

During the fall and winter season the Board schedules a monthly meeting via conference calls and encourages topics from members who provide input.

## **Board Meeting Minutes**

**GNL**

**BOARD MEETING**

**January 24<sup>th</sup>, 2013**

### **In Attendance via Conference Call**

Marcheta Gallant – President

Allison Crawford – Vic-President

John Angel – Treasurer

Jim Sloan – Rules Director

Wayne Allen – Junior Director

Mike Curran – Membership Director

Greg Hillier - Executive Director

**Absent**

Trevor Stuber – Past President

Jan Peters – Secretary

Sandra Sparrow – Course Rating/Handicap Director

Ric Mercer – Internal Market Director

Ray Tuck – Advocacy Director

Tonya Yetman – External Market Director

**Call to Order**

The meeting was called to order by President, Marcheta Gallant at 6:06 P.M.

## **Agenda**

*It was moved by Wayne Allen and seconded by Allison Crawford to adopt the agenda as presented.*

**Carried**

## **Minutes**

*It was moved by Wayne Allen and seconded by Jim Sloan to adopt the minutes of the November 28<sup>th</sup>, 2012 NLGA Board Meeting as presented.*

**Carried**

*It was moved by Mike Curran and seconded by Wayne Allen to adopt the minutes of the November 29<sup>th</sup>, 2012 GNL Board Meeting as presented.*

**Carried**

*It was moved by Allison Crawford and seconded by Jim Sloan to adopt the minutes of the December 8<sup>th</sup>, 2012 Amalgamation Meeting as presented.*

**Carried**

### **Business Arising From the Minutes**

#### a) Amalgamation Process

The Executive Director reported that in mid December the amalgamation documents were submitted to the Registry of Deeds for filing. However, during the process it was noted that additional information on the Declaration Letter had to be included and signed by the President of each organization.

Due to the Christmas break this matter was not dealt with until early January and it is anticipated that the documents will be filed with the Registry on Friday January 25<sup>th</sup>.

## b) New Logo

The revised logo with the change in name and the proper pantone numbers were presented to the Board for review. After a general discussion the Board has confirmed this new logo with the name change and color coordination.

## c) Insurance Quotation from Sport NL

The Board reviewed and discussed the proposed insurance quotation that was received from an insurance company which provides these types of coverages to various sports organizations. It was noted that this quotation and policy was presented to Wedgwood Insurance to determine if they could match the quotation.

While Wedgwood did adjust their cost for the policy, it was still approximately \$800.00 higher than the other quotation. After a detailed review of this matter it was the coinsensus of the Board to retain the services of Wedgwood for this year and review the policy for 2014.

d) Website Development Quotation

The Executive Director tabled a quotation from Spark Interactive to provide web hosting and maintenance services, as well as, for the consolidation of the two websites under [www.golfnl.ca](http://www.golfnl.ca) After a detailed discussion on this initiative the following motion was made:

*It was moved by Allison Crawford and seconded by Wayne Allen to retain the services of Spark Interactive to consolidate the two websites and to enter into a a two year service agreemnt as outlined in the quotation.*

**Carried**

e) Contract – Golf Professional

The Executive Director tabled a draft contract and job description for the Golf Professional for the 2013 season. The Board reviewed the document and confirmed the content. The Executive Director noted that he has presented the documents to the Golf Professional and a meeting is scheduled for Saturday February 2<sup>nd</sup> to review, revise as required and execute the contract.

f) Womens Fund Proposal

The Executive Director reported that he has been informed by Golf Canada that the proposal under the Womens Fund has been declined for this year. The rationale for declining the proposal was due to the fact that the Committee felt that one component of the proposal was too similar to the Future Links Program. However, the Executive Director was encouraged to submit the proposal again next year removing the component as noted.

g) Canadian Sport 4 Life Seminar

The Executive Director reported that he has confirmed attendance at the above noted seminar scheduled from January 29<sup>th</sup> to 31<sup>st</sup> in Ottawa. He has held discussions with

Sport NL and has confirmed that the organization will cover the cost of registration, accommodations, flight and some meals. It is estimated that attendance at this event will cost the organization approximately \$400.00.

#### h) Executive Director Contract

It was noted that the Executive Director has agreed to a new contract with GNL based on the option of an annual compensation of \$60,000.00 that would include the provision of accounting and other administrative services. The President reported that the Executive Director has requested a two year contract.

