

**Minutes of the Regular meeting of the Bashaw Golf and Country Club
on Sunday, July 12, 2020 at 1:30 pm
held at the Bashaw Golf and Country Club**

PRESENT President Dennis Jones

DIRECTORS Pat Procysheh, Randy Bergstrom, Randy Trautman, Ken Tarbett, Devin Ulmer, Bart Sand, Larry Luckwell and Dustin Krzywy

Administrative Assistant, Darlene Sinclair
General Manager, Kevin Finlay

General Member Jason Sopka

**CALL TO
ORDER**

President Jones called the meeting to order at 1:30 pm.

**AGENDA
APPROVAL**

Res 044-2020

MOVED by Pat Procysheh and Seconded by Randy Bergstrom that the agenda be approved as presented.

CARRIED

**PREVIOUS
MINUTES**

Res 045-2020

MOVED by Larry Luckwell and Seconded by Randy Trautman that the minutes of the regular meeting held June 8, 2020 be accepted as presented.

CARRIED

GREENSKEEPER REPORT Report given by Kevin Finlay (General Manager)

- New mower heads installed.
- Due to a collection of water on the #8 fairway, it was suspected that the irrigation line may have a leak. The Greenskeeper dug up the line but no leaks were detected.
- Greens were verta cut in June.
- PH readings in the soil on the greens were high, so an application of gypsum was applied to lower the PH level
- Repair work to cart paths has been conducted with the hope of making them more driveable.
- Greenskeeper has been pumping a lot of water off the course due to the higher than normal volume of rain.
- The new rollers have been working well on #2 and #6 greens (greens that were transplanted earlier this year)

**MANAGER'S
REPORT****Report given by Kevin Finlay (General Manager)**

- Food Service truck, Chow Hound ended their food truck services on June 30, 2020.
- Shardo Ventures food truck service has been brought in to provide food services for the leagues.
- Rain has definitely been a challenge of late.
- The course experienced a lightning strike at the back of #8 tee box which caused issues with the irrigation system. The club is sincerely grateful and sends special thanks to member Bruce Ordze for donating a surge protector for the irrigation switch
- A discussion has been held with the clubhouse committee to discuss the possibility of adding Bashaw Golf Club stickers to all canned and bottled drinks. This is common practice for many other clubs and is a measure that others have put in place to prevent outside liquor being brought onto the course. This would be a proactive approach to ensure the club remains compliant with the regulations laid out by the AGLC.
- The General Manager will set up the beverage cart outside the clubhouse between #1 tee off and before #7 tee off to try to better serve members while at the same time, not having to increase staffing levels.
- Victims Services cancelled their tournament and will maybe look at holding it later this fall
- The most recent power bill from Campus Energy was higher than normal with the distribution charges being double from the previous month. Dustin Krzywy will contact the power provider to determine the rise in distribution costs.
- The reduced staffing for the clubhouse seems to be going well so far this season.

**TREASURER
REPORT**

Report was provided with the income and expenses generated from June 1 to June 30, 2020

Res 046-2020

MOVED by Dustin Krzywy and Seconded by Larry Luckwell that the Greenskeeper, General Manager and Treasurer's report be accepted as presented.

CARRIED**UNFINISHED
BUSINESS**

(a) Power Use for meters in seasonal camping
Dustin reported on his discussions with Fortis on how we can appropriately sell power being used and be compliant with Fortis regulations. According

to Dustin's calculations 25% of the power is being consumed by the clubhouse and the irrigation system and 75% by the campground. After discussion, it was decided to read the meters in the fall when the water lines are being blown out and again in the spring when the water is being turned back on to the campground.

Dustin was also advised that a representative from the Town of Bashaw would have to request that the three private sites be separated from the power billings and be given their own Site ID and separate bills.

Campground Power Meters

Res 047-2020

MOVED by Randy Trautman and Seconded by Devin Ulmer that power meters be read in the fall when the water lines are blown out and before the following year budget is set, choose the most suitable template from Fortis to use for power billings.

