

Rossmoor Women's 18 Hole Golf Club

Board Meeting Minutes
Creekside Club Room and ZOOM
January 9, 2023 at 9:00am

Meeting called to order at 9:00 am by Margo Dutton

Present at Creekside: Margo Dutton, Laura Kim, Daisy Soo Hoo, Claudia Terry, Joyce McCann, Denise Pratt, Teddi Swanson, Toni Snyder

Attending via ZOOM: Mary Jean Kidd, Lana Yagle, Robin Moreau, Judy Moran

Minutes from 11-14-22 meeting approved by Teddi Swanson, seconded by Denise Pratt.

Captain's Report – Margo Dutton: Meetings to follow Robert's Rules of Order; Most club business to be done at meetings; Introduction of new Meeting Agenda format:

Meeting Agenda:

#	Topic	Report By	Time (min)
1	Call to Order	Margo	2
2	Minutes (Corrections/Approval)	Judy	2
3	Board Meeting Format	Margo	10
4	Membership Directories	Laura	5
5	Process & Procedure Document	Laura / MJ	5
6	Schedule (Regular/Enhanced)	MJ	5
7	Event Planning Process/Kick Offs/v	MJ	5
8	Launch Party Planning/Kickoff	Margo / Daisy	10
9	Surveys	Margo / MJ	10
10	Rules Gala	Joyce	5

Membership Directories – Laura: Membership Directory is ready to go out to membership. Board approval issued to sell directories for \$1 at the launch party with 25-30 printed, more to be printed as needed. See Committee Reports for additional info.

Process & Procedure Document – MJ: A document has been produced to combine multiple documents into one and is now posted on the website. Read through it – send MJ or Laura comments or concerns. See Committee Report for additional info.

Schedule – MJ: Enhanced Schedule is posted on the website under “documents”.

Event Planning Process – MJ: Volunteer sheet was emailed to Board Members. Use it to request help from volunteers for event planning. Use Golf Genius to sign up volunteers – Laura can help set that up.

Launch Party Planning: The Launch Party is February 2. Planning meeting to immediately follow this Board Meeting.

Surveys – MJ: Have had good feedback so far. Relevant info is included in the Committee Report.

Rules Gala – Joyce: Have had positive response to providing more rules classes (on the course classes well received). Introduce new rules for 2023 (possibly provide new rulebooks). Board consent issued to hold a Rules Gala event similar to what was done previously. Per MJ, there is already money in the budget for this event. Possibility of having an NCGA

representative included. Goal is to make this event fun! Suggestion to ask NCGA if they have special prizes that could be purchased.

Committee Reports:

Co-Captain – Toni Snyder: Deadline for NCGA sign-up is coming up in mid-January. The NCGA website has the new rules and lots of info for cool upcoming events. Mentioned Ted Bentley and the Golf Advisory Meetings – and encouraged everyone's support of the clubhouse during rainy period when the course is not open for golf.

Treasurer's Report Out: 01/03/23 – Mary Jean Kidd, Treasurer

The club is financially stable. There is a possibility of increasing some payouts due to increase in number of club members.

Overall Budget: See attached for budget/actuals (*2023 Budget 010323.pdf*)

Cash on Hand	\$ 20,054.81	Bank balance
Projected Income	\$ 39,744.00	
Projected Expenses	\$ 46,944.47	Allocated to future expenses
Hole In One Fund	\$ 1,358.00	
EBTP Fund	\$ 213.97	
Reserve Fund	\$ 8,000.00	
Operations Fund	\$ 3,292.37	

Holiday Party: See attached for details (*Holiday Party Income & Expenses121722.pdf*)

	Income	Expense
Budget Allocation	\$ 500.00	
Donations	\$ 300.00	
Entry Fees	\$ 2,360.00	
Music		\$ 400.00
Room, Food, Drinks		\$ 2,550.68
Total	\$ 3,160.00	\$ 2,950.68
Net Income / Expense		\$ 209.32

Finance Committee Report Out – Mary Jean Kidd

Next steps:

1. Assess Operations Fund to determine if we need to increase sweeps and other prize funds or allocate \$ differently.
2. Assess Reserves Fund goals for 2023 – goals for how much income we want to generate. (Denise raised question about why we need \$12K. Do we?)
3. Based on this, determine which 2023 events can be used to raise funds. Do we need to plan for raffles or not?
4. Develop strategy and plan for fundraising
 - develop materials & process for soliciting sponsorships (\$500 or more)
 - develop materials & process for soliciting donations

Rules Report – Joyce McCann

1. Launch plans. Need a table. Will have a new Rules Quiz and golf ball prizes for anyone willing to answer a question (hopefully Mark will donate the balls). Will try to get some new Rule Books donated by NCGA. Also, will give info about monthly On-Course Rules classes.

