



Meeting Minutes, Annual General Meeting

September 17, 2017

Present:

Board members: Hughie Graham, Shaun Morris, Jenni Bruce, Euan McLean, John Nahanni, Deb Ross, Joan Hirons.

Club members: Ruth McLean, Helen Lawson, John McLean, Matthew Bannister, Winter Haley, Justin Bailey

General Manager: Matt Gray

Location:

Yellowknife Golf Club, Club House

I. Meeting began at 2.10pm

- A quorum was present

II. Approval of Agenda:

- **Motion to approve agenda as amended:** moved by Deb second: Helen. Carried

III. Approval of Minutes of Spring meeting, May 27th 2017

- **Motion to approve minutes from Spring Meeting:** moved by Hughie, second : Helen. Carried.

IV. President's report: Shaun

- See attached report
- Helen asked how many years we shall be paying the levy. Reply: we anticipate 2 more years
- **Motion to accept President's report:** Moved by Jenni, second: Joan. Carried

V. Treasurer's report: Jenni

- Report and comparative income statement attached.
- Helen asked about the low figure for the land lease. Reply: GNWT had made an error. The Club was waiting for the error to be noticed.
- **Motion to approve financial report:** Moved by Helen, second: John N Carried

VI. General Manager's report: Matt

- See attached report

- Helen asked what would happen to the special Canada 150 hole flags. Reply: that they would be offered on sale to members. There is a need to buy new poles and flags next year. .

Motion to accept General Manager's report: moved by Helen, second: Matt. Carried

VII. Committee Reports

a. Grounds and Maintenance

Geno absent

- See attached report
- John recognized all the work that Geno had done for the Club while he was heading up this committee.

b. Marketing and Communications

Shaun

- See attached report
- Comments regarding the new score cards: Ruth said that the scores were hard to read. John commented that they disintegrated in his pocket. Shaun said that overall people were happy with the new design, but we can look into alternative paper options once our current stock is used up.

c. Rules and Handicaps

Euan

- See report
- Course hole-ratings have been changed

d. Tournaments

John

- See report.
- Helen asked about revitalizing the Old Blasters tournament. John McLean suggested that the Senior categories in the Club Championship had replaced it.
- It was agreed to look into the viability of reviving the Old Blasters tournament.

e. Government Relations

Hughie

- See report

f. Human resources and Safety Committee

Deborah

- See report from this combined committee

g. Volunteers

Joan

- See report

Motion to accept committee reports: Moved by Deborah, Second: Helen. Carried

VIII Old Business

- No Old Business

IX Nominations for candidates for Directors

7 positions are available for election:

Hughie, Jenni, Joan and Euan expressed interest in continuing on the Board.

Nominations from the floor:

Winter Haley, nominated by Jenni. Accepted

Justin Bailey, nominated by Jenni. Accepted

Brett McDonald, nominated by John N. Accepted

Matt Masters, nominated by Shaun. Declined

XII Election of Directors

In the absence of further nominations, the following members were declared elected to the Board:

Hughie Graham
Jenni Bruce
Joan Hirons
Euan McLean
Winter Haley
Justin Bailey
Brett McDonald

1-year terms: Brett McDonald and Joan Hirons

Motion to accept the new Board: Moved by John N, Seconded by Helen

XIII New Business

- The new rule about using mats on the aprons is now on the scorecards

.XIII. Adjournment: Moved by Jenni at 3.00pm

Yellowknife Golf Club

Box 388 Yellowknife, NT X1A 2N3

www.yellowknifegolf.com

phone: (867) 873-4326 fax: (867) 873-4326

September 17, 2017

Presidents Report - 2017 Annual General Meeting

Another season is coming to an end at the Yellowknife Golf Club and hopefully the weather will hold out for the next month before we close on Thanksgiving weekend.

