been collected in revenue. Last year at this time revenue was \$399K. The budget was \$425K. As of June 1<sup>ST</sup>, there are 526 total members including 38 Juniors.

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

Staffing continues to have issues. There have been positive comments regarding the course condition. There are a few negative comments about the long rough, however crews have been focused on tree cutting and clean up resulting in turf growth. Turf can only be cut at a slow pace so not to make it susceptible to disease or drought.

The well situation is moving forward, working with consultants. A long-term plan is required.

Chris Gray has been heading a team of volunteers with the flower beds. Some fund raising was done to aid the beautification by cutting Sam Waldrum's hair! The Adopt a Hole Project has added to the attractiveness of our course and is appreciated.

The Greens committee will meet to develop some recommendations for future projects.

Ron Dolinki requested if the flags indicating the pond edges could be put in place to aid play.

The box car reconstruction and design are under review because the current structure sits over water has lead based paint.

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

Plumping work has been completed however a slow leak in the ladies washroom (upstairs) is being monitored. Clubhouse window cleaning inside and outside was done.

Panelling was installed at the back of the Clubhouse to tidy the area behind ninth green.

The septic tank will be pumped June 6<sup>th</sup>. New garbage cans have been added

to the Club house. Additionally, some air quality/ fragrance dispensers will be installed.

The wheelchair ramp continues to be a source of concern and some work is planned.

Air conditioning in the main hall is not keeping up when the weather is very hot / humid and needs to be addressed.

Climate changes are expected to increase the possibility of power outages in the future, therefore circuits supported by the generator will be reviewed, updated and mapped out in order to keep the Club functional. The alarm system must be maintained for security.

There was a discussion to purchase a small generator to support the Pro Shop during a power outage.

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

The cart is being put out earlier and will stay out on league nights until play completed.

Carts will be better stocked to avoid return trips to the bar. Hopefully, patrons will use the Bar for service when passing by the Clubhouse to avoid cart service on hole 9 and 10.

The staff are wearing new shirts.

Sales are up significantly over any other year. Costs are also up considerably.

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

Inventory arriving but delays are expected with orders.

Sales have been good on fit days. June 7<sup>th</sup> is the last scheduled day.

All areas of revenue (merchandise, range, green fees, carts) are up.

Staff continue to improve customer relations and work ethic.

John Doolan continues to be an asset and shares Gord's attention to detail.

The new ball picker and the new carts are expected to arrive by month's end.

A new ball washer is on its way and a new heavy duty pressure washer was purchased.

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

The kitchen's walk-in freezer required significant repairs.

Rent is paid up to date.

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

Directors were reminded rumours can start if conversations are over heard

when Directors are in discussion outside of meetings. The conversations can be

misunderstood when complete knowledge of the content is missing or on a topic pending.

An Ethics committee "terms of reference" and a harassment policy are planned for review at the July meeting.

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

Fire extinguishers are all updated and functional.

**j) Club Captains - Gord Percy**

Events started and posted.

**k) Ladies President - Chris Gray**

Nothing to report.

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**l) Recording Director - Glenda Cooke**

The signed 'Management Certificate of Compliance' was submitted by General Manager, Gord Percy, dated June 6<sup>th</sup>, 2022.

Approved Minutes are posted on the website and the lower-level bulletin board

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

The program has had great uptake and interest. Many have signed as members.

Camps are almost full and an afternoon ½ day camp was added.

Our tradition of being a proponent of youth golf is continuing.

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

Planning will be moving forward.

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

All leagues are up and running with good participation.

Lisa Drummond has come forward offering to assist in developing a plan and assisting with the Ladies Wednesday evening league.

**p) Web site / social media - Gord Percy**

The website remains a high priority.

**q) Membership / Volunteers - All**

Many thanks to our volunteers. We will still need help going forward. Hopefully, the committee meetings can tackle some projects.

**Other** (discussions / comments)

- A discussion regarding the possibly of having names visible on the tee .com system to aid tee time selection took place. Unfortunately, this involves privacy issues and members must indicate under their profile to have their names visible. Members could be encouraged to select this option.
- Gord has appreciated the support and well wishes received becoming the 49<sup>th</sup> President of the PGA of Canada. While away at the Canadian Open and the PGA Championship of Canada he will remain in touch and works remotely every day. President Paul commented he has received many complements about Gord's performance as General Manager / Head Professional. The Club has benefited in many ways and will continue to do so in the future.
- Ontario has passed a "Working for Workers Act". As an employer the Club needs to review this Act and develop a policy accordingly.

8. The next meeting will be held Monday, July 18, 2022 at the Smiths Falls Golf and Country Club Country Club @ 5:00 P.M.

9. **MOTION to adjourn at 6:00 P.M. by Ron Dolinki**  
**Seconded by Colin Brown - Carried**

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<b><u>Directors Meeting Attendance 2022-2023</u></b>	
<b>Name</b>	<b>Number of meetings attended</b>
Paul Cadeau	4
Colin Brown	4
Mark Brus	3
Christine Chambers	4
Glenda Cooke	4
Ron Dolinki	4
Rob Dopson	4
Jeff Drummond	4
Chris Gray*	4
Doug Hart	3
Roy Leach	4
Larry McIntosh	3
Bob Mulroney	3
Lynn Pominville	4

\*Ladies Club President