



Lively Golf & Country Club | BOARD Meeting

Meeting date | April 19, 2016 | Meeting location: Clubhouse

Meeting called by Regular Board Meeting
Type of meeting Board of Directors
President Bill Dopson
Secretary Cindy Watson

Attendees:

BOARD: Bill Dopson, Al Holm, Cindy Watson, Susan Capstick, Max Kallio, Chuck Connell, Brian Ceasar, Terry Hamilton

Regrets: Barb Laframboise

STAFF: Stuart McMillan, Mark Taylor, Alex Watier, David Franceschini

Guests: Leo Fabiano,

AGENDA TOPICS

| 1.0 Agenda topic Call to Order/Quorum | Presenter Bill | Time 7:02pm

| 2.0 Agenda topic Review of April 19, 2016 Board Meeting Agenda | Presenter Bill

Are there any additions to this agenda?

Motion to accept agenda

Moved: Chuck Connolly **Seconded:** Susan Capstick **Carried**

| 3.0 Agenda topic Opening Remarks | Presenter – Bill

Safety & Health:

The LGCC Board mandate is to have staff:

- qualified in WHMIS (Workplace Hazardous Material Information System) prior to beginning work
- trained and qualified on any piece of equipment they will use before they start working with that equipment.

LGCC has used the LS Training System over the past few years and will do so again this year. It is a module based on-line system that allows an employee to be trained in WHMIS and the use of equipment, and be tested on his/her knowledge, prior to working with a particular piece of equipment.

Stuart, our certified staff safety rep, has asked Merv, our certified worker safety rep, to handle the organization of our LS training. Merv will get familiar with the LS training software and send modules to staff as required for them to get qualified. This includes the Pro Shop employees and volunteers as well as the clubhouse staff. ACTION 1

Mark: broken/missing tiles in kitchen area will be replaced this week. ACTION 2

Fire alarm system will be checked this week ACTION 3



| **4.0 Agenda topic Review December 8, 2015 Board minutes | Presenter Cindy**

Are there any errors or omissions?

Motion to accept minutes as distributed.

Moved: Brian Ceasar

Seconded:

Cindy Watson

CARRIED

| **5.0 Agenda topic Staff Reports | Presenter as below**

Mark (General Manager)

Chequing Account status: \$ 536,991.83

Credit line (Watering System Account) Status: \$ 291,867.31

The Board has requested to have *Membership numbers* for each Board meeting.

Membership as of April 15- : Adult Student-0 ,Adult Student with cart-0, Afternoon – 2, Afternoon with cart- 0, Gold- 73, Gold with cart- 1, Intermediate- 3, Junior -5, Super Senior- 12, Weekday-17

A 64 inch TV was purchased and installed in the upper hall. \$600.00 from Pepsi points were redeemed to put toward the purchase. Thanks to James Macdonald for donating the bracket to mount the TV.

Ceiling tiles in need of replacement will be changed this week.

Nadine Park volunteered to work with Mark on the LGCC website. The new format will be active as of Friday this week. The restaurant menu will be included. There will be a members section for membership only. Password will be the same for every member. Report of # of hits will be available. Nadine also worked on our membership package, reduced it in size and generally “dressed it up” before it was sent out to members.

Mark is working on the LGCC Capital Plan,

ACTION 4

All staff have been hired for the 2016 season in the Clubhouse. Of the 15 total clubhouse staff ,we have 11 returning from last year. Tanya Smith-Cress has been hired to clean the Clubhouse during off-hours.

David Franeschini, who worked in the kitchen for a period last summer, has returned this year and will be our clubhouse manager. David will be looking for assistance and guidance from Mark. Menu is about 95% ready, pricing is an issue. But shopping around for better deals for the kitchen. Staffing complete, many returning employees but some new faces.

Stuart McMillan (Course Superintendent)

We need to review the flow and volume of water available for the course watering system. We will have a qualified consultant complete this work. Stuart will ensure he gets the lowest cost qualified consultant to do this work.

ACTION 5

Brian will ask Tim McBride, who he says is qualified, about doing this.

