

**RHGC BOARD MEETING  
MINUTES  
NOVEMBER 11<sup>TH</sup>, 2018 4:45PM**

**ATTENDEES:**

Ed Devlin	President
Les Hertlein	Vice President
Franck Besseat	Treasurer
Jeff Meisner	Tournament
Stephen Vezendy	Secretary
Edward Kim	Pro Shop
Jane Kirk	Membership
Mel Rivera	Membership
Troy Thompson	Grounds & Rules
Tamara Tahir	Social
Bruce Waldner	Media
Kurt Janssen	Handicap
Coby Long	Junior Golf
<b>Not Present:</b>	
Marc Elasmarr	Pro Shop
Jeff Kotanchick	Clubhouse
Kerri Wethington	Ladies Golf

AGENDA ITEM	ACTIONS NOTED
1. MEETING CALLED TO ORDER	Meeting called to order by President at 6:42PM
2. GUEST – NONE PLANNED	Info only
3. APPROVAL OF PRIOR MEETING MINUTES – Oct 14, 2018  Motion made by Stephen to approve prior meeting minutes. Seconded by Les. Minutes approved unanimously	Info only
4. UPDATES & NEW BUSINESS BY OFFICERS AND DIRECTORS/COMMITTEES	
<p><b>President (Ed Devlin)</b></p> <p>Ongoing action items</p> <ul style="list-style-type: none"> <li>• Document Roles and Responsibilities - we will be working on an updated combined Constitution &amp; By Laws document in 2019, and will utilize R&amp;R documents (OPEN)</li> <li>• Jason contract - Rec and Gardening working on finalization of contract. Contract is in hand and close to being signed. (OPEN)</li> </ul> <p>New Business/Updates</p>	<ul style="list-style-type: none"> <li>• Board to start thinking about VIP policy procedures. Stephen will share with Bruce info related to proposal approved in Sept meeting to be used as a start</li> <li>• Stephen to coordinate with Bruce on drafting notice/email to members with AGM agenda and attachments (2019 Proposed Budget and 2018 AGM minutes)</li> </ul>

- Congrats (Jeff and Tamara) lots of work done on recent tournaments and social events, including SAIT, movie night, etc.
- Congrats (Troy) lots of work done on course, the course is in great shape.
- Working on wish list for CEO, including Jason and Stuart contracts, tamarisks removal, range balls, etc.
- 2018 AGM Meeting is Dec 9<sup>th</sup>
- Tamarisks update – plan to have complete by Oct 2019
- Range Balls update –will be free range balls Jan 1. We will be receiving 3000 new Taylormade range balls in January and supplemented annually with 1000 new range balls
- 10 year gardening contract - 9 new machines to be reviewed every 2 year for new machines
- Motion updates from October – recapped the 4 motions passed in last meeting. On VIP policy, we need to develop clear written procedure for VIP requests to go through board. We had some hiccups on some recent VIP tee times by members, disciplinary action was taken. Start thinking about procedure
- Nomination results from last week - you saw email from Nominations Committee, recommending Les Hertlein (VP) and Jeff Meisner (TD) be accepted as officers for 2019-2020 since no other nominations received. No election is needed. Recreation approved and email went out to all members.  
The 2019 executive board:
  - President (1 yr remaining in term) – Ed D
  - VP (2 yr term) – Les H
  - Treasurer (2 yr term) – Franck B
  - Secretary (1 yr remaining in term) – Stephen V
  - Handicap Director (1 yr remaining in term) – Kurt J
  - Tournament Director (2 yr term) – Jeff M
 Stephen Vezendy will send Recreation paperwork after AGM
- Question (Kurt): shouldn't Secretary be elected? Question may come up at AGM. (Ed): no, this was covered and voted on previously, and approved by Recreation. If you recall, there's a clause in Recreation Manual about how term counted when vacated position filled for less than 1 year. Stephen became Secretary late Jan 2018, so this year did not count as term, he can serve one remaining year in 2019. Also, this fits with proposal to change cycle of elected officers, to account for the transition of President & Treasurer positions going forward. This was explained in change in Constitution, which was approved by membership and Recreation. After 2018 term, the Secretary position will be up for 2 year term election in 2020, which Stephen can run for.

## Vice President (Les Hertlein)

### Ongoing action items

- SAIT - shared proposal with Ethics Committee for vendors, waiting feedback (CLOSED Oct 25 per email)
- Oilman's - Asked for same fund raising permissions as SAIT, so vendors will not need to be approved annually (CLOSED Oct 25 per email)
- 2019 Elections – (CLOSED, see Ed's update above)
  - Nominating Committee to nominate candidates for open elected board positions, and provide to President and Secretary
  - Send election notices to membership to vote

### New Business/Updates

- Les made motion to approve the following, Ed seconded.

