

# SMITHS FALLS GOLF and COUNTRY CLUB

## Minutes of Board Meeting # 3

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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 # 3 (2023 -2024)

Tuesday, May 23, 2023  
Smiths Falls Golf and Country Club

**Directors Present:** Paul Cadeau, Glenda Cooke, Roy Leach, Bob Mulrooney, Rob Dopson, Colin Brown, Lynn Pominville, Christine Chambers, Ron Dolinki.

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

**Directors Regrets:** Larry McIntosh.

1. The meeting was called to order by President Paul Cadeau - Time 5:00 P.M.  
(Quorum present)
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 17, 2023 -**  
**Motion to approve - Christine Chambers**  
**Seconded by Bob Mulrooney - Carried**

#### 4. Transition from Shares to Initiated Members - All

The corporate structure of the Club now is 'Not for Profit Without Shareholders' therefore the topic for discussion is making the transition of shareholders to initiated members. Three categories were identified: members holding more than one share, juniors with a share; and members who never purchased a share (close to the up coming structure change). A lengthy, in-depth discussion took place considering: good will, revenue, membership numbers, administration time and the future of the Club going forward among other items. After the discussion the Board came to the following conclusions:

\* Members (initiated) who held "more than one share" would be offered the choice of donating the additional shares to the Club; receiving a \$100 credit at the Club or payment of \$100 / share.

\* Junior members who held a share will be entitled, at age 18, to have the \$100 share value directed "towards" any initiated fee in place that year. General manager, Gord Percy will contact the parents regarding this offer and keep a record of names.

**\*MOTION to approve -**

**All 2022-2023 members, (18 years and over), prior to September 1, 2023 are considered initiated members of the Smiths Falls Golf and Country Club as of May 23, 2023.**

**Motion by Rob Dopson**

**Seconded by Lynn Pominville - Carried**

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### **5. Elections, Transitions Packages and Review Process - Paul Cadeau**

President Paul expressed the need for a seamless transition in the future for nominees and newly elected directors.

The ethics committee was requested to provide a template for the committees to indicate their responsibilities.

Also, according to our bylaws there is a requirement for the recording of committee meetings. The ethics committee has already begun working on some of these items and will continue with an action plan for the transition of new board members and committee requirements.

### **6. Deck / Wheelchair Access Update -**

Finishing touches are being done. A ribbon cutting ceremony is being planned.

Please refer to House report and New Business section for more details.

### **7. 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)

### **8. Committee Reports:**

#### **a) Finance - Gord Percy / Bob Mulrooney**

Our obligations to government and banks are in compliance. Soon a bill will be received for the deck and one for the accessibility lift. Chris Saumure has been a tremendous asset, donating a lot of his time and staff time at no charge.

Our payroll has been switched from TD to ADP. It is easier to use, is flexible with savings on labour and accounting fees. Discussions are underway about integration of the Sage and Tee On systems for ease of use. Bob Mulrooney is looking at our Sage accounts to streamline and clean up our system. A detailed expense report regarding the new deck was presented.

Chris Saumure and Joey Burns have been very generous with their time.

The SFG&CC is very aware and appreciative of this contribution and they should be publicly recognized.

#### **b) Membership - Gord Percy**

A few members have yet to sign up, along with 30 Juniors and some students / younger Intermediates. Only 12 longer term members did not sign up, mostly related to health issues.

#### **c) Greens - Storm Damage - Gord Percy / Ron Dolinki**

Most everything is in good shape except for a few low areas. There is still some cleanup to do with trees and burn / dump areas, along with stump work to be completed.

The back of the driving range has been extended and smoothed out and has been hydro seeded. A low boundary fence has been installed along the back.

Solutions for #17 bridge are on going. The new path and fairway shaping on #17 has been received well. The new utility vehicle in use regularly.

Boxcar walls should be completed soon. Larger trees have been planted on #13.

The cleaned-up area beside #9 green will be hydro seeded next week. Flowers have been planted there with thoughts of creating a picture area. Volunteers have been working on the flower beds. A grub problem on a couple of holes will be treated and hydro seeded along with any damaged areas around the clubhouse from construction. Debris areas will need attention.

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

Weather and an equipment issue have delayed painting of the parking lot lines.

The deck is mostly complete other than a few touch ups. There have been questions about creating more shade and this is being looked into. Flowers and planters are being placed. It is important to note the deck is non smoking by club rules and the law.

The tables on the grass will be moved on a rotation for grass cutting and creating alternate walking paths to allow the grass to recover regularly. Some extra blocks of stone and river rock will be used along the new cart path around the clubhouse.