CARRIED

NEW BUSINESS

a) Delegation Janelle Mason and Lynn Miller – Seasonal Campsite Concerns

Janelle presented her recollection of events to Board when she had an unauthorized/unregistered camping guest who was asked to leave by the GM shortly after their arrival. Part of Janelle's recollection was that RV units had to be 30' apart. The GM's recollection was that he advised that there could only be 1 RV unit per site and that all campers had to be authorized and registered. Janelle then confirmed that nothing was done by her or her guest to comply with either recollection. The morning after the incident, the GM along with two campground committee members attended the site and questioned each group separately. First the unauthorized/unregistered guests and then the site leasee. Both acknowledged that the GM had attended the night before and that he had instructed that there could only be 1 RV unit per site and that guest unit was not supposed to be there.

In Camera Session

Res 048-2020

MOVED by Devin Ulmer and Seconded by Ken Tarbett that the board go in camera at 2:40 pm to discuss the camping concerns.

CARRIED

Janelle Mason, Lynn Miller, Darlene Sinclair, Kevin Finlay and Jason Sopka left the meeting at 2:40 pm.

Regular Meeting

Res 049-2020

MOVED by Pat Procyshen and Seconded by Randy Trautman that the board revert to a regular meeting at 3:02 pm

CARRIED

Janelle Mason, Lynn Miller, Darlene Sinclair, Kevin Finlay and Jason Sopka returned to the meeting at 3:02 pm

**Seasonal Camping
Infraction**

Res 050-2020

MOVED by Devin Ulmer and Seconded by Ken Tarbett that a one month (30 day) suspension be imposed and considered as time served from date of infraction of June 12, 2020 at the time of the Board meeting on July 12, 2020 and further that:

Reinstatement of camping and golf privileges is conditional to agreement of the member with the following:

- The BGCC board of directors receiving a signed letter of agreement for member conduct moving forward- *To be composed by Bart Sand/ Larry Luckwell, and provided to the member.*
- Payment in full of outstanding golf cart trail fees for the cart that had been utilized by the member on the course.
- The member's guests involved with the June 12, 2020 infraction will have their camping and golfing privileges revoked for the remainder of the 2020 season.
- The member agrees that as part of their disciplinary package, they will be ineligible to run for the BGCC board of directors for a period of 5 years. (From the date of letter of agreement being received by the board)
- The member will be moved back to the bottom of the permanent site waiting list as of the date on the agreement for member conduct letter with the possibility of future reinstatement to the original position should no further breaches of BGCC policy and/or failure to follow direction by the GM occur.

CARRIED

REPORTS

Clubhouse –Report attached

Grounds – Lots of water on the course from all the rain. The pressure washer has broke down and have located a replacement washer through Costco. The greens roller is doing a good job on the greens. Should organize a work bee to pick up trees that have been taken down. Roads and carts paths are needing more screenings and gravel. The material is on site to rebuild the bridge between #3 and #5 fairway but due to the wet conditions the project is going to be delayed until the ground is dry enough for equipment to be brought onto the course. Suggested that revenue collected for trail fees be used to improve cart paths. Committee will determine how much was spent on improving and maintaining the cart paths and will look at possibly setting up a separate account for Cart path maintenance

Campground – Trees have been marked for removal and need to organize a work be to clean up trees and dead fall. Equipment has been offered to use for a week to top trees. Concerns have been expressed as to why washrooms have not been opened. Board may consider another way to set up seasonal camping fees by including the equivalent of one Gold Membership in the camping fees. Issue will be tabled until a subsequent meeting to gather more information. When weather permits, Carl Bergstrom has offered his assistance using the box scraper to improve the campground road conditions.

