

Bonnyville Golf & Country Club

Executive Meeting April 18, 2019 7:00 pm at BGCC Clubhouse

In Attendance

Heather Rymut, Melanie Best, Joe Layton, Dean Senecal, Paul Penny, Dave Addie, Dean Anderson, Kevin Bushore, Denis Fagnan, John Letwinetz, Maurice Mercier, Jeff Graham, Randy Gallop, Wade Brockoff

Regrets

Claudette Roy, Margaret Borders,

Resigned

Chris McCord

Agenda Approval

Denis Fagnan moves approval of the agenda

Seconded by Dean Senecal

Carried

Approval of Minutes

Kevin Bushore approves the minutes of September 17, 2018 Board Meeting

Seconded by Dean Anderson

Carried

Business Arising

Camera System

System is up and running, all cameras are working (Holes 9, 4, 10, 15) with the exception of Hole 13 and Hole 10B

May need to replace a camera that did not have a surge protector – an update will be provided at next meeting

In 2020 will need to upgrade the 2007 operating system – expense should be minimal

2019 cost will be close to 2,500.00 – budget can accommodate

The camera system due to many glitches has become a 6 year project - Randy will provide a complete cost breakdown for this system at the next Board meeting

Potential Grants

Heather presented a Grant Report – please see attached

Sale of Sheds

There are still some details to be worked out – referred to Membership Committee

HR Policy

Maurice to reformat

Additional Space for Sheds

Details to be worked out – referred to Membership Committee

Beverage Cart

We have two carts that are ageing – a 2000 and a 2009

A quote for pricing was shared for information purposes

Currently Apex sponsors the Beverage Cart yearly – should that money be earmarked for payment on a new cart?

Operations Committee needs to work on showing a budget – including income and expense

Joe Layton to look at beverage cart maintenance records and report back next meeting

Golf Course Benches

We still have 15 wooden benches the rest have been replaced with low maintenance composite benches

Grounds has requested a renewal schedule of hole sponsors so they can determine what the best course of action is prior to renewing those holes and so they might ensure the benches that are used for advertising are kept up and replaced as they are able to build pads at those holes.

Heather has a renewal schedule, will review with Randy to be sure it is correct and provide to grounds

Heather will look for a new style bench to replace the wooden benches as the one that we currently buy is no longer available

Manager's Report

Membership sold to date: 169

Bank balance to date: 185,717.00

Christmas promotion sold 29 memberships with Cheryl Trachuk winning the \$100.00 Food & Beverage Gift Certificate

Early Bird sold 110 for a total of 139 between the two promotions

Winners of Early Bird:

Wanda Fleury 2019 Membership

Cheryl Trachuk 2019 Range Pass

Erin Rand \$50.00 Food & Beverage Gift Certificate

Kitchen grease exhaust system cleaned

King, Ken & Joe will start work the week of May 12th

All upstairs staff is in place

Opening day for upstairs: TBA

Golf Course Opening tomorrow at 11am

Tournament bookings for the 2019 season going well

Additional

Portable Debit Machines will be in place this season for convenience and better revenue generation

Motions

Melanie Best moves that due to having portable debit machines BGCC will no longer accommodate Kitchen tabs. The only tabs allowed will be via debit preauthorization

Joe Layton seconds the motion

Carried

Pro Jeff Graham's Report

Jeff reported about a two day camp he is planning for Jr. Golfers, his upcoming Jr. Golf Academy which will be 24 sessions starting June 3 and ending August 29th

Discussion about how another club he worked at ran a Life Time Membership raffle - pros and cons were discussed – more discussion in the future

Clubhouse Roof

The clubhouse roof is leaking – Dean Senecal will look into the problem and report back next meeting

Grounds Keeping Report

Please see attached

Wade will be organizing a work bee – details will be via email

Financial Report

See Attached

Dave moves to accept the financials as presented

John Letwinetz seconds

Carried

There was a short discussion about an advertising proposal with the local radio stations Kool and Boom – if the money is in the budget the advertising committee can decide

The following Committee Reports were presented:

Junior Golf

Jeff will run Junior Golf this season

Denis and Dean S will meet with Jeff to discuss

Future Club Management

2018 Recap Future Planning Committee

1. Completed Randy's replacement project and hired Head Pro Jeff Graham to take the roll of Assistant Pro with the intent to transition all rolls and responsibilities that Randy currently manages over the next two years to Jeff and he will become the New head Professional for the BGCC
2. Completed golf cart study and identified all golf shed owners and implemented golf cart policy and contract agreement for 2019 season
3. First draft completed HR/Safety Manual – Maurice will review and provide final

