

Mount Brenton Golf Course Ltd
Board of Directors Meeting Minutes
Date: July 22, 2020
Virtual meeting via Zoom

The President called the meeting to order at 1:00 PM.

A quorum was deemed to be present.

Attendees:

President: Art Kendall

Board Members: Len Shaw, Chris Fritsch, Richard Oldfield, Kath Burnell, Bruce Greenhill, Donna Kendall, Mike Dungey

Absent: None

Head Pro: Jan Best

Course Superintendent: Ernie Whitelaw

Secretary: Lori Lerner

Review and approve the minutes from June 17th 2020

Agenda, New Business, Business arising

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.
- Other Business arising:
7. Restaurant update
 8. Rental Home. update. Len. Bruce. Art
 9. Assess review Covid 19 safety protocols and league play

10. Membership categories and rates. Kath. Jan. Donna. Bruce
11. In Camera session
12. Correspondence

The June minutes were reviewed as amended. Under correspondence, a letter of reprimand and notification of suspension was reviewed to issue to a member for violating Covid-19 and liquor rules.

Motion by Chris Fritsch to accept the Amended June 20 minutes as presented, seconded by Bruce Greenhill

Passed

Motion to accept the agenda moved by Chris Fritsch, seconded by Len Shaw.

Passed

1. Pro Shop:

Jan reported that to date green fees were at \$233,000 compared to \$207,000 for the same period in 2019.

Green Fees in July 2020 (Until July 22): \$62,000

Green Fees in July 2019 (Until July 22) \$40,000

Cart rentals to date are \$50,000, approximately \$7,000 less than 2019.

Retail sales are at \$47,000 at mid-July.

The course is averaging 254 golfers per day.

Twilight times and rates seem to be at a very good balance.

Jan mentioned that the marshals are definitely helping on the course

The reinforcement of arrival time is required so the Club adheres to the Covid regulations.

The pace of play has been very good during the mornings. The afternoon has a few issues due to the amount of green fee players

2. Grounds and Fairways:

Ernie offered his report to the Board:

The course is holding up pretty well under this little heat wave we are having; there are a few stressed areas.

The greens are healthy and disease free at this time. Rough has slowed down considerably now so concentration can be aimed at watering.

Water consumption from April to July 1 this year was 2.6 million gallons compared to the last three years average of 5.4 million gallons for the same time period. We have used almost two million gallons in the first three weeks of July.

A full time crew member who was a student that worked for the Club last summer was hired back. The grounds crew currently is operating with 8 full time crew and 3 part time employees. A contractor was hired to complete small jobs around the Clubhouse, cart shed and course washrooms.

We are up 450 man hours from January to June 30 compared to the same time frame in 2019; but last year the hours were extremely low, almost 1000 man hours less than the two previous years.

Washroom cleaning and sanitizing has increased from 15 to 35 hours in June compared to the same time frame of last year. But changing the cups is down 60 hours from 100 hours in 2019. Watering is also down to 20 hours from 75.

Projects the crew are working on:

- Irrigation addition on hole # 11 to help grass in the bare area on the right side of #11.
- Tree trimming
- Sprinkler head trimming and levelling
- Installing the new out swing doors on # 14 washroom.

Future work:

- Sodding left of # 16 green
- Dangerous tree removal on #17 and near #2 tee. Dangerous limb removal on some poplars and maples as well. This work will probably commence in mid-September. The

logs could be moved to form a barrier for the parking above the cart shed.

- Cart shed's concrete wash pad.

Chris informed the Board that the planters cost just over \$1200 worth of supplies; soil was \$200, and the plants were \$600.

Arrangements are being made to widen the driveway to get heavy equipment into the shop area.

The fence at # 16 will be repaired.

After a lengthy discussion it was decided to leave the rings in for the time being.

Ernie has been trying to locate a used rough mower to purchase but there are none available at this time.

Estimates will be obtained to install a permanent split rail fence on the Henry Rd side of the Cart shed.

