

# Rossmoor Women's 18 Hole Golf Club

Board Meeting Minutes  
Creekside Bunker Room and ZOOM  
August 12, 2024 at 9:00am

**Meeting called to order at 9:00am by Toni Snyder**

**Present at Creekside:** Toni Snyder, MaryJean Kidd, Pat McSween, Marsha Jennings, Mirna Wong, Karla Witte, Lana Yagle, Teddi Swanson, Laura Kim, Joyce McCann, Liz James, Judy Moran

**Absent:** Daisy Soo Hoo, Robin Moreau, Claudia Terry, Margo Dutton

## **Meeting Agenda:**

<b>#</b>	<b>Topic</b>	<b>Report By</b>	<b>Time (min)</b>
1	Call to Order	Toni	2
2	Minutes (Corrections/Approval)	Judy	2
3	Captain's Updates - Set 2025 Dues, Brett's gift	Toni	10
4	Treasurer's Report, Approve 2025 Budget	MJ	5
5	Report outs: Blue & White, Championship	Laura/MJ	5
6	Updates: Summer Splash	Laura/MJ	5
7	Event Planning: Cocktail Party, unassigned events	Board	5
8	Nominating Committee Update	Laura	5
9	2025 Schedule Planning Updates	Board	10
10	Bylaws, Roles & Responsibilities – next steps	Laura/MJ	10
12	Adjournment		

## **AGENDA ITEM DISCUSSION:**

### **Meeting Minutes:**

Vote to approve the 07-08-24 Board Meeting Minutes and 07-18-24 General Meeting Minutes: Motion to approve by Marsha Jennings, Seconded by Toni Snyder. The minutes are approved.

### **Captain's Updates – Toni Snyder:**

**Brent Retirement** is effective the end of August. Party (coordinated by Mark Heptig) is scheduled for August 28. Motion by Karla, seconded by Teddi and approved by the Board to purchase a gift card of \$200. Toni will purchase and will provide a card.

**Update:** The club will contribute \$200 towards Brent's party and will provide a small gift.

**Room Training:** Lots of changes. Change coming to providing alcohol at events. **If we are to serve alcohol at an event where there is an entry fee, a liquor license is required unless Creekside is catering the event.** Going forward (in 2025) we will be required to pull a one-day license to include alcohol (license cost is \$50-\$100 depending on attendance). Must have the license at least 3 days in advance and can't request it more than 30 days ahead. Event coordinators will need to assess whether providing alcohol is worthy and will need to factor in the license. Events with alcohol may not be open to the public (but guests are ok). Attendees may bring their own alcohol if desired.

**Procedure for reporting Hole-in-one:** Email will be forthcoming to reiterate the procedure to report Holes-In-One and Eagles.

### **Treasurer's Report – MaryJean Kidd:**

**Club Dues** are currently \$60 plus required NCGA charge of \$46 (total dues are currently \$106). Discussion and Board motion by Marsha, seconded by MaryJean to increase

overall dues for 2025 by \$4 to \$110 total. The motion is approved. There is a possibility that NCGA will allow a refund for people that are paying the NCGA fee to multiple clubs; however, the entire \$110 will be required for the 18ers Club in 2025.

2025 Budget: Motion by Toni, seconded by Mary Jean to approve the 2025 budget as presented (including the \$4 increase in Club Dues). The Budget is approved.

Adding Eagles to Hole-In-One Award: The Board unanimously approves including Eagles on Par 4 or Par 5 holes to receive a monetary award effective in 2025 if Hole-in-One insurance has been purchased. Award to be based on gross Eagles (not Net). Amount of award and reporting procedure will be forthcoming.

Blue & White review: Event probably “broke even” – final accounting to come. There were some comments that the hot-dog rolls were too large (but Stan had made a concerted effort to provide them). There were no objections to the revised game format. Board discussion to address Jacque’s suggestion to change the name from “Blue & White” to “Blue & Red”. Motion by Marsha, seconded by Karla and approved by the board to change the name of the event to “Blue & Red”.

Club Championship review: Changing the event from 3 days to 2 days does not appear to have changed attendance. Discussed the possibility of moving the event to September or closer to the end of the season as a good way to wind up the season and hopefully have better weather. Discussed the food – sandwiches by Sweet Affair. They were good but large. There is a possibility Sweet Affair will provide half-sandwiches and salad for us at future events – ask Mirna for contact info.

