

Rossmoor Women's 18 Hole Golf Club

Board Meeting Minutes
Creekside Bunker Room and ZOOM
January 8, 2024 at 9:00am

Meeting called to order at 9:00 by Toni Snyder

Present at Creekside: Denise Pratt, Toni Snyder, MaryJean Kidd, Teddi Swanson, Joyce McCann, Claudia Terry, Laura Kim, Robin Moreau, Lana Yagle, Liz James, Marsha Jennings, Pat McSween, Daisy Soo Hoo, Mirna Wong

Attending via ZOOM: Judy Moran

Absent: none

Meeting Agenda:

#	Topic	Report By	Time (min)
1	Call to Order	Toni	2
2	Minutes (Corrections/Approval)	Judy	2
3	Captain's Updates	Toni	10
4	Treasurer's Report	MJ	5
5	End of Year Gifts: who, what, when?	MJ	5
6	Updates: Launch Party	Toni	5
7	Event Planning: Target Kick off dates for Rules, Spring Fling, Invitational	Toni	5
8	Other Business, Report Out ?s	Board	5
9	Adjournment		

Meeting Minutes:

Vote to approve the December 11, 2023 Board Meeting Minutes:

Motion by: Denise Pratt Seconded by: Robin Moreau

The minutes are approved.

AGENDA ITEM DISCUSSION:

Captain's Updates: Some schedule changes to come but won't affect events currently listed.

Treasurer's Report: See report below. Nothing additional to report.

Year End Gifts: Last year coolers were given to Lily (rec dept) and Armando (room set-up). Ground-crew received coolers plus \$25.

For next year, the Board approves:

(14) Ground-Crew: \$25 gift card each

Pro Shop: Jacque: \$100, Wayne & Brent: \$50, Jerry & Zac: \$25

Mark and Blake: \$30 bottle of wine

Lily and Armando: \$25 gift card

Launch Party Update: Margo, Toni and Lana. Chinese New Year theme / Chinese buffet.

Event is Feb. 1 at 11:30 to 1:30. Lily needs room layout by the 25th.

Golf Genius to be set-up for signups. Claudia will write article for the paper (run 2 wks).

Amenities under development. Red envelopes, fortune cookies.

Alcohol: MJ will send info of what was used last year. Might need add'l bottles of wine.

Tables: Open Day / Golf Genius / Rules & Games / EBTP / Birdies, Eclectic & Tourns.

Anticipate approx. 70 attendees

Board agrees to sell directories for \$2 each

Agenda to include introduction of new members

Event Planning:

March 25 Rules Seminar:

Joyce coordinating. Will focus on "specialized" rules. Possibly invite men.
Joyce might need help answering questions at the event.
Will have access to entire Event Center depending on number of attendees. Committee will include Joyce, Laura, MJ and Liz.
Joyce and Liz will prepare an article for publication in Rossmoor News.

March 28 Spring Fling:

Myrna possibly available to chair. Will need help. Marlene might be able to advise.
Daisy will help to coordinate with Toni etc.

Invitational:

Denise and a group will chair (Gail, Maryann, Myra, Ann, Denise)
Will set up kick-off meeting to determine what's needed, order tee prizes.
Toni will help find sponsors. No car this year (too stressful!)

Other Business:

From Laura: Would like to pass the Newsletter production to someone else (asking for volunteers) – or not do them anymore. There is one for winter, then no more. Liz volunteers to think about taking it on. It was agreed that the newsletters are great – they add color and humanize the club. They provide more info than the newspaper can including special rules, procedures, etc.

From Lana: The first Guest Day is May 30 - Invitational / Practice. Lunch? MJ suggests no lunch since it's too close to another event where there will be a lunch. The Event Center is reserved for that day.

From Joyce: Spoke with 9ers about Rules Classes (since the 9ers have reduced their Board and eliminated their Rules Committee). Suggestion is to hold off on including the 9ers in the Rules Classes for now but might re-visit the topic later.

