

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 (2022-2023)

Monday, July 18, 2022
Smiths Falls Golf and Country Club

Directors Present: Paul Cadeau, Glenda Cooke, Roy Leach, Jeff Drummond, Colin Brown, Larry McIntosh, Chris Gray, Lynn Pominville, Christine Chambers, Rob Dopson, Bob Mulrooney, Mark Brus.
Also present: Gord Percy (General Manager / Head Professional)

Directors Regrets: Ron Dolinki, Doug Hart.

1. The meeting was called to order by President Paul Cadeau - Time 5:22 P.M.

MOTION to go "In Camera" at 5:23 P.M.

Motion to approve Mark Brus

Seconded by Glenda Cooke - Carried

Topic was to discuss unacceptable behaviour on the Course and ongoing alcohol issues that could impact our Liquor licence.

Motion to move "Out of Camera" at 6:03 P.M.

Motion to approve Rob Dopson

Seconded by Mark Brus - Carried

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, June 6, 2022.**

Motion to approve - Jeff Drummond

Seconded by Christine Chambers - Carried

4. **Ease of Access Projects - Project Timeline Review and Revision - Gord Percy**

With issues regarding our wheelchair ramp, the possible guidelines changing next year with regards to outdoor extensions of our patio areas on the grass, the need for member space during weddings / outside events and the fact we will have larger expenditures and the need for a larger grant in future to deal with water consumption, Gord was able to successfully search for a grant of \$65K, bringing this forward to the Board of Directors. However, the project would need to be near completion by the end of the year. Our previous plans could be used with upgrading to current prices. The Club also has funds in the account from our previous loan dedicated to this project. The bank expects this loan to be put to use. The project will be expensive but will add long term success. After discussion the following motion was made -

MOTION to move forward with the Deck and Accessibility Project -

MOTION to approve - Rob Dopson

Seconded by Jeff Drummond - Carried

A project committee was formed, lead by Bob Mulrooney, comprised of Larry McIntosh and Doug Hart. The House committee, Paul Cadeau and Gord Percy will monitor the progress.

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5. Not-for-Profit - Paul Cadeau / Gord Percy

The vote for Not-for-Profit without shareholders needs to occur by October this year in order to start qualifying for grants. Our lawyers have dedicated many hours to this project and are working to meet the target date.

The Club is updating the by-laws, including a reduction in the size of the Board (from fourteen to nine members)

The transition plan (ensuring efficiency and expertise) was reviewed and the following motion made -

MOTION to approve the transition plan for the reduction of Board numbers -

Motion to approve - Rob Dopson

Seconded by Christine Chambers - Carried

The plan will be sent for legal review to ensure all conditions comply with the newly proposed Corporate By-laws.

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

The payroll EFT is working correctly. Obligations to the government and banks are in compliance.

b) Membership - Gord Percy / Jeff Drummond

\$473K has been collected in membership revenue. The final last year was \$408K.

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

Wages are tracking a bit higher than expected. Overall, Ken has most items within budget. Increases over last year for fertilizer, chemicals and fuel were accounted for when planning. The course is in good shape and any spots starting to brown will be helped by the recent rain. Chris Gray suggested a trial use of the larger style traps for deer flies (and other pests) being used on some courses.

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

There are some major issues with the septic drains underneath the Clubhouse that were not part of the repairs a few years ago. They have rusted out. The only temporary fix is to drain the lines and fill with cement to stop the awful odour emanating at random times. A full overhaul is required in the Fall. Our plumber is working on an estimate.

Windows of the Clubhouse have been cleaned inside and outside. New garbage cans have been installed. Ceiling tiles in the simulator area will be installed to reduce sound and for aesthetics. The wheelchair ramp has been repaired to improve stability. The generator will be reworked to become more efficient than it was during the May, 2022 storm. Club insurance will be due soon.

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

Bar sales are up significantly. Better controls, along with leagues and events have accounted for the increase. Wages are higher than budgeted for due to large turnover and training costs. Plans for the usage of the hut hope to be developed. The bar fridge doors are fixed.

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f) Pro Shop - Larry McIntosh / Gord Percy

Merchandise and range sales along with cart storage and cart rentals are up in revenue. Green fees are holding with last year probably due to more members playing. The arrival of the new ball picker, the new ball washer and the new gas carts are expected. Wages are within budget.

g) Kitchen - Larry McIntosh / Gord Percy

Gord and Tina communicate daily.
Rent is paid up to date.

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

The previously reviewed "Code of Conduct" was presented for approval.

MOTION to approve the "Code of Conduct" for the Smiths Falls Golf & Country Club -

Motion to approve - Lynn Pominville

Seconded by Rob Dopson - Carried

A Harassment / Discrimination Policy was distributed to the Directors prior to attending the meeting for review and consideration. After discussion the following motion was made -

MOTION to approve the "Harassment / Discrimination Policy" for the Smiths Falls

Golf & Country Club -

Motion to approve - Larry McIntosh

Seconded by Jeff Drummond - Carried

Members, guests and staff will be informed of the policies by various means (on site postings, website and email etc.)

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

Nothing to report.

j) Club Captains - Gord Percy

Events were posted and have started. Barry Clark, is being helpful, picking up quickly in his role.

k) Ladies President - Chris Gray

The Ladies took part in the Intersectionals at Arnprior, commenting our course is in better condition. Next year the event will be held in Cornwall.

l) Recording Director - Glenda Cooke

The signed 'Management Certificate of Compliance' was submitted by General Manager, Gord Percy, dated July 18th, 2022.

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

m) Junior Program - Jeff Drummond / Gord Percy

The program is going well. Camps are fully booked.

Lots of new kids out on Monday with volunteers assisting.

Saturdays were well attended.

Intersectional tryouts are ongoing for the event at the end of month.

Juniors lead to long term members, lead to families signing up and are an important part of our community and Club tradition. Our membership has been excited to see the kids around.

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

A number of documents related to the strategic planning exercise were provided prior to the meeting for review (updated SWOT analysis chart, draft strategic goals, milestones, a draft strategic plan). Next steps were discussed.

A strategic plan will be used to guide the work and decisions of the Board of Directors for the next five years.

Committees were asked to prepare a list of their top priorities (approx. 3) for the next meeting.

o) Leagues - Jeff Drummond / Gord Percy

All leagues are running with good participation.

Tee time bookings have tried to be optimized so non-league members can get out every night. There is interest in events on some Friday nights.

Other (discussions / comments)

- Larry McIntosh updated the Directors on the August LPGA event at the Ottawa Hunt Club, noting the lack of volunteers from our Club.

8. The next meeting will be held Monday, August 15th, 2022 at the Smiths Falls Golf and Country Club @ 5:00 P.M.

**9. MOTION to adjourn at 7:16 P.M. by Colin Brown
Seconded by Jeff Drummond - Carried**

<u>Directors Meeting Attendance 2022-2023</u>	
Name	Number of meetings attended
Paul Cadeau	5
Colin Brown	5
Mark Brus	4
Christine Chambers	5
Glenda Cooke	5
Ron Dolinki	4
Rob Dopson	5
Jeff Drummond	5
Chris Gray*	5
Doug Hart	3
Roy Leach	5
Larry McIntosh	4
Bob Mulrooney	4
Lynn Pominville	5

*Ladies Club President