

Minutes - KTC Executive Meeting
December 17, 2019, 7:00-9:00pm
Location: Chloe Wilson's house

In Attendance: Doug Bowie, Bob Goddard, Julie Hoffarth, Arsalan Ijaz, Donna Lounsbury, Taco Meuter, Nerissa Mulligan, Jason Taylor, Cole Vezina (Secretary for this meeting), Chloe Wilson, Gary Wilson

Regrets:

The meeting was called to order at 7:07pm

1. Welcome and introductions

Introductions were made for board members that had not been previously introduced. New members gave brief descriptions of their background and why they agreed to join the board.

2. Approval of agenda (5 minutes)

Approved, Vice-President to be named at January 2020 Executive meeting.

3. Minutes from the November 5th Board meeting approved, 4-0

Chloe, Doug, Gary, and Taco are the only remaining board members from this meeting.

4. Vision for the Board for 2020

a. Principles

Chloe said she looked forward to the Board continuing to operate collegially.

Following standard practice, Board members are expected to act in the best interest of the Club and the Board. Thus, openness and transparency with members must be balanced with Board confidentiality at times. This will also help ensure Board discussion is open and Board members frank with each other.

b. Board priorities

Chloe outlined the progress made last year in introducing committees. The emphasis this year will be to take significant steps in having this committee structure working well. This includes documentation of what these committees are doing, and submitting these reports to the Board. This way Board meetings can be more efficient and informed. This documentation will also help to inform new Board members as to what is going on following transition periods. The committees and reports will hopefully allow the Board

to spend more time exploring the Capital Project as most operational activities will be taken care of prior to meetings.

5. Recap of 2019 AGM

a. Review of 2019 AGM Minutes prior to distribution to membership

The December 2019 AGM minutes will be submitted to the membership now for feedback. The minutes are to be approved at the January 2020 board meeting.

Amendments to the February 26, 2019 Special-Meeting minutes are to be assigned to the Governance & Board Development Committee.

6. Committee Structure

a. Terms of reference and responsibilities

Committees are expected to meet between Board meetings to discuss issues that fall within their responsibility. Decisions they make should be circulated to the Board for its approval ideally a week before the next meeting.

There will be a report done for each committee for the work done over the month previous. These reports will be submitted to the Board prior to the proceeding meeting of the Executive.

b. Discussion of Board member preferences and assignments to Committees:

i. Membership

Julie (Chair), and Arsalan. Will reach out for volunteer members as well. Priorities include socials, tournaments, member services, and analyzing trends in membership.

ii. Governance & Board Development

Gary, Bob, and Taco. Chair to be decided for January 2020 Board meeting. Priorities include processes for what documents need to be kept and how they will be stored, minutes, and other problems of this nature.

iii. Finance

Taco (Chair), and Donna. Priorities include finding a bookkeeper, how the board finances each month, addressing the recommendations of the auditors, and the financing of long-term projects like the Capital Project.

iv. Facilities & Infrastructure

Doug (Chair), and Taco. Priorities include getting the current project done.

v. Programs

Arsalan and Cole (co-Chair), Chloe, Jason, and Nerissa. Priorities include developing contracts, hiring pros, camps and camp structure, junior involvement.

vi. Communications

Donna (Chair), Cole, and Taco. Priorities include developing a communications strategy, and what channels to use and when.

c. Volunteer support for committees

Possible volunteers include Michael Kelley for the Communications Committee, Ben Doornekamp for the Facilities and Infrastructure Committee, and Jim Martin for the Finance Committee, and Clubhouse Working Group.

7. Clubhouse Working Group (15 minutes)

Bob, Jason, and Nerissa. This is just the initial stage, this may not be the development group.

Jason may be leading this. The project needs to be better defined. A few options need to be presented to the membership, making sure the costs and implications of these large projects are really well understood. It was decided that for the January 2020 meeting the Clubhouse Working Group will explore the possibility and cost of having a professional company come in and do a survey about what the membership is looking for. Global Golf Advisors was named as a potential company to do this survey.

8. Correspondence (5 minutes)

The Governance and Board Development Committee is to give thought to the following correspondence for the January 2020 Board meeting; “be it moved that in the spirit in which the by-law was intended, and in the best interest of the Board and the membership that the following sections of the KTC by-law be amended. Motion one addresses bylaw 5.02 Election and Term, each director shall serve a maximum of two, two-year terms, with each term consisting of two years and the terms will be staggered. Beginning in 2020, there will be elections for all positions and, half of the officer positions (President, Vice President, Secretary and Treasurer) shall be a two-year term and the other half shall be a one-year term. Of the remaining Board positions, half will be for one year and the other half for two years. Thereafter all positions will be two-year terms and there will be elections for half of the positions at each AGM. Motion 2 addresses bylaw 5.07 d. The Board may fill any vacancy by a majority vote, passed at a Board meeting and that the appointee shall hold office until the next AGM when elections for the appointed positions will be held.”

9. Other business

The January 2020 Board meeting will take place on January 28th at Taylor AutoMall.

10. Adjournment

Adjourned at 9:34 pm.