ACTION 6

City of Greater Sudbury will be replacing the fire gate which city equipment damaged.

Greens are in very good shape and are to be top-dressed soon.

Hope to open May 1st with clean-up done the two days prior to that.

Hired staff for the summer, 4 students (with one being a small engine mechanic for summer months). Norm coming back part time with a letter from his Doctor saying he can work. All other guys have returned.

Greens and tees all cut today.



Some cart path work done. Blue Metric, the Vale consultant which has been sampling ground water on our site, is supplying some material as they did damage to some cart paths.

More trees have been cut up today – this work will continue.

Tarps to be rolled up this week. We will have some students helping with this. Mark has been in contact with Tracy Moxam from the school to talk about having students from Lively District SS work with us to help complete community service hours they need to graduate. She needs to confirm with her principal. ACTION 7

Leo Fabiano (mechanic) wants the Club to find a replacement for him. He will work in the shop and he will train the new person once hired. He will assist in the shop if he is available on request after that. Mark will advertise for a small engine mechanic to work (retired and spent career as mechanic). ACTION 8

Alex Watier (Pro Shop)

Alex has submitted a list of the days he feels he needs to be away from the Club to play in tournaments to Mark. Presently, it calls for him to be away from the Club for 18 days. He will also be away in early May for 3 days to take a PGA of Canada course on Instruction for Beginning Golfers. He is presently reviewing this scheduling. While he is away, Jake and Niko will be the persons in charge in the Pro Shop. ACTION 9

Pensioners day involvement will include making a copy of draw for our records and determining the number of players each week in order to add to our records of rounds played.

TeeOn system has been updated with all tournaments and events happening at the club this season inputted. Specials also have been inputted into the system and will be advertised as appropriate.

Pro shop inventory is still arriving, and this inventory will be tracked on the first of every month. ACTION 10

Staff has been hired: Jake Stefanko and Nico Presot – Pro Shop, Justin Karcz will work in both Pro shop and back shop, Jesse Baggio and Liam Punkari in the Back shop.

PGA status to date: 1527 of the required 3000 hours to date have been achieved in 2015. Passed Level 2 “Rules of Golf”, and currently working on the “Food and Beverage” on-line course. (need practical experience in order to complete). Future courses include “Instruction of Beginner Golfers” – May 2-4 at a cost of \$847.50 and “Club Fitting” Workshop – June 7th.

| 6.0 Agenda topic Correspondence received | Presenter Alan

Suggestion Box: Nothing to report

Bill received correspondence about the possibility of eliminating some traps and turning them into grass bunkers. We need to have Stuart give us his opinion on this re: recommendation from John Bladon. ACTION 11

| 7.0 Agenda topic TREASURER'S REPORT | Presenter Terry

Treasurer's Report for month of March 2016

Brian, Terry and Bill visited Credit Union to discuss the potential of re-structuring the Club's finances.

Motion: *move that the Board have our bank (Credit Union) re-structure LGCC's accounts in May 2016. The new agreement would have a fixed loan of \$300,000 and a \$600,000 operating line.*

Moved: Terry Hamilton

Seconded: Brian Ceasar

CARRIED



Brian and Terry will review the agreement before we sign off on it.

ACTION 12

Terry will explain the reasoning for this change to the members at the June "Town Hall" meeting.

ACTION 13

| 8.0 Agenda topic Chairperson Reports | Presenter as below:

Susan: Ladies Chair: nothing to report at this time

Barb: Social Chair: nothing to report at this time

Max: Mens Chair: see report

Brian: Junior Chair: Alex will be qualified soon to teach juniors.

Chuck: Course Chair: tarps to be rolled up this Thursday – Saturday.... Then working on dates for clean up.

| 9.0 Agenda topic Unfinished Business |

9.1 Terry will look into cash back earned on credit card. For the present we will stick with the existing credit card – Stuart's name is the only one on it. We will see about adding Mark's name to it as well. ACTION 14

9.2 Job Fairs were not required this year.

9.3 There are no LU SPAD (sports admin) personnel available this year.

9.4 Website updating complete – new website.

9.5 Police report on joy riding last November filed.

9.6 Changes to starter's positions delineated – volunteer description completed.

9.7 Stuart completed a document on course maintenance standards.

9.8 It has been decided not to change LGCC's payroll system at present.

9.9 Dibrina Sure Benefits - Mark met with Rick MacKenzie who quoted several companies who all offered lower rates than what we pay now. The Club has switched its benefit package to Sure Solutions. This will give us a saving of 23%. This took effect April 1st 2016.

