

Rossmoor Women's 18 Hole Golf Club

Board Meeting Minutes
Creekside Bunker Room
April 8, 2024 at 9:00am

Meeting called to order at 9:01 by Toni Snyder

Present at Creekside: Laura Kim, Karla Witte, Mirna Wong, Daisy Soo Hoo, Teddi Swanson, Pat McSween, Liz James, Joyce McCann, Robin Moreau, Marsha Jennings, Lana Yagle and Toni Snyder

Absent: Claudia Terry, Margo Dutton, MJ Kidd and Judy Moran

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	Report outs: Rules Seminar, Spring Fling	Joyce, Daisy	10
6	Updates: Invitational	Denise	5
7	Updates: EBTP Rossmoor	Karla/Pat	5
8	Event Planning: Classic, Handicap - kickoffs		5
9	Other Business, Room Cancellations/payments, Report Out ?s	Board	5
10	Adjournment		

Meeting Minutes:

No meeting notes to approve this month.

AGENDA ITEM DISCUSSION:

Notes as submitted by Toni Snyder:

Treasurer's Report accepted as submitted via email from Mary Jean Kidd to board.

Rules seminar update: Joyce reported that 103 signed up but 80 actually attended the session. Discussions were great and Suzanne Olsen did a great job with presentation. The attendees appreciated the explanations and review. Meeting actually ran short of the hour and a half allotted.

Daisy reviewed Spring Fling and reported it was a great event with 128 attendees, 7 lunch only and making a \$1,000.00 profit. Goody bags were donated, raffle made \$353 profit, didn't spend much on decorations. Suggest 3 serving stations for large groups for faster food service and purchase more wine. Consider larger payout amount.

Karla and Pat reported EBTP hosted by Rossmoor is on track for 5/2/24. They are waiting for an estimate from Stan/Creekside and asking our members to volunteer for event.

Joyce reported that as new business we consider making preferred lies permanent. The board agreed and there will be an eblast sent to the members. Robin suggested checking with the NCGA for any posting/scoring issues.

Board members discussed reviewing the room reservations and Toni assigned Margo the duty of canceling any events scheduled but not used. Margo has agreed to take this on as past captain duty.

Board reviewed Guest Days for 2024 and agreed to the following:

May 30th is a casual guest day and a practice round for the June 6th Invitational. September 5th will be the Summer Splash or a formal guest day with breakfast and lunch served. Consider canceling or moving September 5th guest day, TBD.

Board decided that the Classic and Handicap Tournaments will be a box lunch in the Picnic Area (Classic) or Club Room (Handicap) and there will be a fee do \$20.00 charged for play and lunch. Lana and team will handle lunch details and Mirna and Toni will handle area set up. Marsha and Jacque will set up match details. Laura Kim needs all details in order to set up Golf Genius and tournament details.

The invitational committee working on event! There are 3 sponsors so far Rossmoor Realty, Lexus of Pleasanton and Dearborn & Associates! Waiting to hear from XFinity, Atria, Dr. Lee, VIP and Custom Exteriors.

COMMITTEE REPORTS:

Treasurer's Report: – Mary Jean Kidd:

The monthly report & the budget are attached.

Additionally, re the Classic and Handicap, here are some details from a budget perspective:
Classic Tournament: May 23rd

- § \$275 allocated from dues.
- § \$250 of the allocation is for payouts.
- § Room charge (Picnic area).
- § Stripe fee.
- § Attached Income & Expense report includes historical information including payouts.

Handicap Tournament: June 20th

- \$275 allocated from dues.
- \$250 of the allocation is for payouts.
- Room charge (Club Room).
- Stripe fee.
- Attached Income & Expense report includes historical information including payouts.

Overall Budget: See attached for budget/actuals (*2024 Budget 040424.pdf*)

Cash on Hand	21,023.32	Bank balance
Projected Income	36,860.00	
Projected Expenses	43,481.32	Allocated to future expenses
Hole In One Fund	1,183.00	
EBTP Fund	165.55	
Reserve Fund	8,000.00	
Operations Fund	5,053.45	

Administrative Income/Expenses:

Description	Income	Expense
East Bay luncheon		30.00
Bluehost (domain name registration)*		21.99
Total		51.99

*fee to be split across 4 golf clubs

Rules Seminar:

	Income	Expense
Dues Allocation	380.00	
Room		135.00
Total	\$ 380.00	\$ 135.00
Net Income/Expense	* from dues	\$ 245.00

Note – only expense was room; no income generated.

