

**SMITHS FALLS GOLF and COUNTRY CLUB**  
**MINUTES OF BOARD MEETING # 11**

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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 # 11 for the year 2024 - 2025**

Monday, January 13, 2025  
Smiths Falls Golf and Country Club

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

Also present: Gord Percy (General Manager / Head Professional), Scott Kendall (nominated Director as guest)

**Directors Regrets:** none

Minutes by Glenda Cooke, Club secretary (approved minutes are posted on the website and clubhouse bulletin board)

1. The meeting was called to order by President Paul Cadeau - 4:55 P.M.  
(quorum present)
2. **Approval of Agenda Items -**  
**MOTION to approve - Jeff Drummond**  
**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 # 10 held Monday, December 16, 2024 -**  
**MOTION to approve - Jeff Drummond**  
**Seconded by Ron Dolinki - Carried**
5. **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 recorded below.

**Finance -**

Thank you was extended to Bob Mulrooney for his work on the Club financials.

The draft of the Financial Statement was broadcasted to the Directors for review and approval prior to the meeting. Bob also presented a document he had compiled using audit statements to show income statement trends over the last eight years. It was very evident of the positive trends since the hiring of Gord Percy.

**MOTION to accept the draft 2024 Financial Statement prepared by Kelly Huibers McNeely auditors.** (by electronic vote prior)

**Motion to approve - Bob Mulrooney**  
**Seconded by Paul Cadeau - Carried**

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---

The budget for last year was 'on' in a round about way. A lot was accomplished that will aid the Club. The year saw many unexpected repairs and replacements that were needed for important and expensive equipment. Revenue during the time of opening earlier and closing later was low and increased our expenses but on the positive side made the membership appreciative.

Our staff are now paid fairly after an increase in wages.

Gord presented the budget for 2025 for review and was accepted by the Directors.

The "Management Certificate of Compliance" signed by Gord Percy, dated January 13, 2025 was provided to the Club secretary.

### **Membership -**

Membership fees received are up over last year at this time. In terms of initiation fees there are twenty new members paid up. A pause on new members will take place until there is a better understanding of attrition.

### **Bar -**

A new service plan including staff will be worked on early in the year.

### **Pro Shop -**

The simulator is up and running and will provide benefits from bar sales and fitting days (held in March). Usage also helps with staff retention during the off season.

### **Kitchen -**

The wedding and parties have gone well through the Fall. Tina will be opened Sundays and be available for groups using the simulator. Some special nights are planned, including a dance in February.

This is the last year of Tina's two - year contract.

### **Captains / Events -**

Only one applicant was received for each Captain position. Cathy Burgess for the ladies and Barry Clark for the men, however a serious offer was made to assist each.

### **Web Site / Social Media -**

After the AGM the website will be worked on heavily.

## **6. Reports - from Committees**

### **Greens - Gord Percy / Rob Dopson / Doug Hart / Ron Dolinki**

Some tree work continues. Most equipment has been serviced.

Plans for the irrigation system are underway. Hydro costs will be a major factor.

This project will be done over two or three years and it was noted members should be kept informed with updates as this mandatory project moves forward.

### **House - Gord Percy / Roy Leach / Lynn Pomerville**

Winter projects are planned.

### **Ethics / Diversity / Inclusion - Colin Brown / Glenda Cooke**

Directors were provided the final draft for the new "Code of Conduct for Members, Guests and Staff of the SFG&CC" prior to the meeting for comments. At the meeting after review the following motion was made.

**MOTION to approve the final draft of the updated "Code of Conduct for Members, Guests and Staff of the Smiths Falls Golf and Country Club" as presented by Colin Brown.**

**Motion to approve - Doug Hart**

**Seconded by Jeff Drummond - Carried**

Colin, then presented the Directors with an initial draft of the "SFG&CC Disciplinary Procedural Guideline Policy" for comments. After some suggestions were made an updated draft will be approved by electronic vote. It is important to have these two policies in place for the start of the 2025 season and have members aware of the content.

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---

Lastly, a spread sheet was reviewed suggesting how to address responsibilities and activities related to disciplinary issues.

The spread sheet outlined the types of issues that might warrant the use of the "Procedure Guideline" and the specific steps required to reach a solution.

This document will require in put from those involved and need up dating time to time.

The acronym for the spread sheet indicating: **Responsibility, Accountable, Consulted, Informed** is known as "**RACI**".

**7. New Business -**

None

**8. Round Table / Other discussions -**

None.

**9. Next Meeting Date -**

Next meeting will be held Sunday, February 23, 2025 at the Smiths Falls Golf and Country Club during the AGM.

**10. MOTION to adjourn at 6:00 P.M. by Roy Leach**

**Seconded by Rob Dopson - Carried**

<b>Directors Attendance 2024-2025</b>	
<b>Name</b>	<b>Number of meetings attended</b>
Colin Brown	10
Paul Cadeau	11
Glenda Cooke	11
Ron Dolinki	8
Rob Dopson	10
Jeff Drummond	11
Doug Hart	11
Roy Leach	11
Bob Mulrooney	8