COMMITTEE REPORTS:

Treasurer's Report: – Mary Jean Kidd:

Overall Budget: See attached for budget/actuals (*2024 Budget 010124.pdf*)

Cash on Hand	24,465.45	Bank balance
Projected Income	46,310.00	
Projected Expenses	56,991.27	Allocated to future expenses
Hole In One Fund	1,158.00	
EBTP Fund	165.55	
Reserve Fund	8,000.00	
Operations Fund	4,460.63	

Administrative outlays this past month include:

Zoom license	\$149.90
Captain's gift	\$100.00
Engraving	\$ 25.13
Pro shop gifts	\$250.00
Groundscrew, Mark & Blake	\$395.68
End of year Board event	\$167.57
M. Marcotte Hole in One	\$100.00
Payouts (pro shop credit)	
Eclectic	\$322.00
Birdies	\$316.00
Most Improved	\$ 50.00
Charm	\$ 50.00

Holiday Party: See attached for details (*Holiday Party Income & Expenses121823.pdf*)

	Income	Expense
Entry Fees	2,370.00	
Budget Allocations	3,065.00	
Food, Prizes, etc		4,543.98
Total	\$ 5,435.00	\$ 4,543.98
Net Income/Expense		\$ 891.02

Final 2023 Budget with Actuals: See attached for details (*2023 Budget w Actuals Final 123123.pdf*)

Membership Report: – Teddi Swanson. 10 new members. Some members have not reviewed – will follow up to contact if necessary. Teddi validated sponsored guests list. There are currently 3 spots available (one for our club).

Technical Committee Report Out: Laura Kim / MJ Kidd

The 2024 Membership updates have been in progress over the past week. This includes

- Adding/removing members in MemberPlanet. Verifying information transferred to the USGA GHIN Admin Portal.
- Golf Genius League roster for the 18ers will be loaded after January 7 and verified.
- The contact list on Google was updated 1/3/24: Old members are deleted. New membership count is 116. Board member count is 16.
- The Membership Directory will be published by mid-January.

The Website is getting ready for the new season by finalizing the 2023 results: <https://www.rossmoorgolf.com/2023-results/> (take a look!) and creating 2024 pull-downs for the News Articles.

The Policy & Procedures document is being updated. The last major piece is finalizing the 2-day Handicap and Club Championship format. (I will coordinate with Marsha and Jacque).

Action Item (2 minutes discussion so please read this):

The Quarterly Newsletter has been published 5 times since October 2022 by MaryJean. Should we continue this for 2024? If so, we need someone on the Board to step forward and take this responsibility for 2024. Here are the details:

- The past issues are in Word for Winter, Spring, Summer, and Fall. They can serve as a template for newsletter articles.
- The Winter 2024 issue is almost ready to be sent out next week, so this leaves 3 more to do. Life is getting better.
- The Tech Committee can assist with the publication.

The alternative option is to point our membership to the News Articles on the website: <https://www.rossmoorgolf.com/womens-18-hole/archive/womens-18ers-news-articles-2023/>. These articles appear in the Rossmoor News sent in by our Publication Committee. The Newsletter addresses more pertinent issues for the 18ers such as the Launch Party, new 2024 Handicap rules, policy & procedures, etc.

Tournament Report: Marsha Jennings

Handicap Report: Daisy Soo Hoo

The 2024 World Handicap System education test for Club Handicap Chairs just became available on January 1. I will take the test this month. Will need Laura's assistance until I get up to speed.

New Handicap Procedures - Comments submitted by Claudia: I hope I'm not stepping on your toes, Daisy, but I just finally read the new handicap procedures that kick in today and it is a significant change that maybe we should alert the membership to?

It's on the third page of the PDF here: <https://www.usga.org/content/dam/usga/pdf/2024-revision/2024-WHS-Change-Summaries-USGA.pdf#page3>

Basically, when we don't play all the holes in a round, they want us to post hole by hole for only the holes we played and then let the system calculate what the unplayed holes should be for you that day. (We used to post net par for unplayed holes.)

It's already hard enough getting some people to post, and posting hole by hole might make them even more reluctant, but that's what they want from us now...

Laura Kim adds: That is a perfect article for the Newsletter. I'll put it in there. The plan is to get it out mid month after our 2024 membership is uploaded to the 2024 contact list in Google.