Spring Fling: See attached for details (*Spring Fling Income & Expenses 040424.pdf*)

	Income	Expense
Entry Fees	5,330.00	
Food & Drinks		2,716.64
Payouts		807.00
Room, Decorations, Tips, Supplies		1,085.91
Raffle	700.00	346.87
Total	\$ 6,030.00	\$ 4,956.42
Income from Raffle		\$ 353.13
Net Income/Expense		\$ 720.45

Membership Report: – Teddi Swanson

Membership: we have 121 members, 14 are new and 11 are sponsored.

Technical Committee Report Out: Laura Kim / MJ Kidd

1. The Policy and Procedures manual was updated to reflect board approvals from the Feb & Mar meetings. Review the document on the website if you have any questions or comments: <https://rossmoorgolf.com/womens-18-hole/documents-forms/>. (Will add Joyce's rule suggestion on "Resolving Rules Issues" if the board approves).
2. For discussion on the Classic Tournament (May15 & 23): Need to know the format for the two-day event and if there is an event chair assigned. Golf Genius registration is pending until there is a decision on the cost, etc.
3. RMGC will be hosting a Cinco de Mayo tournament on May 3 (Friday) with an 8:30 shotgun on Dollar. More details to follow.
4. Would EBTP (Karla/Pat) like to have volunteers register online for specific times/slots on GG for the May 2 event?
5. We've had 5 new members join since the first membership directory was published. Will send out an updated directory on May 1.
6. Website was temporarily down due to domain name registration issue. The issue has been resolved.

Tournament Report: Marsha Jennings Nothing to report

Handicap Report: Daisy Soo Hoo

Monitoring scores posted against tee sheets twice a week for Rossmoor rounds. Have only had to send four reminders to members. The four members have started posting scores on a consistent basis.

Rules Report – Joyce McCann

1. Special Rules Seminar on March 25th. About 80 of 103 sign-ups attended the seminar. **Feedback from Board members who attended would be appreciated.**
2. On-Course Rules Classes. This year the plan is to offer Basic Rules in 2 classes, Part 1 and Part 2. Rather than offering both classes automatically every month, they will be

offered based on demand. Both classes will be offered in April. Then, based on attendance in April, offered again in May, or in June after skipping a month, etc., etc.

3. Preferred Lies. The condition of the course justifies lifting the Preferred Lies Local Rule. However, based on discussions with Jacque, Janice, and Claudia, I would like to suggest leaving the Preferred Lies Local Rule in effect for 18er play year-round.
4. 18er policy for resolving rules issues. Should this policy be written down somewhere – i.e., in 18er Policies and Procedures? If yes, here is a draft of possible text –

“Rules issues arise during both Stroke and Match play that players are unable to resolve on their own. The Rules of Golf state that, in these cases, the ruling should be made by the “Tournament Committee”. The 18ers Tournament Committee is comprised of the Tournament, Rules, and Handicap Chairs. If Rules issues arise during play that cannot be resolved by players, the following procedure should be followed. First, players should bring the Rules question to the 18ers liaison professional in the pro shop as soon as possible. If the ruling is straightforward, the professional will make the ruling and then notify the 18er Rules Chair about the incident. The Rules Chair will inform the Tournament Chair and the Handicap Chair. If the ruling is not straightforward, the liaison professional will notify the 18er Rules Chair and the ruling will be made by the Tournament Committee.”

East Bay Team Play (EBTP) Report – Karla Witte + Pat McSween

Update from Karla

Pat and I created a Roster for 2024 season

1. New Roster allows the guest member to play once per season - Discussion
2. **Claremont Rescheduled Date October 15, 2024**
3. Shirts are in and Mark sent out announcement
4. May 2nd - volunteer sheet ready to go up. will post after the board meeting.