Summer Splash review: Approx. 85 sign-ups so far. Things are looking good. Registration closes this Thursday.

Cocktail Social: Currently scheduled for September 9 is cancelled. This was an experimental event last year. Due to changes in alcohol policies and small number of attendees last year, the event for this year has been cancelled.

Charity Event: Scheduled for October 10. Doesn’t have a chair yet but needs to kick-off planning as soon as possible.

Nominating Committee (Laura Kim): Things are moving forward (see also notes below). Still searching for a secretary. Nomination deadline is in two weeks.

2025 Schedule Planning Update (MJ, Laura, Toni and Mirna). [The team is working](#) to stack events more equally. Need to meet with the Recreation Department to get rooms reserved. EBTP will need at least 3 potential dates for hosting at Rossmoor. Reminder to ensure that the Club Championship is not scheduled during aeration. There is a possibility Guests will be charged a fee next year – not yet finalized.

By-Laws, Roles & Responsibilities (Laura and MJ): Reminder to review both (they are included in these notes). Laura stressed to review Bylaws Article 4 – Board of Directors. The next Board Meeting will begin an hour early (at 8:00am) to discuss and hopefully finalize. The Goal is to finalize the Bylaws by October 1 for a vote on October 31 at the General Meeting.

## **COMMITTEE REPORTS:**

### **Treasurer's Report: – Mary Jean Kidd:**

**Overall Budget:** See attached for budget/actuals ([2024 Budget 080724.pdf](#))

Cash on Hand	20,836.50	Bank balance
Projected Income	12,620.00	
Projected Expenses	16,755.70	Allocated to future expenses
Hole In One Fund	1,198.00	
EBTP Fund	313.53	
Reserve Fund	8,000.00	

<b>Operations Fund</b>	<b>7,189.27</b>	
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**Blue & White:** See attached for details (*Blue & White Income & Expenses 072524.pdf*)

	<b>Income</b>	<b>Expense</b>
Entry Fees	1,220.00	
Food & Drinks		883.28
Payouts		145.00
GG fees, Room Charges, Tips		116.92
<b>Total</b>	<b>\$ 1,220.00</b>	<b>\$ 1,145.20</b>
<b>Net Income/Expense</b>		<b>\$ 74.80</b>

**Other Items:**

**Agenda Item: 2025 Budget Approval needed** - I am attaching 2 versions of the 2025 budget, version with existing dues and a 2<sup>nd</sup> version reflecting a \$4 increase in club dues per Toni’s request. 2<sup>nd</sup> version assumes Golf Genius will be used for Membership renewals / applications with an average fee of \$3.50 per application.

**Agenda Item: Including eagles in Hole in One fund (Eagle/HIO Fund)**

Joan Binnings has requested that the board discuss including payouts for eagles with the Hole in One fund. The hole in one fund would be repurposed to cover any hole in one and any eagle.

For the last 12 years, we have averaged 3 holes-in-one a year.  
 We collect \$5 per member for HIO fund, resulting in approx. \$450 collected each year.  
 Our current HIO fund balance is \$1,198.

A HIO is an eagle on a Par3.  
 Our club awards HIO and also has a Birdie Fund. But we don’t recognize eagles.

From golf sites:  
 “Only 1-2% of golfers score an ace in a year.”  
 “16% of holes-in-one are made by women and the average age of those women is 55.”  
 “Eagles are far rarer than birdies because they are considerably more difficult to make.”  
 “Amateurs have less than a 1% chance of making an eagle, especially high handicappers.”

**Nominating Committee: – Laura Kim**

The Nominating Committee (Barbara Musante, Karyl Toms and myself) met on July 26 with an action plan to reach out to the membership for the two open Executive Officers (Co-Captain and Secretary). At this point in time, Lee Shaffer has agreed to serve as Co-Captain. She was the past Diablo CC Captain and Co-Captain and comes with experience in this position. We are still searching for a secretary.

Some of the 2024 Committee Chairs have requested to step down from their positions so we are looking for members who would be interested in serving on these. There has also been an interest in serving on Committees that you may occupy. The Nominating Committee will forward these names to the 2025 Executive Officers who have the final decision to appoint Committee Chairs or Co-Chairs for 2025. The timeline will be after the Annual General Meeting in October when the election is held.

### **Membership Report: – Teddi Swanson**

We have 126 members and currently awaiting scorecards from a new member which will take our membership to 127.