The lift in the clubhouse is progressing slowly. There are some engineering problems and the actual lift is delayed. TSSA will need to approve prior to putting into use.

A new second cleaner for the clubhouse will work three days. Pictures will go back on the walls soon. The old captains' room and office are the next planned projects.

Following is a list of the large number of things done in the clubhouse:

- \*Floors dug up and new plumbing put in downstairs

- \*New flooring in hall and locker rooms

- \*Floors buffed and waxed

- \*Ceiling tiles for sound and protection for Simulator put in

- \*Ceiling tiles replaced that were damaged and extra eggcrate put in for improved ventilation downstairs.

- \*Painting touch ups done including hall downstairs

- \*New hand bars in showers

- \*Mirrors put in upstairs washrooms

- \*Numerous minor repairs

- \*Furnace rooms were cleaned out

- \*New LED lights installed downstairs hall.

The new defibrillators are installed in visible areas.

### **e) Bar - Gord Percy / Rob Dopson**

Many talks have taken place regarding service and expectations, including the bar cart. Serving on the deck and in the clubhouse will be monitored.

Staff are in place and smart serve training will be completed. The ice machine is on its last legs.

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

The simulator ended up 10 % ahead of last year. Staff in place and have received training.

Outdoor fit days have been going well. The new ball picker is in use. It is more functional, faster and most importantly safer. The leagues are running well. The Ladies' Twilight is having good turnouts (the last Wednesday of each month will be a shotgun).

The Junior program has had an incredible take up in clinics, camps and memberships.

Our nine newer carts are expected to arrive in June.

Crushed stone has been added to the "turn around" on #18 and to an area behind the pro shop, where carts are parked, making the areas more functional and appealing.

Our pro shop now participates in the PGA club trade in program.

New rental clubs have been purchased.

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

A new industrial toaster has been purchased.

There needs to be a solution to avoid paying at two places for food and bar service.

Also, more promotions are needed to encourage traffic to the club.

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

Staff are deserving of our patience and should be supported as the season gets underway.

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

Staff training has taken place. Site inspections for safety will be done this week.

The WSIB injury (noted in previous minutes) was not as serious as first thought and things are back to normal after some light duties.

A policy for the 'right to disconnect' needs to be developed because the law is now in effect.

### **j) Recording Director - Glenda Cooke**

The signed 'Management Certificate of Compliance' was submitted by General Manager, Gord Percy, dated May 23, 2023. Approved minutes are posted on the website and the downstairs bulletin board.

Form 1 indicating current directors and officers of the SFG&CC has been forwarded to the government through our lawyer's office.

### **k) Website / Social Media - Gord Percy**

Some updates and changes have been made with more to come.

Photos and a drone video are planned for early June and will be put on the website.

The calendar is on the website but the printing function is not working; our provider is trying to resolve. Volunteers are doing Instagram and Facebook. Norm Devine is doing Twitter.

### **l) New Business Items - Lynn Pominville / Gord Percy**

\*a discussion took place regarding a request from Tina for the placement of a tent / BBQ.

\*Lynn Pominville, along with Gord Percy, updated the directors regarding the planned ribbon cutting ceremony for the grand opening of the deck scheduled for June 4, 2023.

Among the invited guests will be the Mayor of Rideau Lakes; Arie Hoogenboom.

Emails have been sent out to members and posters have been put up indicating the details of the ceremony. Media coverage, food and music are planned.

Gord noted some of the very positive effects resulting from the completion of the deck: satisfying the conditions of our loan and grant, accessibility, revenue, improving Club image and enjoyment by members.

### **Other / Discussion:**

- Gord will be attending the US Open and Canadian Open in June.
- Improving path off bridge heading up # 9 fairway.
- Notice of any spraying on course due to sensitivities by some players.  
(Gord noted any chemicals used on our course are not hazardous, therefore posting is not required by law)

9. The next meeting will be held Monday, June 19, 2023 at the Smiths Falls Golf and Country Club @ 5:00 P.M.

10. **MOTION to adjourn at 6:50 P.M. by Roy Leach**

**Seconded by Colin Brown - Carried**

**SMITHS FALLS GOLF and COUNTRY CLUB**

**Minutes of Board Meeting # 3**

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<b><u>Directors Meeting Attendance 2023-2024</u></b>	
<b>Name</b>	<b>Number of meetings attended</b>
Paul Cadeau	3
Colin Brown	2
Christine Chambers	3
Glenda Cooke	3
Ron Dolinki	2
Rob Dopson	2
Roy Leach	3
Larry McIntosh	2
Bob Mulroney	3
Lynn Pominville	3