

# GARRISON

## GOLF & CURLING CLUB

### **GARRISON GOLF CLUB EXECUTIVE MEETING HELD AT THE GG&CC CLUBHOUSE on 05 February 2014**

#### **Members**

P. Beauchamp (President)  
C. Rickett (Vice President)  
S. Gordon (Men's Captain)  
T. Burgess (Marshal Chair)  
R. Lloyd (Club Captain)

#### **Ex-Officio**

J. Clements (General Manager)  
F. Cleysen (PSP Manager)

#### **Absent**

R. Asuncion (Jr Coordinator)  
I. Malinowski (Secretary)  
G. Gratton (Senior Coordinator)  
T. Brown (Member at Large)  
R. Ward (House Member)  
A. Paziuk (Ladies Captain)  
B. Allan (Handicap & Rules Chair)

#### **Agenda Item**

##### **1. Call to order.**

- a. The meeting was called to order at 16:10 hrs.

##### **2. Review of previous minutes.**

- a. There being no corrections required, it was moved that the minutes be adopted as written.

Motion: Vice President

Seconded: Men's Captain

Carried

##### **3. Financial Update**

- a. The GM presented the clubs financial status as at the end of December 2013 (attached)
- b. The GM presented the membership levels for this date as compared to this date last year. Membership sales are marginally higher than last year with approximately 5 more people signed up at this time.

#### 4. Old Business

- a. Advertising
  - i. The PSP Manager gave an overview of his vision of a master advertising plan for all PSP facilities within CFB Kingston.
  - ii. At this time he is in the process of seeking a contractor to take on this challenge and he is confident that we have more than enough deliverables to make the plan appealing. The end goal is to be able to sell enough advertising to ensure that financial gains are returned to all of the effected properties including the Golf Club.
- b. GG&CC Business Model
  - i. The PSP Manager informed the committee that the business model that the club is currently operating under is not working. Financial statements do not currently allow for a realistic portrayal of the clubs finances as a whole.
  - ii. The new structure will see the GG&CC as a single operation with separate annexes for golf, curling and service club activities.
  - iii. One of the other changes is the timeline for the clubs resumption of the General Managers salary. The original plan was for the Base Fund subsidy to be gradually reduced over four years. Instead, the plan is to now use this subsidy to pay down the loan from the central fund and to move the outstanding balance to the Base Fund. This will reduce the amount of principal loan payments and eliminate the interest.
- c. Terms of Reference (ToR) & Standard Operating Procedures (SOP's)
  - i. The VP presented the initial draft of the ToR and SOP's for the Executive Committee.
  - ii. Committee members were asked to take them home and read them. Comments and concerns are requested back to the VP no later than 10 March 2014.
  - iii. The PSP Manager asked if the drafting of the ToR/SOP's was a precursor to rewriting the constitution.
  - iv. The GM stated that the current constitution s quite out of date with numerous policies having changed since it was signed. The intent was to put together a more current version reflective of the current state of the club and that the ToR/SOP's would be part of the document.
  - v. The PSP Manager asked that once the new document was ready, for easy of staff work, that a change sheet be prepared to ensure that the base Commander does not have to delve through an inordinate amount of reading.
  - vi. The GM stated that he would ensure that this is done.
- d. Marshalling
  - i. The Club Captain stated that it is in his opinion that we do not have enough Marshalls and that the criteria for becoming a Marshal is not clear. He described a seniority based system that he thinks would be a better way of ensuring that Marshalling is conducted in an appropriate, open and transparent manor.
  - ii. The Marshal Chair reiterated his concerns that the wrong person in the position can have a detrimental effect on the club as a whole. A heavy handed Marshal who doesn't deal with people in a polite and friendly manor can have negative impact on the clubs business and reputation.

- iii. There was a lengthy discussion about proper training and selection criteria that could be applied to ensure that the wrong individuals are not selected.
- iv. It was decided that the Marshal Chair, with assistance from the Club Captain, would draft a proposal for marshalling selection criteria and would bring it back to the committee for further discussion.

## 5. New Business

### a. 2014 Tournament Schedule

- The Club captain presented the list of 2014 club events and the proposed dates. Clarification was required on a couple of ladies dates (received secretorially via email).
- There were no objections to the list.

### b. New Club Qualifying Event

- i. The Club Captain stated that there are a significant number of events which require teams/members to represent the club. These include, but are not limited to, OVGA/GAO Challenge, GAO Kingston District Intersectional's (as many as 7 different divisions), St Lawrence League.
- ii. His intent was to hold a representational qualifying tournament to determine team composition earlier in this season. This will allow people more time to plan their schedules as well as allowing more time for the purchase of team shirts. Tournament fees will be used to pay for shirts and competition entry fees.
- iii. A more detailed outline of the event as well as the selection criteria will be placed on the website. It was recognized that secondary qualifiers like the club championship may be required in the event that specific demographics are not represented in the new tournament.
- iv. It was moved that the new event be scheduled as outlined.

Motion: Vice President

Seconded: Marshal Chair

Carried

### c. Package Players in Club Events

- i. The Club Captain stated that the issue of package players playing in club events has once again come up.
- ii. As in the past, the position of the Committee has always been that package players were eligible to play in some club events but not all.
- iii. Based on our GAO membership, package players are not Members and thus they are not eligible to maintain a handicap unless they register with the GAO as public payers. The default position has always been that if the individual does not have a valid handicap, they must play as a scratch golfer in flighted events.
- iv. There was discussion about which events non-members could play in. The Club Captain was asked to prepare a list for the committee to review.

### d. Annual General Meeting

- i. Date for the AGM will be 26 April. This is after the planned opening/first day of golf which is tentatively scheduled for 19 April however as this is Easter weekend it was felt that the AGM should be held later in the month.

**6. Closing remarks**

- a. The President thanked everyone for their time.

**7. Timing and Location of next meeting.**

- a. The next Meeting will be on Wednesday, 26 March 2014 at 1600 hrs in the clubhouse.