### **Technical Committee Report Out: Laura Kim / MJ Kidd**

In keeping with the timeline and your approval at the July board meeting, MaryJean and I have updated our existing Bylaws for your review. We have also drafted the Roles and Responsibilities document. At our August Board meeting we need to discuss if a dedicated review session is needed to refine these documents.

To reiterate some of the key changes:

1. Align with the NCGA recommended guidelines.
2. Remove the specific Duties of Officers and Standing Committee Chairs in the Bylaws (Article V and VI) and create a separate Roles and Responsibilities document for these positions. This will allow the Board flexibility to make changes or updates to duties and responsibilities without having to go through the membership for approval.
3. Include language required by GRF on rules, policies and procedures for membership (recently added)
4. Review Article III - Membership, section 2, item c: added Honorary Membership.
5. Clarify, align, and consolidate topics in appropriate Articles and Sections in the Bylaws.

The goal is to finalize the Bylaws by October 1 in time for the 30-day review period by the membership. Vote to take place at the October 31 general meeting. The goal is to complete the Roles and Responsibilities document before the 2025 season begins.

The attached are in Word should you want to add comments directly into the document for discussion (use a colored font for visual readability). If you have specific questions, please send them by August 10 and we will compile them for the meeting. The existing Bylaws are on the website: <https://rossmoorgolf.com/womens-18-hole/documents-forms/> for your reference.

### **Tournament Report: Marsha Jennings**

I would like to know who runs the Halloween (Toni Snyder) and Thanksgiving tournaments and is there a separate budget. (Thanksgiving is a Normal Play Day).

**Handicap Report: Daisy Soo Hoo.** Reminder again to post all scores!

### **Rules Report – Joyce McCann**

#### **1. Hole #4 - confusion about when a ball is out of bounds**

White stakes have now been placed about 6 inches on the green side of the fence located down the slope to the left of the putting green on Hole #4. The fence formerly marked the boundary edge of the course, but the new white stakes now define the boundary edge. This change should avoid confusion about what to do when a ball ends up next to the fence. It should now be clear that such a ball is Out of Bounds (OB). But don't forget that, with this new configuration, the ball is OB only if the entire ball is outside the line of sight connecting the newly placed white stakes, which now define the boundary edge of the course.

#### **2. On-Course Rules Classes**

There were two sign-ups for the July On-Course Part 1 Rules class. Neither student showed up. So far, there is one sign-up for the August Part 2 class.

### 3. Suzanne Olsen

Over the past 6+ years, Suzanne has generously presented our yearly 18er sponsored Rules Seminar. She is coming to our September 5<sup>th</sup> Guest Day and I would like to briefly discuss how we might thank her by treating her to lunch and who might want to participate.

**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**

Just a reminder, if you don't have insurance on your golf carts, please check into it.

**Social Committee Report – Lana Yagle:** Nothing to report

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

### **UPCOMING EVENTS:**

Date	Day	Activity	Chairs
12-Aug	Monday	Board Meeting	
12-Aug	Monday	Set 2025 dues	Board
12-Aug	Monday	Approve 2025 budget	Board
		Event Planning - Charity (10/10)	Kick-off Team
		Confirm Room Reservations for 2025	Toni Snyder
15-Aug	Thursday	Charm & Eclectic #4	
22-Aug	Thursday	Summer Splash (Guest Day #2)	Laura Kim/MJ Kidd
28-Aug	Wednesday	<b>EBTP/Oakhurst</b>	
29-Aug	Thursday	Charm & Eclectic #5	
5-Sep	Thursday	Guest Day #3	?
9-Sep	Week of	Aeration/Front 9 TBD	
9-Sep	Monday	Board Meeting	
		Event Planning - Halloween (10/31)	Kick-off Team
		Event Planning - Holiday Party (12/12)	Kick-off Team
9-Sep	Monday	Cocktail Social	?