Rules Report – Joyce McCann

2024 Rules Seminar scheduled for March 25.

Invitees. I have decided we should invite RMGC in addition to 18ers and 9ers.

Launch. Should there be something about the Rules Seminar at the EBTP table?

Team. Appreciate input on this, but I think help will be needed for:

Sign-ups and Blasts

Publicity

Managing questions (depending on number of attendees)

Suggested schedule prior to Seminar.

FEB 21 1st article appears in Rossmoor News

FEB 23 Open sign-up link and blast to all groups

WEEK OF MAR 4 Meet with Lily to finalize arrangements and pay \$

MAR 6 2nd article appears in Rossmoor News

MAR 8 Re-blast link to all groups

MAR 25 Rules Seminar

On-Course Rules Classes

Update on idea of opening our On-Course Rules classes to the 9ers.

East Bay Team Play (EBTP) Report – Karla Witte + Pat McSween Nothing to report.

Past Captain Report – Margo Dutton. Nothing to report.

Golf Advisory Report – Robin Moreau. Nothing to report.

Social Committee Report – Lana Yagle: Nothing to report.

Publicity Report – Claudia Terry / Liz James: Nothing to report.

UPCOMING EVENTS:

Date	Day	Activity	Chairs
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2-Jan	Tuesday	Finalize 2024 Roster for Directory	Tech Committee
8-Jan	Monday	Board Meeting	
8-Jan	Week of	Winter Newsletter	
		Event Planning - Launch Party (2/1)	Kick-off Team
		Event Planning Rules Seminar (3/25)	Kick-off Team
		Event Planning Spring Fling (3/28)	Kick-off Team
		Event Planning Invitational (6/5-6/6)	Kick-off Team
15-Jan	Monday	Deadline for NCGA GHIN -- billing happens	Membership /Handicap Committees
19-Jan	Friday	Membership Directory published	Tech Committee
1-Feb	Thursday	Launch the Season and General Meeting	Toni Snyder / Margo Dutton
12-Feb	Monday	Board Meeting	

OFFICERS:

1	<i>Captain</i>	Toni Snyder	2	<i>Co-Captain</i>	Mirna Wong
3	<i>Treasurer</i>	MaryJean Kidd	4	<i>Secretary</i>	Judy Moran

COMMITTEE CHAIRS:

1	<i>Membership</i>	Teddi Swanson	<i>EBTP</i>	Karla Witte / Pat McSween
2	<i>Technology</i>	Laura Kim / MJ Kidd	<i>Past Captain</i>	Margo Dutton
3	<i>Tournament</i>	Marsha Jennings	<i>Golf Advisory</i>	Robin Moreau
4	<i>Handicap</i>	Daisy Soo Hoo	<i>Social</i>	Lana Yagle
5	<i>Rules</i>	Joyce McCann	<i>Publicity</i>	Claudia Terry / Liz James

