



Meeting Minutes, Annual General Meeting

September 14, 2016

Present:

Board members: Hughie Graham, Geno Hollick, Shaun Morris, Paulette Doucette, Jenni Bruce, Euan McLean, John Nahanni, Deb Ross, Joan Hirons.

Club members: John Soderberg, Ruth McLean, Bob Ross, Dominic Cousineau, Andy Couvrette, John McLean

Location:

Yellowknife Golf Club, Club House

I. Meeting began at 2.06pm

- A quorum was present

II. Approval of Agenda:

- **Motion to approve agenda:** moved by Deb second: John N. Carried

III. Approval of Minutes of Spring meeting, June 5th 2016

- **Motion to approve minutes** from Spring Meeting: moved by Shaun, second : Hughie. Carried.

IV. President's report: Paulette

- See attached report
- Paulette thanked everybody for their support during her term as president and said that she would not be running again
- She drew our attention to the attendance records which had been requested at the spring meeting, and also to the proposed changes to the bylaws in this regard
- She thanked all volunteers
- **Motion to accept President's report:** Moved by Jenni, second: Deb. Carried

V. Treasurer's report: Jenni

- Report and comparative income statement attached. To date, we are showing a surplus compared to the budget.
- Revenue is down a lot because of the slow start in May caused by the work on the irrigation system and then the poor weather. Another reason is that we have not yet received the funding from the City.

- Andy asked why we received no funding from ITI this year to which Jenni responded that there were no new projects identified which would qualify
- **Motion to approve financial report:** Moved by Andy, second: John N Carried

VI. General Manager's report: Matt

- See attached report
 - Andy commented that participation in golf is down everywhere, and we may need to start breaking with tradition, for example having music along with golf. Matt suggested having Big hole nights, although the problem with this would be the fact that the big holes would be permanent on our course.
 - Ruth suggested more publicity about Sylvio's loop.
 - John Soderberg pointed out that young people were too busy just supporting themselves and that they had competing interests.
 - Bob mentioned that tournaments had shrunk. Matt commented that it is harder to sell sponsorships; Shaun commented that the benefits of sponsorship must be clear.
 - Shaun proposed a vote of thanks to Andy, the sprinkler expert.
- Motion to accept General Manager's report:** moved by Joan, second: Jenni. Carried

VII. Committee Reports

a. Grounds and Maintenance Geno

- See attached report
- Tee boxes may not get done next year. Joan mentioned safety issues – some steps are uneven, and on some boxes the turf is lower than the wooden border.
- Andy said that the Club needs a new (used) truck. He also stated that maintenance is important for the mechanical equipment
- Shaun asked about attachments for the tractor. Andy suggested asking the City if they have some that are not being used

b. Marketing and Communications Shaun

- See attached report
- Andy asked about the possibility of having a Christmas store downtown and the cost of this. Shaun hopes to get space donated.
- Andy commented that we need more signs at the red tee boxes. Jenni said that checking on sign sponsors is a work in progress

c. Rules and Handicaps Euan

- Transparency has been achieved by posting handicaps
- It has been a quiet year in regard to handicap issues

d. Tournaments John

- It has been a successful year, except that the Matchplay tournament was cancelled due to insufficient registration
- We need to consider whether to move forward with Canadian North as major sponsor, as their sponsorship has been reduced over the past few years
- There was a discussion about posting scores – Andy said that all scores should be posted, even if less than 9 holes are played.

VIII Old Business

- When the new scorecards are printed, they will contain the rule about using mats when hitting off the aprons

IX Nomination of Candidates for President:

Shaun Morris was nominated by Paulette accepted

X Election of President:

In the absence of further nominations, Shaun was acclaimed as President

XI Nominations for candidates for Directors

5 positions are available for election:

Deborah Ross and John Nahanni expressed interest in continuing. Shaun has been elected President, Ali was not willing to stand for re-election, Michael Garbowicz has left town.

Nominations from the floor:

Meredith Wilson, nominated by Jenni

Andy Couvrette, nominated by Paulette

Dominic Cousineau, nominated by John N.

Peter Howeling, nominated by Hughie

Andy Hutchison, nominated by Jenni

Motion to close nominations: Moved by Andy C, s: John N Carried.