### **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: September 9, 2024

Meeting Adjourned at: 10:05am

	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	-	-	60.00	30.00	-								
6	Women's Club	6,000.00	-	7,500.00	60.00	100	-	-	-					
7	Women's Club NCGA - Basic	4,600.00	-	5,842.00	46.00	100	4,600.00	-	5,842.00					
8	Hole in One	90.00	-	475.00	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	-	-	450.00	5.00		-	450.00	-	-				
12	Eclectic Entry Fee	-	-	410.00	5.00		-	410.00	-	-				
13	Rules Seminar	-	-	-			380.00	-	135.00	-		135.00		
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	-	5,192.02	147.98				profit goes into separate fund
16	Spring Charity Tournament	-	-	-			-	-	-	-	-			removed from calendar for 2024
17	Casual Guest Days	-	-	-		2	80.00	40.00	40.00	-	-	80.00		\$40 closest to pin payouts per day
18	Classic Tournament	720.00	-	1,020.00			920.40	-	1,286.81	8.19	74.60	275.00		
19	Invitational	18,180.00	-	21,070.40			17,573.32	-	18,827.40	2,243.00	606.68	-		
20	Handicap Tournament	450.00	-	800.00			699.00	35.00	984.11	55.89	26.00	275.00		need engraving recpt/cost
21	Blue & White	550.00	-	1,220.00			542.50	-	1,145.20	74.80	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	897.00	1,039.00			1,936.00		
29	Charm Day Winner						170.00	125.00	45.00			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	40.00	88.97	-	-	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	-	587.00	-	-	587.00		Golf genius
48	Bank Fees						80.00	80.00	-	-	-	80.00		
49	Tax Prep						-	-	66.69			66.69		
50	Miscellaneous			290.00			200.00	-	186.72	-	-	200.00		office supplies \$100 + tax prep \$83
51	<b>2023 TOTALS</b>	<b>57,000.00</b>	<b>12,620.00</b>	<b>52,667.40</b>			<b>55,515.27</b>	<b>16,755.70</b>	<b>42,825.34</b>	<b>2,960.49</b>	<b>1,899.88</b>	<b>6,663.44</b>		
52	<b>Budgeted Income vs Budgeted Expense</b>						<b>1,484.73</b>							
53														
54	<b>INCOME from dues 2024</b>						<b>7,500.00</b>							
55	<b>Club dues allocated EXPENSES</b>						<b>6,663.44</b>							
56	<b>Unallocated dues</b>						<b>836.56</b>							
57														
58	<b>CASH on Hand</b>								<b>20,836.50</b>					<i>Bank balance + cash on hand</i>
59	<b>Projected Income</b>								<b>12,620.00</b>					
60	<b>Projected Expenses</b>								<b>16,755.70</b>					
61	<b>Hole in One Fund</b>								<b>1,198.00</b>					
62	<b>East Bay Team Play Fund</b>								<b>313.53</b>					
63	<b>Reserve Fund</b>								<b>8,000.00</b>					
64	<b>Operations Fund</b>								<b>7,189.27</b>					
65														

# 18ers Dues

<b>2025 Dues Breakdown</b>	<b>Amount</b>
<b>Club Dues</b>	<b>60.00</b>
<b>NCGA Fees</b>	<b>46.00</b>
<b>Total Dues</b>	<b>106.00</b>
<b>Hole-in-One (HIO) Insurance (optional)</b>	<b>5.00</b>
<b>Birdie Fund (optional)*</b>	<b>5.00</b>
<b>Eclectic (optional)*</b>	<b>5.00</b>



# 18ers Funds

4 distinct funds to manage club monies, reduce risk, align with non-profit best practices:

1. Operations Fund (for operational day to day expenses)
2. Reserves Fund (for unbudgeted, unplanned expenses – consider it insurance)
3. Hole in One Fund
4. East Bay Team Play Fund

## Reserve Fund Guardrails

- A. The Reserve fund is used for unforeseen expenses such:
- Non-refundable expenses (for example, canceled events with expenses have been pre-paid)
  - special assessments
  - legal fees
  - if Operations Fund is in the red, Reserves may be utilized as a last option.
- B. Use of the Reserve fund requires:
- Executive Committee approval
  - Board approval if not time sensitive

# *18ers Projected 2025 Finances*

At the end of 2024, club fund balances are projected to be:

<b>Fund*</b>	<b>Balance</b>
<b>Hole in One Fund</b>	<b>1,198.00</b>
<b>East Bay Team Play Fund</b>	<b>313.53</b>
<b>Reserve Fund</b>	<b>8,000.00</b>
<b>Operations Fund</b>	<b>6,825.00</b>

# *18ers Projected 2025 Finances*

The following additional expenditures have been approved since the last budget review (July 2023):

1. Increase year end gifts from \$400 to \$650
2. Add \$100 to support Welcome Gathering for new club members at beginning of year.