2. Other Rules events planned for the year.

- a. Team Play Rules class – To be discussed with Daisy.

b. Rules Gala 2.0 on **August 28th**. Board issued consent to holding this event.

Membership Report – Teddi Swanson

We currently have 113 members: 2 are social members, 10 are new members and 9 are sponsored guest members. Teddi plans to contact new members prior to the Launch Party to meet and greet. Social members can “follow-the-field” but can’t win prizes.

Past Captain Report – Daisy Soo Hoo

No Report

EBTP Report – Daisy Soo Hoo/Karla Witte

All 14 team Presidents will meet on March 1st at Contra Costa Country Club for Spring meeting. Contra Costa CC is the Director of the league this year. First match is scheduled for April 6 at Sequoyah Country Club. Plan to send EBTP information to membership a week before the Launch Party.

Team shirts purchased last year will be used again this year. Found two shirts on Amazon that will match our current shirt for those that do not have team shirts. Will bring samples to Board meeting and Launch party.

Social Committee Report – Lana Yagle: Now a committee of 4. Have contacted vendors and planned menus for the Launch Party. Decorations focused on things already on hand. More discussion of the Launch Party to occur at the Launch Party meeting following the Board Mtg.

Publicity – Claudia Terry: Discussed maintaining the Past Champion’s list and suggests eliminating the “deceased” list. Also mentioned that the “Rules Corner” on the website is being re-worked to make it more user friendly.

Technical Committee Report Out – January 2023 – Laura Kim

1. **Enhanced 2023 Schedule** available on website: <https://www.rossmoorgolf.com/wp-content/uploads/2023/01/2023-Schedule-of-Events-Enhanced.pdf>. Includes key dates for board planning, elections etc. Also updated on Google calendar.

2. New **Policy & Procedures** available on website: <https://www.rossmoorgolf.com/wp-content/uploads/2022/12/Rossmoor-18ers-Policy-and-Procedures.pdf>.

Replaces these documents:

- a. Standing Rules
- b. Information and Procedures
- c. Thursday Tournament Procedures
- d. Hole-in-One Procedures
- e. Major Tournament Descriptions

3. Member survey

- 33 responses
- Both assigned pairing & create own 4some preferred
- Folks are willing to pay for lunches
- feedback re food and need to improve and vary it

- too many raffles
- Golf Genius training desired by many
- High interest in rules classes

4. **Holiday Party survey**

- 60 responses (30% from non-attendees)
- 85% enjoyed socializing
- 50% did not have positive rating of food; lots of comments re food, price
- 67% drank wine
- 50% liked music a lot
- Even split re whether it was a good format for year end ceremonies
- Lots of comments re not being able to hear ceremonies
- 55% of those not attending did not like the format
- For future events:
- 42% Sit down lunch
- 6% Sit down dinner
- 29% cocktail party
- 23% mix of formats

5. **Membership** updated in various systems (MemberPlanet/NCGA, Golf Genius, Google Contact (for eblasts). The 2023 directory will be distributed to Membership for printing. Can print up a booklet version for those that can't print one and sell for \$1 at the Launch to recoup paper and toner charges if Board is agreeable to this. [Board agreed to charging \$1 per booklet].

6. Annual year-end website maintenance taking place (year-end awards uploaded; final 2022 photo gallery uploaded; new pages and menu items for 2023 news and results added; About Us list of board members updated; most improved list updated; past captains & champions and past board members areas updated.

7. Developed GG online sign-up for special events (i.e. Launch) to tap into volunteer pool when needed by Event chair. This is a temporary link: <https://18ershelf.golfgenius.com>. Eventually the volunteer sign-ups can be part of the <https://18ers.golfgenius.com> link.

UPCOMING EVENTS:

Date	Day	Activity	Chairs
9-Jan	Week of	Winter Newsletter	
		Event Planning - Launch Party (2/2)	Kick-off Team
		Event Planning Invitational (6/1)	Kick-off Team
15-Jan	Sunday	Deadline for NCGA GHIN -- billing happens	Membership / Handicap Committee
20-Jan	Friday	Membership Directory published	Tech Committee
2-Feb	Month of	Launch the Season and General Meeting	Margo Dutton/Daisy Soo Hoo
13-Feb	Monday	Board Meeting	

Next Meeting: General Meeting on February 2; Board Meeting on February 13.
Meeting Adjourned at 9:45 (followed immediately by Launch Party meeting)