



EMERITUS GOLF

Board of Directors Meeting

Minutes

Thursday, January 7, 2021
Kemptville, Ontario

Board Members	Title	Present / Absent
Bruce Phillips	Executive Director	Yes - virtual
Daniel Archambault	Director	Yes - virtual
Duncan Phillips	Director	Yes - virtual
Tom Martineau	Director	Yes - virtual
Riad Byne	Director	Yes - virtual
Ryan Little	Director	Yes - virtual
Troy Killingbeck	Director	Absent
Lise Préfontaine	Scribe	Yes - virtual

Meeting Start time: 11:00 am

Agenda Items	Discussion	Responsible	Time
1 Call to order		Bruce	1 mins
2 Roll call	done	Bruce	2 mins
3 Approval of minutes from last BoD - November 26, 2020		Bruce	5 mins
Review of documentation process for agenda and minutes of meetings Minutes approved – motion approved by Tom and Dan All in favour - yes			
Open issues			
4 Executive Director update	Update	Bruce	5 mins
Now have a cloud service free for 1 year. Need to sort it out.			
5 Financial Report	Update	Dan	5 mins
Bought Quickbooks Having trouble reconciling the books. Bruce and Dan reviewed income and expenses \$573 in red – balance of over \$12,956 Discussion: Duncan – CRA wants a statement of financial position.			



Current financial report for this meeting will not be going to CRA. Dan and Bruce will create a new report for CRA filing.

Will give a more detailed report the week of January 11.

Must file financial report to CRA by Feb 28, 2021.

The financial report presented today is for information only.

Deferred items from last BoD

6	Duties of the Officers and Directors	Discuss draft document	Duncan	20 mins
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Motion to adopt this document – approved by Duncan and Bruce

Approved by Riad and Dan

All in favour – yes

7	Players Code of Conduct	Discuss progress	Ryan	20 mins
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Do we get players to sign off that they have read the code of conduct.

Bruce suggests having a selection box on the site.

See example from Ryan and Golf Canada. Can this be replicated on our site ?

Yes, Ryan can make it specific to EG

Bruce suggests communicating with the members all documentation by April 1.

Ryan suggests using GolfGenius for members to approve signature and date that they have read the bylaws, code of conduct, and the membership manual written by Bruce.

Ryan suggests adding a no refund policy in document.

Suggestion - Player code of conduct to be included in the membership manual.

Duncan asks if there will be a golf tournament committee?

Bruce comments: this is the way to go forward to have committee's in the approach going forward. Such as a fundraising committee, as detailed in Dan's report.

There will be a committee chair for each committee – this person is the BoD in charge of that committee.

Dan suggestions to send a call out to all the members to participate on the new committees.

Note: the code of conduct is a dynamic document, it will be changed and improved on a regular basis as required.

Motion to adopt the current proposed code of conduct document.

Approved by Tom and Bruce

All in favour – yes



Tom suggests heading the Tournament Committee with Ryan's support and knowledge. Send Bruce a statement of interest to send to the members asking for volunteers to be part of the committee. Nominations for the chair of committee can be done via golfgenius. Ryan can set this up with Bruce.

Will need a proposal to the Board.

Break - 20 minutes			
8	Fundraising Plan/Sponsorship	Discuss proposal	Dan 20 mins

Create fundraising targets and strategies as per

Fundraising ideas:

Approach ON govt (OLG) to get 50/50 license to get a permit for that.

In kind donations and sponsorships detailed and explained the difference.

In February, will present 4 goals that we are looking for in the future.

Look at funding from corporations. Complete applications.

Fundschrift – buy gift cards online and get a percentage back to your organization – no cost to us to sign up. Raise money for EG via this system.

Gala evening once covid is out of the way.

Fun golf day

Propose create a sub-committee to manage the fundraising on behalf of EG

Dan (Treasurer) will be the Chair for this committee for the first 2 years to guide and oversee the work.