It was the consensus of the Board to enter into a two (2) year contract with the Executive Director and requested the President to develop a draft contract for review at the next meeting of the Board. The President requested each member to provide input into the development of the contract, and the Executive Director was requested to circulate a copy of the previous contract to the Board for review and consideration.

#### **Correspondence**

The Executive Director reviewed in detail a number of pieces of correspondence that was received over the course of the last month. The correspondence included the following:

A memo was received from Sport NL announcing the application process for the 2013 Athletic Awards Program. It was noted that this information was circulated to all of the development team players and only one individual submitted an application.

A letter was submitted to Golf Canada from Golf Quebec regarding the coaching certification concern and this matter will be addressed at the Provincial ED meetings in Vancouver in February. A letter was received from Sport NL approving the 2012 LTAD grant and the final payment has been received.

The draft press release was presented and reviewed by the Board and will be circulated once the amalgamation has been completed. A memo was received from Golf Canada announcing the Annual General Meeting to be held in Vancouver on Saturday February 9<sup>th</sup>, 2013.

A letter was received from Minister Terry French, Minister of Tourism, Culture & Recreation declining the association's request for financial assistance in dealing with the Canada Games Player Appeal process. A letter was received from ACOA approving the

request for advance funds towards the AGO initiative and it was noted that these funds have been received.

A draft letter to the membership from Golf Canada regarding membership cards was reviewed and it was noted that this letter might not effect GNL as the organization is presently reviewing its membership model and fee structure.

A notice was received from Coaching NL regarding a presentation in late Januray and it appears that Erin Lundrigan will be attending this event on behalf of the organization as the Golf Professional has informed the Executive Director that he would not be available.

The Board reviewed the press release regarding the 2013 Championships and after a review a number of revisions were made to the document. It was suggested to post the revised press release and send it out to players that have competed in previous championships.

### **Committee Reports**

a) Treasurer

The Treasurer, John Angel reported that at the present time the NLGA bank account has a balance of approximately \$30,000.00 with approximately \$12,000.00 in accounts receivable including an HST refund of \$9,200.00. This would bring the account balance to \$42,000.00

However, he noted that the NLGA has one major outstanding account with Golf Canada in the amount of \$33,866.00 for 2012 membership fees. The Board discussed the outstanding account and it was agreed to process a payment upon request by Golf Canada but continue to maintain a positive cash flow position at the present time.

The Treasurer noted that he will be contacting the Bank of Montreal in the near future to setup the amalgamated bank account and transfer funds once the final financial statements are presented, reviewed and finalized by the Board of Directors.

b). Rules Director

The Rules Director, Jim Sloan, reported that the weekly rules sessions are taking place at Bally Haly Golf & Curling Club Monday nights with approximately 12 to 15 people in attendance. This is normal attendance, as a number of participants leave for various reasons after the holiday season.

In regards to the Level IV recertification process, the Director reported that there will only be one individual requiring recertification this year, that being Bruce Watson. He noted that Dave Lawlor and Walter Crotty have decided not to recertify at this time but might consider in the future.

In reference to the recertification of Level IV officials the following motion was made:

*It was moved by Jim Sloan and seconded by Allison Crawford that GNL would cover all of the costs for Bruce Watson to recertify Level IV this year.*

**Carried**

The Director noted that he has received information from the Executive Director regarding the potential to boardcast the weekly rules sessions throughout the province using a program provided by Golf Canada called "gotomeetings". While it is to late to try

and implement this program for this season, the Director will be working with Bruce Watson to arrange a pilot to determine the useability and functioning of this program. The Director will contact the Executive Director if and when they plan to implement the pilot program.

c) Course Rating/Handicap Director

Due to the fact that the Course Rating/Handicap Director, Sandra Sparrow was not available to attend the conference call, her report was deferred until the next meeting.

d) Junior Director

The Junior Director, Wayne Allen tabled the minutes from the Junior Committee meeting held on Tuesday January 15th. He highlighted a number of initiatives including the implementation of the Canada Games Development Team winter training program and the finalization of plans for the Florida Training Camp in early April.

The Director noted the develop of plans for the May Provincial Junior Camp on the west coast which might be held at Harmon Seaside Links and confirmation of Blomidon Golf Club for the Provincial Junior Championships from July 8<sup>th</sup> to 11<sup>th</sup>.

