



YKGC Board of Director's Meeting Minutes

Tuesday, June 9th, 2020

1. Call to Order – 5:37pm

Attendance

Present – Shaun Morris, Hughie Graham, Jenni Bruce, Matthew Bannister, Clem Hand, John Nahanni, Jeff Oldfield, Damien Healy, Winter Bailey, Perry Campbell, Dwayne Simmons

Regrets – Cole Marshall

Absent – none

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

3. Approval of Minutes

a. May 12th, 2020, M: Hughie, S. Jeff

4. **Presidents Report** – see attached – Discussion on the need to move flags on a regular basis. Discussion on next steps while moving into Phase 2 of Covid re-opening Golf carts will remain for households only as there is no way to monitor fave five. **Motion to accept report: M. Hughie, S. John**

5. **Treasurer's Report** – verbal – Presentation of 2020 budget. We expect a drop in revenue, the biggest drop is in pro shop sales. Discussion on promoting pro shop sales online etc. Cash position is strong despite Covid. There are still a few uncertainties, so we have left them out. Liquor sales are strong as the pro shop is the only option to purchase for now. Discussion on revenue impact when Clubhouse/beer cart open. We are still monitoring to see if we qualify for wage subsidy and if so, how much it will be. Discussion on advertising budget and using it to thank sponsors as we have raised \$35,850 YTD. **Action: Sales & Marketing Committee to propose a marketing plan and look into the ability to purchase on-line as new system has the ability.** Cleaning supplies are up due to extra cleaning due to Covid. The big wild card in the budget is whether we qualify for the wage subsidy. **Motion to accept 2020 Budget: M.**

Matthew, S. Hughie. Bank balance is healthy, payables outstanding around \$58K. Overall we are strong in comparison to last year. We will wait to see how the season plays out.

6. **General Manager's Report** – see attached – Discussion on sponsors. **Action: Dwayne to send out list of current sponsors. Completed during meeting.** Discussion on casual sponsor agreements and that Cole is setting up a formal list of these. Midwest needs to be added to this for in-kind sponsorship. Discussion on what to do with standing water on 7. **Motion to accept report: M. Jeff, S. John**
7. **Old Business** –
 - a. Rules & Handicap Certification – no updates
 - b. Member Survey Results – **Action: board to still come up with action item suggestions from survey comments.** Couples night seemed to be a theme in comments. Discussion on options to bring it back. Preferred on Tuesdays (9 and Dine). **Action: Jenni and Cole to look at options and promoting a couples night.**
 - c. Lucky Bucks – tabled. Discussion on men's night. We still do not know who is running it. We are still working on ladies night, **Action: Shaun to send them the restrictions and they can propose what they want to do.** Discussion on shot gun starts and gatherings and what we can do to adapt tournaments as the season progresses and restrictions are eased.
 - d. Adhoc Policy Committee - **Action: Cole to propose wording for operational policies #5, 10, 11 & 23.**
 - e. Submission for Club Car rep to come to course – was successfully completed and addressed in GM report.
 - f. Construction of tester garbage bins – Discussion of an "in-ground" garbage bin that has been seen on other courses. Discussion that the best solution may be to weight down or dig current garbage cans into the ground and change the lids to more of a "bear claw"
8. **Committee Reports** –
 - a. Grounds & Maintenance – Damien – would like to look at scheduling a mid-season garbage pick up to show we are listening to members and taking it seriously. **Action: Damien will work with Cole to book off two hours mid-season and call for volunteers to clean up. Perry to assist getting volunteers.** Discussion on selling the white truck and ATCO trailer. We are working on tee box steps both new and replacing of rotting wood. The tractor was down for a bit but fixed again. We will do some more grading at the bottom of the hill on 12 as it helped last season and there is still room to improve. Ask that if board sees anything while golfing to text or email Cole. **Action: G & M Committee to look at putting up something temporary for hole sponsor signs on old white sign holes or missing signs.**
 - b. Golf Course Development – Jeff – there will be no big projects this year and we will work on what we can do with no spending.
 - c. Membership & Clubhouse Committee – Jenni – Will work with Stake as we begin to prepare for opening the Clubhouse in next phase. They will open their main operation first and then focus on the Clubhouse.

