



YKGC Board of Director's Meeting Minutes

Tuesday, April 7th, 2020

1. Call to Order – 5:36pm

Attendance

Present – Shaun Morris, Hughie Graham, Jenni Bruce, Matthew Bannister, Clem Hand, Cole Marshall, Dwayne Simmons, John Nahanni, Jeff Oldfield, Damien Healy

Regrets –none

Absent – Winter Bailey, Perry Campbell

2. Approval of Agenda M. Hughie, S. Jeff

3. Approval of Minutes

- a. March 11th, 2020, as amended under Midnight Committee that number of carts is not determined M: Dwayne, S. Jeff

4. Presidents Report – see attached – M: John, S: Dwayne **Action: Cole will check with GNWT if we can proceed with a plan to open the course, Damien will provide Cole with the contact info.**

5. Treasurer's Report – see attached – Discussion on what will happen to points on Matty's cc. **M: Dwayne, S: Jeff. Motion to apply for CEBA \$40,000 loan with terms. M: Matthew, S: Hughie**

6. General Manager's Report – see attached – Discussion that Club Par 3 tourney is moved to July 11th. Discussion on what to do with signage sponsorship. Discussion on options for getting Assistant pro up to YK. **Action: Cole, Jenni & Shaun to look into how to get Asst. Pro up.** Discussion on options to delay leases if we are not operating. **M: Dwayne, S: Matthew**

7. Old Business –

- a. Clubhouse RFP – covered in Presidents Report, on hold
- b. Code of Conduct Forms – only John remaining, Jenni will email form to John.

- c. Quotes for Financials – 3 Options were reviewed. **Motion to accept Crowe Mackay LLP to complete financials. M: Jeff, S: Dwayne**
- d. Update of Signing Authorities – waiting on final signatures to return forms to the bank
- e. ATCO Trailer – put on hold due to Covid. Pete can still come out to perform a hazard assessment, this is no cost and then we can confirm a date when we have more information.
- f. Rules & Handicap Certification – no update, Alberta website has not been updated yet, Cole will keep an eye on it. **Action: John will look into what needs to be done for local rules during Covid to keep handicap entry intact.**
- g. Member Survey Results – results are in but not easy to read, garbage was the main concern. Received 82 responses vs. 107 for 2018. **Action: Damien & Shaun will put together a summary and send out to the board**
- h. Lucky Bucks – tabled
- i. E- Motion: BDIC loan – **Motion on March 30th: To authorize the application to BDIC for a working capital loan of up to \$20,000 to cover any short term cash flow issues resulting from the implications of COVID-19. M: Matthew, S: Hughie, all in favor, passed March 31st.**

8. Committee Reports –

- a. Grounds & Maintenance – Damien – budget is on hold until we know our position. Damien will look into no cost options for garbage clean up
- b. Golf Course Development – Jeff – on hold until we know our position
- c. Membership & Clubhouse Committee – Jenni – covered in Presidents Report and Old Business.
- d. Rules & Handicaps – John – covered in Old Business
- e. Tournaments – Clem – on hold until we know our position. Will look into what has been cancelled on the national level.
- f. Midnight Tournament – Hughie – Considering pulling the tournament or setting something up that will adapt to Covid-19. 250 logo club covers have been ordered but do not have the year on them so can be sold or held for 2021. There is a great story behind how these are made.
- g. Sales & Marketing – Dwayne – Still moving forward, once enough revenue has come in from invoices, we will proceed with the full order as there is a 6-week lead time, there is risk that some sponsors will pull but worth the risk. Clubhouse signs are a 1-week lead time so can wait for payment.
- h. Volunteers – Perry – on hold until we know our position

9. New Business –

- a. **Covid-19 Financial and Non-Financial Implications** – We are confident that we are taking appropriate steps to face the challenge. It might end up being a busy season due to people working from home and not able to travel or camp. Spring meeting will be held May 23rd. **Action: Shaun will put out an email with the Spring meeting date of May 23rd at 2:00pm. To be hosted on Go To Meeting. Action: Shaun will put together an e-blast with updates on how the golf course is adapting and handling Covid-19. These emails can be combined.**

10. Next Meeting – May 12th, 2020 at 5:30pm, Go To Meeting

11. Adjournment – M. Dwayne 7:25pm

Action Items :

- AdHoc Policy Committee to revise policies and code of conduct

Presidents Report

April 7th, 2020

It is amazing and a little scary how things in Yellowknife and the world have changed since our last board meeting twenty-seven days ago, the unprecedented events and restrictions that have been implemented since the arrival of the COVID19 virus have effected us all.

After the last board meeting, Jenni and I met with Stake to review the few concerns with their proposal and we were ready to move forward to finalizing the contract. As of now we have put the process on hold as we are not sure if we will be able to open the Clubhouse on time or even at all during the 2020 season. We have had some discussion on what limited options we may be able to move forward with based on the GNWT and Public Health guidelines, and we do have the new liquor license in place for this season.

Cole and I have reviewed some options for how we can operate the course based on the current restrictions, some of these include one person in the clubhouse at a time, one rider per golf cart, cleaning and sanitizing of golf carts and rickshaws when returned, no removal of flags and either raised cups or inserts to allow for retrieval of your golf ball with out touching the sides. We will continue researching and planning so that we can hopefully open the course and have people golf while maintaining physical distancing and staying safe. We will likely be starting the season with a reduced amount of power carts to rent as Club Car will be delivering the new carts and taking away the old returning carts in May. The problem is that the Club Car technicians who put the new carts together will not be able to travel and at last discussion they will not allow us to put the new carts together ourselves without voiding the warranty.