**8. Meeting adjourned at 1800 hrs**

**Recommended / Not recommended**

J. Clements  
GG&CC General Manager

**Recommended / Not recommended**

P. Beauchamp  
Lieutenant-Colonel  
President Garrison Golf Club

**Recommended / Not recommended**

F. Cleysen  
PSP Manager

**Approved / Not approved**

E.T. Padvaiskas  
Lieutenant-Colonel  
Deputy Base Commander

# GARRISON

## GOLF & CURLING CLUB

### **GARRISON GOLF CLUB EXECUTIVE MEETING HELD AT THE GG&CC CLUBHOUSE on 26 March 2014**

#### **Members**

P. Beauchamp (President)  
C. Rickett (Vice President)  
R. Lloyd (Club Captain)  
S. Gordon (Men's Captain)  
A. Paziuk (Ladies Captain)  
B. Allan (Handicap & Rules Chair)  
T. Burgess (Marshal Chair)

#### **Ex-Officio**

J. Clements (General Manager)

#### **Absent**

R. Asuncion (Jr Coordinator)  
I. Malinowski (Secretary)  
G. Gratton (Senior Coordinator)  
T. Brown (Member at Large)  
R. Ward (House Member)

#### **Agenda Item**

##### **1. Call to order.**

- a. The meeting was called to order at 16:20 hrs.
- b. The Vice President informed the committee that due to recent operational decisions made without executive input being sought, he has decided to step down from his position and thus, effective immediately, he would no longer be the Vice President of the Garrison Curling Club.
- c. The President stated that he understood the decision and thanked Chris for all of the hard work and dedication that he has put into the club over the past several years.

##### **2. Review of previous minutes.**

- a. There being no corrections required, it was moved that the minutes be adopted as written.

Motion: Marshal Chair

Seconded: Men's Captain

Carried

### **3. Financial Update**

- a. The GM presented the clubs financial status as at the end of February 2014 (attached)
- b. The GM presented the membership levels for this date as compared to this date last year. Full Memberships are down by 3 (2 Juniors and 1 Adult) while packages are up by 6. When packages are converted to memberships (40 X 18 hole rounds = 1 full member) the numbers are even from this time last year at 292.75

### **4. Old Business**

- a. Terms of Reference (ToR) & Standard Operating Procedures (SOP's)
  - i. With the VP stepping down, the Rules and Handicap Chair volunteered to take over the coordination of the ToR.
  - ii. She stated that she would contact Chris and get any files that he was in possession of and that she would continue with the process.
- b. Marshalling
  - i. The Club Captain and the Marshalling Char have not had a chance to get together and discuss so this item will be put over until the May Meeting.
- c. Non-Members in Club Events
  - i. The Club Captain drafted a list of events detailing which ones non-members / package players could or could not enter. This will be formatted and posted to the website as soon as it is finalized.

### **5. New Business**

- a. Re-Org
  - i. The GM stated that by now everyone had heard that some staffing changes were being made. This has undoubtedly caused a great deal of confusion and concern.
  - ii. Effective 01 April, the Retail Coordinator position would be eliminated and thus James would no longer be employed at the club. The GM stated for the record that James had been his right hand for close to a decade now and he would be sorely missed however the decision had to be made.
  - iii. The GM explained the rationale behind the decisions and that, while unfortunately, some staff were adversely affected by these decisions, they were made with the overall financial health of the GG&CC (Golf, Curling and Service Club) in mind.
  - iv. The GM assured the committee that these changes should have no impact on the Memberships ability to enjoy their golf experience as they always have.
- b. Annual General Meeting
  - i. Date for the AGM will be 26 April. This is after the planned opening/first day of golf which is still tentatively (i.e. weather permitting) scheduled for 19 April however as this is Easter weekend it was felt that the AGM should be held later in the month.
  - ii. The agenda will include the following items:
    - Introduction / Welcome
    - Financial Report
    - Budget
    - Re-Org
    - Elections

- iii. It was decided that there should be one more executive Committee Meeting prior to the AGM. The date of Wednesday, 23 April 2014 was agreed upon.

**6. Closing remarks**

- a. The President thanked everyone for their time.

**7. Timing and Location of next meeting.**

- a. The next Meeting will be on Wednesday, 23 April 2014 at 1600 hrs in the clubhouse.

**8. Meeting adjourned at 1740 hrs**

**Recommended / Not recommended**

J. Clements  
GG&CC General Manager

**Recommended / Not recommended**

P. Beauchamp  
Lieutenant-Colonel  
President Garrison Golf Club

**Recommended / Not recommended**

F. Cleysen  
PSP Manager

**Approved / Not approved**

E.T. Padvaiskas  
Lieutenant-Colonel  
Deputy Base Commander

# GARRISON

## GOLF & CURLING CLUB

### **GARRISON GOLF CLUB EXECUTIVE MEETING HELD AT THE GG&CC CLUBHOUSE on 26 March 2014**

#### **Members**

P. Beauchamp (President)  
C. Rickett (Vice President)  
R. Lloyd (Club Captain)  
S. Gordon (Men's Captain)  
A. Paziuk (Ladies Captain)  
B. Allan (Handicap & Rules Chair)  
T. Burgess (Marshal Chair)

#### **Ex-Officio**

J. Clements (General Manager)

#### **Absent**

R. Asuncion (Jr Coordinator)  
I. Malinowski (Secretary)  
G. Gratton (Senior Coordinator)  
T. Brown (Member at Large)  
R. Ward (House Member)

#### **Agenda Item**

##### **1. Call to order.**

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- b. The Vice President informed the committee that due to recent operational decisions made without executive input being sought, he has decided to step down from his position and thus, effective immediately, he would no longer be the Vice President of the Garrison Curling Club.
- c. The President stated that he understood the decision and thanked Chris for all of the hard work and dedication that he has put into the club over the past several years.

##### **2. Review of previous minutes.**

- a. There being no corrections required, it was moved that the minutes be adopted as written.

Motion: Marshal Chair

Seconded: Men's Captain

Carried



### **3. Financial Update**

- a. The GM presented the clubs financial status as at the end of February 2014 (attached)
- b. The GM presented the membership levels for this date as compared to this date last year. Full Memberships are down by 3 (2 Juniors and 1 Adult) while packages are up by 6. When packages are converted to memberships (40 X 18 hole rounds = 1 full member) the numbers are even from this time last year at 292.75

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- a. Terms of Reference (ToR) & Standard Operating Procedures (SOP's)
  - i. With the VP stepping down, the Rules and Handicap Chair volunteered to take over the coordination of the ToR.
  - ii. She stated that she would contact Chris and get any files that he was in possession of and that she would continue with the process.
- b. Marshalling
  - i. The Club Captain and the Marshalling Char have not had a chance to get together and discuss so this item will be put over until the May Meeting.
- c. Non-Members in Club Events
  - i. The Club Captain drafted a list of events detailing which ones non-members / package players could or could not enter. This will be formatted and posted to the website as soon as it is finalized.

