

Meeting Minutes

Mount Brenton Golf Course Ltd

Meeting Date: *April 15, 2020*

Time: 1:00

Attendees:

Art Kendall, Len Shaw, Chris Fritsch, Richard Oldfield, Kath Burnell, Bruce Greenhill, Donna Kendall

Guest: Jan Best

Secretary: Lori Lerner

Agenda

1, Pro Shop report, Jan

2, Grounds and Fairways, Ernie, Len, Chris

3, House committee, Donna, Art

4, First Tee and Club Captain report, Kath

5, Finance report, Art, Lori,

6, Membership and Marketing, Donna, membership drive?

Other Business arising:

7, Liquor License update, Richard

8, Rental Home, update, Len, Bruce, Art

9, Review Accounting firm engagement 2020

10, AGM Preparation

11, review of the shareholder record keeping

12, 2020 budget committee update, Len, Chris, Bruce, Art

13, review of audit recommendations for signing authorities,

14, Course opening committee, Jan, Ernie, Chris

15, Committee for Gov't assistance programs, Lori, Len

16, RCGA membership dues review, Kath, Jan, Donna, Bruce

17, Membership categories and rates review, Kath, Jan, Donna, Bruce

Motion to accept Feb 19, 2020 minutes moved by Len Shaw, seconded by Richard Oldfield PASSED

Motion to review and approve March 18 minutes by Len Shaw, seconded by Chris Fritsch

Motion to accept amended agenda, moved by Len Shaw, seconded by Bruce Greenhill

All motions PASSED

Agenda Items

- ***Pro shop report***

Jan informed the board that the tee sheet was booked for the Friday members only opening. The tee times were moved to ten minute intervals. Kath Burnell and Chris Fritsch will marshal the course on Friday to ensure the new protocols are adhered to.

Jan will send out a letter to the members advising that the Club is going to be very strict with the new rules. There will be new signage on the course listing the rules.

Grounds and Fairways

- *#14 tee box is complete*
- *The tree was removed by tee box #14*
- *Aeration commenced yesterday and will continue today.*
- *#5 washroom repairs of the gutters and solar fans are completed. The water is in place for the wash station at the cart shed, the concrete pad will be poured in the near future.*
- *The cedar hedging by the #13 and #14 greens will be completely removed.*

House

The food and beverage contractor will be contacted about opening the Snack Shack for 'simple' food. Richard Oldfield has a meeting scheduled with the liquor inspector tomorrow

1st Tee and Captain

Volunteers will be needed to marshal the course. A copy of the tee sheet will be given to the marshals to confirm who is on the course.

Finance

It was requested that the cart rental revenue be recorded on a separate line from the Pro Shop revenue to track the monthly revenue.

A motion from Chris Fritsch to pro rate the membership due for new members to a daily basis. This proration will also be used if there is a change of status to a leave of absence.

Daily proration will also apply to a new cart shed rentals.

Seconded by Len Shaw

PASSED

March 31, 2020 income statement was shared with the board. The expenses will be compared to the budget set out for 2020.

Chris Fritsch informed the board that the District of North Cowichan had responded to the Board's request for a refund of the planting bond for the cart shed. The bond of \$2420 will be refunded to the Club.

Membership and Marketing

New membership categories that capture different demographics were discussed.

The definition for intermediate and student memberships needs to be defined and validated.

A committee of Bruce, Donna and Art, along with Jan's knowledge of slow times for bookings on the tee sheet, will be formed for capturing other areas of golfing categories. An approach to marketing along with competitive pricing was discussed.

Liquor Update

Richard Oldfield will meet with the liquor inspector to confirm that the Club has approval for selling liquor on both sides of the restaurant.

All licenses selling liquor only have been suspended due to Covid 19. All liquor primary licenses are on hold until the ruling is relaxed.

Rental House

There is no clear indication on what the municipality has planned for further council meetings. One more final reading is required to change the zoning.

A discussion to postpone the listing of the property until a clear definition of the zoning can be given ensued along with the knowledge that if this becomes a long process, the rent on the rental house will be increased when allowed.

Review of Accounting Firm

Richard Oldfield has agreed to obtain another quote for the annual audit before committing to securing MNP as auditors for 2021.

AGM

Further communication will need to be sent out to the members regarding the AGM but its too premature to set a date at this point.

Review of the shareholder record keeping

The shareholders records will be confirmed by the office with the aid of Donna Kendall and Kath Burnell.

A motion was made to extend all present directors' terms to the undetermined date of the AGM by Bruce Greenhill, seconded by Chris Fritsch.

PASSED

The Board acknowledges the resignation of Marjory Miller. Her valuable legal and Corporate knowledge will be sorely missed. The Board thanks Marjory for her dedication while serving on the board.

Review of audit recommendations for signing authorities

A meeting will be held by all signing authorities to confirm the process of signing and authorizing cheques.

Government subsidies

Len Shaw and Lori Lerner will decipher the various subsidies available from the government and whether the Club qualifies.

Lori will sit in on a webinar tomorrow held by ABLE

RCGA membership dues review

Kath informed the Board that the RCGA and BCGA dues were warranted as many of the tournaments originated from these associations, such as the Bantam tournament that Mount Brenton is very interested in hosting.

Membership categories and rates review

All membership categories and rates will be reviewed by the committee of Kath, Jan, Donna and Bruce.

Correspondence

A letter from the board will be sent out to all correspondence that has been received from members

Rules and Regulations

A discussion ensued about the rules and regulations needing to be cleaned up, further discussions will be brought forward.

Motion to adjourn at 4:30 by Richard Oldfield, seconded by Donna Kendall