Chris has had frequent discussions with the engineer from the District of North Cowichan about progress of installing a crosswalk on Henry Road. Chris also had a telephone conversation with the Mayor of North Cowichan. There has been no decision from North Cowichan to proceed with one at this juncture, however there is some optimism that funding could be in place later this year.

3. House:

The deck is in need of cleaning and Cal Allenby will be contracted to pressure wash the deck again.

There are people coming onto the course at night and wandering around the grounds and using the washrooms. Pins have been stolen from the greens. The people are very aware of where the cameras are and enter from out of camera range.

There are no cameras installed with a view of the balcony and there has been evidence of persons sleeping overnight on it. A motion to purchase and install a camera for up to \$300 to deter people from sleeping on the balcony was made by Richard, and seconded by Len.

PASSED

Footprints will also be contacted and asked to walk the deck in the early morning to ensure there is nobody sleeping on it.

4. Club Captain and First Tee

An email was sent out on the pace of play to all members. Unfortunately, mass emails cause many of these emails to be sent to junk mail by the internet provider. The settings on the members' computers need to be adjusted to accept emails from Mount Brenton Golf.

Kath is going to have rules of play and cart rules signs made up to install in the rental carts.

It is still undecided whether the BC Bantam Tournament will be held Aug 18-19. They are self-sufficient and no restaurant services are required.

Bruce brought up the men's club championship and whether it was going to be held this year. A vote was held and it was voted 6 to 1 to cancel the championship this year due to Covid concerns.

Kath informed the Board that the men's league acknowledged that there would be no league play this year and that most of the women are not interested in league play this year.

Chris made a motion that all league play would be cancelled for 2020, seconded by Mike.

PASSED

It was decided to discuss a business plan in the fall for league play for next year.

5. Finance

The income statement for June 2020 was distributed to the Board.

The wage expense had decreased and that was due to the credit for the wage subsidy being applied against it.

Chris inquired how the new cart person was working out for Jan and the budgeted amount for his wages. Jan informed that he was working out well with the course being so busy.

Richard obtained a competitive quote from another accounting firm for the annual audit and a discussion ensued. It appears that the audit cost has gone up 10% over the last few years. Art suggested having a discussion about the possible cost for next year from MNP to make a comparison between auditing firms.

A meeting was held between all signing authorities to ensure all the required procedures, such as initialing invoices, were being followed when signing cheques.

6. Membership and Marketing

The June promotion brought in 22 new members.

There is no junior program, and a volunteer is needed to run one.

A discussion ensued about advertising on the green fee score cards and whether to continue with it on the next print order. Donna will look into the value of advertising on the score cards with advertisers.

7: Restaurant update

Mike brought up that the Board needed a clear understanding of the model of a golf restaurant. That ideas, proposal and a view of the future needed to be decided and that the Club would be compromised if there was no restaurant.

New equipment is needed for the kitchen, all of it is outdated, in need of repairs or faulty.

Richard made a motion to forego the rent for July and August for the restaurant as long as the contractor remained open until 6:00 in July and 7:00 in August. Seconded by Chris. PASSED

The Beverage cart has been operating Thursday to Sunday in July. There has been no confirmation whether it will be running in August.

8. Rental House:

The Realtor has confirmed that the pictures she took of the property and house will be available July 25. The sale would be offered to shareholders and owners with no commission, only the cost of the photography and video.

Bruce made a motion to offer the Crozier Rd property for sale to members and current tenants for \$519,900. Seconded by Len.

PASSED

A letter will be sent out to the shareholders and tenants.

9. Covid-19

All rules implemented are remaining in place. The Board believes there is no opportunity to relax any procedures. Emails have been sent out to individuals that are not following the procedures, with some suspensions. The Board needs to enforce the rules to ensure the safety of the course,

10. Membership Categories

The membership committee revealed their meeting results with the Board.

There were many different categories and discussions on each one was extensive.

With the Board's views, the committee will now, with Jan's input, continue to discuss new membership categories.

12. Correspondence

Two replies were to be sent out in response to emails received by the Board.

Due to time constraints, it was decided to continue the in camera session on July 29 at 1:00.

Chris moved adjournment the meeting at 5:15 , with Richard seconding.