This summer has had its ups and downs and a couple of moments of great sadness with the loss of long time golfer Norm Dei and a legend around the course, Silvio De Corte. I don't know of too many members that do not have a funny story to share about interactions with Silvio throughout the years. Men's night is having a memorial bench made that will adorn the 11th Tee where Norm got a hole in one during the 2014 Midnight Classic. The Golf Course has commissioned a plaque that will be mounted on the tenth tee to commemorate the contributions of Silvio and memorialize holes 10 through 13 as "Silvio's Loop". I trust these two fine gentlemen are playing a round and sharing stories somewhere in the afterlife.

The main focus of the Board of Directors this year was to minimize our expenditures and build up our Capital Account to recover the costs of the irrigation system that was installed last year. The Irrigation Levy that was instituted at the start of the season has resulted in the following being put back into the Capital Account.

Source	Number	Fees	Total
9 Hole Green Fees	2344	\$1	\$1,172
18 Hole Gree Fees	820	\$1	\$820
Adult Members	206	\$50	\$10,300
Senior Members	65	\$25	\$1,625
Junior Members	7	\$25	\$175
Social Members	7	\$25	\$175
League Members	5	\$25	\$125
		Total	\$14,392

We still have a few projects to complete now that the season is winding down. We received a grant from the City of Yellowknife, that the golf course will match and this money will be used to replace ten tee boxes around the course. The materials have been ordered and the construction will begin as soon as it arrives.

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There has been a lot of work done around the green on hole #2 this year with the sprinklers being repaired and the dirt that had overflowed onto the artificial surface being dug up which resulted in recovery of over 18 inches of surface in some areas of the green. The grass area will be seeded just before freeze up which will allow the seed to freeze in place and germinate during the spring melt.

We have also done some work behind the scenes in the clubhouse this summer. A walled in storage area was created in the back area of the screened in section that allowed us to remove the freezers from the kitchen to increase the work space. We have also had a three bay commercial sink donated that is to be installed in the kitchen.

If you have any questions and concerns regarding the operation of the golf course or the Board of Directors, or would like to submit ideas on how to improve the experience at the Yellowknife Golf Club please feel free to contact me at north_moose@hotmail.com or 446-1831.



Shaun Morris
President, Yellowknife Golf Club

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YK Golf Club Co-operative
2016/17 Treasurer's Report

Overall revenues have been slightly down for the 2016/17 season. Sales are down in all areas and we feel this was mainly due to bad weather in June as well as a slow economy in Yellowknife. We were able to keep most variable costs down in order to increase our net income to \$143,338.17 as of September 2nd for an increase of \$53,748.94 over same time last year. There was large savings in capital as we had no big projects scheduled this year due to lack of funds. We will be replenishing these funds over the next few years to address needed improvements.