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
8-Apr	Week of	Aeration/ Back 9 TBD	
8-Apr	Monday	Board Meeting	
		Event Planning - Classic (5/16-5/23)	Kick-off Team
		Event Planning - Handicap (6/13)	Kick-off Team
11-Apr	Thursday	Thursday Play Day	
18-Apr	Thursday	Thursday Play Day	
25-Apr	Thursday	EBTP/Richmond	
25-Apr	Thursday	Thursday Play Day	
30-Apr	Tuesday	EBTP/Crow Canyon	
2-May	Thursday	EBTP/ROSSMOOR HOST	Karla Witte/Pat McSween
8-May	Wednesday	EBTP/Moraga	
9-May	Thursday	Charm & Eclectic #2	
13-May	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: May 13, 2024
Meeting Adjourned at 10:17am

18ers Event Income / Expense Report

Classic	BUDGETED				Assumptions:	ACTUALS 8/10/23				Assumptions:
	#	Per Person	Income	Expense		Per Person	#	Income	Expense	
Entry Fee		18			Software Transaction fee = GolfGenius	13				Software Transaction fee = GolfGenius
Event Costs	40	17	680.00			42	546.00			
Prize Fund					Club Offset from dues \$250 for prizes + \$25					Club Offset from dues \$250 for prizes + \$25
Other (Donations)										Sue Yoon donated \$165 for food
Administrative Fee	40	1	40.00							Fairway Room reserved
Meals Only				-						
Club Offset / Budget Allocation			275.00				275.00			
Donations/Sponsors							165.00			
Software Trx Fees	40	0.76		30.40	Blue Expense items can be reallocated as needed			27.88		
Magic Putts, Mulligans										
Other										
Beverages							13.37			
Breakfast										
Snacks										
Lunch / Dinner	40	15		600.00				660.75		California Pizza Kitchen package
Golf Shop Prizes				250.00				220.00		5 pizzas (6 slices) / 30 slices total
Other Prizes										salad
Golf Shop Range Balls										sweet tray (cookies & brownies)
Golf Shop Cart Rentals										sourdough bread/oil
Golf Shop Other										utensils & napkins
Room Charges				40.00				20.00		
Other Golden Rain										
Raffle										
Misc Supplies							19.26			vases
Misc Supplies - paper goods										Payouts
Misc Supplies - Tables										220
Misc Expenses										Overall
Gift Cards										40
Tips								10.00		1st
Total			\$ 995.00	\$ 920.40			\$ 986.00	\$ 971.26		2nd
Net Income/(Expense)				\$ 74.60				\$ 14.74		3rd
Includes: Fundraising - Raffle				-						15x2 x 3 flts
Includes Budget Allocaton			275.00					275.00		10x2x3 flts
										5x2x3

18ers Event Income / Expense Report

Classic	ACTUALS 8/11/22			Event Details		ACTUALS 8/26/21				
	#	Income	Expense			Income	Expense			
Entry Fee				BYO Lunchn						
Event Costs				Fairway Room		225.00				
Prize Fund				leftover sparkling water						
Other (Donations)				leftover wine						
Administrative Fee				cheese/crackers (Costco)						
Meals Only				bundt cupcakes						
Club Offset / Budget Allocation		125.00		corkage fee						
Donations/Sponsors										
Software Trx Fees				no fees collected						
Magic Putts, Mulligans										
Other				apples at che	18.2					
Beverages			19.98	cheese	56.95					
Breakfast				napkins	4.01					
Snacks			75.15	cups	24.46					
Lunch / Dinner				plates	17.38		211.60			
Golf Shop Prizes			122.00							
Other Prizes				Payouts	122					
Golf Shop Range Balls				1st	10x2					
Golf Shop Cart Rentals				2nd	7x2 x 3 flts					
Golf Shop Other				3rd	5x2x3 flts					
Room Charges			40.00	4th	3x2x3					
Other Golden Rain				5th	2x2x3					
Raffle										
Misc Supplies										
Misc Supplies - paper goods			45.85							
Misc Supplies - Tables										
Misc Expenses										
Gift Cards										
Tips										
Total		\$ 125.00	\$ 302.98			\$ 225.00	\$ 211.60			
Net Income/(Expense)			\$ (177.98)				\$ 13.40			
Includes: Fundraising - Raffle										
Includes Budget Allocaton			125.00				225.00			