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- a. Re-Org
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  - ii. Effective 01 April, the Retail Coordinator position would be eliminated and thus James would no longer be employed at the club. The GM stated for the record that James had been his right hand for close to a decade now and he would be sorely missed however the decision had to be made.
  - iii. The GM explained the rationale behind the decisions and that, while unfortunately, some staff were adversely affected by these decisions, they were made with the overall financial health of the GG&CC (Golf, Curling and Service Club) in mind.
  - iv. The GM assured the committee that these changes should have no impact on the Memberships ability to enjoy their golf experience as they always have.
- b. Annual General Meeting
  - i. Date for the AGM will be 26 April. This is after the planned opening/first day of golf which is still tentatively (i.e. weather permitting) scheduled for 19 April however as this is Easter weekend it was felt that the AGM should be held later in the month.
  - ii. The agenda will include the following items:
    - Introduction / Welcome
    - Financial Report
    - Budget
    - Re-Org
    - Elections

- iii. It was decided that there should be one more executive Committee Meeting prior to the AGM. The date of Wednesday, 23 April 2014 was agreed upon.

**6. Closing remarks**

- a. The President thanked everyone for their time.

**7. Timing and Location of next meeting.**

- a. The next Meeting will be on Wednesday, 23 April 2014 at 1600 hrs in the clubhouse.

**8. Meeting adjourned at 1740 hrs**

**Recommended / Not recommended**

J. Clements  
GG&CC General Manager

**Recommended / Not recommended**

P. Beauchamp  
Lieutenant-Colonel  
President Garrison Golf Club

**Recommended / Not recommended**

F. Cleysen  
PSP Manager

**Approved / Not approved**

E.T. Padvaiskas  
Lieutenant-Colonel  
Deputy Base Commander

# GARRISON

## GOLF & CURLING CLUB

### **GARRISON GOLF CLUB EXECUTIVE MEETING HELD AT THE GG&CC CLUBHOUSE on 23 April 2014**

#### **Members**

P. Beauchamp (President)  
D. Boucher (acting Vice President)  
R. Lloyd (Club Captain)  
S. Gordon (Men's Captain)  
A. Paziuk (Ladies Captain)  
T. Burgess (Marshal Chair)  
T. Brown (Member at Large)  
R. Ward (House Member)  
I. Malinowski (Secretary)

#### **Ex-Officio**

J. Clements (General Manager)  
J. Oscien (Men's Night Coordinator)

#### **Absent**

Vacant (Jr Coordinator)  
G. Gratton (Senior Coordinator)  
B. Allan (Handicap & Rules Chair)

#### **Agenda Item**

##### **1. Call to order.**

- a. The meeting was called to order at 16:00 hrs.
- b. The President welcomed LCol Denis Boucher and informed the committee that LCol Boucher had volunteered to serve as Vice President. The President stated that this position is appointed by the Base Commander but that he foresees no issues with the appointment and will be liaising with the Base Commander in short order.

##### **2. Review of previous minutes.**

- a. There being no corrections required, it was moved that the minutes be adopted as written.

Motion: Ladies Captain

Seconded: Men's Captain

Carried

### **3. Financial Update**

- a. The GM presented the clubs financial status as at the end of March 2014. (attached)
- b. The GM state that the financials show an operational Profit of \$9K for the year. Unencumbered cash is \$18K better than last year and the clubs share of the CBA is \$28.1K better than last year.
- c. Membership levels are only off by 8 members when compared to the same time frame last year. (attached)

### **4. Old Business**

- a. Terms of Reference (ToR) & Standard Operating Procedures (SOP's)
  - i. The President stated that work continues on these documents but that the Club Captain, Men's Captain and Ladies Captain positions will remain as part of the Executive Committee.
  - ii. The Handicap Chair continues to work on the ToR for future presentation to the committee.
- b. Elections
  - i. The president stated that due to the resignation of the former VP and several other positions (Marshaling Chair, Greens Chair and Member at Large) stepping down this year, he has asked that Rob Lloyd remain on as Club Captain to ensure that there is continuity on the committee.

### **5. New Business**

- a. Re-Org
  - i. The GM stated that Jessica Pelletier was the successful candidate for the Pro Shop Supervisor position and Sheryl Astley has been hired as the new Club Administrative Assistant.
- b. Website
  - i. The issue of website updates was brought up. More specifically, it was questioned as to why the website is so out of date. The GM responded that he was having a difficult time keeping up with competing priorities and that if a Member of the committee needed something updated, they should contact the webmaster, Andy Shankland, directly and just cc the GM.
- c. Opening Tournaments
  - i. It was suggested that the opening tournaments be moved back a couple weeks to allow for the possibility of better weather. It was decided that the Men's Opening would move to Saturday, 24 May and the Ladies opening would move to 17 May. To accommodate this, the greens aeration was rescheduled for the week of 05 – 09 May. (secretarial note: Due to wet weather and the desire of many members, greens aeration was rescheduled for 26 – 30 May)
  - ii. Tuesday Ladies and Thursday Men's will start on 06 and 08 May respectively.

### **6. Closing remarks**

- a. The President thanked everyone for their time.

**7. Timing and Location of next meeting.**

- a. The next Meeting will be the AGM on Saturday, 26 April 2014 at 0830 hrs in the clubhouse.

**8. Meeting adjourned at 1740 hrs**

**Recommended / Not recommended**

J. Clements  
GG&CC General Manager

**Recommended / Not recommended**

P. Beauchamp  
Lieutenant-Colonel  
President Garrison Golf Club

**Recommended / Not recommended**

F. Cleysen  
PSP Manager

**Approved / Not approved**

E.T. Padvaiskas  
Lieutenant-Colonel  
Deputy Base Commander

# GARRISON

## GOLF & CURLING CLUB

### **GARRISON GOLF CLUB EXECUTIVE MEETING HELD AT THE GG&CC CLUBHOUSE on 21 May 2014**

#### **Members**

D. Boucher (Vice President)  
E. Stevens (Club Captain)  
S. Gordon (Men's Captain)  
A. Paziuk (Ladies Captain)  
G. Gratton (Senior Coordinator)  
P> Jacobs (Green's Chair)  
T. Brown (Marshal Chair)  
R. Ward (House Member)  
I. Malinowski (Secretary)

#### **Ex-Officio**

J. Clements (General Manager)  
J. Oscien (Men's Night Coordinator)

#### **Absent**

P. Beauchamp (President)  
R. Asuncion (Jr Coordinator)  
B. Allan (Handicap & Rules Chair)  
Vacant (Member at Large)

#### **Agenda Item**

**1. Call to order.**

- a. The meeting was called to order at 16:00 hrs.