Thank you,

Jenni

Yellowknife Golf Club Co-operative Comparative Income Statement

	Actual 01/01/2017 to 09/02/2017	Actual 01/01/2016 to 09/02/2016	Difference
REVENUE			
Sales Revenue			
Clubhouse - Bar Sales	129,748.42	137,658.30	-7,909.88
Clubhouse - Beverage Sales	17,227.99	19,078.96	-1,850.97
Clubhouse - Confectionary Sales	2,285.89	4,406.53	-2,120.64
Clubhouse - Food Sales	66,970.47	76,349.15	-9,378.68
Total Clubhouse Revenue	216,232.77	237,492.94	-21,260.17
Course & Range - Memberships	147,212.19	149,718.80	-2,506.61
Course & Range - Green Fees	87,497.41	90,152.73	-2,655.32
Course & Range - Range Fees	29,055.61	29,164.20	-108.59
Course & Range - Rentals	10,249.35	12,797.56	-2,548.21
Total Course & Range Revenue	274,014.56	281,833.29	-7,818.73
Power Cart Rental Fees	96,183.89	99,442.26	-3,258.37
Pro Shop Revenue	104,262.76	100,101.73	4,161.03
Tournament Revenue	29,792.33	35,082.95	-5,290.62
Net Sales	720,486.31	753,953.17	-33,466.86
Other Revenue			
Grants & Contributions	7,500.00	5,000.00	2,500.00
Surcharge Revenue	10,590.25	11,213.00	-622.75
Miscellaneous Revenue	9,829.61	1,969.63	7,859.98
Total Other Revenue	27,919.86	18,182.63	9,737.23
TOTAL REVENUE	748,406.17	772,135.80	-23,729.63
EXPENSE			
Cost of Goods Sold			
Gratuity	543.99	-729.83	1,273.82
Bottle Returns	-791.23	-908.87	117.64
Cost of Sales - Bar	48,941.69	53,371.36	-4,429.67
Cost of Sales - Beverages	12,378.33	8,846.96	3,531.37
Cost of Sales - Confectionary	1,216.20	2,075.65	-859.45
Cost of Sales - Food	56,508.50	47,154.21	9,354.29
Misc. Clubhouse Expenses	6,721.40	5,518.36	1,203.04
Total Cost of Sales - Clubhouse	124,974.89	116,057.67	8,917.22
Cost of Sales - Merchandise	74,560.13	61,098.71	13,461.42
Freight - Pro Shop	0.00	391.97	-391.97
Purchase Discounts	-126.38	-61.04	-65.34
Club Repairs	794.51	0.00	794.51
Total Cost of Sales - Pro Shop	75,228.26	61,429.64	13,798.62
Cost of Sales - Tournaments	22,179.46	31,078.72	-8,899.26
Course & Range Misc Expenses	0.00	3,012.64	-3,012.64
Power Cart Lease	39,486.00	40,199.00	-713.00
Freight Expense	988.27	2,240.65	-1,252.38
Total Cost of Goods Sold	263,400.87	253,288.49	10,112.38
Payroll Expenses			
Wages & Salaries	150,929.90	167,089.85	-16,159.95
EI Expense	3,818.53	5,121.00	-1,302.47
CPP Expense	8,479.40	7,836.57	642.83
WCB Expense	1,455.00	1,722.00	-267.00
Employee Benefits	0.00	0.00	0.00
Total Payroll Expense	164,682.83	181,769.42	-17,086.59
General & Administrative Exp...			
Accounting & Legal	4,950.00	10,952.25	-6,002.25
Advertising & Promotions	25,318.58	15,134.95	10,183.63
Business Fees & Licenses	200.00	200.00	0.00

Yellowknife Golf Club Co-operative Comparative Income Statement

	Actual 01/01/2017 to 09/02/2017	Actual 01/01/2016 to 09/02/2016	Difference
Cash Short/Over	-6,095.99	-2,373.57	-3,722.42
Courier & Postage	127.57	96.45	31.12
Credit Card Charges	8,320.98	8,502.20	-181.22
Dues/Fees/Memberships	11,824.56	10,601.39	1,223.17
Insurance	469.10	4,462.83	-3,993.73
Interest & Bank Charges	623.57	3,306.21	-2,682.64
Interest on Long-term Debt	4,580.59	5,655.92	-1,075.33
Office Supplies	8,448.02	6,720.51	1,727.51
Cleaning Supplies	1,503.90	3,918.42	-2,414.52
Land Lease	2,000.00	20,000.00	-18,000.00
Management Contract Fees	50,608.35	31,250.00	19,358.35
Motor Vehicle Expenses	7,152.33	6,587.73	564.60
Miscellaneous Expenses	333.59	1,692.20	-1,358.61
Rent	3,551.34	5,338.94	-1,787.60
Repair & Maintenance	22,844.38	37,218.23	-14,373.85
Telephone/Fax/Internet/TV	4,719.25	5,249.67	-530.42
Travel	0.00	208.86	-208.86
Training	599.00	0.00	599.00
Utilities	23,859.17	28,066.36	-4,207.19
Xerox Lease	1,046.01	1,046.01	0.00
Capital Expenditures	0.00	43,653.10	-43,653.10
Total General & Admin. Expe...	<u>176,984.30</u>	<u>247,488.66</u>	-70,504.36
TOTAL EXPENSE	<u>605,068.00</u>	<u>682,546.57</u>	-77,478.57
NET INCOME	<u>143,338.17</u>	<u>89,589.23</u>	53,748.94



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General Managers Report

September 2017

Pro-Shop:

Inventory sales have gone fairly well this year, which has shown in an increase in merchandise sales numbers, we have completely sold out of all high end golf balls which is a bit of a shame and possible some missed revenues towards the later part of the season but also good to clean house.

