



Meeting Minutes

February 4, 2015

Present:

Paulette Doucet, Joan Hirons, John Nahanni, Darryl Bohnet, Geno Holick, Deborah Ross, Shaun Morris, Ali Kincaid, Michael Garbowicz

Absent: Ron Lafond, Matt Gray

Location:

3rd Floor Boardroom, Sport North

I. Meeting began at 6.08pm

- A quorum was present

II. Approval of Agenda:

- Distribution of minutes was added under New Business
- Approval as amended moved by Joan; second: John. Carried

III. Approval of Minutes

- Approval of minutes of October 1st, moved by Darryl: /s Shaun. Carried
- Approval of minutes of December 1st, as amended, Moved by Shaun; s: Geno

IV. President's report

- Paulette reported that the has been signed off at 4.5% interest, which will save us \$4,000.00 per year
- Matt will return mid-March. Priorities will be to have the fuel tank replaced and the water pump serviced prior to opening.
- Liquor licence application is due by the March 15th. Paulette will do this.
- The Capital plan needs to be updated. Michael volunteered to help.
- [Business plan needs to be updated, hasn't been updated in 2009](#), Darryl said the old plan was too wordy and needs simplifying. Content is otherwise good, and an updated version will need to be brought to the Board.
- Paulette will meet with Matt before the season starts to outline performance measurements. Geno will provide measuring tools for maintenance side.
- Paulette, Darryl and Shaun met with Brian Kelln regarding opening a chipping range in the winter. Originally they wanted the Range mats and ball machine, but mats were too big, and balls too soft for our machine. We lent them 13 baskets, and will have free delivery of tables and chairs for the Midnight tournament.
- Ali suggested we should work with the City to bring day camp kids out to the driving range next year.

V. Treasurer's report

- Paulette reported that Revenue was down \$92,000.00 over budget, mainly due to the smoke. Cost of sales was higher than the budget. It was suggested we look at a slight increase in the cost of a beer. Salaries were less than budgeted. Office expenses were up, due to new computer software.

- We are now in our second year with the new accounting system, financial reports for 2015 will provide comparison data to prior year.
- Our profit on the year was \$15,000.00
- Paulette said there were a few things to finalize before the audit, and hopefully that will be done by the end of March

VI. **General Manager's report:** no report

VII. **Old business**

- Floyd and Darryl will be applying for ITI grant for a road-side sign for out-of-town side of the club. Design will be the same as the one on the rock. Also for a fence along by the road to block access, and a ground-level deck outside the Pro Shop
- The final report for last year's grant is due, Darryl will ensure this is completed.
- Conversation has been held with Superintendent of Public Works re acquiring a used 4" pump. He will keep a look-out for one.
- Ali drafted a letter to cart owners regarding appeals. This will be sent out from the Committee by Paulette.
- Matt is working on a maintenance manual, with daily, weekly and seasonal tasks
- Darryl pointed out that should be orientation and training for all new staff. Shaun will assist Matt with a staff training guideline

VIII **Committee reports**

- **Grounds: Geno.** No report at this time
- **Marketing and Communications: Shaun** see attached report
 - Kellett would charge \$10,000.00 for a new website. Deb asked if there would also be future costs associated with it. Shaun: we could do updates ourselves
 - Ali suggested we get a booth at the Trade Show in May. We could sell memberships and old inventory

Motion: That the \$20,000.00 marketing plan be approved, moved by Shaun. S: Deb. Carried
- **Rules and Handicap committee:** Steve has resigned, Ali will pick it up
- **Tournament Committee: John and Ron**
 - John is in touch with Canadian North regarding sponsorship. He should have an answer by the end of the month
- **Government relations:** covered under old business
- **Ladies' Night: Joan**
 - The new committee met in November to assign roles and brainstorm ideas. Will meet again to plan the season in the next 6 weeks or so.
- **Men's Night:** Geno and John offered to head this up
- **Cart Committee: Ali**
 - This committee should deal with all carts, both private and club leased.
 - Our leased carts have one more year, at which time we can buy any good ones and return the others. Getting 10 more carts before lease expiry might incur large shipping costs
 - The committee is tasked to study this and the possibility of adding 5 more private carts. Matt should be part of this discussion
 - There was a big discussion. Cart rentals form a large part of our revenue

IX New Business

- **Board Members:** Steve has resigned his position. We can appoint a member to fill in until the AGM. It was suggested that we ask Euan, as he had the next largest number of votes at the AGM.
- **Budget Deb**
 - Deb reviewed the budget she had prepared based on last year's results. Darryl suggested that basing it on a bad year provided less challenge to the manager. It was decided to go with it anyway. Some adjustments were made
 - There was a question about the \$750.00 Course Rental fee for Corporate tournaments, will investigate all tournament charges upon Matt's return
 - **Motion: to approve the budget as amended.** Moved by Deb, s: Darryl. Carried
- **Business Plan:** already addressed
- **Lucky Bucks:** Paulette said that Lucky Bucks create an accounting nightmare because some people save them from year to year.
Motion: that Lucky Bucks be cashed in by the end of the season. Moved by Ali, s: Shaun. 4 in favour, 3 opposed, 1 abstention. Currently held LBs valid until the end of this season.
- **Distribution of minutes:** Darryl said that minutes should appear on the website as they are a matter of public record. Members can request electronic copies. Hard copies are filed in the Pro Shop. Will include a board section on the website for people to access minutes.
- **Membership year-end:** in response to a question from Michael regarding the expiry of memberships, Paulette said that any change would require an amendment to the by-laws. We may want to consider this. Notice period and a General meeting are required.

X. **Next meeting** Tuesday March 3rd. Sport North Boardroom. 6.00pm

XI. **Adjournment:** Moved by Geno at 9.02pm