Deb, John N, Andy C and Dominic introduced themselves. Meredith sent a written introduction which was read by Jenni

XII Election of Directors

The following members were declared elected to the Board:

John Nahanni

Debra Ross

Meredith Wilson

Andy Couvrette

Dominic Cousineau

Motion to destroy all ballots: Moved by Jenni, second: Joan Carried

XIII New Business

Amendment to By-laws, as stated on the agenda.

Motion to accept amendment: moved by Hughie, s: Jenni

- Andy suggested that we have a separate policy book for Board members which would be easily amended, rather than having to go through the process of bringing changes to the membership at a general meeting. John S. suggested that this wouldn't work. We need a policy regarding attendance and performance.
- In response to the question about what constituted 'good cause', Shaun said that anything is acceptable, provided that a member gives notice that they cannot attend,
- Jenni said the wording came from other Associations by-laws

Votes: in favour – 13, against 0, abstentions 1

.XIII. Adjournment: Moved by Deb at 3.15pm



YELLOWKNIFE GOLF CLUB

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President's Message

- Thank you to all board members, Matt, staff and volunteers.
- Will not be running for board at this time, but give me a few years I am sure I will be back.
- Each Committee member will be presenting our actions throughout the year.
- Resolution proposed today to change by-laws for attendance.
- Attendance Records for board meeting below:

YKGC Board Member Attendance 2016

| | 2015 AGM | Sept 2015 | Feb 2016 | Mar 2016 | May 2016 | June 2016 | July 2016 | Aug 2016 | Sept 2016 |
|------------------|----------|-----------|----------|----------|----------|-----------|-----------|----------|-----------|
| Ali Kincaid | ✓ | ✓ | ✓ | | ✓ | | | | |
| Deborah Ross | | | ✓ | ✓ | | | | ✓ | ✓ |
| Euan McLean | ✓ | ✓ | ✓ | | | | | ✓ | ✓ |
| Geno Holick | ✓ | ✓ | ✓ | | | | ✓ | | ✓ |
| Hughie Graham | ✓ | | ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ |
| Jenni Bruce | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Joan Hirons | | ✓ | ✓ | ✓ | ✓ | ✓ | | | |
| John Nahanni | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Matt Gray | ✓ | ✓ | | ✓ | | ✓ | ✓ | ✓ | ✓ |
| Paulette Doucett | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Shaun Morris | | ✓ | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |



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General Managers Report

September 7th 2016

As the 2016 season starts getting into the wind down period it's a great time to reflect on the year we have had at the Yellowknife GC. It has been an interesting season for myself with a slower season in terms of number of numbers of rounds played and the number of guest coming to the YKGC.

There is a lot of positives to take from this year with the work completed on the Golf Course, I feel we have made some great progress with the grass aprons, now that we have that working well we can look to start looking at other projects in the future that will better the experience of our members and guests at the Yellowknife GC.

Pro-Shop:

With the season coming to an end we are starting the big push on moving the last of our inventory we have, it's always nice to start fresh each year but we know that there is always a product that gets carried over into the next season.

Current Inventory level is sitting at \$40,000.00 and we are hoping to reduce that number another \$5,000.00 over the next few weeks.

I would like to thank the Pro-Shop team for their services this season, Cole, Jake, Tye and Steve.

Currently we are sitting well stocked on gloves and accessories that will carry over into next year, this saying we will need to top up on sizes etc to bring these items to a level that will service us through next season.

I feel we have had another successful year with custom fitting of iron sets and feel moving forward we need to look to improve the service we provide for custom fitting. I will be looking at some different options over the winter months for this and leaning towards the purchase of technology that will assist in custom fitting with something along the lines of a flight tracker which will give us information of ball speeds, club head speed and carry distance.

Clubhouse:

We are into the final weeks of the clubhouse being open, we have scheduled to close the clubhouse down on September 18th with a week to clean the kitchen in preparation for the 2017 season.

Numbers have been fairly low in terms of sales in the clubhouse but feel that is attributed to the lower number of rounds being played this year.

This summer we purchased a new used beverage cart, the previous beverage cart was over 8-years, and this has/will give us the option of running two beverage carts during large tournaments. We also put out a beverage tent behind the 17th tee which was used in large corporate events. This was very successful in provided food and beverage options mid-round.

