



YKGC Board of Director's Meeting Minutes

Tuesday, February 11th, 2020

1. Call to Order – 5:38pm

Attendance

Present – Shaun Morris, Hughie Graham, Jenni Bruce, Matthew Bannister, Damien Healy, Clem Hand, Jeff Oldfield, Winter Bailey

Regrets – Cole Marshall, John Nahanni, Dwayne Simmons

Absent – Perry Campbell

2. Approval of Agenda M. Jeff, S. Matthew

3. Approval of Minutes

a. January 8th, 2020, M: Damien, S. Clem

4. **Presidents Report** – Verbal – have been working with GM in his new position so most activity is in his report. We are looking into the cancelation clause on the cell phone contract and will reimburse GM for the standard monthly amount of his plan.

5. **Treasurer's Report** – Verbal – We have \$26.14 in our account, \$526.83 on Visa and \$13,500 on line of credit. Year end is just about ready. Discussion on the tipping fee invoice, Shaun is talking with the City but do not anticipate any change. **Motion: Update signing authorities to Shaun Morris, Matthew Bannister, Jenni Bruce, Hughie Graham, Cole Marshall with the bank. M. Matthew, S. Clem**

6. **General Manager's Report** – as attached. Discussion on lucky bucks. **Action: Jenni to add lucky bucks to next agenda.** M. Hughie, S. Matthew

7. Old Business –

- a. Meeting with Clubhouse contractor – received financials and Jenni and Shaun will meet with contractor to provide feedback on February 13th. RFP is almost ready to send
- b. Members Survey – Shaun will send out by Feb 12th

- c. Code of Conduct Forms – tabled to next meeting. **Action, John and Perry to submit Code of Conduct**
- d. Quotes for Financials – have looked around and believe we will get a lower price
- e. Assistant Pro Recruitment – addresses in GM Report
- f. Statement for Men’s/Ladies night – Clem presented letter. Discussion on wording. Discussion on lucky bucks. **Action: Board is to provide feedback by February 14th. Letter will be sent out following that by Clem**

8. Committee Reports –

- Grounds & Maintenance – Damien – Clem & Damien were able to cut down brush on 11, couldn’t find any outside of hazard on 12 so left it. Pete will provide a quote on removal of ATCO trailer. Plan to put together work plan and have question regarding rock rule from Rules Committee for direction. Discussion on budget for committees. There is no budget, expenses are presented on a case by case basis for approval by the board.
- Golf Course Development – Jeff – expecting a quiet season until the plan is set for moving forward with the greens. Discussion on leased land on potential to negotiate or look for funding to help.
- Membership & Clubhouse Committee – Jenni – see attached. Discussion that contract be vetted through Matthew for financial perspective. M/ Jeff, S. Clem
- Rules & Handicaps – John – not present. Discussion on possibility of replacing rocks with 8 x 8’s as we have them. Then rocks could be used in private cart area.
- Tournaments – Clem – Corporate Club Tourney will be May 29th. Discussion on budget and prizes, Drive, Chip & Putt and RBC Scramble for 2020. Will be meeting to nail down details in coming months
- Midnight Tournament – Hughie – will be meeting with Canadian North next week to figure out sponsorship as it has been declining over the years. Will present intent to bring other business into sponsorship. Discussion on package for Hay River Tournament.
- Sales & Marketing – Dwayne – not present sent email as attached.
- Volunteers – Perry – not present, no report

9. New Business –

- a. **Review of Policies and Code of Conduct – Motion: To creat Adhoc committee to review Policies and COC. M. Jenni, S. Matthew.** Jenni will Chair and Hughie and Winter volunteered to sit on committee. **Action: Jenni will circulate documents for feedback from committee members.**
- b. **Outhouses** – Shaun learned that they are cleaned twice a week and emptied every two weeks. Recommended that we put a sign in them with pro shop number to contact of there are issues.

10. Next Meeting – March 11th, 2020 at 5:30pm, 3rd Floor NWT Commerce Place

11. Adjournment – M. Jeff 7:22pm

Action Items :

- Cart Committee to communicate the value in trail fees- new cart paths (\$24K for path on 16), filling potholes, establish structured parking in private cart area
- Shaun to send out survey for 2020 season
- Membership committee to meet with current F & B contractor to discuss the season and decide on next steps
- John and Perry to read and sign Code of Conduct by February 11th, 2020
- Matthew to get quotes for financials

GM Report

My apologies for not being able to make this evenings meeting. I was committed already to some of my winter work. Here's a list of what I've been working on since taking over in January:

1. Work computer was transported from the GC to my home so that I could begin to answer work emails, access the outlook calendar and begin to work on Tee-On. Emails have been coming in for corporate events, and I have advised them that we should have someone in place for the clubhouse soon so they can have some sort of menu. There have been many emails coming thru for different things (memberships/midnight tournament/corporate events).
2. The tournament calendar for both corporate and club tournaments have been updated and will continue to be updated as more corporate events are booked.
3. Tee-On has been transferred over from the server to the office computer I have at home. It will remain on the Tee-On server while we aren't open. Matt has been working on inputting pricing for greenfees/carts etc. All of his work has been uploaded to the office computer, I have done some online training and have a 1 on 1 session with them this coming Friday.
4. Assistant Professional recruitment has been slow. We have had 2 applicants apply. One had a position with another club before we could setup an interview, and the other was contacted mere minutes after applying requesting an interview which has gone unanswered. I even decided to call him directly (after sending an email first) inquiring about his services. That call and voicemail went unanswered. The deadline is this coming Friday, but I had spoken with Jeff about pushing the deadline back 2 weeks in an attempt to lure an assistant. If an assistant is not hired, some tweaks to how we operate lessons (especially City of YK Jr lessons) will need to be made. I will contact the CPGA about pushing back the deadline.
5. Fielding emails and calls from companies. Currently have the entire Cobra fitting cart order in my storage room. There was mix-up on the ship date and they'd been trying to deliver to the golf club for a week. Obviously, nobody there so we had it re-routed to my home. Matt and I had discussed only carrying Ping and TaylorMade this year, so not sure what I'll do with the fitting cart stuff. I have a call setup with him next week to discuss.

6. Shaun sent me the Canada Summer Jobs application that we have applied on in past years. I'm unfamiliar with this application but have started to put the pieces together. The deadline for applications is the end of next week. I'll be sure to have that submitted prior to the deadline.

7. Last Friday I met with Clem to discuss Men's Night. More specifically what role the YKGC would be playing in that and what role Men's Night would play. Clem can speak more to this in person at the meeting this evening.

8. Statistics Canada Questionnaire regarding job vacancy and wage survey regarding the posting for the Assistant Professional. This was completed, and I updated the point of contact to be myself.

Membership & Clubhouse Update

Present: Shaun, Clem, Jenni

- Hughie Graham and Mellisa Mercredi have volunteered to join the committee
- We looked over and discussed financials from Steve
- Shaun will set up a meeting with Steve, Shaun & Jenni to go over the season and challenges that we faced:
 1. Communication between the course and the clubhouse
 2. Lack of a "partnership" feeling/ no discounts at all for club functions
 3. Negative behavior from Jen specifically
- Clem will tweak the RFP and we will run a Facebook post to solicit bidders
- Jenni will approach The Explorer as they have shown interest, possible to approach Fat Fox as it might be a good fit between YKGC and the Curling Club for a full year operation
- Make sure that we tighten up the contract with the following discussion points:
 1. Possible discount for lucky bucks or discontinue them in the clubhouse
 2. Some discount for Proshop liquor sales
 3. A monthly meeting with the vendor and GM during the season to discuss challenges and successes that will then be reported to the board
 4. Process if they book their own function in the clubhouse as it is a membership based license
 5. Recyclables, YKCG should get proceeds as we pick them up
 6. Fuel for beer carts should be purchased from YKGC
 7. Being charged for expired food in Proshop
 8. us having to stock Proshop (null and void if we get revenue from this)
 9. Utilities cost in O & M
- There was discussion on financials but we felt that at the end of the day, they wound up not being as important as we thought they would be so suggest keeping it as an annual report due one month after the end of the season
- We need to most quickly on this as they will need time to get their liquor license

Sales & Marketing Update

I'm ready to proceed with sales on the signage for the both the holes and for the clubhouse and other locations. the only thing that I'm waiting on is an idea of who is currently on the plaques throughout the golf course as current hole sponsors. myself and moose have been in discussions with coal to see if we can find this out.

knowing who is currently already on the whole is the best starting point for the sales process and giving those people first right of refusal. Plus it's less logistics in getting new signs made and getting them up and that sort of thing. I have a new number one hole sponsor in Breakaway Drilling & Blasting due to McCaw North went bankrupt last year.

At some point I will need to start selling regardless but hopefully we can nail down the current hole signs.

I spoke to Wallah signs out of Red deer and I have a price per unit to redo signs but they also want a six-week lead time which means we need to have them ordered by 1st of April or so.

Thanks

Dwayne Simmons