9.10 LGCC's updated Constitution (November 2015) was sent to the members along with the draft November 2015 AGM minutes.

9.11 Mark is reviewing the status of the action items from the Membership/Marketing Committee report as presented at the November 2015 AGM – update for May Board meeting. ACTION 15

9.12 With the decision to stay with the Credit Union as our loan institution, the need to check on other banks' financing rates is now a moot point.

9.13 Mark will be looking at our assessment re: MPAC through 2016. We will need to review our assessment from MPAC done in 2016 to determine whether we need to challenge it. ACTION 16

9.14 Fencing Quote: Quote from M&G Fencing Inc. on Chain link fence (to surround Cart Corral) was quoted \$12,448.50 for 6' high fence with posts and 2 gates. We need to look at other options. ACTION 17

9.15 Recommendations from John Bladon's report – Stuart will present his plan for actioning these recommendations at the May Board meeting. ACTION 18

9.16 Stuart will get a quote from John Bladon on providing us with soil samples, this will include all costs involved. ie. service fees? ACTION 19



9.18 Review: Carts; **Motion:** *to purchase 15 carts in the spring pending available finances and an analysis of difference in price for new versus used carts. (concerns include; age, where they are from, and cost)*

Moved: Terry Hamilton

Seconded: Max Kallio

CARRIED

Motion: In relation to the motion presented at the last meeting, the Board not purchase any carts this year

Moved: Terry Hamilton

Seconded: Max Kallio

CARRIED

9.19 Would like to ask new members “why they joined the club this year?” as this may give us further information to increase memberships. The question was asked if we should ask those who were members last year but had not joined this year if there was anything we could do to attract them back? ACTION 20

9.20 Review Starters as volunteers for 2016:

Bob Humpage, Art Farrell and John Dales have committed to being starters. Others are thinking about it. Mark will continue to advertise for volunteers. We feel we need 7 plus 2 back ups starters in total. George Watier is willing to help Alex train the starters, and possibly help out during major events. ACTION 21

9.21 Board evaluation – deferred

9.22 Equipment replacement plan: We need to replace 2 fairway mowers and some utility vehicles. The cost of purchasing 2 NEW- 2015 mowers would be about \$110,000. Bill got a quote for 2012 USED mowers. If used mowers are the option, we would request to have them shipped to us and inspect and try them out for a week before we commit. The following items were included in the conversation: 2 used fairway mowers, 1 used utility vehicle, 1 greens roller. Stuart will confirm prices of the equipment, and Leo and Stuart will evaluate them. ACTION 22

Terry will approach the CU about a loan before the purchase can be agreed upon. ACTION 23

9.23 The roof still leaks - Brian agreed to talk to Tom Cunningham to check the roof. ACTION 24

9.24 Fencing Quote: Quote from M&G Fencing Inc. on a chain link fence (to surround Cart Corral) was expensive. We need to look at other options. Mark will have a discussion with Trevor from Pinehill Lumber. ACTION 25

9.25 **Motion:** *That people storing personal carts at LGCC must be members in good standing with LGCC.*

Moved: Terry Hamilton

Seconded: Max Kallio

CARRIED

9.26 Bill has made a wording change on the documentation that Stuart McMillan and Mark Taylor signed. The wording “Contract Employee” has been changed to “Employee Agreement”. Both Mark and Stuart are in agreement with this change. The reason is that they are both employees and are not on contract.