On committee – max of 2 board members and 2 or 3 volunteers from the membership or family members.

The board will set fundraising targets for the 1st year, then the committee will set the targets.

Motion to create the committee and Dan chairs the committee for the 1st year – approved by Tom and Riad

All in favour - yes

Discussion:

Everyone agrees it's a great proposal.

Call it a Fundraising Committee

Motion to approve on reporting process and

Determine recommendations to forecast fundraising plan for the next year to present to the board.

Report quarterly

All in favour - yes



Dan proposes to have a board to have a special meeting on fundraising in February to set 2021 targets.

9	Membership guidelines	update	Bruce	10 mins
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Membership fee stays at \$25/year per calendar year.
 Remove lifetime membership. Grandfather those already within the lifetime membership.
 Discussion:
 Golf Canada membership will be required only for the competitive players.
 We can sell the Golf Canada membership at a reduced rate to the members.
 Will need to reword the by-laws to reflect this.

Motion to approve – Bruce and Tom
 All in favour – yes

10	Mission statement		Bruce	10 mins
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Write a new mission statement. Lise to assist Bruce to write it.
 The existing one is actually the Statement of Purpose for CRA.
 Riad suggests to: Offer to give support to under resourced groups.
 Does this belong in the mission statement or not. Add it elsewhere. This could be part of fundraising to get money for these groups.
 Tom suggests to: Sponsor people to play in an event. Take this off-line to come up with a plan and how to align EG with charities to get donations and give sponsorship to under resourced people to play golf. Can be part of the fundraising plan.

Motion to approve – Bruce and Tom
 All in favour – yes

11	Tournament Design	Discuss draft document	Ryan/Riad	20 mins
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Have all the information and be transparent, such as:
 Add covid rules, Golf policies, Schedule on website and golfgenius
 Tee times, Order of merit point system for all the divisions for consistency.
 Suggests setting up:
 Veteran yearly award
 50/50 at every event to go back into the bank to pay for more gifts to have gifts at every event.
 Fun activities at each event.
 Issue with 50/50 at events is that we don't have control over them. Bruce and Lise did eQuinelle



and championship game but the others were the people who organized the events, they kept all the money and did their own thing.
 Fundraising committee should take control of this in the future.
 Where is money going? Some should go to the championship event.

Dan proposes:
 Would like to see more recognition for: Sportsmanship. Focus on people participating. Those who built Emeritus. Trophy's to veterans. Women. Juniors.
 Needs more discussion and put a plan together.

Need to communicate: How do I win !
 In writing in bullet form. Add to membership manual.

Order of merit in writing for next meeting. Tom to do this.
 Categories:
 Men, Women, Seniors, Veterans

Troy / Ryan / Riad / Tom to put this together in writing for an end product to present at the next meeting.

12	Championship Tournament Woodington Lakes	Discuss progress	Tom	10 mins
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Nothing to report. Tom will have more information in writing for the next meeting.

New items

13	Golf Genius APP	Do we go on our own Discuss cost and more	Bruce	10 mins
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Golf Genius APP – cost approx. \$2,000 to go on our own.
 Cost for last season \$674 to go via Ryan's club. It's \$2.00/player.
 Costs are per year. Ryan is happy to continue supporting EG with the discounted APP.
 Ryan to send an invoice for 2020 to Dan.
 Send a quote to Dan for next year for the next meeting.

14	Membership Manual	Discuss proposed draft document	Bruce	10 mins
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Need Bio's from Riad, Dan, Tom
 Everything needs to be ready for distribution to the members by April 1, 2021.

Close of meeting



15	Set next meeting date		Bruce	2 mins
Will be set after Dan and Bruce meet next week.				
16	Closing remarks/ adjournment		Bruce	2 mins
There are 7 free licenses for Teams and Outlook for new committee members. Meeting adjourned.				

Meeting end time: 1:55 pm

Meeting minutes approved by the Secretary on January 7, 2021