**2. Review of previous minutes.**

- a. The minutes from the Golf Executive Committee Meeting dated 23 April were reviewed and there being no corrections required, it was moved that the minutes be adopted as written.

Motion: Men's Captain

Seconded: House Member

Carried

- b. The minutes from the Golf Annual General Meeting dated 26 April were reviewed and there being no corrections required, it was moved that the minutes be adopted as written.

Motion: Men's Captain  
Seconded: Ladies' Captain  
Carried

### **3. Financial & Membership Update**

- a. The GM presented the clubs financial status as at the end of April 2014. (attached)
- b. The GM stated that the club is within 12.5 Members from the same time last year.

### **4. Old Business**

- a. Terms of Reference (ToR) & Standard Operating Procedures (SOP's)
  - i. The Handicap Chair continues to work on the ToR for future presentation to the committee.
- b. Marshalling
  - i. The Marshalling Chair stated there are five marshals and each is responsible for five tournaments as well as Wednesday intersection golf. The Vice President voiced a concern regarding extremely slow play during Wednesday intersectional. Marshaling Chair informed the committee that marshal directions are frequently ignored by Wednesday intersection players and that marshals have been yelled/cursed at if they suggest to a group to please speed up play. The Vice President stated that he would prepare a message for distribution to Intersection participants reinforcing the marshal's authority to direct the pace of play. If this direction is not adhered to, the players, if Members, will be reported and receive a letter from President for refusal to adhere to marshal direction. Non-members may be asked to leave the course.

### **5. New Business**

- a. Memorials on the course
  - i. At the AGM, it was suggested that memorials should no longer be prohibited on the course however there was some opposition to this. After some discussion it was decided that memorials should still be permitted however they should be done in a subdued manner. It was discussed that the photo's in the flower box on hole #7 represent a problem for several reasons as follows:
    - Photos are becoming faded
    - One of the photos was placed with some opposition from the family of the deceased
    - It is of some concern that in the event that a member passes away and no one places a photo of them in this spot that it could lead to some hurt feelings
    - Over time there will eventually be no room remaining.
  - ii. It was suggested that this issue be discussed with the ladies who look after the flowerbed and perhaps suggest that the photos be taken down and replaced with small brass plates which will take up less room and can be added to if and when necessary.

Secretarial note: the ladies Captain has discussed this issue with the Ladies who look after the flowerbed and it is reported that it was not well received. Further discussion will be required at the next Executive Meeting.

- b. Business Plan Update
  - i. PAL Media has been contracted by PSP to look after advertising sales on the Golf Course..
- c. Tournament Scheduling
  - i. Deadlines will now be set at Monday noon for Saturday tournaments and Tuesday noon for Sunday tournaments so that empty tee times can go out to the tee time reservation system lottery.
- d. Patio Improvements Update
  - i. The House Member stated that the outdoor trim has been stained and that a floating floor would be installed starting in June. He also suggested that the toilets in the Men's and Ladies' washrooms by the snack bar be replaced and that the lighting in these areas be improved upon.
  - ii. The GM stated that this could be looked at however only \$5K was budgeted for the project so we would have to wait and see how much the decking was going to cost before we could commit funds.
  - iii. The house member also stated that a tv monitor should be installed under the patio area for viewing events and weather updates.
  - iv. The GM stated that a 21" monitor would be a relatively inexpensive purchase and should be possible.
- e. Clubhouse Beautification
  - i. The house chair stated that the clubhouse aesthetics are out of date and need to be addressed. The GM stated that he is working on getting info regarding areas of responsibility and who will have to pay for the work. Once that is determined cost estimates can be obtained.
- f. Additional Course Clean Up
  - i. The Club Captain stated that he had a group of members who would like to do some additional cleanup work on the course. He has discussed the parameters of this work with the Superintendent and the work is planned to take place on a Tuesday afternoon but would not interfere with Ladies League play.
- g. Club Championship Tournament Dates
  - i. The Club Captain presented, to the Executive Committee, a plan to hold all Club Championships on the same weekend with the men's Club Championship taking place over 2 weekends.
  - ii. ALL the club championships will be held on the same weekend which will be July 6/7 (from blue tees ) and 13/14 for Men's Club Champion; Seniors, Ladies ( no recreational play) and Juniors will be July 13/14. Pairings and tee times will be done by an official draw, no more playing with a person of your own choosing as this will now be done in an official manner. Club Championship will be an official tournament, followed by dinner and trophy presentation by the President. If members have any questions/concerns they can take them up with the Club Captain. Club Captain will prepare a message regarding Club Championships for the GG website.

## **6. Closing remarks**

- a. The Vice President thanked everyone for their time.



**7. Timing and Location of next meeting.**

- a. The next Meeting will be on Wednesday, 25 June 2014 at 1600 hrs in the clubhouse.

**8. Meeting adjourned at 1800 hrs**

**Recommended / Not recommended**

J. Clements  
GG&CC General Manager

**Recommended / Not recommended**

P. Beauchamp  
Lieutenant-Colonel  
President Garrison Golf Club

**Recommended / Not recommended**

F. Cleysen  
PSP Manager

**Approved / Not approved**

E.T. Padvaiskas  
Lieutenant-Colonel  
Deputy Base Commander

# GARRISON

## GOLF & CURLING CLUB

### **GARRISON GOLF CLUB EXECUTIVE MEETING HELD AT THE GG&CC CLUBHOUSE on 25 June 2014**

#### **Members**

P. Beauchamp (President)  
D. Boucher (Vice President)  
S. Gordon (Men's Captain)  
A. Paziuk (Ladies Captain)  
T. Brown (Marshal Chair)  
B. Allan (Handicap & Rules Chair)  
I. Malinowski (Secretary)

#### **Ex-Officio**

J. Clements (General Manager)

#### **Absent**

E. Stevens (Club Captain)  
G. Gratton (Senior Coordinator)  
P. Jacobs (Green's Chair)  
R. Ward (House Member)  
R. Asuncion (Jr Coordinator)  
Vacant (Member at Large)

#### **Agenda Item**

##### **1. Call to order.**

- a. The President called the meeting to order at 16:15 hrs.