Over the winter months we will be investigating some different options moving forward in ways that will provide better service for members and guests in the food & beverage side of the YKGC.



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Golf Course:

Rounds played this year have been down compared to last year, below you will see the comparisons from 2015-2016:

| Month | 2015 | 2016 | Total +/- |
|--------------|------|------|-------------|
| May | 2210 | 1209 | -1001 |
| June | 2207 | 2407 | +200 |
| July | 2317 | 2742 | +425 |
| August | 2166 | 1924 | -242 |
| September | 297 | 209 | -92 |
| Total | | | -706 |

Below you will see some number for League Nights and Club Tournaments

| | Men's Night | Ladies Night | Club Tournaments |
|-------------|--------------------|---------------------|-------------------------|
| NO# Players | 555 Players | 664 Players | 542 Players |

Power-Cart Rentals, this year we installed GPS into all our new power-carts. We had mixed reviews on the system at the start of the season but seems to be getting used to the system. The biggest bonus we saw from a service side of the GPS was being able to see and track battery percentages on power-carts and knowing if the carts can go straight back out after a round. This has shown in the revenue of power-cart rentals. The number below do not include rentals of Rise&Shine, Private cart rental or second 9 rental.

| | 9-Hole Members | 18-Hole Member | 9-Hole non-member | 18-Hole non-member |
|-------------------|-----------------------|-----------------------|--------------------------|---------------------------|
| 2016 | 1565 | 892 | 851 | 443 |
| 2015 | 1500 | 867 | 803 | 316 |
| Comparison | +65 | +25 | +48 | +127 |

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Corporate Tournaments:

We saw a decrease in numbers of players attending corporate Tournaments this year from previous years which to me indicates that either members & guests don't have the time they did in the past to be playing events or there isn't the disposable income there was in previous years to attend these events. We had approximately 500 non-members playing in our corporate tournaments throughout the year. With lower numbers in players attending these events it has affected our F&B Revenue as well as green-fee revenues.



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Season Wrap-Up:

Overall I feel it was a positive year at the Yellowknife GC, although the revenues weren't what we had hoped for we were able to complete a lot of great things around the course. We are looking forward to another season of progress in 2017 and hoping for a larger push on the number of rounds played.

Thank you to all the members of the Yellowknife GC, it's a pleasure to work for you as a membership and looking forward to seeing everyone in 2017. Have a great winter and stay warm.

Matthew Gray

General Manager



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Grounds & Maintenance Report

September 18, 2016

This year has been an extremely successful year for Grounds & Maintenance and I can't thank Matt and the staff enough for the work completed this year. We got a number of our projects completed that Matt set out to complete this year, although we didn't get everything done we have made some huge progress on the presentation of the Golf Course.

Projects Completed in the 2016 Golf Season

- Completion of the irrigation system which now provides water to every green on the golf course, this allowing us to use the underground sprinkler system on each hole.
- Up-graded the main water line from Long Lake to the new manifold behind the 1st green.
- Installed a new main pump at Long Lake that is powerful enough to provide water to every hole.
- Revived the grass on majority of the holes, including the ones that seemed close to dead.
- Added a sprinkler system to hole-13 which runs directly from the main pump.
- Rebuilt and re-claimed the front on hole-14 and re-seeded the front.
- Rebuilt the front of holes 2 & 3 to provide a larger landing area short of the green. Seeding of these holes is currently in progress and should see big changes next season to these holes.
- Rebuilt the bunker on hole-3 to prevent the corrosion on the face of the bunker, redefined the back of the bunker with concrete center blocks.
- Redefined the back of the 2nd bunker with concrete center blocks.
- We have recently started the repair of the cart paths, we had 150yds of crush brought in and are still working on spreading this on the cart paths using our landscaper. This will be completed before season end.
- We have started the rebuild of the back of hole-7, which we will be laying sod to reclaim the back portion of the green. We also installed a sprinkler system on hole-7 so we will be able to water this hole along with the rest of the course.

Projects we are looking to complete in 2017:

- Rebuilding and replacement of tee-boxes on the course with a new turf that will hold a tee better than what we currently have. Potential Championship tee-boxes.
- Softening of numerous greens on the course and re-sanding the greens that require new sand.