“As a further incentive to attract RHGC member candidates to run for the elected RHGC Board position I would like to propose the following additional benefit:

- Any elected board that completes their two year term is given the privilege of advanced tee time booking for one additional year past the end of their term
- Any elected board member that completes two terms as an elected board member i.e. 4 years of service to RHGC, is given the privilege of advanced tee time booking for an two additional years past the end of their term
- Any appointed director member that serves on the Board for two consecutive years is given the privilege of advanced tee time booking for one additional year past the end of their term
- Any appointed director member that serves on the Board for four consecutive years is given the privilege of advanced tee time booking for two additional years past the end of their term”

### Discussion:

- (Kurt) don't like it, we already monopolize prime tee times with social groups. Don't think these should be called incentives, really a privilege. These incentives aren't working as evidenced by lack of candidates for most recent VP and TD election.
- (Coby) we can call it an appreciation
- (Bruce, Tamara) what we call “prime time” tee times is different for all members
- (Ed) I haven't received any questions or complaints on this.

- Board to draft and send survey asking for members input on incentives for being an appointed director or elected officer/director. We could also use this as vehicle to solicit interest in volunteers for 2020 board?

<ul style="list-style-type: none"> <li>• (Franck) agrees with Kurt about calling this an incentive. Recommend we send out a survey to members and ask them what incentives they would like</li> <li>• (Ed) Good suggestion, we can also send a survey, asking for additional input.</li> </ul> <p>Motion passed 6-5. Bruce abstained</p> <ul style="list-style-type: none"> <li>• CEO Cup – tournament will be a focus as we start 2019. CEO wants this tournament to be bigger tournament. To that end, some examples: wants hats and shirts for all; wants to see a per person cost estimate; we need enhanced goodie bags, etc.</li> </ul>	
<p><b>Treasurer (Franck Besseat)</b></p> <p>Ongoing action items</p> <ul style="list-style-type: none"> <li>• 2019 Budget – completed and sent out via email (CLOSED)</li> </ul> <p>New Business/Updates</p> <ul style="list-style-type: none"> <li>• Franck made motion to approve 2019 Budget emailed to board, which will be presented at AGM for approval by membership. The budget is a balanced budget. Seconded by Stephen Vezendy.</li> </ul> <p>Discussion:</p> <ul style="list-style-type: none"> <li>• (Kurt) how much money do we have in bank? If we have money in bank, shouldn't budget not be balanced, since we should not be for profit?</li> <li>• (Franck) discussed concept that we need some cash in bank as our cash flow fluctuates.</li> <li>• (Franck) It is a good practice to have at least one years' budget contingency in the bank as a guard against unforeseen revenue drops e.g. company austerity, membership declining</li> <li>• (Troy, Ed) Noted that in past, if cash balance got too large, Recreation would advise that we need to spend more money.</li> </ul> <p>Motion passed unanimously to approve the 2019 Budget, which will be presented at AGM for approval. Franck abstained</p>	<ul style="list-style-type: none"> <li>• 2109 Budget will be sent with notice of AGM Meeting &amp; Agenda to members</li> </ul>
<p><b>Tournament (Jeff Meisner)</b></p> <p>Ongoing action items</p> <ul style="list-style-type: none"> <li>• Pace of Play Committee – a committee is being formed to address solutions and education (no updates in meeting) (OPEN)</li> </ul> <p>New Business/Updates</p>	<ul style="list-style-type: none"> <li>• Jeff to send SAIT post mortem meeting action plans be sent out</li> <li>• Ed/Bruce to run January 12<sup>th</sup> Opening Day Tourney in Jeff's absence</li> <li>• Jeff wants to be invoiced from Pro Shop for items purchased for tournaments</li> </ul>