##### **2. Review of previous minutes.**

- a. The minutes from the Golf Executive Committee Meeting dated 21 May were reviewed and there being no corrections required, it was moved that the minutes be adopted as written.

Motion: Vice President

Seconded: Marshal Chair

Carried

##### **3. Financial & Membership Update**

- a. The GM presented the clubs financial status as at the end of May 2014. (attached as ANNEX A (hard copy only))

- b. The GM stated that the club is within 12 Members from the same time last year.

#### **4. Old Business**

- a. Terms of Reference (ToR) & Standard Operating Procedures (SOP's)
  - i. The Rules and Handicap Chair has compiled all of the various drafts and is ready to review. It was suggested that this will take some time and that a separate meeting should be scheduled sometime in November to review and adopt a formal set of ToR.
- b. Marshalling
  - i. VP addressed Marshalling of Intersection. The Pro Shop staff has helped with announcing start tee times. VP stated that the marshal, even though a volunteer, has the same authority as a course employee.
- c. Memorials on the Course
  - i. The Ladies' Captain stated that after a lengthy discussion with all involved, it has been decided that the photos in the garden at the 7th hole will be left up until faded and then taken down and not replaced. Rules Chair suggested that a policy be developed re: memorials on the course.
  - ii. VP volunteered to write this policy and send out a copy to executive members prior to the next meeting.
- d. Patio Improvements
  - i. The GM stated that the work will be completed between 08 and 10 July. After the costing of decking and ceiling fan, GM will see what money, if any, is left for new toilets and track lighting.

#### **5. New Business**

- a. Hours of Operation
  - i. The President and Vice President commented that the snack bar is often closed by the time members that play right after work finish nine holes and are in need of food & drink.
  - ii. Snack Bar is under Service Club and GM will look into perhaps shifting hours from 10a.m. - 5p.m. to 11a.m. - 6p.m. Hours cannot be extended this year as budget for 2014 has already been set.
  - iii. Extension of hours can be addressed for 2015.
- b. Rules & Handicap Update
  - i. The Rules and Handicap Chair presented a summary (attached as ANNEX B) of the Men's Opening
  - ii. After the Men's Opening, the Rules Chair stated that 72/90 scores were posted correctly. If anyone is not sure of how to do a tournament score, if they post the scores hole by hole then the computer will do it for them automatically.
  - iii. Rules Chair suggested a meeting between the Men's & Ladies Captains and Rules Chair to discuss the Rules of Golf for the Club Championships.
- c. Benches on Course
  - i. The Rules chair stated that some of the benches on the course are showing their age. Additionally, many of the benches are too high for some people and are not large enough to accommodate more than two people. It was suggested that the club look at replacing them, when financially possible, with a different pattern.

- ii. The GM asked what the committee thought of the “L” shaped bench near the 1<sup>st</sup> tee and the consensus was that this was a good option.
  - iii. The GM stated that he would discuss using this pattern with the Superintendent when new benches were obtained.
- d. Trap Rakes
  - i. The rules chair stated that more rakes are required for the traps.
  - ii. The GM stated that he would discuss with the Superintendent and see if we had any more available.
- e. Cleaning of Patio
  - i. Concerns were raised regarding the cleanliness of the patio outside the Pro Shop.
  - ii. The GM stated that he would discuss this with the responsible staff and have the issue corrected.
- f. New Tournament Proposal
  - i. The GM stated that he had received a request from the organizers of the “Leave the Streets Behind” golf tournament to have the club take over the running of the event. The RCL in Bath is not able to do it anymore and the organizers would like someone else to take it on thus moving the event from Loyalist to Garrison.
  - ii. It was the opinion of the committee that while it is a very worthwhile event, the club is having a hard time finding people to organize its current events and is therefore unable to take on this request.
- g. Red & White Tournament
  - i. The GM stated that there was no one currently looking after this event which is scheduled for next Tuesday.
  - ii. The President stated that this is a very important event and that he would look after the Wrap up by collecting all the flags at the end of the event.
  - iii. The Marshal Chair stated that he would come in early and brief everyone on the day of the event.
  - iv. The GM stated that he would ensure that the flags are ready to go in the Pro Shop.
  - v. The Ladies’ Captain volunteered to assist with organizing the winners.
- h. Garrison Family Fun Fest
  - i. The GM stated that the Garrison Family Fun Fest is scheduled for 13 September. Volunteers are required to man a booth for the GG&CC. This portion of the event will be similar to the Garrison Expo and will require people to hand out promotional literature and answer questions about the club as well as manning a BBQ for approx 3 hours.
- i. Digital advertising board
  - i. Info screen has been purchased by PSP and is up and running. Process for uploading ad content as well as club use is still being refined.
- j. Junior Program Request
  - i. The GM stated that the Junior Coordinator has requested money to award prizes each week to the Most Improved Junior.
  - ii. As this is an unbudgeted expense it was denied and the Junior Coordinator should be advised to submit a written request with a budget to be reviewed for the 2015/16 budget.

## 6. Closing remarks

a. The President thanked everyone for their time.

**7. Timing and Location of next meetings.**

a. The next Meeting will be on Wednesday, 23 July 2014 at 1600 hrs in the clubhouse.

b. The following meeting will be on Wednesday, 27 August 2014 at 1600 hrs in the clubhouse.

**8. Meeting adjourned at 1730 hrs**

**Recommended / Not recommended**

J. Clements  
GG&CC General Manager

**Recommended / Not recommended**

P. Beauchamp  
Lieutenant-Colonel  
President Garrison Golf Club

**Recommended / Not recommended**

F. Cleysen  
PSP Manager

**Approved / Not approved**

E.T. Padvaiskas  
Lieutenant-Colonel  
Deputy Base Commander

**GARRISON GOLF & CURLING CLUB**

**REPORT ON POSTING SCORES**

**EVENT: Men's Opening Day**

**DATE: May 24,2014**

**REVIEW DATE: June 4, 2014**

Posting your score is the responsibility of each player. Scores for this event should have been posted as a Tournament Score. A review of scores posted provided the Handicap Committee with the following results:

<b>Members playing in this event</b>	<b>93</b>
<b>Scores posted correctly</b>	<b>72</b>
<b>Scores posted NOT as a Tournament Scores</b>	<b>10</b>
<b>Scores posted with incorrect ESC</b>	<b>9</b>
<b>Scores NOT POSTED</b>	<b>2</b>

**CONGRATULATIONS** to those who have posted correctly.

Most wrong scores were posted because the Equitable Stroke Control was not applied.