9.27 Serpa will not be working with us this year. She was asked if she wanted to work for the club doing varied course work including gardening work, but declined as she wants to just do the gardening. We are looking for volunteers to do gardening around the clubhouse and #1 and #10 tee boxes. Susan Capstick will approach the ladies section and other members to see if there are any interested people. She has offered to organize this group. ACTION 26

9.28 Former employees of Stuart are coming back part time to work for LGCC.

9.29 Course working hours on Mondays could perhaps be changed to reduce the number of hours the course is closed. Stuart will review this. ACTION 27

9.30 Any email correspondence going to the members needs to be sent to Mark as he has the membership lists with email addresses. He will review any such information before he forwards it to the membership being sent to membership.



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| 10.0 Agenda topic **New / Other Business** | **Presenter**

10.1 Staff Agreements/Contracts – They have all been completed and are substantially unchanged from last year.

| 11.0 Agenda topic **In Camera** | **Presenter**

Purpose / Requirement:

Result of In Camera business:

| 12.0 Agenda Topic **Date / Time of next Board Meeting**

Next meeting: May 17, 2016

2016 suggested dates for Board meetings: May 17, June 21 + Town Hall Meeting, July 19, August 16, September 20 + Town Hall Meeting, October 18, November 15, AGM November 27, December 6. (third Tuesday of each month)

| 13.0 Agenda topic **Motion to Adjourn** | **10:28 pm**

Motion to Adjourn

Moved: Brian Ceasar

Seconded:

Terry Hamilton

Carried.

ACTION ITEMS:

ACTION 1	Stuart - Merv will get familiar with the LS training software and send modules to staff as required for them to get qualified.	asap
ACTION 2	Mark - broken/missing tiles in kitchen area will be replaced.	Week of Apr 18
ACTION 3	Mark - Fire alarm system will be checked	Week of Apr 18
ACTION 4	Mark - working on the Capital Plan as well as assisting Stuart and Alex with theirs.	ongoing
ACTION 5	Stuart – consultant required for water flows/volumes	May 17th
ACTION 6	Brian – will talk to Tim McBride re: possibility of his services with regards to the water removal from the creek	May 17th
ACTION 7	Mark – volunteer hours possible from LHS students – follow up	May 17th
ACTION 8	Mark/Stuart – replacement for Leo Flabiano	May 17th
ACTION 9	Alex – reviewing his tournament scheduling requirements	May 17th
ACTION 10	Alex - Pro shop inventory still arriving, and this inventory will be tracked	on the first of every month
ACTION 11	Stuart - is to give us his opinion on sand trap removal as per recommendation from John Bladen.	May 17th
ACTION 12	Brian/Terry - will review banking agreement and verify it before we accept	asap
ACTION 13	Terry will explain the reasoning of this change of financial accounts at the June "Town Hall" meeting.	June 21st



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ACTION 14	Terry – credit card – adding Mark’s name	asap
ACTION 15	Mark – review and report on status of Board’s commitment to Membership/Revenue Committee recommendations	May 17th
ACTION 16	Mark – MPAC assessment review	Nov. 30/16
ACTION 17	Mark – fencing quote – ask Pinehill about this	May 17th
ACTION 18	Stuart – plan for actioning John Bladon’s recommendations	May 17th
ACTION 19	Stuart – check with John Bladon re: soil sampling	May 17th
ACTION 20	Bill - Would like to ask new members “why they joined the club this year?” and ask last year’s members who have not re-joined this year why	mid-June
ACTION 21	Mark will continue to advertise for volunteer starters.	ongoing
ACTION 22	Stuart – equipment replacement - will confirm prices of the used equipment and get back to the Board - Leo and Stuart will evaluate them before the purchase .	May 17th
ACTION 23	Terry will approach the bank to see if the loan can be acquired before the purchase can be agreed upon.	Done
ACTION 24	The roof still leaks, Brian agreed to talk to Tom Cunningham to see if the roof needs repairs.	asap
ACTION 25	Mark - has agreed to have a discussion with Trevor from Pinehill Lumber re: having a fence put up around the cart corral.	May 17th
ACTION 26	Susan Capstick will approach the ladies section and other members to see if there are any interested people re gardening. She has offered to organize this group.	ongoing
ACTION 27	Stuart - Course working hours on Mondays could perhaps be changed to reduce the number of hours the course is closed.	May 17th