- d. Rules & Handicaps – John – emailed Golf Canada for suggestions on rock rule and they could not offer advice. We are making sure that a rule would not have impact on playability and handicaps. Discussion that main issue is the front of hole 6. Agreement that solution may be to identify “sore spots” on the course. **Action: Winter & John will work on gathering feedback from various groups and possible walkthrough of the course to create a list of sore spots. Board will then discuss possible solutions.**
- e. Tournaments – Clem – main issue with scrambles and how to maintain social distancing. RBC is sending different messages and we are not sure if we will be able to hold it this year. We believe that we can hold individual tournaments this year and handle them similar to the Midnight Classic. Focus will be on the qualifier, August long weekend and Club Championship. **Action: Clem will distribute details on how to hold tournaments to the board for discussion, once agreed on, will circulate to membership.**
- f. Midnight Tournament – Hughie – Email went out to members today and we are proceeding with a “Not Your Typical Midnight Classic” There will be prizes from the pro shop. Looking at options to serve a burger in a box and what pricing will look like. Tournament is already close to full. **Action: Hughie will speak with Cole on option to open up Saturday for additional tee times.** We are doing everything we can to get people out golfing.
- g. Sales & Marketing – Dwayne – Covered in previous agenda items.
- h. Volunteers – Perry – Looking for direction and would like to know what the needs are. **Action: Shaun will follow up with Cole on what needs are and give to Perry. Action: Perry to talk with Cole on scheduling flower planting and calling for volunteers. Action: Perry will also work with Cole to form a list and contact info for volunteers.**

9. New Business –

- a. **Discussion on what to do with tee box wood** – tabled until we have more info on what we need the wood for. **Action: G& M and Cole can begin to remove the rebar.**
- b. **Workplace Harassment & Bullying and WSCC regulations** – It is identified that we do not have a policy in place and that we are open to liability with HR & Safety issues. **Action: Jenni will work with Cole to set up training of staff and development of policies for this. Cole will also meet with Jenni for some HR training.** Discussion on flags not been moved at all so far this season and the greens not being cleaned. Currently it will be scheduled once a week. **Board recommends that flags are moved at least twice a week (Saturdays & Sundays for peak times) Board recommends that greens are cleaned properly at least once a week.**

10. Next Meeting – July 14th, 2020 at 5:30pm, Location to be determined based on restrictions

11. Adjournment – M. Jenni 7:51pm

Presidents Report

Good Day everyone,

The start of the season has definitely been challenging and busy. The course has been booked solid most days, even though it may not feel like it with the 15 minute tee times. Overall the response to the COVID restrictions has been very favourable, members and guests have been following the protocols with a few warning letters sent out being the exception.

With the GNWT possibly moving into Phase 2 of the emerging wisely plan by the end of the week the golf course will be adjusting operations based on the new guidelines and will start running modified tournaments and possibly Men's and Ladies nights as well as increased food and beverage options.

One of the main areas that we will need to maintain is the single rider cart policy, Phase 2 still states that 6 feet of physical distancing must be maintained. I want to remind all players that even though the restrictions are being eased we need to ensure that we are all following the protocols put in place to ensure that the YKGC can continue to operate for the summer.

As you have seen the new fleet of Club Cars that were ordered last year to renew our lease agreement came in and look great. What we really need now is for the weather to cooperate so we can get the irrigation system running and the grass growing nicely.

Once again I have to thank our General Manager, the YKGC staff as well as the YKGC Board of Directors for their hard work during these unusual and difficult times. I would also request that all players' help out our staff with collecting garbage that can accumulate around the course during the summer, with everyone doing a little bit it will go a long way to keeping the YKGC clean and beautiful.

Shaun Morris
President – Yellowknife Golf Club

General Manager's Report

We have been open roughly 3 weeks so far, and it's been very busy since opening day. We've taken advantage of being one of the only activities in town at the moment. Our staff has learned how to work with the new POS system and are much more confident behind the counter now. COVID has still affected us, but staff and members are starting to get a sense of the new way of normality.

All the inventory has now arrived. We've worked with Sue to get most of the cheques sent out for the invoices. Some suppliers have given longer terms for payment which has allowed us to put those invoices off for the time being as we try to put some money in the bank.

