

SMITHS FALLS GOLF and COUNTRY CLUB

Minutes of Board Meeting # 4

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

Board of Directors Meeting # 4 (2023 -2024)

Monday, June 19, 2023
Smiths Falls Golf and Country Club

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

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

Directors Regrets: Larry McIntosh, Lynn Pominville.

1. The meeting was called to order by President Paul Cadeau - Time 4:58 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 # 3 held Tuesday, May 23, 2023 -**
Motion to approve - Ron Dolinki
Seconded by Christine Chambers - Carried
4. **Directors Code of Practice - Review and Discussion (copy attached)**
The By-laws state the "Directors Code of Practice" requires review yearly. However, Colin Brown (ethics chair) noted by including the signatures after review indicates the Board is doing diligence. All Directors present were in agreement. The signed documents will be forwarded to General Manager, Gord Percy.
5. **Code of Conduct - Review and Discussion (attached Code copy)**
President Paul requested the meeting move "In Camera".
MOTION to move "In Camera" at 5:01 P.M. by Rob Dopson
Seconded by Bob Mulrooney - Carried
MOTION to move "Out of Camera" at 5:51 P.M. by Christine Chambers
Seconded by Bob Mulrooney - Carried
6. **Elections, Transitions Packages and Review Process - Colin Brown, Chris Chambers, Glenda Cooke**
At the last Board meeting President Paul requested the ethics committee to develop a template for the committees to indicate their responsibilities and a document (s) for a seamless transition for nominees and newly elected directors. Christine Chambers presented a draft of a single document titled "Onboarding of New Board Members". The document was well received with a few recommendations suggested. The updated document will be brought back to the Board. Also, presented by Colin Brown, was a document titled "Terms of Reference Ethics, Diversity and Inclusion Committee" as a suggested template for the committees to indicate their responsibilities.
It was also recommended / requested (to Gord Percy) that all our documents be made available on the website in one place for easy reference.

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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 the banks are in compliance. A large invoice has been paid to Samaure for the remainder of the work done, excluding the final lift cost. (part of the lift has been paid for along with the preparation of the enclosure.)

b) Membership - Gord Percy

The final total will be very close to budget. The totals are 476 for adults and 75 for Juniors. The Fall promotion will not start until later in the season.

c) Greens - Gord Percy / Ron Dolinki

Things are good with the Course and Ken is up to date with his applications. Gord will ask him to post signs when applying. Attempts to raise the bridge failed so another solution will be sought. The boxcar walls are painted and waiting to be installed. The new tees have started to open. A new red tee on #13 is being built and maybe on #7, along with a new white tee on #18. Possibly a blue tee on #10 built with our stone. The Course is being rated on July 24th. Seeding has not worked well and is being addressed. Volunteers continue to work closely with Gord and Ken Campbell on the flower beds. Our Greens crew is aging and this will need to be addressed for the future.

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

Parking lot lines have been painted. A walking path was created through the river rock to the front entrance from hole #1. Lighting and sound for the patio are the next items to be worked on. Solutions are being looked at to create some shade on the patio but umbrellas are not the answer. The lift is progressing slowly due to reengineering and assembly. Following installation TSSA needs to approve use.

e) Bar - Gord Percy / Rob Dopson

The glass washer needs a new computer and is being replaced. The upstairs ice machine is not repairable at a sensible cost therefore will be replaced. Bar sales have been good even with a later start and the unusual air quality of the weather. Wages are slightly down this year.

f) Pro Shop - Gord Percy / Larry McIntosh

A TaylorMade fit session is coming soon. The electrician has still not been in to change the Back shop lights to LED and install a panel for the generator. May need to look elsewhere. Pro shop sales are up but of course costs of goods are up also. Fencing around the base of the range continues. The Junior program has had an incredible take up for clinics, camps and membership. The nine newer carts are coming soon. Our budget is almost the same as last year's final numbers.

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g) Kitchen - Gord Percy / Larry McIntosh

Tina Johnson is interested in continuing her relationship with the Club when her two - year contract ends after the golf season. The BBQ under the pine trees between #1 and #10 went well. Larger events will require a tent with a BBQ. The food service prices are in line with current increases in the market place resulting from the cost of goods and staff.

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

As of 5:00 P.M. today there are no outstanding ethics issues.

i) Health and Safety - Gord Percy / Ron Dolinki

A policy for the "The Right To Disconnect" needs to be developed to comply with the law.

j) Recording Director - Glenda Cooke

The signed 'Management Certificate of Compliance' was submitted by General Manager, Gord Percy, dated June 19, 2023.

k) Website / Social Media - Gord Percy

Improvements are on going and soon some new photos will be added.
The Directors names need to be updated on the site also.

l) New Business Items -

None

Other / Discussion:

- Smoking issues on the patio
- Slow play
- #17 bridge
- Water storage
- Salary confirmation
- British Open (Gord attending)

9. The next meeting will be held Monday, July 17, 2023 at the Smiths Falls Golf and Country Club @ 5:00 P.M.

10. **MOTION to adjourn at 6:28 P.M. by Roy Leach**
Seconded by Colin Brown - Carried

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Directors Meeting Attendance 2023-2024

Name	Number of meetings attended
Paul Cadeau	4
Colin Brown	3
Christine Chambers	4
Glenda Cooke	4
Ron Dolinki	3
Rob Dopson	3
Roy Leach	4
Larry McIntosh	2
Bob Mulroney	4
Lynn Pominville	3