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- Continued cart path maintenance and the possibility of installing a new path on potentially hole-16.
- Redefining the water hazard on hole-11 and cleaning up the water hazard to return it to our signature hole.

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September 18, 2016

Annual General Meeting - Marketing Report

Over the course of the winter and this summer we have added a few new initiatives this year to help increase our presence locally and in the Golf communities.

We continue to work on improving our website with new hole pictures (thanks to Robert Redshaw for providing) and we had made an agreement with member to have some aerial drone videos completed of the course but unfortunately due to permitting issues and our proximity to the Yellowknife Airport this was not able to happen.

Trade Show

For the second consecutive year the Yellowknife Golf Course had a booth at the spring trade show which proved very successful in liquidating some of our old pro shop stock with \$4,000 in sales. Instead of prize draws this year we gave out course and program information cards that included vouchers for either 2 for 1 green fees or 15% off ProShop items. We also had on display our new US Golf Kids fitting system and clubs. We will look to have a booth at the trade show again in 2017.

Junior Programs

We have partnered with the City of Yellowknife for our junior golf programs again this year. This partnership was very successful and provides us with opportunities to promote our programs through the City Summer Recreation guides. For the 2017 season we will look to partner with the city once again for youth programs and hopefully expand on this to increase the youth participation at the golf course.

GPS Advertising

As you know, we now have 28 carts with GPS units. These units provide us with a new sponsorship opportunity for the golf course. Companies/Groups are able to purchase add space that will show up on two holes (once on the front 9 and once on the back). All of the marketing materials and brochures are receiving final touches and we will be approaching potential sponsors over the winter so we will have everything in place for the start of the 2017 golf season.

Golf Cart Branding

With the arrival of the new golf carts we also have another marketing opportunity. We are just finalizing the details to have companies pay for advertising by placing 10"x20" decals on the sides of the new carts with their company logos. All of the marketing materials and brochures are receiving final touches and we will be approaching potential sponsors over the winter so we will have everything in place for the start of the 2017 golf season.

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Course Hole Signs

We are currently putting together sales packages to update the sponsorship signs on all eighteen holes of the golf course.

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Midnight Tournaments

We have had initial discussion with the Director of Golf at the Mountain View Golf Club in Whitehorse and have met with Top of The World Travel to create some travel packages for players from Yellowknife to travel to Whitehorse or players from Whitehorse to travel to Yellowknife and participate in both the Yellowknife Midnight Classic and the Air North Midnight Scramble the following weekend in Whitehorse. We are also looking at a high end package for southern golfers to play in both events with some fishing and city tours to fill the time in between tournament. We will continue to work on this over the fall to hopefully have packages out for marketing early in the new year.

Christmas Store

Depending on the levels of merchandise remaining in the proshop at the end of the season we are looking at opening a small storefront for the two weeks prior to Christmas that will allow people to purchase items. Even if we do not have the store we will still advertise for gift certificates for the club that can be purchased at Christmas

Gift Cards

We are also looking at getting rid of the "gift certificates" that we have used in the past and moving to a reloadable "gift card" that can be used for anything at the golf course including food and beverages.



September 18, 2016
AGM Safety Report

Since the new Northwest Territories WSCC regulations came out in June 2015 we have worked to ensure that the Yellowknife Golf Club meets the requirements set out in the regulations to ensure the safety of our employees, members and guests.

This spring all the supervisory staff from YKGC attended WSCC approved Supervisor Safety Awareness Training presented by Momentum Training Services (thanks to Ali Kincaid for volunteering her time to instruct the course).

We have created our safety documentation to be part of the YKGC OHS Policy Manual, which includes the following:

- Orientation & Training Checklist
- On the Job Training form
- Tool Box Meeting form
- Vehicle Inspection Checklists
- Pre Use Equipment Inspections
- Job Hazard Analysis forms
- Incident Statement forms
- Incident Reports
- Near Miss Reports
- Employee Disciplinary Enforcement Rules and Reports
- Safe Work Practice – Grounds Maintenance

A safety officer from WSCC completed a site audit at the Yellowknife Golf Club in June and was overall impressed with the safety at the golf course, our policies and forms as well as the training we have done. During his inspection there were three small deficiencies noted and these were taken care of immediately. If you would like to see the WSCC audit report it is available on the Yellowknife Golf Club website under the membership tab.