**CORRECTIONS:** Please note that the committee has properly entered the appropriate score for each member who has erred in posting. Members will be advised appropriately.

If members have any questions regarding the Handicap System, any member of the Handicap Committee would be only too glad to provide you with the right response.

Your Handicap Committee

Barbara Allan  
Rob Lloyd  
Shane Gordon  
Colleen Ward  
Chris Rickett

# GARRISON

## GOLF & CURLING CLUB

### **GARRISON GOLF CLUB EXECUTIVE MEETING HELD AT THE GG&CC CLUBHOUSE on 23 July 2014**

#### **Members**

P. Beauchamp (President)  
E. Stevens (Club Captain)  
A. Paziuk (Ladies Captain)  
G. Gratton (Senior Coordinator)  
I. Malinowski (Secretary)

#### **Ex-Officio**

J. Clements (General Manager)

#### **Absent**

P. Jacobs (Green's Chair)  
R. Ward (House Member)  
R. Asuncion (Jr Coordinator)  
D. Boucher (Vice President)  
T. Brown (Marshal Chair)  
B. Allan (Handicap & Rules Chair)  
S. Gordon (Men's Captain)  
Vacant (Member at Large)

#### **Agenda Item**

##### **1. Call to order.**

a. The President called the meeting to order at 16:04 hrs.

##### **2. Review of previous minutes.**

- a. Under New Business, Para 5.b.iii should include Club Captain and Senior's Coordinator
- b. The minutes from the Golf Executive Committee Meeting dated 25 June were reviewed and there being no further corrections required, it was moved that the minutes be adopted as written.

Motion: Ladies Captain  
Seconded: Club Captain  
Carried

### **3. Financial & Membership Update**

- a. The GM presented the clubs financial status as at the end of June 2014.  
(attached as ANNEX A (hard copy only))
- b. The GM stated that the club is within 13 Members from last year.

### **4. Old Business**

- a. Patio Improvements Update
  - i. Ceiling fans have been purchased and are just waiting to be installed.
  - ii. To fix the dangerous step off issue, step down from patio closest to Pro Shop will be finished off and lattice added to that side.
  - iii. Patio table sets will not be subsidized anymore, so price now is \$795 not \$400.
  - iv. Table configuration will be looked at to try and keep chairs away from edge so people don't fall off while sitting in their chairs. Marshalling
- b. Memorials on the Course
  - i. A copy of the draft memorials policy was presented to the committee.
  - ii. It was motioned to adopt the policy as written.

Motion: Ladies Captain  
Seconded: Club Captain  
Carried

- c. Snack Bar Hours of Operation
  - i. The GM stated that the snack bar hours are set but that sandwiches, snacks and beverages are available out of the Pro Shop when the snack bar is closed.

### **5. New Business**

- a. Telephone Reservation System
  - i. The GM informed the committee that the server that hosts PhoneRez has finally died (estimated 12 years of age) and that the application will no longer be supported by the software provider after next year.
  - ii. A review of the data shows that less than 4% of the tee time reservations are made using PhoneRez thus the server will not be replaced as the expense would only assist for 1 year.
  - iii. To accommodate those few people who do not use WebRez, tee time permissions will be moved up from 9:00 PM to 5:00 PM so that members can call into the Pro Shop to book times while there are still staff on shift. WebRez will be configured to coincide with this.
- b. Memorial Bench Proposal
  - i. A group wants to buy and put a bench on Hole #3 in remembrance of a golfing buddy who recently passed away, but that hole already has a memorial bench on it.
  - ii. GM will ask them to choose another hole or if they would entertain the idea of purchasing a patio table set. The third option would be a bench near the forward tees on hole #3.
- c. Standing Tee Time
  - i. The GM has been approached by a member representing a group of approximately 20 members who all golf together on Thursday mornings. They have requested standing tee times as they participate in men's night and they come in the clubhouse after their round and spend money.



- ii. After discussion the committee rejected the proposal as it would set a precedent whereby other members would want the same privileges and allowing only a select group to do so would not be fair to all members.
- d. Club Championship
  - i. The Club Captain stated that the Championship weekend worked out very well.
  - ii. One suggestion was made by the Ladies Captain to market the event better as many ladies did not know that they were included and that there was a dinner.
  - iii. Next year it was suggested to please include a rep from each section, Men's Senior, Ladies & Junior
- e. Bush on Hole #6
  - i. The Club Captain stated that he would like to see the bush on hole #6 removed.
  - ii. The GM reminded the committee that this had been suggested in the past and that after consultation with a CPGA Class A Pro, a Golf Canada Level 4 Rules Official and Golf Canada Handicapping personnel and all have indicated that the bush is an integral part of the current course layout and that the course rating would be effected should it be removed.
  - iii. It was the position of the committee that the recommendation to remove the bush was previously denied for these reasons and there was no reason to revisit the issue.
- f. Course Volunteer Maintenance
  - i. The Club Captain stated that his volunteers will continue with the tidying of the course with the next focus being the bushes on the right and left of hole #11 and trimming back the trees on the right side of #15 so that people playing from the blue tees will have a better view of the out of bounds area.
- g. Garrison Family Fun Fest
  - i. The GM reminded the committee that volunteers were still required to man the GG&CC booth at the Garrison Family Fun Fest on 13 September.
  - ii. Volunteers should submit their names and hours of availability to the GM.

## **6. Closing remarks**

- a. The President thanked everyone for their time.

## **7. Timing and Location of next meetings.**

- a. The next Meeting will be on Wednesday, 27 August 2014 at 1600 hrs in the clubhouse.

Secretarial Note: The 27 August mtg has been postponed to 10 September to avoid conflict with the CAF National Golf Championships.

