



## YKGC Board of Director's Meeting Minutes

Monday, May 17<sup>th</sup>, 2021

7:00pm, Clubhouse

### Attendance

**Present** – Shaun Morris, Hughie Graham, Jenni Bruce, Matthew Bannister, Cole Marshall, Winter Bailey, Dwayne Simmons, Jeff Oldfield, Perry Campbell, Mark Whitehead, Damien Healy, John Nahanni

**Regrets** – none

**Absent** – none

1. **Call to Order** – 7:04pm
2. **Approval of Agenda** – M. Matthew, S. Damien
3. **Approval of Minutes**
  - a. April 19<sup>th</sup>, 2021, M: Hughie, S. Jeff
4. **Presidents Report** – **see attached** – Discussion on capacity allowed in Clubhouse and logistics for banquets and buffets. Contractor is ensuring that all Covid restrictions will be followed. Discussion on Cart sharing being allowed this year if form is signed confirming that they are in each others fav five. **Motion: To Approve Presidents Report. M. John, S. Winter**
5. **Treasurer's Report** – **verbal** – Updated budget was presented. Overall projected surplus of \$1,100. \$154,000 currently in the bank. RBC came back and cannot give us a loan, BDC seems to be the only option. Discussion on BDC terms and prep for presentation to membership at the Spring Meeting. The rate is very close to the rate from our previous loan. Will be recommending an increase to membership fee to assist in covering additional expense for loan payments. Discussion on rationale of fee increase. Mainly due to loan costs but is offset by improved greens. **Motion to accept amended budget as presented. M. Matthew, S. Jeff.**

6. **General Manager's Report – see attached**– Discussion on storage location of recyclables, it should be out of membership view. Discussion of which material is best for cage on the Kubota, aluminum is the best option as per the previous minutes. **Motion to accept GM Report. M. John, S. Perry**

7. **Old Business –**

- a. Couples Night – tabled until CPHO announcement in late May.
- b. Lucky Bucks – Discussion on options and preferences. **Motion to make Lucky Bucks valid in the Proshop only. M. Jeff, S. John**
- c. Membership Survey – **Action: Shaun will send out to membership prior to May 31<sup>st</sup>.**
- d. Staff Orientation – Discussion on the need for signatures on safety, policies and code of conduct documents. **Action: Cole to get list of all staff and checks for each document signed. Documents to be saved on file.** Discussion on Supervisor Safety with WSCC, Cole, Kylie and Jeremy should all attend. Discussion on First Aid and who needs to review **Action: Cole to check expiry dates and renew where necessary.**
- e. Turf Replacement Loan – Working on finalizing documents so they are ready after membership approval if received. **Action: All Directors to send picture of photo id to Shaun/Matthew**
- f. Solar Panels – addressed in BDC loan. Discussion on cleaning up the report and remove other solar power information **Action: Jeff to send finalized package for Spring Meeting to the board for approval prior to the Spring Meeting.**
- g. Drive, Chip & Putt - **Action: Cole to send info poster to all schools for distribution prior to school year ending.**
- h. Policies posted to website – Complete
- i. Roof Quotes – Completed and addressed in New Business
- j. Kubota Purchase – Complete
- k. Committee Reports for Spring Meeting – **Action: All reports need to be submitted to Shaun & Cole before May 21<sup>st</sup> to send out on May 24<sup>th</sup>.**

8. **Committee Reports –**

- a. Grounds & Maintenance – Damien – verbal - It was confirmed that checklists are being used. Discussion on the importance of checklists and why they need to be used and saved. Brush needs to be addressed on 11 & 12. Discussion on the need to put out recycle and garbage bins sooner rather than later. Lengthy discussion on what color the garbage cans should be. **Action: Cole to share updated G & M checklist with the board prior to next meeting.**
- b. Course Management & Infrastructure – Jeff – verbal - Discussion on spring meeting report that has been completed.
- c. Membership & Clubhouse Committee – Winter – verbal – most items covered in President's report. Discussion on outstanding items that need to be completed prior to opening. Discussion on hours of operation, discussion on sandwiches in the beer cart. Contract is almost finalized.
- d. Rules & Handicaps – John – no update

