

**Minutes of the Regular meeting of the Bashaw Golf and Country Club  
held Monday, May 13, 2019 commencing at 7:00 p.m. at the Bashaw Golf Club**

**PRESENT** President Lorna Sinclair

**DIRECTORS** Randy Bergstrom, Ray Miller, Randy Trautman, Nikki McAuley, Renee Griffiths, Pat Procyshen and Sylvio Campenelli

General Manager, Kevin Finlay  
Administrative Assistant, Darlene Sinclair  
Greenskeeper Shaun Lawrence

**ABSENT** Rob Sand

**CALL TO ORDER** President Sinclair called the meeting to order at 6:57 p.m.

**AGENDA APPROVAL**  
Res 022-2019

**MOVED** by Randy Bergstrom and Seconded by Pat Procyshen that the agenda be approved as amended to add Item (c) Hiring retired couple under Unfinished Business.

**CARRIED**

**PREVIOUS MINUTES**  
Res 023-2019

**MOVED** by Nikki McAuley and Seconded by Randy Bergstrom that the minutes of the Regular meeting held April 28, 2019 be accepted as amended.

**CARRIED**

Res 024-2019

**MOVED** by Renee Griffiths and Seconded by Nikki McAuley that the minutes of the Annual General Meeting held April 28, 2019 be accepted as information.

**CARRIED**

Res 025-2019

**MOVED** by Renee Griffiths and Seconded by Randy Bergstrom that the minutes of the Organizational meeting held April 28, 2019 be accepted as amended and as information.

**CARRIED**

**GREENSKEEPER REPORT**

- Greens are still struggling but are slowly coming back. Many courses in Central Alberta are experiencing similar issues with their greens

- #5 green has been narrowed for easier maintenance
- Trying to fix #2 green from the high traffic area
- Will be overseeding the greens shortly
- Irrigation has been working well except on #3. Lines may still be frozen
- The cap that was built for the relief valve does not work the way it is supposed to, it needs some adjustments. Presently using old cap and may have to get a new one
- The levelling equipment used for the cart paths is not moving the material properly and a 5" box blade is required to maintain the cart paths properly
- Also need material for the cart paths as there is getting to be deep ruts

**Cart Path Material**  
Res 026-2019

**MOVED** by Randy Trautman and Seconded by Sylvio Campenelli that three loads of material and be ordered for the cart paths and that Shaun look into purchasing a 5' box blade for approximately \$800.00

### **CARRIED**

- a pallet of sod is also required for the course and Shaun will arrange to have it ordered.

Shaun had some concerns about his employment and was asked to address these matters to the Board which will be dealt with later in an in camera session.

### **MANAGER'S REPORT**

- well system has been shocked and should be good for a couple months
- campground water has been turned on
- Kevin was advised by Big Iron Drilling on the liability of us shocking our own well and quoted him a cost of \$800.00 for a system that will shock the well and eliminate foul smelling water with this system in place. Kevin will contact Big Iron Drilling and have them attend the June meeting to provide further information on suggested maintenance of the well system
- Our head chef, Mel has sold her house and is moving back east. Leslie has agreed to take over the kitchen responsibilities for the season
- Long time member, Wayne Odegard has passed away.
- Wing night on Saturday night was well attended
- Mother's Day events were also well attended

**TREASURER  
REPORT**

Report was provided with the income and expenses generated from April 1 – April 30, 2019

Res 027-2019

**MOVED** by Pat Procyshen and Seconded by Randy Trautman that the Treasurer’s Report be accepted as presented as well as the Greenskeeper and General Manager’s report.

**CARRIED**

**UNFINISHED  
BUSINESS**

a) “B” Site Campground Policy

“B” Site Policy  
Res 028-2019

**MOVED** by Randy Bergstrom and Seconded by Renee Griffiths that the “B” Site Campground Policy be accepted as presented

**CARRIED**

b) Early Lease Buyout #001-655

Early Lease Buyout #001-655  
Res 029-2019

**MOVED** by Randy Bergstrom and Seconded by Pat Procyshen that the Board approve an early buyout of Lease #001-655 in the amount of \$9,297.05 for June 1, 2019.