New opening and closing procedures have been written up for the staff to follow with the current restrictions and tasks that are being asked of us. Also the new POS cash out directions have been clearly typed out to avoid mistakes from the staff. So far so good.

Golf Canada memberships were renewed for those that had purchased memberships with us. Some were missed and we have gone in and activated them as they request. We were invoiced by Golf Canada for those memberships and will have Sue take care of that payment. We will be invoiced again for any remaining members in late June.

We have our golf carts! Was a process to get the service technician across the border to make all of this possible, but Protect NWT was helpful in making it happen. Now we're playing the waiting game with the insurance company before we can get our approval on the lease. I have called and sent numerous emails, but the office seems to be closed a lot with what is going on. National Leasing (our lease provider) knows the situation and understand that's usually the past the takes the longest. We couldn't apply for the insurance until we had serial numbers which ClubCar was slow in providing.

Now that we have carts, Dwayne's been working hard to get all the advertising setup so we can get them on the carts. We also received the Wallah signs, and have put them all up on the course. We do have some holes with only 1 hole sign, but the maintenance staff have a list of signs that need built and will get that all done in a timely manner. Sue has the invoice for Wallah and the invoice will be paid accordingly. Furthermore, the maintenance staff have identified signs that need replacing and are in the midst of cutting wood to size and painting.

The compressor we use to clean carts and provide our members with air for their golf cart tires finally kicked the can. We replaced it with a better one that we found on sale at Canadian Tire. Also the driving range picker's front tire snapped off. The weld on it lasted longer than expected. We got Jony Bembridge with Acasta to come take it away and weld it back together. He did a really good job, and cleaned up the area quite nicely. We will come to an arrangement for the services he provided.

We successfully applied for the NWT Wage Top-Up program with the GNWT. Meaning that any employee that makes less than \$18 an hour can be topped up by the government. This applies only to our driving range staff, but nice to know they will have a few more dollars in their pocket. The program runs May-July. Once end of July happens, they will return to their \$14.50 an hour pay wage.

The City of Yellowknife has once again partnered with us and we can confirm that we will indeed be offering Jr lessons this summer. We wanted to double check exactly what lessons would constitute this year, but feel comfortable in making these happen now.

Worked with Matt Bannister to put together a makeshift budget using numbers from the first few weeks of our season and trying to project it out. Matt will I'm sure go over the budget in more detail during his presentation.

We have commenced fitting clubs for purchase. Our staff is taking the necessary precautions during this process and feel we are staying within our protocols. We have already sold 2 sets of custom Ping irons.

We approached Lloyd Whiteford with Capital City Construction (and a member) regarding the replacement of the front door, sealing up leaks in the building structure, putting in a new sub flooring and replacing some of the window seals. We have talked to him about doing all of this for credit at the course (to be used for a yearly cart membership). Furthermore, the door we would need to get put in was donated by Diamond Glass for a GPS ad on the carts, a small sign by the front door and some free golf passes. I'd say we made out really well in this deal.

Starting next week, the YKGC will go back to 10-minute interval times. This may put a little bit more pressure on our proshop staff but I feel confident we can handle the extra people and can continue to enforce our protocols. If this becomes an issue, we will revert back.

Casual water continues to be a problem. Hole number 5 has mostly dried up, but hole number 7 is still an issue. We have looked into ways to pump that water into the water hazard on hole 17 and then level the area so water doesn't pool there again. We have a small water pump but need more PVC piping in order to get the water relocated. I've spoken with our maintenance staff and we have made this a priority.

Contractor work: JMS has been contacted regarding aeration of the grass aprons. Also we are waiting to hear back from Canadian Dewatering regarding pump maintenance. They've also agreed to provide a quick tutorial to some of the newer users of the equipment.

Spoke with Clem Hand regarding tournaments and our mutual desire in how to facilitate them this year. I will let him speak to the board about this matter.

After a few weeks looking into things with Hughie, the Midnight event is happening. We are awaiting a price from Steve (Stake/Monkey Tree) regarding the food and beverage side of things. This will impact the prizes. Hughie can share our thoughts on the entire process. Working with Hughie and Clem, I think we're prepared to offer a tournament atmosphere without putting any of our members or staff in harms way.

Edit: The tournament is blowing up. We may need to look at ways to accommodate more players.

Cole Marshall

General Manager