18ers Event Income / Expense Report

Handicap	2024					2023					
	BUDGETED				Assumptions:	ACTUALS 6/15/23				Assumptions:	
	#	Per Person	Income	Expense		Per Person	#	Income	Expense		
Entry Fee		18			Software Transaction fee = GolfGenius	15	26			Software Transaction fee = GolfGenius	
Event Costs	25	17	425.00		Club Offset from dues \$250 for prizes + \$25	14		364.00		Club Room	
Prize Fund			-		Blue Expense items can be reallocated as needed						
Other (Donations)			-		very simple lunch					Club Offset from dues \$250 for prizes + \$25	
Administrative Fee	25	1	25.00			1		26.00		Sue Yoon donated \$165 for food	
Meals Only				-						\$15 charge pp	
Club Offset / Budget Allocation			275.00					275.00		Sweet Affair	
Donations/Sponsors								165.00			
Software Trx Fees	25	0.76		19.00		0.76			19.24		
Magic Putts, Mulligans											
Other										23 tournament players	
Beverages										26 lunch	
Breakfast											
Snacks											
Lunch / Dinner	25	15		375.00		18			385.54		
Golf Shop Prizes				250.00					240.00		
Other Prizes											
Golf Shop Range Balls											
Golf Shop Cart Rentals											
Golf Shop Other											
Room Charges				20.00					20.00		
Other Golden Rain											
Raffle											
Misc Supplies											
Misc Supplies - paper goods											
Misc Supplies - Tables					engraving				10.00	engraving	
Misc Expenses				35.00					30.59		
Gift Cards											
Tips											
Total			\$ 725.00	\$ 699.00				\$ 830.00	\$ 705.37		
Net Income/(Expense)				\$ 26.00					\$ 124.63		
Includes: Fundraising - Raffle				-							
Includes Budget Allocaton			275.00						275.00		
						What	Where	Qty	\$ pp	Cost	Line item
						Tablecloth	Dollar Tr	6 round + 2 long		10	29
						Food	Sweet Affair			297.19	18
						fruit	Costco			21.17	18
						fruit	Smart & Final			7.99	18
						potato sa	Smart & Final			25.98	18
						soda	Smart & Final			33.21	15
							Champion			70	
							2nd Place			50	
							3rd Place			40	
							4th Place			30	
							Match winners (10)			50	
						payouts	total			240	19

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	2024	Income \$					Expense \$							
2		Budgeted (minus dues allocation)	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	-								
5	Women's Club - 1/2 year	-	-	-	30.00	-								
6	Women's Club	6,000.00	-	7,260.00	60.00	100	-	-	-					
7	Women's Club NCGA - Basic	4,600.00	-	5,566.00	46.00	100	4,600.00	46.00	5,520.00					
8	Hole in One	90.00	-	460.00	5.00	90	-	-	-					
9	Activities													
10	Launch The Season	2,250.00	-	2,160.00			2,067.75	-	2,363.00	(203.00)	182.25			
11	Birdie Fund	-	-	430.00	5.00		-	430.00	-	-				
12	Eclectic Entry Fee	-	-	395.00	5.00		-	395.00	-	-				
13	Rules Seminar	-	-	-			380.00	-	135.00	-	-	380.00		
14	Spring Fling	6,200.00	-	6,030.00			5,827.20	-	4,956.42	1,073.58	372.80		Y	Raffle made \$353.13
15	EBTP at Rossmoor	5,340.00	5,340.00	-			5,140.40	5,140.40	-	199.60				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)	-	80.00		\$40 closest to pin payouts per day
18	Classic Tournament	720.00	720.00	-			920.40	920.40	-	(200.40)	74.60	275.00		
19	Invitational	18,180.00	17,180.00	1,000.00			17,573.32	17,573.32	-	606.68	1,106.68	500.00		
20	Handicap Tournament	450.00	450.00	-			699.00	699.00	-	(249.00)	26.00	275.00		
21	Blue & White	550.00	550.00	-			542.50	542.50	-	7.50	7.50			
22	Championship Tournament	720.00	720.00	-			960.40	960.40	-	(240.40)	79.60	320.00		
23	Summer Splash Guest Day	3,950.00	3,950.00	-			3,575.00	3,575.00	-	375.00	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	11.25			
26	Halloween Tournament	1,000.00	1,000.00	-			929.00	929.00	-	71.00	71.00			
27	Holiday Party	2,400.00	2,400.00	-			3,056.80	3,056.80	-	(656.80)	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	120.00	30.00	-	-	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	21.99	-	-	130.00		domain name \$20 + hosting \$300 + \$200 support/ by 4 c
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		