**Goal:** Dues should cover all core expenses (prizes, administrative, some social events):

- 2025 dues are estimated to be \$6,600 (\$60 per person/110 members).
- 2025 dues allocation totals \$7,131, and exceeds dues collected by \$531.
- However, our reserves can be used to cover this gap.

**Goal:** Maintain a balanced budget (income is greater than or equal to expenses):

- Projected 2025 budget excess (profit) = \$544.48.
- This money will be allocated to Operations Fund.

NOTE: If our 2025 membership increases to 120, the deficit in dues money will be erased (Row 4)

# How 18ers Membership Dues are Allocated



## Prizes – 42%

- ◆ Guest Days
- ◆ Thursday Golf (Sweeps)
- ◆ Handicap Tournament
- ◆ Charm Day Winner
- ◆ Classic Tournament
- ◆ Most Improved Player
- ◆ Championship Tournament



## Social Events – 21%

- ◆ Launch the Season
- ◆ Board Luncheon
- ◆ Holiday Party



## Administrative – 37%

- ◆ NCGA
- ◆ Bank Fees
- ◆ Membership Directory
- ◆ Rules Seminar
- ◆ Activities Council Fees
- ◆ Zoom License
- ◆ Website
- ◆ Golf Genius Software
- ◆ Appreciation (Captain, Pro Shop & Groundscrew, Other)
- ◆ Miscellaneous Expenses

# 2025 Dues Allocation – Detail

	social	prizes	admin		social	prizes	admin
Activities				Administrative			
Rules Seminar	380			Zoom			150
Casual Guest Days		80		Website			130
Classic Tournament	25	250		Rossmoor Activities Council			55
Handicap Tournament	25	250		Storage Locker Fee			10
Championship Tournament	50	270		Software			600
Holiday Party	750			Bank Fees			40
Thursday Golf Sweeps		1,936		Tax Prep			90
Charm Day Winner		170		Flowers and Misc Gifts			100
Most Improved Player		70		New Member Reception			100
East Bay Team Play				Miscellaneous			100
Dues			30	End of Year:			
Meetings			120	Board Luncheon	280		
NCGA				Captain's Gift			100
NCGA Regional Meeting			70	Pro Shop Gifts			650
NCGA Rules Training Seminar			215	Captain Plaque Engraving			35
				<b>2023 TOTALS</b>	<b>1,510</b>	<b>3,026</b>	<b>2,595</b>
					<b>0.21</b>	<b>0.42</b>	<b>0.36</b>
				<b>INCOME from dues 2025 (projected)</b>	<b>6,600</b>		
				<b>Club dues allocated EXPENSES</b>	<b>7,131</b>		
				<b>Overallocation</b>	<b>-531</b>		

18ers Event Income / Expense Report

Blue & White	ACTUALS 07/18/24				Assumptions:
	#	Per Person	Income	Expense	
Entry Fee		20			General Meeting
Event Costs	61	20	1,220.00		Donner Room
Prize Fund					Creekside for food
Other (Donations)					GG used
Administrative Fee					
Meals Only					58 players
Club Offset / Budget Allocation					
Donations/Sponsors					cash for Margo
Software Trx Fees	59	0.88		51.92	cash for Soonee
Magic Putts, Mulligans					late paymt Del GG
Other					59 GG + 2 cash
Beverages				20.31	
Breakfast					
Snacks					
Lunch / Dinner				862.97	
Golf Shop Prizes				145.00	
Other Prizes					
Golf Shop Range Balls					
Golf Shop Cart Rentals					
Golf Shop Other					
Room Charges				40.00	
Other Golden Rain					
Raffle					
Misc Supplies					
Misc Supplies - paper goods					
Misc Supplies - Tables					
Misc Expenses					
Gift Cards					
Tips				25.00	
<b>Total</b>			<b>\$ 1,220.00</b>	<b>\$ 1,145.20</b>	
<b>Net Income/(Expense)</b>				<b>\$ 74.80</b>	
Includes: Fundraising - Raffle				-	
Includes Budget Allocaton			-		