2019 Future Planning Committee Projects

1. Continue reviewing options for new POS system for Pro Shop and Kitchen
2. Review the need and capital costs for additional golf cart shed lots to accommodate our members currently storing carts off site
3. Develop strategy and process for succession planning in regards to Board Members and Executive Officers

By-laws

The working copy of revisions, along with Denis Fagnan's and the Government representative who delivered the by-law workshop suggestions have been forwarded for review to Jon Best – once review is complete several Members have offered to review and then forward to Board

Membership Committee

Continue to work on shed, cart and Board succession planning projects

In Camera

Out of Camera

It was decided to combine Committees, in order to help with decision making and help reduce the time required at board meetings. It is suggested each committee select a Chair and that each committee meet and prepare to report before the monthly Board meetings

Bonnyville Golf & Country Club 2019 Board Committees

Accountability

The Board of Directors is collectively accountable to members. They are accountable for the organization's performance in realizing its mission and achieving its goals, and for the effective stewardship of financial and human resources and for the overall quality to members.

Authority

Individual board members have no authority to direct or make requests of management or staff, or to speak on behalf for the Association unless given such authority by the board.

Committees

Committees are an essential tool for the effective and efficient functioning of a not-for-profit organization's board of directors. An appropriate committee structure allows a board to focus expertise where it can best be used, and manage the flow of information so directors are not burdened with unnecessary material that can hinder rather than facilitate good decision making.

Committees receive delegation of a specific issue or area of responsibility from the board. The committee generally assumes responsibility for seeking and reviewing information, forming an opinion and making a recommendation to the board.

Good use of committees can greatly increase the board's ability to effectively address the diverse areas of its mandate. However, it is important to remember that while the board may delegate some responsibilities to committees, the board retains ultimate oversight responsibility for the organization.

President: Maurice Mercier
Vice President: Kevin Bushore
Secretary: Margaret Borders
Treasurer: Dave Addie

Directors:

Heather Rymut
Melanie Best
Claudette Roy

~~Chris McCord~~ (resigned)
John Letwinetz
Denis Fagnan

Paul Penny
Joe Layton

Dean Anderson
Dean Senecal

The following committees were agreed to at the Board Meeting of April 18, 2019 and will run through the year. These committees will name a chair and will organize themselves to operate as effectively as possible. They may at any time solicit the assistance of any member at large or form sub committees as appropriate. These committees are expected to meet, at a minimum, prior to every Board meeting. The chair of the committee shall present a brief report of activities and request Board authorization for any material change to the operation or expenditures outside the budget.

1) Grounds Committee – Kevin, Dean A., John, Joe, Dean S.

The Grounds Committee shall provide oversight and assistance to the Grounds Superintendent in all aspects of the Club's "outdoor" facilities and properties. They shall act as a liaison between the Grounds Staff and the Board but shall not interfere with the Grounds Superintendent's employment obligations to the Board. They should assist the Grounds Superintendent in formulating short term (1 year) and long term (5 year) regarding equipment needs, course improvements, maintenance, and special projects. Current special projects being contemplated are the irrigation system replacement (on hold waiting funding) and creating space for additional cart sheds which has been mandated by membership.

2) Operations Committee – Claudette, Paul, Denis

The Operations Committee shall provide oversight and assistance to the Operations Manager and Golf Professional in all aspects of the operation and maintenance of the Clubhouse Facility. They shall act as a liaison between the Operations Staff and the Board but shall not interfere with the Operations Manager's or Golf Professional's employment obligations to the Board. Current focus areas for this committee are additional lesson availability and junior golf.

3) Fundraising Committee – Melanie, Heather, Margaret and members Chris, Linda

The Fundraising Committee shall be responsible for all aspects of fundraising for Operations and Special Projects. Operations fundraising generally includes the sale of hole signs and advertising on the course and in the clubhouse as well as grants and wage subsidies. Some of these annual grants and subsidies may best be handled by the Operations Manager and this should be coordinated with the Operations Committee. Current Special Projects include the irrigation system replacement and equipment replacement.

4) Future Planning Committee - Heather, Joe, Dave, Maurice, Margaret and members John, Mike, Brian, Vic

The Future Planning Committee shall be responsible for looking ahead to opportunities and challenges over the next 1 to 5 years. They shall field member concerns, understand member retention issues, and be a liaison between members and the Board. Current focus areas include the transition of the Pro Shop, private golf carts, golf sheds, HR/Safety Manual, POS System, succession planning for Board, and updating Constitution and By-Laws.

The next Board Meeting date was set for Monday, May 27, 2019 at 7 pm at the Clubhouse

Melanie Best moved the meeting adjourn at 9:30 pm