We are now into the time of inventory replacement programs where-by we can send a lot of inventory back to the manufactures for a credit on the 2018 season so the shop will clear out even more over the coming weeks.

Big Thank-you to the staff that worked throughout the season, we are down to the final weeks and staff are starting to head to school and winter jobs and shortly it will just be myself and Cole closing the place down for the season.

Clubhouse:

As the clubhouse closes up for another season, I want to thank Richard and Johnny for their great services over the summer months. They have produced great food week in, week out and come up with some great specials throughout the summer.

This year's focus was to produce constant changing specials throughout the summer and I felt the kitchen did a great job coming up with fresh ideas daily. We also added the option of a panini press this summer and this has gone over really well and was able to provide a hot sandwich option anytime of the day if. We will plan to expand on the Panini's next year and produce some great gourmet sandwiches.

To all the Clubhouse Servers, thank you and best of luck throughout the winter months.

Golf Course:

Rounds played this year have been down compared to last year, below you will see the comparisons from 2016-2017:

Month	2016	2017	Total +/-
May	1209	969	-240
June	2407	2246	-161
July	2742	2357	-385
August	1924	1729	-195
Total	8282	7301	-981

Below you will see some number for League Nights and Club Tournaments (August 30th)

	Men's Night	Ladies Night	Club Tournaments
NO# Players	625 Players	739 Players	329 Players

Power-Cart Rentals, at the beginning of the season we had a number of old carts (carts in their 7th season) that were down due to maintenance issues. This effected the cart



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revenue numbers, since then we have got 10 new carts on no payment program until the 2018 season. We currently have all 38 carts up and running. The number below do not include rentals of Rise & Shine, Private cart rental or second 9 rental.

	9-Hole Members	18-Hole Member	9-Hole member non-	18-Hole non-member
2017	1318	845	919	318
2016	1565	892	851	443
Comparison	-247	-47	+68	-125

2017 Green-fee comparisons from 2016 to 2017, as you can see our numbers for 9-hole green-fees are up but we have lost a significant number of 18-Hole Green-fee rounds. This is largely due to the number of green-fee players in corporate events. We are also seeing the number of rounds played in the rise & shine promotion increase which is a positive sign as these times were always very slow periods for us.

	9-Hole Green-Fees	18-Hole Green-Fees	9-Hole Rise&Shine	18-Hole Rise&Shine
2016	2139	969	8	13
2017	2275	780	69	40
Comparison	136	-189	+61	27

Corporate Tournaments:

We saw a decrease in numbers of players attending corporate Tournaments this year from previous years which to me indicates that either members & guests don't have the time they did in the past to be playing events or there isn't the disposable income there was in previous years to attend these events. We had approximately 920 play in our corporate tournaments throughout the year. I have found that a lot of the Government Tournaments have 60-100 attending the banquets and only 20—30 golfing. With lower numbers in players attending these events it has affected our F&B Revenue as well as green-fee revenues.

Grounds & Maintenance:

This year has been successful year for Grounds & Maintenance largely thanks to the irrigation system. I can't thank the staff enough for the work completed this year. The Irrigation System that was installed in 2016 has proven its value with the state of the grass being greener than I have seen it in my 8-years at the Yellowknife GC.



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Projects Completed in the 2017 Golf Season

- Tamper Vibrated the Greens, this was done to loosen the sand in the green and soften and slow the greens down. This will be a yearly maintenance project moving forward.
- Tamper Vibrated the Tee-Boxes, after years of trying different ways to soften the greens the tamper seemed to work the best to loosen the tee-boxes up and make them more playable.
- Re-claimed a large portion of the green on hole 2, we dug the edge of the grass back nearly 2ft to the edge of the green. And proceeded to reshape the dirt edge which has been seeded with hydro-seed.
- Plans are in the works to complete 10 new tee-boxes with EZ Tee Poly turf from synthetic-turf Canada. This turf is on order and hopefully will turn up Mid-September.

