

**Carman Golf and Curling Club Board of Directors Meeting**  
**January 21, 2016**  
**Clubhouse**

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In Attendance: Chris Swaenepoel, Bev Bishop, Phil Unruh, Cliff Holliston, Dale George, Ian Bergsma, Richard Vanderveen, Richard Dyck, Dean North

Absent: Kyle MacNair

1. Meeting called to order at 7:00 PM by President, Chris Swaenepoel
2. **Motion to approve the agenda as amended to include draft budget presentation and term replacement for Treasurer. Phil Unruh / Ian Bergsma. Carried**
3. **Minutes of Last Meeting**  
**MOTION: Phil Unruh, seconded by Bev Bishop**  
**"That the minutes from December 14, 2015 meeting of Board of Directors be adopted as circulated."**  
**Carried**
4. **Correspondence**
  - ❖ Resignation notice from Richard Dyck due to conflict of interest created with his recent hire as Assistant Secretary Treasurer. **Motion to accept: Ian Bergsma / Dale George. Carried**
  - ❖ Letter from Town of Carman re garbage fees received as information.
5. **Unfinished Business**
  - ❖ Chris shared handouts of Vision and Mission statement preparation. All directors asked to take home for completion.
  - ❖ Fee notices were emailed to all members
6. **Committee Reports**
  - ❖ **General Manager/Professional Services/Curling** as per handouts Dean & Bev / Kyle
    - Discussed member promotion ideas. Finder fee is a possibility to consider
    - Furnace issue discussed. Reminded to create a log of issues for future reference.
    - Restaurant challenges discussed
    - Re curling handout, discussed options to receipt donations for the fundraiser. Card draw update. Under 18 Bonspiel, and others are being organized.
  - ❖ **Finance** – see reports
    - The reports will all be created from the sage accounting from now on. Budget will be input and shared in the project accounts for next month.
    - Dec Balance Sheet and Nov / Dec income statements reviewed.
    - Bank balances shared. Into our LOC and concerned about reaching the limit before Golf season starts.
    - Question on inventory for liquor as Dec costs seem very low at 10% of sales. Concern shared on available inventory after the holiday season.
    - Final 2016 Budget presented. This version includes the loan payments. Final Surplus at \$9558.  
**Motion: Phil Unruh / Cliff Holliston to approve final budget as presented. Carried.**

- ❖ **Long Range Planning** – no report. Waiting for estimates as per Dale George.
- ❖ **Clubhouse** – presented by Chris S.
  - Repairs & maintenance high to start the new fiscal year. Freezer needs to be replaced.
  - Recent health inspection – very good report with only two very minor items. Kudos to the back house team.
  - Tue Night Takeouts are not very busy. Cutoff to order will be 630 pm. Takeout offering will be extended to Friday nights.
  - Family Funspiel had a low turnout.
  - Glenda back to work. This will free up the Food Manager to do more training.
  - Started a Vegas Promotion.
  - Card draw had a winner and is building interest on Friday nights.
- ❖ **Greens & Fairways** – handout from Ian Bergsma
  - Concerned about repairs for the furnace.
  - Meal plan clarification
  - Project to rebuild riverbank beside #17 green. MIT to start work shortly and completion to be end of March. The Board agreed that Rob Hamm can sign the easement agreement on behalf of the Carman Golf and Curling Club.
- ❖ **2015 Audit Report** – tabled for the next meeting. Directors to read it over. The accountants need it to be signed off.

## 7. **New Business**

- ❖ Vacant positions for Secretary Treasurer and Vice President discussed. Motion to appoint Phil Unruh as Sec/Treasurer. Bev Bishop / Ian Bergsma. Carried. Vice Pres position to remain open until the AGM. That date was set for April 14 at 7 pm.
- ❖ Regarding Signing Authority at Access Credit Union: **MOTION: Richard Vanderveen, seconded by Ian Bergsma “that Pat Wiens be taken off the accounts at Access Credit Union and that any two of the following: Chris Swaenepoel, Phil Unruh, Richard Dyck, and Dean North will have signing authority on all accounts.” Carried.**
- ❖ Terms due in 2016 for Directors are for Bev B, Chris S and Cliff H. we need to fill the vacancy from Richard Dyck’s resignation. A nominating committee was formed and the Board appointed Bev B, Ian B and Richard V.

**MOTION: Dale George / Phil Unruh “that the Committee reports as presented to the Board of Directors be adopted as circulated.” Carried**

**MOTION to adjourn at 9:30 by Phil Unruh. Carried**

### **In Camera Session**

**Next Meeting:** Thursday, February 25, 2016 @ 7:00 pm at the Clubhouse.

**Recorded by:** Richard Dyck