This season is also looking like we may be faced with potential financial difficulties as well, with the NWT declared State of Emergency and the Chief Public Health Officers order that no public gatherings are allowed we are anticipating the we may not be able to have either charity or club tournaments for the first part of the season or at all. Matthew has already begun looking into different options that are available for COVID19 financial relief that can assist us for the season.

This year started out with so much excitement from Coles first year as General Manager, our first ever female assistant golf pro and the revitalisation of the YKGC fundraising tournament, to now a month later with so much uncertainty. I am definitely glad that we have a great community and dedicated board of directors to assist the golf club navigate through this ever-changing situation.

Shaun Morris

President – Yellowknife Golf Club

General Manager's Report

April 7th, 2020

An interesting few weeks to say the least. The COVID-19 issue has grown substantially since our last meeting. We're all hoping we'll be able to have a functional golf season, but with what has been happening in the golf industry, it's easy to see why it might be one of the harder seasons we've come across. Courses in British Columbia are shut at the moment. This order came from the BC government in hopes of stopping the spread of the virus. At the moment, they are the only province that would be fully operational this time of year. No word yet from Alberta about how they will proceed in the next few weeks.

Most of my time has been spent speaking with suppliers regarding shipping, production lines and possible return options we have with our orders. For the most part, companies are aware that this virus could pose a threat to everyone's season and we do a good job of ordering from companies that offer a percentage of returns. Ping and TaylorMade both offer returns to some extent on their product. The part we will struggle with is the logo'd merchandise. It can't be returned because it has our logo on it, and we typically sell a lot of that merchandise to tourists, who we most likely won't see this summer. Orders couldn't be stopped as they all had an April 1st ship date, meaning they were created a few weeks ago. We will start to see them in the coming days to the proshop.

Shaun touched on the ClubCar issue in his report. I have spoken with Art New, our rep, and he has pushed the ship date back of the carts until the end of May. That gives us the time to figure out how we are allowed to proceed. If the ban to all visitors is still on-going into the summer, we'll need to discuss with ClubCar what the next step will be for the current carts.

I will let Matt speak to the financial aspect, with regards to the loans that the YKGC has looked into. We have had conversations with Michael Gilday who is handling our application.

A sponsorship letter is still being drafted up for the YKGC fundraiser par-3 event. A committee met prior to the COVID-19 issue (actually the last beer I had in public) to discuss and finalize what we wanted to accomplish. That letter has fallen on the back burner now, but will try to have that completed and sent to the board for approval in the coming week. A difficult time to approach sponsors.

The invoices for the hole signs were sent out via Sue. We have had Canadian North reply back stating that they have been told to hold off on ALL sponsorships for the time being, but that they hope to be able to consider again when the COVID-19 issue has been resolved. This also most likely means the Midnight sponsorship is in limbo, if the tournament even happens. We have had 2 corporate tournaments cancel thus far (due to most of the attendees being southern) and I would expect more as the spring moves along. How will banquets/meals work is another concern. All GNWT events I could see being cancelled. Lost revenue is almost certain.

The issue of Kylie Frederick being in BC at the moment is another concern. She won't be allowed to come to Yellowknife until the border access is lifted. Once that's done, she will need to quarantine herself for 2 weeks. Depending on when the border opens again, when does the board feel we need to pull the plug on her contract? If she's not out of quarantine until the end of June, do we still bring her up? If we don't bring her up, how much of the contract she signed do we have to honor?

- PGA Dues

- Clubs (we already have them anyways)

Board may want to look into what we actually owe her if she isn't brought up. I hate to think like that but I feel we have to plan for the worst at this point. She is still very keen to come up and we have been talking daily. I have also been looking into ways to circumvent the border issue, without much luck. If she was moving here permanently and had a lease of some sort, there are ways to circumvent, but she doesn't have that.

Internet is currently not working at the proshop. I have a Northwestel call today and hope to have them help me rectify the situation over the phone, or have a tech come in. I think it may have to do with the cancellation of our fax line. We may have had something routing into that line perhaps. Cancelling that line saved us \$90 a month. Once we have internet, I can start to put the product coming in, into our new POS system. Also had the fuel tank filled so we had heat in the proshop as well. I hope to have the change room built in the next week or so.

It's a bit of a waiting game unfortunately but we as a collective group can try to best plan for all possible outcomes moving forward to ease whatever situation we are thrown into this summer.

Cole Marshall

General Manager

Treasurer's Report

April 7th, 2020

We have received quotes for the December 31, 2019 year-end financial statement preparation from three firms (Avery Cooper, Crowe Mackay LLP, and EPR Yellowknife) these quotes have been forwarded to the President for review and for him to put to the board for a vote. (Note – I have specifically excluded myself from the selection process as I have a conflict of interest.)

Over the past couple of weeks, I have started to prepare the year-end documentation required for the accounting firm to complete our 2019 year-end. This preparation is largely complete and are working to get the last couple of pieces of information.

As all of you are aware, COVID-19 is likely to have a substantial impact on the Yellowknife Golf Club. We started the budget process for the 2020 season however have paused it to better understand the impacts and implications that COVID-19 will have on the Club. We expect a significant decline in revenues, which will affect our overall budget. We have applied for the BDIC working capital loan

and are looking into other initiatives being implemented by the Federal and Territorial governments.

Earlier this month, I connected with our banker at RBC to follow-up on the signing authorities (we now have the master sheet for everyone to sign off on) as well as the Canada Emergency Business Account. This potential new account would provide us up to \$40,000 of working capital of which \$10,000 would be forgiven if we meet specific terms.

Matthew Bannister

Treasurer