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	2024	Income \$					Expense \$							
2		Budgeted (minus dues allocation)	Projected	Actual	Per Person / Event	Budgeted #	Budgeted	Projected	Paid	Profit / Loss	Projected Profit	Allocated from Club Dues	Raffle	Type / Details
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			290.00			200.00	200.00	186.72	-	-	200.00		office supplies \$100 + tax prep \$89
50	2023 TOTALS	57,000.00	36,860.00	23,591.00			55,515.27	43,481.32	13,213.13	715.01	2,399.88	7,204.75		
51	Budgeted Income vs Budgeted Expense						1,484.73							
52														
53	INCOME from dues 2024						7,260.00							
54	Club dues allocated EXPENSES						7,204.75							
55	Unallocated dues						55.25							
56														
57	CASH on Hand								21,023.32					<i>Bank balance + cash on hand</i>
58	Projected Income								36,860.00					
59	Projected Expenses								43,481.32					
60	Hole in One Fund								1,183.00					
61	East Bay Team Play Fund								165.55					
62	Reserve Fund								8,000.00					
63	Operations Fund								5,053.45					
64														

18ers Event Income / Expense Report

		ACTUALS 3/28/24				
Spring Fling	Per Person	#	Income	Expense		
Entry Fee	40					
Event Costs		128	5,120.00			
Prize Fund						
Other (Donations)						
Administrative Fee						
Meals Only		7	210.00			
Club Offset / Budget Allocation						
Donations/Sponsors					2024	128+7 attend
Software Trx Fees				186.97	2023	121 attendee
Magic Putts, Mulligans					2022	141+3 attend
Other					2021	134 registre
Beverages				205.47		
Breakfast						
Snacks						
Lunch / Dinner				2,511.17		
Golf Shop Prizes				807.00		
Other Prizes						
Golf Shop Range Balls						
Golf Shop Cart Rentals						
Golf Shop Other						
Room Charges				95.00		
Other Golden Rain						
Raffle			700.00	346.87		
Misc Supplies				55.74		
Misc Supplies - paper goods				379.15		
Misc Supplies - Tables				93.06		
Misc Expenses				25.99		
Gift Cards						
Tips				250.00		
Total			\$ 6,030.00	\$ 4,956.42		
Net Income/(Expense)				\$ 1,073.58		
Includes: Fundraising - Raffle			353.13	\$ 720.45		
Includes Budget Allocaton						
	item	place	cost	line item		
	fees	stripe	186.97	12		
	Raffle	Pro shop	296.08	26		
	room rental	GRF	95	24		
	payouts	Pro shop	807	19		
	flowers	safeway	80.37	29		
	foamboard	CVS	9.28	26		
	raffle bags	Target	41.51	26		
	food	La Tapatia	2511.17	18		
	tip	La Tapatia	250	32		
	paper plates	Amazon	35.49	28		
	cups	Amazon	37.49	28		
	napkins	Amazon	27.48	28		
	tablecloths	Amazon	12.69	29		
	paper plates	Amazon	56.94	28		
	silverware	Amazon	129.07	28		
	containers	Amazon	25.99	30		
	chafing cans	Amazon	44.7	27		
	souffle cups	Amazon	20.74	28		
	napkins	Amazon	14.19	28		
	cups	Amazon	32.76	28		
	plates	Amazon	24.99	28		
	bowls	Amazon	11.04	27		
	drinks	safeway	67.32	15		
	drinks	Costco	138.15	15		
				4956.42		