Tee-Boxes that will be replaced

Men's	Ladies
Hole 5	
Hole 6	Hole 6
Hole 7	
Hole 10	Hole 10
	Hole 11
	Hole 12
Hole 13 (<i>new location</i>)	
Hole 15	Hole 15

Season Wrap-Up:

Overall I feel it was a positive year at the Yellowknife GC, unfortunately the round counts are down for the number of rounds played, which effected all revenues throughout the course.

We are looking forward to another season of progress in 2018 and hoping for a larger push on the number of rounds played.

Thank you to all the members of the Yellowknife GC, it's a pleasure to work for you as a membership and looking forward to seeing everyone in 2018. Have a great winter and stay warm.

Matthew Gray

General Manager



Grounds and Maintenance 2017

- The mandate from the Board was to try and keep costs at a minimum for 2017.
- At the start of the season, all the greens were punched, power brushed and fertilized.
- This year we started resurfacing the greens to make them more responsive and playable. This involved tamping the greens. We hired a tamper/vibrating machine from Ron's. This machine was able to loosen all the sand & rubber in the greens. Making them softer and slower, this was the first time this had been completed and will be done again next year early season.
- We have also done a lot of work around number 2 green and will be seeding it in the fall to get a good start to next season.
- The parking stalls for our Club Champions were also finished by volunteers which is greatly appreciated
- The benches were completed that we purchased last year
- Some cups on greens were replaced with more to be done next year
- Fall Fertilizer will be spread this following week to put the grass to sleep and ready for next year.
- The Irrigation System has been fully blown out and is now ready for start up next season. Canadian DeWatering has serviced/shut down the main water pump.
- Snow fences will go up the last week of September.
- General clean up around the course is still needed and hope that next year this will be a priority to the Board

Thanks
Geno Holick



September 17, 2017
Marketing Report

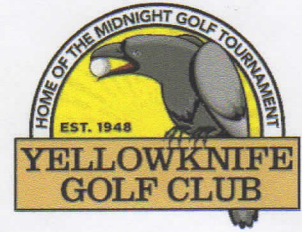
For the 2017 season we redesigned our score cards, During this design change it was decided to go with a very clean, single fold design which resulted in removing the sponsor's page on the card. With the addition of the GPS units to the golf carts we felt that the electronic advertising opportunities that are built into the GPS were far superior to the scorecard option and that our marketing efforts would be more valuable focused on annual GPS sales versus the three year scorecard options that had little to no revenue value. We sold 3 GPS advertising spots for 2017 and looking to build on that for the 2018 season.

The course pushed hard on facebook for the daily specials of the clubhouse, this will continue throughout 2018 season.

If you have any concerns, questions or suggestions regarding marketing for the golf course feel free to contact me at north_moose@hotmail.com or 446-1831

Shaun Morris
President, Yellowknife Golf Club

DRAFT



Yellowknife Golf Club 2017 AGM Rules and Handicap Report

This was a fairly uneventful year in terms of Rules and Handicap, thankfully there were no major issues to report. We did make one notable change with our score cards. As we needed to replace them, along with the appearance, we have refined the home ratings for the course. Matt and I used recommended ratings from Golf Canada, acquired from 10 years of scoring data, and came up with what we felt were the most fair hole ratings for both higher and lower handicaps.

Euan McLean

DRAFT

Yellowknife Golf Club Tournaments Report 2017

Overall we had 437 players participate in the following tournaments.

Midnight Tournament

- 203 Individual Players
- 243 including duel entry's

Match-Play

- Not Contested

August Long Weekend

- 43 Players

Club Championships

- 43 Players

Glow Ball

- 108 Players

Much thanks to all the volunteers that made every event an enjoyable experience for many. Many thanks to the Pro-shop staff, Clubhouse staff, Kitchen staff and Cart staff. Our staff at the Yellowknife Golf Club provided a high level of service. Also many thanks to the grounds and maintenance staff, the course is looking great and it certainly enhanced the playing experience. While we have had some challenges with numbers our continued commitment to the membership will hopefully develop into an increase of numbers.

