

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 for the year 2024-2025

Wednesday, April 17, 2024
Smiths Falls Golf and Country Club

Directors Present: Paul Cadeau, Glenda Cooke, Roy Leach, Jeff Drummond, Rob Dopson, Bob Mulrooney, Doug Hart, Colin Brown, Ron Dolinki.

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. **Approval of Agenda Items -**
MOTION to approve - Colin Brown
Seconded by Roy Leach - Carried

3. **Declaration by Board Members on any possible conflict of interest on agenda items -**
No declarations.

4. **MOTION to approve minutes of meeting # 2 held Wednesday, March 6, 2024 -**
Motion to approve - Jeff Drummond
Seconded by Doug Hart - Carried

5. **Review the ad hoc committee structure and modify to meet current needs. Review / Develop the roles of the Board members in support of the revised structure.**

Historically, often (due to need) the function of ad hoc committees actually became roles that according to our present By Laws are the responsibilities of the General Manager.

To allow the Board to function in a revised structure the following motion was made:

MOTION to remove “ad hoc” committees from Board roles because those responsibilities belong to the General Manager.

Motion to approve - Roy Leach

Seconded by - Doug Hart - Carried

6. **Committee assignments of ‘Directors’. Volunteers to chair various committees along with support roles on new committee structure.**

Finance -

Motion to approve Finance committee as appointed - Bob Mulrooney (Club treasurer, chair), Gord Percy

Motion by Roy Leach

Seconded by Doug Hart - Carried

Recording Director - Glenda Cooke (Club secretary)

Nominations - appointed by Board as needed

Ethics / Diversity / Inclusion -

MOTION to approve Ethics / Diversity / Inclusion Committee as appointed - Colin Brown (chair), Glenda Cooke

Motion by Roy Leach

Seconded by Rob Dopson - Carried

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Greens - to be determined

House -

MOTION to approve House Committee as appointed - Gord Percy (chair), Roy Leach

Motion by Colin Brown

Seconded by Glenda Cooke - Carried

7. Develop a process to increase the involvement of female members in committees, Club projects and activities.

Committees and the General Manager may source members if felt beneficial.

As stated in previous minutes "To foster an atmosphere of equity, diversity and inclusion female members should be considered to accept the commitment to sit on a committee or become involved with projects and events". The revised committee structure ideally should seek to have a balance of male and female volunteers working collectively with the manager. This would not mean a day-to-day commitment. Suggestions need to be brought forward in order to be successful in this area.

8. Update on Club Captains and Playing Committee members ensuring diversity and inclusion in all Club events.

The Club Captains have been meeting regularly with Gord Percy. A playing committee will be formed soon, comprised of both males, females and possibly a youth.

Captains will sign the Code of Practice.

9. SFG&CC Board Manage - 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)

10. Committee Reports

I) Finance - Gord Percy

The Club is in compliance with our obligations to the government and the banks.

Bonuses have been paid to all staff that were considered.

Jeff Drummond will become a signing officer.

II) Membership - Gord Percy

Several returning members have not paid their dues for this year. This makes planning very difficult and not fair to people on our waiting list. A plan needs to be developed to avoid this situation, such as a "lock in" date in the future.

III) Greens - Gord Percy

Unfortunately, the rain has delayed our early opening date. There are tremendous volunteers helping Ken Campbell. There are many things on going at the Club; 18th tee construction, punching of greens, tree work, stump removal, painting and club house and course improvements to name a few.

The Club is getting three needed different used utility vehicles.

The purchase of new groomers for the Greens mower will improve the smoothness of cut.

Some new (younger) staff have been hired. Chris Gray is heading up the flower bed program once again.

IV) House - Gord Percy

Still looking for a replacement person to clean three days a week.

New tables have been ordered. Feedback was sought regarding style of chairs.

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The ramp has been removed and improvements made to the side of the club house. Roy Leach has been doing some touch up painting around the club house. Parking lot painting has been delayed due to rain. Plans are being finalized for a roof cover on patio.

V) Bar - Gord Percy

Our main staff are back and new people are being hired. A new ice machine will be installed. New signs for pricing are on order. Pricing wise things have been increased a by quarter.

VI) Pro Shop - Gord Percy

Fitting days were successful utilizing the Simulator and sales have been excellent. Most merchandise is on hand and the generator panel has been installed. Painting of the pro shop exterior to match the clubhouse has been completed. Twelve new carts are coming. Ten of our oldest carts have been sold to a buyer at a tremendous price. Twenty - four old carts will continue to be replaced. If finances are viable a privacy wall will be built to hide the cart cleaning area. Staff are in place and training has begun. New score cards are coming soon indicating the new ratings. Hybrid cards will be ordered but those ratings have not been received. No sponsors will be placed on cards.

VII) Kitchen - Gord Percy

More events are being planned. Training will take place of staff. Hood cleaning has taken place. Maintenance checks were done on the freezers and fridges.

VIII) Ethics - Gord Percy

There is a need to educate and reenforce our ethic procedures and policies.

IX) Health and Safety - Gord Percy

First aid and defibrillator training will be done. Defibrillator batteries will be replaced. Fire extinguisher and water tests have been done.

X) Recording Director - Glenda Cooke

The "Management Certificate of Compliance" was submitted by General Manager, Gord Percy dated April 17, 2024.

Approved minutes are posted on the website and bulletin board.

The "Notice of Change" to up date the Directors & Officers as of February 18, 2024 has been filed through the Ontario Business registry.

XI) Web site / Social media - Gord Percy

Our website will be a focus prior to opening. Good photos have been taken.

Finding time to devote to this project has been difficult.

It was suggested, our members could be sourced to find if anyone with an interest and knowledge of websites might like to devote time to this project.

XII) Captains / Events - Gord Percy

The Men's Captain (Barry Clark) has been very helpful assisting our new Ladies Captain (Cathy Burgess). A schedule of events will go out soon. Leagues have been informed of pricing and will commence May 6th. Hopefully, a 70th anniversary event for the Club will be planned.

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XIII) PGA - Gord Percy

April 18th, 2024 is Gord's last day as President of the PGA of Canada. Gord extended "thank you" to the Board, its predecessors as well as the members for their support.

11. Round Table / Other business for discussions

- Jeff Drummond suggested the idea of holding a members' "meet and greet".
- Colin Brown suggested a form of rope line boundary to keep carts away from the par threes.
- Roy Leach was asked by a charity event to inquire if the Club would consider donating a power cart and four green fees.
- Rob Dopson, on behalf of the Directors, thanked Gord for his service and contributions to the PGA of Canada during his term as President.

12. Next Meeting Date -

Next meeting will be held Monday, May 13, 2024 at the Smiths Falls Golf and Country Club.

13. MOTION to adjourn at 6:18 P.M. by Colin Brown

Seconded by Ron Dolinki - Carried

Directors Attendance 2024-2025	
Name	Number of meetings attended
Colin Brown	2
Paul Cadeau	3
Glenda Cooke	3
Ron Dolinki	2
Rob Dopson	3
Jeff Drummond	3
Doug Hart	3
Roy Leach	3
Bob Mulrooney	3