It was reported that Callaway Golf has cancelled their sponsorship of the Golf in Schools Program including the subsidy for the purchase of the GIS kit however, Golf Canada is presently looking for a new sponsor. The Director reported that in conjunction with Golf Canada, GAO and GNL there is the potential to develop a Western Regional Junior Golf Development Center (JGDC). This initiative encompasses all aspects of junior golf including Golf In Schools, Future Links, High Performance training etc.

e) Tournament Director

On behalf of the Tournament Director, the Executive Director reported that GNL has developed and submitted a concept paper to Golf Canada and the other Atlantic provinces to investigate the potential to hold an annual Atlantic Canada Adult Golf Championship. It was noted that this issue will be discussed at a meeting of the Atlantic representatives in Vancouver in February. The Executive Director was requested to confirm the meeting time and date with Brent McLaughlin of Golf Canada.

It was noted that a Tournament Committee meeting will be held in February to review the competitions from previous years, evaluate the procedures and begin planning for 2013.

f) President's Report/Provincial Council

The President reported that she was requested to review the revised by-laws governing the election of Board members to Golf Canada and provide comments. She noted that a number of concerns were identified including the ability of a Committee Chairperson to vote twice, the Board of Directors, Governors and Provincial Council having the ability to elect from within their group and a question regarding an individual having to resign if they declare bankruptcy.

The President noted that the minutes from the last Provincial Council have not been received but will ensure they are circulated once they have been obtained.

g) Hall of Fame

The Vic-President, Allison Crawford reported that the next meeting of the executive committee will be held in early February to review and discuss a number of issues prior to a full committee meeting. The members of the committee have been confirmed with representation from every region of the province and Molson will once again assist in the sponsorship of the awards program. An initial meeting has been held with Bally Haly regarding the potential to develop a Provincial Hall of Fame and discussions are ongoing.

#### h) Archives

The Executive Director noted that the Secretary, Jan Peters was away and not available for the conference call. However, it was noted that the Secretary intends to obtain all of the documents from Una Cooke in the next few months. The President reported that she has held discussions with Charlie Earle regarding various documents but he has not provided any documents to date.

#### i) Membership Committee

Membership Director, Mike Curran referred to the minutes of the committee meeting held on January 17<sup>th</sup>, 2013. He noted that the committee is in the process of defining what constitutes a golf member and develop financial projections using the proposed levy fee system. The committee will be meeting again in early February and if possible the new fee model will be implemented in 2013. The Executive Director noted that he has been requested to provide an update on the status of our fee model review process. at the Golf Canada Executive Directors meeting in Vancouver next month.

j) External Marketing

It was noted that the only initiative presently involving external marketing is the Atlantic Golf Organization (AGO) and this will be discussed in detail at the next meeting of the Board.

k) Advocacy

This matter was deferred until the next meeting of the Board of Directors

#### l) Internal Marketing

The Executive Director reported that a number of initiatives are in the planning and development stages including the 2013 Flying Foursome, sponsorship program with NTV, The British Group, Super 8 Hotel and Molson and the development of the 2013 Golf Guide. It was noted that the Guide should be available for distribution by Thursday February 28<sup>th</sup> if not sooner.

There was a request to have the list of the Board of Directors and contact information circulated.

#### m) Provincial Executive Directors Meeting

The Executive Director tabled the minutes of the last Provincial Executive Directors meeting in Tucson for review and information purposes and there were no questions.

## **New Business**

### a. Annual General Meeting Planning

The Executive Director reported that the Annual General Meeting of the organization will take place on the weekend of April 19<sup>th</sup> & 20<sup>th</sup> at Bally Haly Golf & Curling Club in St. John's. It was noted that a number of rooms have been block booked at Super 8 and the general itinerary has been provided to the club.

The weekend will consist of the Business Meeting and Election of Officers on Friday night followed by a social. Saturday will include a presentation on the CS4L-LTAD model and the online Handicap Seminar in the morning, Future Links Leader Workshop in the afternoon and the Hall of Fame & Awards Dinner that night.