Recommendations

- Review of Match Play – interest seems limited
 - Perhaps exploration of a ryder cup format that can be played over 2 days with sign ups for anyone interested



Government Relations Committee Report

AGM Meeting, September 17, 2017

The Government Relations Committee applied for three grants for 2017.

GNWT had two grants available, a Tourism Infrastructure Grant and a SEED (Supporting Entrepreneurs and Economic Development) fund grant.

The Yellowknife Golf Club applied on both with the intent of funding a Tourism advertising program or the tee box improvement program we intended to run for 2017. Our proposal sought \$52,000. We received replies on both GNWT programs explaining that the programs were oversubscribed and the Golf Course would not be one of the successful applicants. We will reapply for SEED Funding with the GNWT for 2017.

The Yellowknife Golf Club was successful, however, with the City of Yellowknife who generously granted our application for \$10,000 towards tee box repair/replacement. It's great to have the City of Yellowknife as a partner again in 2017.

The new Government Relations Committee should schedule a meeting this fall with Industry, Tourism and Investment to explore grants available for 2018.



Human Resources and Safety Committee Report

This past season has seen a return of some staff and the hiring of some new staff for a total of twenty five (25) which includes our General Manager/Golf Pro, Matty Gray and the following:

Grounds: 4 (2 part time and 2 full time)
Kitchen: 2 full time
Clubhouse: 8 (in peak)
Pro Shop: 4 (3 full time and 1 part time)
Range: 6 part time

Each staff member hired this season signed the new Yellowknife Golf Club Code of Conduct and Ethics which was finalized and approved at the start of the season. Board members also signed the Code of Conduct and Ethics at the beginning of the season. The document is available on our website for review at

https://yellowknifegolf.com/sites/default/files/ykgc_code_of_conduct_and_ethics_may_2017.pdf.

Staff also completed the new worker orientation and received training on the equipment they would be using. Our plan for this fall/winter, in anticipation of the 17/18 hiring season, is to review training options for staff (in particular for our clubhouse staff in dealing with difficult situations).

From a Safety perspective, we increased our Personal Protective Equipment standards to require all maintenance staff working on the course to wear high visibility apparel.

This season we had one incident on the course which resulted in a member injuring his foot as a result of not keeping his foot inside the cart and then not being able to work for a short period of time. Safe work practices were discussed with the individual. In reporting this, all documentation was completed and submitted to the Workers' Safety Compensation Commission as per protocol.

In our spring meeting we reported that we were in the process of replacing our gas filling station and can report that we are still reviewing to determine the best option for the course that is most economical and safe.

Overall, we had a successful season with dedicated staff that made our roles very easy.

Should you have questions regarding safety, please contact Shaun Morris at north_moose@hotmail.com or via cell at 867-446-1831. Questions regarding Human Resources should be directed to Deborah Ross at deborahross1@icloud.com or via cell at 867-765-8946.

VOLUNTEER COMMITTEE REPORT, AGM, SEPTEMBER 2017

The Committee would like to acknowledge the valuable contribution of their time which was made by our volunteers this year:

Flower planting: Debbi Ross once again led a small group of ladies in planting the flowers in the boxes by the walkway, on the deck and by the sign at the Club Entrance. The project had to be postponed to the Sunday because of bad weather on the Saturday afternoon. Unfortunately two of the ladies could not come the next day, so there were only three of us to do the work.

Midnight and other tournaments: we received a good response to the sign-up sheets for the Midnight, providing enough registrars for each flight. We were delighted that Ruth took on her regular job as scorer. She also kept score for other important club tournaments.

The efforts of all volunteers for League play are very much appreciated, and we look forward to continued success of these Leagues next year.

Respectfully submitted
Joan Hirons
Meredith Wilson