## **8. Meeting adjourned at 1800 hrs**

**Recommended / Not recommended**

J. Clements  
GG&CC General Manager

**Recommended / Not recommended**

P. Beauchamp  
Lieutenant-Colonel  
President Garrison Golf Club

**Recommended / Not recommended**

F. Cleysen  
PSP Manager

**Approved / Not approved**

E.T. Padvaiskas  
Lieutenant-Colonel  
Deputy Base Commander

# GARRISON

## GOLF & CURLING CLUB

### **GARRISON GOLF CLUB EXECUTIVE MEETING HELD AT THE GG&CC CLUBHOUSE on 08 October 2014**

#### **Members**

P. Beauchamp (President)  
E. Stevens (Club Captain)  
B. Allan (Handicap & Rules Chair)  
G. Gratton (Senior Coordinator)  
T. Brown (Marshal Chair)  
R. Ward (House Member)

#### **Ex-Officio**

J. Clements (General Manager)

#### **Absent**

D. Boucher (Vice President)  
P. Jacobs (Green's Chair)  
R. Asuncion (Jr Coordinator)  
Vacant (Ladies Captain)  
Vacant (Men's Captain)  
Vacant (Member at Large)  
Vacant (Secretary)

#### **Agenda Item**

##### **1. Call to order and Opening Remarks.**

- a. The President called the meeting to order at 16:05 hrs.
- b. The President stated that before the business of the committee commenced he had a few remarks to make. Several people have stepped down from their positions; Chris Rickett, the Vice President at the start of the season and now most recently Shane Gordon, the Men's Captain, Anna Paziuk, the Ladies' Captain and Irene Malinowski, the Committee's Secretary. All committee members for several years, their departure has left holes in the committee that will be difficult to fill.
- c. Over the past year there has been a noticeable shift in the atmosphere around the club in general and more specifically on the committee. The President stated that committee meetings used to be fun to attend. Everyone enjoyed themselves. This has changed. There seems to be more arguing and, even though people may have differences of opinion on certain matters, the way that these opinions are expressed is not conducive to a productive working environment. We need to start talking to each other.

- d. There was some discussion regarding the Men's Closing and criticisms that had been expressed about the running and organization of the event. The President stated that while there may or may not have been issues, the problem as he sees it is in how the events transpired and he reiterated that people need to discuss things, not argue about things.
- e. The President concluded by stating that with the Vice President being promoted and posted, his ability to transition into the President's role was not likely to be possible thus the President has stated that he will stay on for another year until such time as a suitable replacement might be found to recommend to the Base Commander for appointment to the position.

**2. Review of previous minutes.**

- a. The minutes from the Golf Executive Committee Meeting dated 23 July were reviewed and there being no further corrections required, it was moved that the minutes be adopted as written.

Motion: Senior's Coordinator

Seconded: Marshal Chair

Carried

**3. Financial & Membership Update**

- a. The GM presented the clubs financial status as at the end of August 2014. (attached as ANNEX A (hard copy only))

**4. Old Business**

- a. Garrison Family Fun Fest Volunteers
  - i. The GM stated that only one committee member volunteered to work the booth for the Family Fun Fest on September 6<sup>th</sup> despite the call for volunteers going out back in June. While the weather was disappointing that day, he reiterated that only one person volunteered.

**5. New Business**

- a. President's Appreciation
  - i. The GM handed out the invitations to the members present and stated that the rest of the invites had been mailed out.
  - ii. Invitation to the BComd and the DBComd/Chairman would be sent by the President.
- b. Red Tee Box on Hole #5
  - i. After much discussion on this matter, it was decided that, in an effort to speed up play and make the hole mor enjoyable for those persons who use the forward tees, the red tee box on hole #5 would be moved forward to the fairway tee box past the foot bridge.
  - ii. Rules and Handicap chair will obtain yardages and liaise with the GAO to determine course rating impact so that it can be accurately reflected on score cards for next season.
  - iii. Implementation will take place at the start of the 2015 season.

- c. Drop Zones on Holes # 6 and 13.
  - i. Hole 6 no longer seems to be an issue due primarily to the work done by the Club Captain and his group of volunteers.
  - ii. Hole 13 was discussed however, in accordance with the Rules of Golf, a drop zone can only be established if one or more of the rule options is not available. In the case of a ball going into the water, the 2 options available under the Rules of Golf are to either re-hit the ball or drop the ball, no closer to the hole, on the line between the pin and where the ball crossed into the hazard. On hole 13, both of these options are available thus the drop zone is not permitted.
  - iii. If a drop zone was created, the Handicap chair stated that she would not be able to certify any handicaps for the course.
  - iv. The question was asked as to why other courses had drop zones. It was suggested that if they do, they are contravening the rules of golf.
- d. Fairway Bare Spots
  - i. The House chair had asked for this item to be put on the agenda prior to some of the work being started and indicated that many of the issues he was wanting to discuss had already been addressed.
- e. Pro Shop Patio / Snack Bar Area
  - i. The House chair stated that he would like to see the patio expanded to the north end of the Pro Shop.
  - ii. There was some discussion about this but it was decided that the current size was adequate and with the amount of cart traffic in the area, it would become too congested.
- f. EpiPen for Pro Shop
  - i. The House Chair suggested that due to the number of bees on the course, perhaps it might be wise to purchase an EpiPen for the 1<sup>st</sup> Aid Kit in the Pro Shop.
  - ii. The GM stated that the issues with this are as follows:
    - Single use
    - One year shelf life
    - Cost approx \$120.00 each
    - Most people who need them carry one on them
    - Protocol dictates that you don't administer to someone if you don't know they are allergic thus the only people who this would benefit is the person who knows they are allergic and does not have one on them.
  - iii. The GM stated that he will not be purchasing the EpiPen for the Pro Shop.
- g. Tournament proposal
  - i. The GM presented a proposal from Rob Lloyd to run a 2 man scramble on the 18<sup>th</sup> of October open to Members and package players.
  - ii. A committee member stated that they had heard that the prizes were to be awarded in cash which is not permitted due to rules governing amateur status.
  - iii. The GM stated that in his conversation with Mr. Lloyd, Mr. Lloyd had clearly stated that his intent was to award prizes in the form of gift certificates thus the rumor about cash prizes was false.
  - iv. The committee was in agreement that the event would be allowed to proceed.