<ul style="list-style-type: none"> <li>• 2018 tournament season is over. Player of Year awards will be announced at Golf Ball. They are in USGA TM system</li> <li>• Feel the Burn Tourney is Nov 21<sup>st</sup></li> <li>• Opening Day Tourney is January 12<sup>th</sup>. Jeff needs someone to run tournament. Bruce and Ed said they could. Bruce has TM system access. Jeff said Stephen volunteered to help with TM assistance in 2019 on Tournament Committee.</li> <li>• Jeff wants an itemized Invoice raised from Pro Shop to Jeff to go against his Budget after each event</li> <li>• Questions (Troy asked Ed if SAIT post mortem meeting results can be sent out)</li> </ul>	
<p><b>Handicap (Kurt Janssen)</b></p> <p>Ongoing action items</p> <ul style="list-style-type: none"> <li>• Handicap information sessions – decided to use SurveyMonkey tool and Kurt and Gary Lorentz have developed a 26 question survey to question members on handicap program. Will send to Board members in November as initial pilot test</li> </ul> <p>New Business/Updates</p> <ul style="list-style-type: none"> <li>• None</li> </ul>	<ul style="list-style-type: none"> <li>• Bruce to send out Handicap information survey to board members to pilot test</li> </ul>
<p><b>Pro Shop (Marc Elasmr/Edward Kim)</b></p> <p>Ongoing action items</p> <ul style="list-style-type: none"> <li>• POS system - Need to add ForeTees membership list to ForeUp, and keep all members from ForeTees in case they have Pro Shop credit (no updates in meeting). (OPEN)</li> <li>• Import tax issue - Marc working with Material supply on solutions (not discussed at meeting) (OPEN)</li> <li>• Cleanout Storage Areas - Marc and Edward are going through for cleanout of old items (no updates in meeting) (OPEN)</li> <li>• Marc brought back many items from his trip and there will be discussion from the Pro Shop and other board members about the use of won monies in the accounts of employees. Full report will be made in future board meeting (no updates in meeting) (OPEN)</li> </ul> <p><b>New Business/Updates</b></p> <ul style="list-style-type: none"> <li>• Red Dot sale going on in Pro Shop</li> <li>• ForeUp – they are now working on enhancements for possible tee time module, as ForeTees does not have POS functionality outside the USA.</li> <li>• Marc did not attend, but sent the following updates via email on ongoing action items above <ul style="list-style-type: none"> <li>• POS System - All member info was transferred to ForeUp during migration. This item is now Closed</li> </ul> </li> </ul>	<p>Info only</p>

<ul style="list-style-type: none"> <li>• Import Tax Issue – we have the VAT registration, but still pay customs. We get an annual shipment through ASC tax-free. Will pilot in December</li> <li>• Clean out storage area – we cleaned out and organized storage areas when we closed for a week over the summer. This item is now Closed</li> <li>• Employee accounts – we had a meeting about the use of tournament winnings and balances in people’s accounts. Mostly a non-issue now. This item is now Closed</li> </ul>	
<p><b>Clubhouse (Jeff Kotanchick)</b></p> <p>Ongoing action items</p> <ol style="list-style-type: none"> <li>1. Quarterly Safety Inspection status (no updates in meeting) (OPEN)</li> </ol> <p>New Business/Updates</p> <ul style="list-style-type: none"> <li>• None</li> </ul>	<p>No report</p>
<p><b>Membership (Mel Rivera/Jane Kirk)</b></p> <p>Ongoing action items</p> <ol style="list-style-type: none"> <li>1. New Member Welcome/Recruiting - Play with a member (board?), monthly lunch, something to welcome and introduce new members (no updates in meeting)</li> <li>2. Cart Sheds <ul style="list-style-type: none"> <li>• Jane will post new Cart Shed / Wait List on website. The last one is dated July 2,2018 (no updates)</li> <li>• Random cart shed inspections and follow-ups (no updates)</li> </ul> </li> <li>3. Membership drive Nov 23,24, 30 &amp; Dec 1 – <ul style="list-style-type: none"> <li>• 2019 Forms updated and sent to Dave Minchau to email to members as part of membership drive</li> <li>• Mel will coordinate with Edward and Jeff on syncing up the membership lists used, and provide to Bruce who is using membership list for SurveyMonkey voting (CLOSED)</li> </ul> </li> </ol> <p>New Business/Updates</p> <ul style="list-style-type: none"> <li>• Recreation will be here for membership drive to handle green fees</li> <li>• Jane mentioned we will need plenty of change from Treasurer/Franck for membership drive weekends (50 and 100 SAR bills)</li> <li>• Questions (Kurt) – I see Retirees on form, where are they defined? (Several) noted these are subset of Regular members. We only have a few, like in prior years.</li> </ul>	<ul style="list-style-type: none"> <li>• 2019 Forms/packets sent to Dave Minchau to email to members as part of membership drive</li> <li>• Review the Constitution to define Retiree as a member type.</li> <li>• Turn-over notes to generate the attachments for registration.</li> </ul>