Next Board Meeting: February 12, 2024

Meeting Adjourned at: 10:18am

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	2023	Income \$					Expense \$							
2		Budgeted	Projected	Actual	Per Person / Event	Budgeted #	Budgeted	Projected	Paid	Profit / Loss	Projected Profit	Allocated from Club Dues	Raffle	Type / Details
3	Membership Dues													
4	Women's Social only	-	-	15.00	15.00									
5	Women's Club - 1/2 year	-	-	150.00	30.00									
6	Women's Club	6,000.00	-	7,500.00	60.00	100								
7	Women's Club NCGA - Basic	3,705.00	-	4,485.00	39.00	95	3,705.00		5,169.00					
8	Women's Club NCGA - new GHINs	245.00	-	784.00	49.00	5	245.00	-						
9	Hole in One	90.00	-	565.00	5.00	90	-	-	700.00					
10	Activities													
11	Launch The Season	1,400.00	-	1,725.00			1,226.60	-	1,698.12	26.88				
12	Birdie Fund		-	328.00				-	316.00					
13	Eclectic Entry Fee		-	332.00				-	332.00					
14	Spring Fling												Y	
15	Charity Tournament	5,040.00	-	5,700.00			4,934.08	-	5,505.88	194.12	105.92			
16	Guest Days		-	-		2	220.00	-	120.00		-	220.00		room setup, golf balls= \$110 per event
17	Invitational	16,500.00	-	17,579.08			15,786.00	-	16,408.80	#####	714.00			
18	Handicap Tournament	480.00	-	555.00			876.00	-	705.37			275.00		
19	Blue & White	460.00	-	620.00			450.00	-	422.31	197.69	10.00			
20	Summer Splash	3,600.00	-	4,245.00			3,133.80	-	3,633.30	611.70	466.20		Y	
21	EBTP at Rossmoor	5,460.00	-	5,340.00			5,336.00	-	5,091.03					profit goes into separate fund
22	Classic Tournament	520.00	-	711.00			937.20	-	971.26			275.00		
23	Rules Seminar	-	-	-			260.00					215.00		
24	NCGA Open Day - Rossmoor	-	-	2,665.00			-	-	2,569.94	95.06				budget driven by NCGA
25	Cocktail Party	-	-	760.00			-	-	633.74	126.26	-			
26	October Charity - Maui	2,520.00	-	6,732.10			2,512.04	-	6,732.10	-	7.96			
27	Championship Tournament	650.00	-	390.00			1,112.50	-	634.07			320.00		
28	Halloween Tournament	765.00	-	1,020.00			720.55	-	946.75	73.25	44.45			
29	Holiday Party	2,700.00		2,370.00			2,734.90	-	4,543.98		-	3,065.00		use \$215 from Rules + \$100 from Guest Days + 2000 Oper Fund to supplement
30	Thursday Golf Sweeps						1,350.00	-	1,713.40			1,936.00		weekly awards
31	Charm Day Winner						115.00	-	182.82			140.00		6 towels * 15 / 50 award
32	Most Improved Player						25.00	-	50.00			50.00		awards
33	Engraving (captain's plaque)						150.00	-	25.13		-	150.00		
34	East Bay Team Play													
35	Dues						30.00	-	30.00		-	30.00		
36	Meetings						100.00	-	48.00		-	100.00		
37	NCGA													
38	Club Dues						75.00	-	36.00		-	75.00		
39	NCGA/ WGNCA Regional Meeting				35.00	2	70.00	-			-	70.00		
40	Rules Seminar						215.00	-			-	215.00		
41	Administrative													
42	Zoom						120.00	-	104.93		-	120.00		
43	Website			412.50			75.00	-	550.00		-	75.00		3yr fee (125)
44	Rossmoor Activities Council						40.00	-	49.80		-	40.00		\$.35+5(annual fee)
45	Storage Locker Fee						10.00	-	10.00		-	10.00		

	A	B	C	D	E	F	G	H	I	J	K	L	M	N		
1	2023	Income \$					Expense \$									
2					Per Person / Event	Budgeted #										
		Budgeted	Projected	Actual			Budgeted	Projected	Paid	Profit / Loss	Projected Profit	Allocated from Club Dues	Raffle	Type / Details		
46	Board Luncheon						150.00	-	167.57		-	150.00				
47	Captain's Gift						100.00	-	100.00		-	100.00				
48	Flowers and Misc Gifts						100.00	-	57.62		-	100.00				
49	Pro Shop Gifts & groundscrew						400.00	-	645.68		-	400.00				
50	Software						450.00	-	531.00		-	450.00				
51	Bank Fees						80.00	-	21.77		-	80.00		checks		
52	Miscellaneous Expenses							39.00	80.00	-	599.60		-	80.00		Bd mtg room rental + office suppli
53	New Member Orientation								-	-			-			
54	Donation to Jr Girls								-	-			-			
55	2023 TOTALS	50,135.00	0.00	65,022.68			47,924.67	0.00	62,056.97	2,495.24	1,348.53	8,741.00				
56	Budgeted Income vs Budgeted Expense						2,210.33									
57	ACTUALS: Income vs Expense						2,965.71									
58																
59	CASH on Hand								22,458.45				Bank balance + cash on hand			
60	Projected Income								0.00							
61	Projected Expenses								0.00							
62	Hole in One Fund								723.00							
63	East Bay Team Play Fund								165.55							
64	Reserve Fund								8,000.00							
65	2024 Membership Dues								11,467.00							
66	Operations Fund								2,102.90							