In order to plan and organize the AGM, a committee consisting of the President, Hall of Fame Chair, Membership Director and Executive Director has been formed and will meet in early February to discuss the details of the weekend. In the meantime the

Executive Director will create and circulate the 1<sup>st</sup> notice of the Annual Meeting to the membership as soon as possible.

b. Golf Canada Annual Meeting

The President informed the Board that the Annual General Meeting of Golf Canada will be held in Vancouver from Wednesday February 7<sup>th</sup> to Saturday February 9<sup>th</sup>, 2013. The President and Executive Director will be in attendance and participate in various information sessions and meetings including the Provincial Council and Provincial Executive Directors.

c. Committee Budgets

The President noted that todate the organization is operating without a budget. Therefore each committee chairperson was requested to submit a draft budget to the Executive Director by Friday February 14<sup>th</sup>. The Executive Director will develop and present a budget based on the impute from the committees for eventual approval by the Board.

#### d. 2013 Golf Draw Development

The Executive Director reported that GNL needs to review and develop plans for the 2013 Golf Draw if it anticipated that this initiative will proceed for this year. After a general discussion it was agreed that a committee would be formed consisting of the Vic-President, Junior Director, Treasurer, President and Executive Director to meet via conference call evaluate this initiative.

#### e. Sponsorship Program

The Executive Director reported that GNL has been able to secure a number of corporate sponsors for this year. They include Provincial Airlines, The British Group, Super 8 St. John's and Molson. Each of these companies have received a sponsorship agreement for review and eventual signature.

In terms of additional sponsors, the Executive Director will be approaching two more companies in the coming weeks to determine the interest in participating in a sponsorship program, these companies include Collingwood and Vincor.

f. Meeting with Minister French

The Executive Director noted that he has made contact with the office of the Minister of Tourism, Culture & Recreation to schedule a meeting to discuss the amalgamation process, status of the organization and the pending support from the Department. To date no response has been received and the Board agreed to continue to request a meeting with the Minister.

g. New Flags/Starting Blocks

The Executive Director noted that there has been a number of discussions regarding the purchase of new flags and tee blocks. With the new logo now in place the Board requested the Executive Director to obtain a quotation for the same quantity of flags and ensure there is a set of red blocks for the ladies tees.

h. Administrative Assistant

The Executive Director reported that through the advertising, evaluation, screening and interview process Gail Turner has been hired by BCB Consulting to handle the financial administration and other tasks related to the organization. Ms. Turner will begin on the week of February 4<sup>th</sup> with an orientation meeting that will include a review and signing of contract and outline of initial activities.

### **Review Action Items**

The President reviewed the action items identified from the previous meeting and noted that items were being addressed in a timely manner.

### **Next Meeting**

The next meeting of the Board will be held on Monday February 25<sup>th</sup>, 2013 beginning at 5:00 P.M. via conference call.

### **Adjournment**

*The meeting adjourned at 8: 38 P.M. on a motion by Marcheta Gallant*

Respectfully submitted by:

Greg Hillier

Executive Director

### **Action Items**

1. Minutes/Priorities from Board Meeting
2. Contact Wedgwood to retain present insurance coverage
3. Contact Spark to consolidate websites
4. Circulate previous Executive Director contract to Board
5. President to develop draft contract for Executive Director
6. Board members to provide comments in developing contract
7. Revise, repost and send competition notice to players
8. Contact Golf Canada to schedule Atlantic meeting RE: AGC
9. Plan Tournament Committee meeting in late February
10. President to provide Golf Canada By-laws to Executive Director
11. Plan Hall of Fame Executive meeting for mid February
12. Contact Bally Haly regarding Provincial Hall of Fame
13. Circulate Board Contact list
14. Schedule Annual Meeting planning meeting
15. Distribute 1<sup>st</sup> notice of AGM to membership
16. Attend Golf Canada AGM in Vancouver
17. Directors to submit budgets by February 14<sup>th</sup>

18. Executive Director to draft budget for presentation to Board
19. Review 2013 Golf Draw – Wayne, Greg, Allison & John
20. Arrange Sponsorship meeting with Collingwood and Vincor
21. Schedule Meeting with Minister French
22. Obtain quotation for new flags and blocks
23. Admin Assistant Orientation/Activities
24. Revise consolidated constitution to reflect new legislation
25. Participate in 2013 SportFest
26. Contact Derek RE: Facilitate LTAP Planning Session - April
27. Develop Tournament Contracts and meet with hosting clubs
28. Deer Lake Airport Hotel 635-3232 RE: Accommodations 2014
29. Course Rating Director to Develop Course Rating Policy
30. Purchase Capital Equipment