<ul style="list-style-type: none"> <li>• (Kurt) why Dave Minchau involved, he left board in Jan? Shouldn't we have someone else handle, he may be retiring soon. (Mel) yes, will need to have turnover on stuff like this</li> <li>• (Jeff) Kurt, make sure you cc: me on GHIN updates involving membership, so I can make sure to update USGA TM system. This ensures our systems are in sync. (Kurt) OK. I did not know you needed that</li> </ul>	
<p><b>Grounds and Rules (Troy Thompson)</b></p> <p>Ongoing action items</p> <ol style="list-style-type: none"> <li>1. Course Ratings - Troy received information from Gary Lorentz. (CLOSED)</li> <li>2. Proposal received earlier from membership for a new environmental/wildlife committee to be formed under the direction of G&amp;R Director is being reviewed – Troy has not heard nothing from them. We can close this item. (CLOSED)</li> <li>3. Yong Song Kim provided us some good ideas to consider. <ul style="list-style-type: none"> <li>• Sand bottles – provide on hole 1 and 10, including bags for walkers? (we found a UK firm that offers bags we are looking into for walkers)</li> <li>• Some departments have Mon-Fri workweek. Can course be opened Sundays for member play, for this small group? Ed will follow up internally (no updates in meeting)</li> </ul> </li> </ol> <p>New Business/Updates</p> <ul style="list-style-type: none"> <li>• Adopt-A-Hole: we have 13 volunteer groups signed up and all 18 holes have been assigned. Troy will send out. Targeting a specific time for groups to work, like Sundays 4-5PM. More info to follow.</li> </ul>	<ul style="list-style-type: none"> <li>• Send out Adopt-A-Hole info to 13 Volunteer groups that signed up and were assigned</li> </ul>
<p><b>Junior Golf (Coby Long)</b></p> <p>Ongoing action items</p> <ul style="list-style-type: none"> <li>• None</li> </ul> <p>New Business/Updates</p> <ul style="list-style-type: none"> <li>• Upcoming year end tournament Nov 24<sup>th</sup></li> <li>• Chaz Long Eagle Scout Project update – showed prototype of directional signs developed. Plan to have 15-22.</li> <li>• Chaz's Eagle Project will be executed the week of December 16<sup>th</sup></li> </ul>	<p>Info only</p>
<p><b>Social (Tamara Tahir)</b></p> <p>Ongoing action items</p> <ol style="list-style-type: none"> <li>1. Jeff to develop workshop and/or how-to documents, tutorials, etc. on educating members on how to use USGA TM system for events - Jeff has sent a couple emails giving a little more info on TM</li> </ol>	<p>Info only</p>

<p>2. Jeff to work with Franck on developing a process to reconcile event signup to fees deposited (no updates in meeting)</p> <p>New Business/Updates</p> <ul style="list-style-type: none"> <li>• Move night was a success, more than 30 people</li> <li>• Golf Ball – lots going on behind the scenes to get ready for this event.</li> </ul>	
<p><b>Media (Bruce Waldner)</b></p> <p>Ongoing action items</p> <ul style="list-style-type: none"> <li>• None</li> </ul> <p>New Business/Updates</p> <ul style="list-style-type: none"> <li>• None</li> </ul>	<p>Info only</p>
<p><b>Ladies Golf (Kerri Wethington)</b></p> <p>Ongoing action items</p> <ul style="list-style-type: none"> <li>• None</li> </ul> <p>New Business/Updates</p> <ul style="list-style-type: none"> <li>• I am asking for a review of flights for the ladies or just to be included in the men's flights whilst using our appropriate tees boxes. Our ladies handicap range runs from 11-36hcp all competing against one another still in one flight.</li> </ul>	<p>No report</p>
<p>4. OTHER BUSINESS</p> <p>(Ed)</p> <ul style="list-style-type: none"> <li>• 2 major tourneys coming up outside the RHGC events <ul style="list-style-type: none"> <li>○ Mike Haas – 64 players (Nov 30 morning)</li> <li>○ Korean annual event – 72 players (Dec 7 afternoon)</li> </ul> </li> </ul> <p>We want to support these events, and block tee times. Jeff will block tee times for these</p> <p>Questions (Bruce) what qualifies for this privilege. We need to publicize to membership, maybe in next newsletter in Dec.</p> <p>(Stephen) I can share with Bruce earlier guidelines/qualifications agreed to for other privileges related to non-sanctioned groups</p>	<ul style="list-style-type: none"> <li>• Include in Dec newsletter guidelines/qualifications for privileges for non-sanctioned groups and who to contact</li> </ul>
<p>5. MEETING ADJOURNED</p>	<p>Meeting adjourned at 6:30PM</p>
<p>6. Next Meeting is AGM scheduled <b>DECEMBER 9<sup>th</sup> at 5:00pm</b></p>	<p>Info only</p>