



YKGC Board of Director's Meeting Minutes

Tuesday, November 16th, 2021

6:00pm, Virtual

Attendance

Present – Shaun Morris, Jenni Bruce, Matthew Bannister, Jeff Oldfield, Damien Healy, Clem Hand, Robert Redshaw, Geno Holick, Andy Couvrette, Mark Whitehead

Regrets – Dwayne Simmons

Absent – none

1. **Call to Order** – 6:03pm
2. **Approval of Agenda** – M. Andy, S. Jeff
3. **Approval of Minutes**
 - a. October 12th, 2021, **M: Robert, S. Mark**
 - b. October 28th minutes noted
4. **Presidents Report** – **see attached** – question on if there was a checklist for closing down the course. There was not but we can put one together. Discussion on sponsorship value for Dragon Toner for help with BDC loan process as it was significant. **Motion to approve the President's report. M. Jeff, S. Geno**
5. **Treasurer's Report** – **verbal** – We have confirmation of the BDC loan and expect it in the account tomorrow. We currently have just under \$77K in the account and don't expect a lot of activity until April. Once everything has settled, we can discuss what to do with the excess on the loan. Question on buying show expense, it is not paid until April when supply starts to arrive. Shaun confirmed that everything was ordered.
6. **General Manager's Report** – **none present**
7. **Old Business** –
 - a. 2021 Fall Membership Survey – have not found how to deliver the survey. **Action: each committee chair to submit one question for the survey by January 31st.**
 - b. Proposed Tee Moves – tabled for the next meeting
 - c. Poles around hole 9 - Completed
 - d. Net repair – tabled until spring

- e. Committee Volunteers email – **Action: Shaun will put out email before Christmas.**
Discussion on Christmas promo for membership and agreed to continue with last years rates as usual. Discussion on 2022 rates will take place during budget season.
- f. Code of Conduct Forms – reminder to send them to Jenni. **Action: Jenni will email the form to all board members**
- g. Date for Capital Planning Meeting – We need to find a board room and decide on a date

8. Committee Reports –

- a. Grounds & Maintenance – Geno – verbal – Went out after last meeting and identified areas that need attention. We will be working on a plan in the spring for next steps. Discussion on the cart shed door and that it is a hazard
- b. Course Management & Infrastructure – Jeff – verbal – We will be following up with the contractor on updated quote so we can order supplies over the winter. Working on the tee movement plan for the board
- c. Membership & Clubhouse Committee – Damien – verbal – will be looking over the terms. We plan to put out a communication to membership that shows the value of the membership. We are also looking for feedback on what members would like to see in the Clubhouse: drink specials etc.. Discussion on adding the members benefits to receipts through Tee-on system.
- d. Rules & Handicaps – Clem – no update – **Action: Shaun to send rules training link to Clem to complete.** Discussion on last year and the goal to put out a monthly email to membership highlighting a rule.
- e. Tournaments – Andy – Plans to bring back all old tournaments. Want to make all tournaments gender neutral. Discussion on the F&ck Cancer remaining a ladies tournament and the possibility of a Men’s F&ck Cancer tournament the following day with proceeds going to prostate cancer. **Action: Andy & Shaun to set up the tournament calendar for 2022 and share with the board.** Will definitely be working with Sales & Marketing Committee to make sure the Par 3 tournament happens.
- f. Midnight Tournament – Robert - no update – will be checking historical info
- g. Sales & Marketing – Dwayne – not present
- h. Volunteers – Damien – verbal – would like to make sure they are prepared for the tournaments that need a lot of volunteers (Par 3 etc.) Are looking at the possibility of in-kind agreements with youth sports teams or a raffle prize for volunteering. Planning to organize the garbage pick up again as it has been successful. Would like to organize adopt a hole again next season with volunteers signing up to look after holes and note any maintenance.
- i. Women’s and Junior Golf – Jenni - no update

9. New Business

- a. E-motion for buying show - completed
- b. Cart Lease – Discussion on the cost and budget for buying out the carts. We did this in the past and they lost a lot of value and quit working and had to be written off. **Motion to exchange 10 old carts for 10 Tempo model carts and continue with the lease. M. Matthew, S. Jeff. Passed**
- c. Director Roles, Responsibilities & Etiquette – tabled for the next meeting

- d. Leadership Structure moving forward – Discussion on the proposed management structure and to operate with a Director of Golf and a Lead Groundskeeper to balance the workload. Board is in agreement to move forward with an offer for Director of Golf and agreed on the job description. **Action: board to work on the Lead Groundskeeper job description for the spring.**
- e. In-Camera – none required

10. Next Meeting – Monday, January 10th, 6:00pm. Location TBA

11. Adjournment – M. Clem 8:18pm

President Report

The last month since the end of the golf season has been a busy one. The course closed on Thanksgiving weekend and with the unusually mild fall we had a lot of issues with people golfing after the course was closed and the snow fences were installed. This was a problem for two reasons as some snow fences become damaged from people climbing over them and we had to continually clean the sand off the tee boxes and greens so that it would not be compacted into the material over the winter.

The last hurdles that we needed to complete in order to get the funds from the BDC loan released to us were finally completed, this was a painfully slow process with delays caused by outside agencies that we deal with. Thankfully it has all been completed and the funds will be released to the YKGC on November 17th. The Dragon Toner Law Office was a huge help to us through this process and we will need to recognize their contribution to the golf course with some in kind advertising at the course next season.

With the YKGC transition to a new management model for the 2022 season there has been a lot of time committed to ensuring that all the information required has been collected including inventory orders, passwords/logins, contact information for vendors and any other information that is needed to transition to next season.

Shaun Morris
President – Yellowknife Golf Club