**CARRIED**

c) Hiring retired couple

There was a discussion about hiring a retired couple to do odd jobs on the course property. It was noted by the board and no further action will be taken at this point.

**REPORTS**

**Clubhouse**

- Clubhouse front counter staff have all been hired
- A window that opens has been ordered for the kitchen
- All inventory for the pro shop has arrived
- Committee will work on drafting written job descriptions and offers of employment for positions being offered

**Grounds**

- The walking bridge between #5 and #3 fairway needs to be fixed or eliminated all together. It will cost approximately \$1,500.00 to fix and make it cart friendly
- Government regulations require chemical reports to be filled out and kept on file
- The storage shed needs to have secondary containment for chemical spills and leakages
- An Emergency Response plan needs to be put in place

- Bridge on #7 needs repairs

### **Campground**

- The trees on #4 fairway encroaching on the neighboring property have been trimmed
- There is a scrap metal company coming this week to pick up scrap metal that has been cleaned out of the refuse pile
- No trespassing signs will be ordered for private property next to #8 fairway.
- The floors in the course washrooms will be painted and then rubber matting put down to help maintain the high traffic areas

### **Finance – Nil**

Res 030-2019

**MOVED** by Sylvio Campenelli and Seconded by Renee Griffiths that the Committee reports be accepted as presented.

### **CARRIED**

### **CORRESPONDENCE**

- a) Letter from Robert and Janelle Mason regarding the campground waiting list.

Letter was sent to the Mason's advising them of the policies in place regarding the waiting and move list

### **NEW BUSINESS**

- a) Electronic Board Meetings – Noted
- b) AGLC Raffle Terms & Conditions

Kevin will inquire further with the Gaming Commission to see if having more than one gaming account is permitted

- c) Incoming Board Responsibilities

Lorna addressed the directors informing them of the importance of attending meetings and to use your board members assigned to the various committees when dealing with various issues

### **AD HOC Personnel Committee**

Res 031-2019

**MOVED** by Pat Procyshen and Seconded by Renee Griffiths that an Ad Hoc Personnel Committee consisting of Pat Procyshen, Lorna Sinclair, Kevin Finlay, Nikki McAuley, Renee Griffiths and Shaun Lawrence be established to develop job descriptions , etc for future use

### **CARRIED**

d) In Camera – Personnel

**In Camera Personnel**  
Res 032-2019

**MOVED** by Renee Griffiths and Seconded by Pat Procysheh that the Board go in Camera to discuss personnel issues

**CARRIED**

**Out of Camera**  
Res 033-2019

**MOVED** by Renee Griffiths and Seconded by Pat Procysheh that the Board revert back to a regular meeting at 9:28 p.m.

**CARRIED**

**Wage Adjustment**  
Res 034-2019

**MOVED** by Renee Griffiths and Seconded by Randy Bergstrom that Shaun Lawrence be provided retroactive pay for the period of March 1 to March 15, 2019 due to a miscommunication of his starting date for the 2019 season.

**CARRIED**

**Travel Expenses**  
Res 035-2019

**MOVED** by Sylvio Campenelli and Seconded by Randy Trautman that the Board establish a rate of pay for travel expenses equal to the 2019 Government rate of \$.58 per km for any travel exceeding 20 km and that this rate be reviewed on an annual basis.

**CARRIED**

**Offers of Employment**  
Res 036-2019

**MOVED** by Ray Miller and Seconded by Randy Trautman that the Committee leaders responsible for staffing, have signed offers of employment by the General Manager and Greenskeeper by the November board meeting.

**CARRIED**

**DATE OF**  
**NEXT MEETING**

**Monday, June 10, 2019 @ 7:00 p.m.**

**ADJOURNMENT**  
Res 037-2019

**MOVED** by Pat Procysheh that the meeting be adjourned.

**CARRIED**

Meeting adjourned at 9:35 p.m.

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President