- e. Tournaments – Perry – verbal - Discussion on YKGC Par 3 2 person scramble tournament. Discussion on prizes.
- f. Midnight Tournament – Hughie – verbal – Dates set at June 18<sup>th</sup> & 19<sup>th</sup>. Presented the schedule. Plan to build on the success from last year under the current restrictions.
- g. Sales & Marketing – Dwayne – verbal – Will be emailing sponsors to update their ads and get ads from new sponsors. Discussion on the Lazerich sign and that it will be put out on the course.
- h. Volunteers – Perry – Discussion on volunteer clean up being held on May 25th.  
**Action: Cole will put out a call to membership to volunteer for clean up.**
- i. Covid Procedures – Jenni – no updates.
- j. Women’s and Junior Golf – Winter – verbal - the date has been set for Women’s tournament and have set aside the prizes. **Action: Cole to update the tournament calendar**

**Motion to accept committee reports M. Jeff, S. Dwayne**

**9. New Business**

- a. Board Agreement to email spring meeting motion notice to 2020 members - approved
- b. E-Motion to repair roof – M. Jeff, S. Hughie – discussion, Motion rescinded by Jeff
- c. Board vote on BDC Terms – tabled due to motion
- d. Second E-Motion to repair roof – M. Jeff, S. Dwayne. 7 in favor - passed
- e. Motion to install solar panels – M. Jeff – declined as a motion was on the floor.
- f. Board vote on BDC Terms – approved
- g. Phase 1 Assessment – is underway
- h. GNWT Lease Extension – have spoken with Business Development Officer from the Airport. GNWT will discuss internally, will follow up with them.
- i. Board Etiquette/Robert’s Rules – discussion on the importance of board members reading all meeting material and becoming familiar with Robert’s Rules as we are accountable to it. Discussion on our roll as directors and that we need to focus on governance as we have a tendency to get into the weeds and micromanage. Evidence of this is in the minutes as we spend an estimated hour at every meeting discussing decisions that should be delegated to committees and the General Manager/staff.

**10. Next Meeting – Monday, June 28<sup>th</sup>, 2021, 7:00pm at the Clubhouse**

Discussion on the approval process for minutes at the AGM & Spring meeting and whether we should change them. It was discussion that because the Spring Meeting and AGM are both

addressed in the Bylaws that it will provide more continuity if the AGM minutes continue to be approved at the Spring meeting and Spring minutes at the AGM.

**11. Adjournment** – M. John 9:04pm

**President Report**

As I am sure Cole Marshall will mention in his report we are very close to being able to open the course, but that being said we were at this point last week when we woke up to four inches of wet snow on Friday morning.

The anticipated announcement by the Chief Public Health Officer(CPHO) on the relaxing of the restrictions on outdoor activities was delayed due to the recent clusters of COVID 19 cases but they have recently stated that they are optimistic that the lifting of outdoor restrictions will happen at the end of May. Regardless of this anticipated announcement, we have made plans based on last years' experience and confirmed with CPHO office that we can open the course with the same rules and some modifications as long as they are within the CPHO regulations. This will allow us to operate the course as close to normal as possible while following the CPHO regulations.

The clubhouse contractor has begun preparation for the season and have had new coolers for the bar and kitchen delivered and will be receiving their product orders this week, we are anticipating that the clubhouse will be in operation when the course opens for the season, we will have some changes and limited seating based on the current CPHO regulations. While the current Mandatory Face Mask in Public Space order from the CPHO is in effect all staff, members, guests and visitors to the YKGC will be required to wear a face mask while inside the Proshop or Clubhouse. We have secured the contractor and locked in the price for the roof replacement of the Clubhouse and we look forward to having this project completed over the next 6-8 weeks, this is hopefully the first of many exciting projects that we can complete at the golf course this year. It is unfortunate that we will be starting our second summer under the COVID Pandemic but as we found out last year, everyone staying in town all summer made for a very busy season at the YKGC.