Janelle Mason and Lynn Miller left the meeting at 3:20 pm

Finance – Finances are looking good so far considering the abnormal year we have been faced with due to the pandemic. Some revenues are lower than normal due to the late start of Mixed Socials, and numerous leagues being cancelled due to weather and having no tournaments.

Dennis Jones has been in contact with our Insurance provider and has invited their Risk Department to come out to the course and assess what we have insured. The insurance company also encouraged the Board to consider insurance coverage for cyber-attacks and to also have two non-signers sign off on the monthly cheque log expenses.

Res 051-2020

MOVED by Larry Luckwell and Seconded by Dustin Krzywy that the Committee reports be accepted as presented.

CARRIED

CORRESPONDENCE

a) Letter from representative for member – Grace Stewart

Dennis Jones will reply to representative as per letter submitted.

b) Speeding through the campground

General Manager will address speeding concerns in the campground area

c) Email letter from member regarding noise, under age kids operating power carts and beverage cart services.

Dennis Jones will address email regarding the concerns of noise, ages of kids operating power carts and beverage cart services. It is noted/discussed that BGCC has quiet hours from 11pm until 7am the next day, that only those 18 or older are to be operating golf carts and that the beverage cart will be utilized more with canned/bottled beverages in a stationary position near the #1 tee box by the greeter so not to incur additional staffing

expenses. An estimate was previously calculated that the beverage cart would need to sell some 20 alcoholic beverages an hour to break even when driving around the course and this is only feasible on fully booked league/social nights. Members will be reminded that we all need to work together for the success of BGCC especially with reduced staffing. Should an infraction be noted, members are encouraged to discuss the same with that party in an effort to seek to educate/compliance. Should that party not comply, the members are then encouraged to report the same to the GM during regular business hours so that he can address the infractions. Should it be outside of normal business hours and the member feels it's an urgent/serious infraction that needs to be addressed, at their discretion, can contact local authorities such as Community Peace Officers from Camrose County or RCMP from the Town of Bashaw.

NEW BUSINESS

a) Covid – 19

Devin Ulmer provided a report on Covid-19 Updates and possible changes to BGCC procedures regarding same.

We must continue to make it public knowledge that any updates, revisions, or changes to the government's mandates are not “effective immediately” and will be subject to review and approval by either the manager, the board, or both. Any revisions to our protocols or information pertinent to our facility will be provided in writing prior to implementation. All policies and procedures to be followed are at the discretion of the manager, or board’s approval. **We also need to reiterate the fact that these guidelines are minimum standards to be adhered to by everyone**, and there is an expectation of every staff member, membership holder, and guest to be a “good citizen” and abide by the rules.

We may have to come up with additional ways for our members and guests to be “fully aware” of the expectations for utilizing our facilities, as well as consequences for any non-compliances/ insubordination to any request from the general manager, all legal requirements, and our defined protocols. I believe we have set a precedent of a minimum punishment (30 days/ one month), but any and all other infractions will be subject to review on a case by case basis with ‘progressive’ disciplinary actions based on the unique circumstances of any particular case.

As we are all in this together, and it is in all of our best interests, it might not also be a bad idea to recommend and communicate a hierarchy of “self-control measures” we would like to see followed. In my mind these would be as follows:

1. Coach and council any group or individual noticed, thought to be in, or performing an action of non-compliance. If their response(s) is/are unfavorable (or if the person or persons legitimately deem that someone or a group is not acting in the best interests of the facility)
2. Inform the general manager to follow-up
3. If the general manager is not able to resolve the issue, utilizing the authority of his position, to then involve the appropriate group or groups (ie. board of directors for support, law enforcement, or any other entity he deems appropriate) at that point.

Jason Sopka left the meeting at 3:48 pm

DATE OF

NEXT MEETING **August 10, 2020 @ 7:00 pm via Zoom Conference**

ADJOURNMENT

Res 052-2020 **MOVED** by Devin Ulmer that the meeting be adjourned

CARRIED

Meeting adjourned at 4:00 p.m.

President