- h. 2015 GAO Events Request
  - i. The GM stated that once again the Golf Association of Ontario was looking for clubs to host next seasons Provincial qualifying tournaments.
  - ii. The GM presented the list of events and the committee decided that the Men's BETTER Ball and the Senior Men's Amateur would be good events.
  - iii. The GM will contact the GAO and select dates for the events.
- i. Handicap Report
  - i. Handicap Chair stated that the Men's Closing had 71 scores posted and only 14 had to receive letters. All scores were posted within 1 week of the event which was a great improvement.
- j. Senior Coordinator
  - i. The Seniors Coordinator stated that Danny Gagnon and Wade Wright were the winners of the city J.L. Edwards Best Ball competition this year. Well done.
  - ii. He asked if he submitted a write up, could it be posted.
  - iii. The GM stated that if he was provided with a write up, he would post it on the website as well as on social media and it would be distributed to our media partners.

**6. Closing remarks**

- a. The President thanked everyone for their time.

**7. Timing and Location of next meetings.**

- a. The next Meeting will be on Wednesday, 26 November 2014 at 1600 hrs in the clubhouse. The focus of this meeting will be to discuss the Terms of Reference.

**8. Meeting adjourned at 1745 hrs**

**Recommended / Not recommended**

J. Clements  
GG&CC General Manager

**Recommended / Not recommended**

P. Beauchamp  
Lieutenant-Colonel  
President Garrison Golf Club

**Recommended / Not recommended**

F. Cleysen  
PSP Manager

**Approved / Not approved**

E.T. Padvaiskas  
Lieutenant-Colonel  
Deputy Base Commander

# GARRISON

## GOLF & CURLING CLUB

### **GARRISON GOLF CLUB EXECUTIVE MEETING HELD AT THE GG&CC CLUBHOUSE on 26 November 2014**

#### **Members**

P. Beauchamp (President)  
E. Stevens (Club Captain)  
B. Allan (Handicap & Rules Chair)  
R. Ward (House Member)

#### **Ex-Officio**

J. Clements (General Manager)

#### **Absent**

D. Boucher (Vice President)  
G. Gratton (Senior Coordinator)  
T. Brown (Marshal Chair)  
P. Jacobs (Green's Chair)  
R. Asuncion (Jr Coordinator)  
A. Paziuk (Ladies Captain)  
Vacant (Men's Captain)  
Vacant (Member at Large)  
Vacant (Secretary)

#### **Agenda Item**

##### **1. Call to order and Opening Remarks.**

- a. The President called the meeting to order at 16:05 hrs.
- b. The President thanked everyone for taking the time to attend. The Terms of Reference discussion has been a very long process however we are getting close to having a working document and the primary purpose of this meeting is to further the process.

##### **2. Review of previous minutes.**

- a. The minutes from the Golf Executive Committee Meeting dated 08 October were reviewed.
- b. It was observed that para 5C sub iv should read "The question was asked as to why other courses had drop zones //insert// "for the above mentioned situations".
- c. There being no further observations, it was moved that the minutes be accepted as written with the above mentioned correction.

Motion: Rules & Handicap Chair  
Seconded: House Chair  
Carried



### **3. Financial & Membership Update**

- a. The GM presented the clubs financial status as at the end of October 2014. (attached as ANNEX A (hard copy only))
- b. The GM stated that we are up 9.875 (after package to membership conversion) members from this time last year however it is still early and these numbers are no indicative of any particular trend.

### **4. Old Business**

- a. Red Tee Box on Hole #5
  - i. The Rules & Handicap chair stated that she had not contacted the GAO yet as she was under the understanding that there were additional changes to be proposed and that it would be easier to include them all in one query to the GAO.
  - ii. There was some discussion about any future changes and it was decided that should they take place the impact would be minimal thus the query could be staffed to the GAO now.
  - iii. The Rules & Handicap Chair said that based on this info she would take the information to the GAO now.
- b. GG&CC hosting of GAO events in 2015
  - i. The GM stated that he had sent the proposal off to Larry Longo but had not received a response.
  - ii. The Rules and Handicap Chair stated that Larry Longo was no longer with the GAO and that Dave Colling should be contacted.
  - iii. Secretarial note – The GM has since been in contact with the GAO and the proposed events have already been scheduled elsewhere however the GM is in discussion with the GAO to host a combined Senior men's and Bantam Boys qualifier on one of the Monday's in July.

### **5. New Business**

- a. 2015 Membership Pricing
  - i. The GM presented the proposed Membership Pricing for 2015. He stated that the impact was \$50.00 per person for all Adult membership categories as well as some minor increases to storage options (lockers, club storage and cart storage).
- b. Course conditions
  - i. It has been noticed that the course is not being respected in the same manner as it would be during the regular golf season. Divots are not being replaced and ball marks are not being fixed.
  - ii. He stated that there were really only 2 options. One would be to close the course entirely; the other would be to let it go and try to encourage people to be mindful of these issues.
  - iii. The president asked if the GM could put a notice on the website reminding golfers that if the course is not respected, it will be closed.
  - iv. Secretarial note – notice was placed on website and in social media the following day.

- c. Plaques
  - i. The house chair stated that we have many plaques for events that have not been run in some time. With the declining wall space he would like to remove these plaques and place in storage. In addition, he would like to repurpose one of the plaques to replace the damaged "Presidents Cup" plaque.
  - ii. Moving forward it was suggested that any plaques that are no longer current should be removed at that time.
  - iii. All the members present were in agreement.
- d. Terms of reference
  - i. The Committee then broke into a discussion group regarding the Terms of Reference.
  - ii. The Rules and handicap chair took the notes and will edit the draft document accordingly. It will then be emailed to all of the attendees for concurrence. The final step will be to approve it at the next meeting.

**6. Closing remarks**

- a. The President thanked everyone for their time.

**7. Timing and Location of next meetings.**

- a. The next Meeting will be on Wednesday, 28 January 2015 at 1600 hrs in the clubhouse.

**8. Meeting adjourned at 1845 hrs**

**Recommended / Not recommended**

J. Clements  
GG&CC General Manager

**Recommended / Not recommended**

P. Beauchamp  
Lieutenant-Colonel  
President Garrison Golf Club

**Recommended / Not recommended**

F. Cleysen  
PSP Manager

**Approved / Not approved**

E.T. Padvaiskas  
Lieutenant-Colonel  
Deputy Base Commander