Shaun Morris President

Yellowknife Golf Club

General Manager's Report

A matter of days before we open. Last week's snowfall and cold temperatures didn't allow for much melt. Driving range nets are getting let out Thursday AM, kids will be coming that evening to setup the driving range in hopes of being open Friday. Grounds staff are working to get the course up and ready as well. We've had our initial training day with our proshop staff. We just need a little sunshine.

Canada Summer Jobs Application (Service Canada)

No word back yet if we were successful on this venture or not. I have emailed my contact hoping for confirmation, although I feel we would have been contacted by now if so.

Northern Golf Course Member Rate

As brought up in my last report, this is a go for this season. I have created the poster and shared it with the other courses. I have attached it for your viewing.

### Memberships

They continue to roll in. We are now sitting at 88 memberships for the 2021 season as of this morning. We have our yearly power cart rental spots all filled (8) and have 11 yearly range passes purchased to date.

### Proshop

Proshop inventory is about 95% here. Just waiting on odds and ends now as backorders begin to trickle in. We're welcoming Hayley Tait back from last year (part time) as well as Darin Woodbury, Colleen Pura and Felix Flammand to the proshop full time. Over the next few weeks please introduce yourselves. Other than that, Kylie and myself have been counting, pricing and setting up the shop to our liking.

### Grounds & Maintenance

After a site assessment on everything that needed to be completed prior to opening (or at least within the first week of being open), a list was made up and presented to the G&M staff. It is attached for your reference.

### Driving Range

As mentioned above, driving range nets will be going up Thursday with a desire to be operational Friday. We have Ron's Auto coming Thursday as well to do a training session with the driving range staff on how to operate the vehicle. No word back from Paul Bros on a quote for the cage as of yet. Frustrating but he assured me he'd have something tomorrow for me. We tried obtaining quotes from other welders without any luck (schedules too busy until later in the summer). We've also decided to move back to the use of the driving range machine. Although we've had to send the panel back to them for repair. There is a short somewhere in the panel. Will delay the use of the machine in the desired capacity.

### Phase 1 Site Assessment

Last week I took the 2 staff members for Hammera out around the course to any areas they deemed necessary in order to proceed with the site assessment in order to secure the funding we require. Don't think there were any issues (although kept them clear of the old proshop).

### Old Documents Old Proshop

As some of you may know we've been hoarding our old receipts/documents in the old proshop for some time now. It was time to get them out of there. After a failed "burn the bastards" experiment, we decided to take them to Inclusion NWT to have them shredded. All in all, roughly 60 boxes were removed, only keeping the last 7 years (as per Sue's instruction). How many years have we been hoarding you ask? The oldest year found was 1994...I was 7. Also the roof in the back room has caved in as well. The staff have been advised to never go into that building. I will continue to be the only one to enter, and only to do repairs.

### ClubCar Travel Issues

We attempted to have a ClubCar technician come up again this spring. Same process as last year when the carts were delivered and ClubCar had to put them together. We have a few carts not working and needed a tech, as well as potentially having them look at the beverage cart. We were denied by the CPHO. Apparently annual servicing of a cart fleet that should only be done by a licensed ClubCar technician is not essential. I wasn't impressed with their response so I inquired regarding clarification and was given a very short and rather unimpressive response. I've been told who to seek out next time we look at having the tech come, was told to try again in June.

#### Work Truck

Thanks to Moose for getting us a safe spot to park our new work truck this past year. First time in many years we haven't had to seal a gas tank before operating it. It is ensured, registered and road worthy once again.

#### Tournament Cancellations

Even with a much better grasp on COVID and procedures this year, we've had some corporate tournament casualties already. Will update the website accordingly.

#### Spring Meeting Announcement

As per our by-laws (can we for the love of god change them so we don't have to put them in a newspaper that nobody reads), the Spring meeting details have been put in 4 weeks of Friday's paper as well as the membership list from 2020 was emailed. We've also posted it to social media.

Cole Marshall

General Manager- Yellowknife Golf Club

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