	A	B	C	D	E	F	G	H	I	K	L	M	N
1	2024	Income \$					Expense \$						
2		Budgeted (minus dues allocation)	Projected	Actual	Per Person / Event	Budgeted #	Budgeted	Projected	Paid	Projected Profit	Allocated from Club Dues	Raffle	Type / Details
3	Membership Dues												
4	Women's Social only	-	-	-	15.00	-							
5	Women's Club - 1/2 year	-	-	-	30.00	-							
6	Women's Club	6,000.00	-	6,960.00	60.00	100	-	-	-				
7	Women's Club NCGA - Basic	4,600.00	-	5,336.00	46.00	100	4,600.00	5,336.00	-				
8	Hole in One	90.00	-	435.00	5.00	90	-	-	-				
9	Activities												
10	Launch The Season	2,250.00	2,250.00	-			2,067.75	2,067.75	-	182.25			
11	Birdie Fund	-	-	390.00	5.00		-	390.00	-				
12	Eclectic Entry Fee	-	-	350.00	5.00		-	350.00	-				
13	Spring Fling	6,200.00	6,200.00	-			5,827.20	5,827.20	-	372.80		Y	
14	Rules Seminar	-	-	-			380.00	380.00	-	-	380.00		
15	EBTP at Rossmoor	5,340.00	5,340.00	-			5,140.40	5,140.40	-				profit goes into separate fund
16	Spring Charity Tournament	-	-	-			-	-	-	-			removed from calendar for 2024
17	Casual Guest Days	-	-	-		2	80.00	80.00	-	-	80.00		\$40 closest to pin payouts per day
18	Classic Tournament	720.00	720.00	-			920.40	920.40	-	74.60	275.00		
19	Invitational	18,180.00	18,180.00	-			17,573.32	17,573.32	-	606.68			
20	Handicap Tournament	450.00	450.00	-			699.00	699.00	-	26.00	275.00		
21	Blue & White	550.00	550.00	-			542.50	542.50	-	7.50			
22	Championship Tournament	720.00	720.00	-			960.40	960.40	-	79.60	320.00		
23	Summer Splash Guest Day	3,950.00	3,950.00	-			3,575.00	3,575.00	-	375.00		Y	
24	Cocktail Party	800.00	800.00	-			800.00	800.00	-	-			
25	Fall Charity	3,750.00	3,750.00	-			3,738.75	3,738.75	-	11.25			
26	Halloween Tournament	1,000.00	1,000.00	-			929.00	929.00	-	71.00			
27	Holiday Party	2,400.00	2,400.00	-			3,056.80	3,056.80	-	93.20	750.00		
28	Thursday Golf Sweeps						1,936.00	1,936.00	-		1,936.00		
29	Charm Day Winner						170.00	170.00	-		170.00		6 towels * 20 / 50 award
30	Most Improved Player						70.00	70.00	-	-	70.00		certificate frame / 50 award
31	East Bay Team Play												
32	Dues						30.00	30.00	-	-	30.00		
33	Meetings				25.00	3@2 events	150.00	150.00	-	-	150.00		
34	NCGA												
35	NCGA Regional Meeting				35.00	2	70.00	70.00		-	70.00		
36	NCGA Rules Training Seminar						215.00	215.00		-	215.00		
37	Administrative												
38	Zoom						150.00	150.00	-	-	150.00		
39	Website						130.00	130.00	-		130.00		domain name \$20 + hosting \$300 + \$200 support/ by 4 c

	A	B	C	D	E	F	G	H	I	K	L	M	N
1	2024	Income \$					Expense \$						
2		Budgeted (minus dues allocation)	Projected	Actual	Per Person / Event	Budgeted #	Budgeted	Projected	Paid	Projected Profit	Allocated from Club Dues	Raffle	Type / Details
40	Rossmoor Activities Council						48.75	48.75	-	-	48.75		#.35+5(annual fee)
41	Storage Locker Fee						10.00	10.00	-	-	10.00		
42	Board Luncheon						280.00	280.00	-	-	280.00		
43	Captain's Gift						100.00	100.00	-	-	100.00		
44	Captain Plaque Engraving						35.00	35.00	-	-	35.00		Captain plaque engraving
45	Flowers and Misc Gifts						100.00	100.00	-	-	100.00		
46	Pro Shop Gifts						400.00	400.00	-	-	400.00		
47	Software						450.00	450.00	-	-	450.00		Golf genius
48	Bank Fees						80.00	80.00	-	-	80.00		
49	Miscellaneous Expenses						200.00	200.00	-	-	200.00		office supplies \$100 + tax prep \$85
50	2023 TOTALS	57,000.00	46,310.00	13,471.00			55,515.27	56,991.27	0.00	1,899.88	6,704.75		
51	Budgeted Income vs Budgeted Expense						1,484.73						
52													
53	INCOME from dues 2024						6,960.00						
54	Club dues allocated EXPENSES						6,704.75						
55	Unallocated dues						255.25						
56													
57	CASH on Hand								#####				Bank balance + cash on hand
58	Projected Income								#####				
59	Projected Expenses								#####				
60	Hole in One Fund								1,158.00				
61	East Bay Team Play Fund								165.55				
62	Reserve Fund								8,000.00				
63	Operations Fund								4,460.63				
64													

END OF YEAR GIFTS & PAYOUTS

End of year:	Cash	Proshop credit	other gift	Holiday or thank you card	who	what	check request needed
Mark Heptig			\$25-30	1		buy gift	Y
Blake			\$25-30	1		buy gift	Y
Jacque	\$100			1		present gift	Y
Wayne/Brent	\$50*2=\$100			2		present gift	Y
Jerry/Zac	\$25*2=\$50			2		present gift	Y
grounds crew = 13			\$25x13=\$325	13		buy & present gift	Y
Lily & Armando				2		buy & present gift	Y
Marshalls				6		buy & present gift	Y
Captain	\$100					buy & present gift	Y
New captain - flowers			\$15			buy & present gift	Y
Eclectic		\$333			Tournament Chair	provide names/\$ to Jacque	N
Birdie Fund		\$328			Tournament Chair	provide names/\$ to Jacque	N
Charm Girl		\$50			Tournament Chair	provide names/\$ to Jacque	N
Most improved		\$50			Handicap Chair	provide names/\$ to Jacque	N

HOLIDAY PARTY INCOME & EXPENSES

	2023						
Holiday Party	ACTUALS 12/13/23				Assumptions:		
	#	Per Person	Income	Expense			
Entry Fee		30	-	-	Software Transaction fee = GolfGenius		
Event Costs	79	30	2,370.00	-	Event Center		
Prize Fund			-	-	Luncheon		
Other (Donations)			-	-			
Administrative Fee			-	-	club offsets:		
Meals Only			-	-	\$750 original allocation		
Club Offset / Budget Allocation			3,065.00	-	\$215 (rules seminar)		
Donations/Sponsors				-	\$100 (guest days)		
Software Trx Fees	76			85.32	\$2000 from EOY operations fund		
Magic Putts, Mulligans				-			
Other				-			
Beverages				143.11	eggnog & coffee donated		
Breakfast							
Snacks				61.99			
Lunch / Dinner				3,012.00			
Golf Shop Prizes							
Other Prizes				433.48			
Golf Shop Range Balls							
Golf Shop Cart Rentals							
Golf Shop Other							
Room Charges				60.00			
Other Golden Rain							
Raffle							
Misc Supplies							
Misc Supplies - paper goods				378.98			
Misc Supplies - Tables				79.33			
Misc Expenses (worksheet)				264.77			
Gift Cards							
Tips				25.00			
Total			\$ 5,435.00	\$ 4,543.98			
Net Income/(Expense)				\$ 891.02			
Includes: Fundraising - Raffle				-			
Includes Budget Allocaton			3,065.00				