18ers Event Income / Expense Report

Blue & White	ACTUALS 7/6/23				Event Details
	Per Perso	#	Income	Expense	
Entry Fee	10				Cash only (no pymt th
Event Costs	9	62	620.00		BBQ / hot dogs
Prize Fund					General meeting
Other (Donations)					Donner Room
Administrative Fee					not charged for salads
Meals Only					
Club Offset / Budget Allocation					potato salad
Donations/Sponsors					cole slaw
Software Trx Fees					hot dogs
Magic Putts, Mulligans					tea, lemonade
Other					wine: used 5 white, 1
Beverages				79.36	Recommendations:
Breakfast					Bad acoustics in Donn
Snacks				76.11	
Lunch / Dinner				196.40	
Golf Shop Prizes					
Other Prizes					
Golf Shop Range Balls					
Golf Shop Cart Rentals					
Golf Shop Other					
Room Charges				20.00	
Other Golden Rain					
Raffle					
Misc Supplies					
Misc Supplies - paper goods				32.98	
Misc Supplies - Tables				17.46	
Misc Expenses					
Gift Cards					
Tips					
<b>Total</b>			<b>\$ 620.00</b>	<b>\$ 422.31</b>	
<b>Net Income/(Expense)</b>				<b>\$ 197.69</b>	
Includes: Fundraising - Raffle					
Includes Budget Allocaton					

18ers Event Income / Expense Report

Blue & White		ACTUALS 7/7/22				Event Details
		Per Perso	#	Income	Expense	
Entry Fee	ru GG)	10				Donner Room
Event Costs		9	47	470.00		Cash only (no pymt th
Prize Fund						BBQ / hot dogs
Other (Donations)						General meeting
Administrative Fee	s from Creekside	1				Gail Rameriz's small
Meals Only						
Club Offset / Budget Allocation						Feedback:
Donations/Sponsors						The beef and chicken
Software Trx Fees						The buns did not look
Magic Putts, Mulligans						Several bottles of win
Other	red					The fruit salad and po
Beverages						
Breakfast	er Room				111.35	
Snacks						
Lunch / Dinner		9			136.24	
Golf Shop Prizes						
Other Prizes						
Golf Shop Range Balls						
Golf Shop Cart Rentals						Recommendations:
Golf Shop Other						Purchase only beer an
Room Charges					20.00	Purchase better quali
Other Golden Rain						A vegetarian hot dog
Raffle						Board recommends d
Misc Supplies						
Misc Supplies - paper goods					11.37	
Misc Supplies - Tables						
Misc Expenses					7.17	
Gift Cards						
Tips						
<b>Total</b>				<b>\$ 470.00</b>	<b>\$ 286.13</b>	
<b>Net Income/(Expense)</b>					<b>\$ 183.87</b>	
Includes: Fundraising - Raffle						
Includes Budget Allocaton						



18ers Event Income / Expense Report

Blue & White		ACTUALS 7/8/21				
		#	Income			
Entry Fee						
Event Costs	ru GG)		455.00	365.00		
Prize Fund						
Other (Donations)						
Administrative Fee	grill was used for the event.					
Meals Only						
Club Offset / Budget Allocation						
Donations/Sponsors	hot dogs served were small					
Software Trx Fees	very appetizing					
Magic Putts, Mulligans	e that was not consumed.					
Other	tato salad was good.					
Beverages						
Breakfast						
Snacks						
Lunch / Dinner						
Golf Shop Prizes						
Other Prizes						
Golf Shop Range Balls						
Golf Shop Cart Rentals						
Golf Shop Other	d drinks if budget is tight.					
Room Charges	y hot dogs, sausages and buns.					
Other Golden Rain	option should be available too					
Raffle	fferent venue going forward					
Misc Supplies						
Misc Supplies - paper goods						
Misc Supplies - Tables						
Misc Expenses						
Gift Cards						
Tips						
<b>Total</b>			<b>\$ 455.00</b>	<b>\$ 365.00</b>		
<b>Net Income/(Expense)</b>				<b>\$ 90.00</b>		
Includes: Fundraising - Raffle						
Includes Budget Allocaton						

# Rossmoor Women's 18 Hole Golf Club Bylaws

## ARTICLE I – NAME

The name of this organization shall be **ROSSMOOR WOMEN'S 18-HOLE GOLF CLUB**, from now on referred to as the Club. The Club is a division of Rossmoor Golf Club, a California nonprofit mutual benefit corporation, which has qualified for income tax exemption under Section 501(c)(7) of the Internal Revenue Code.

## ARTICLE II – PURPOSE

**Section 1** The purposes of the Club are to:

- a. Promote and foster good fellowship among its members and the true spirit of the game of golf.
- b. Encourage conformance to NCGA/USGA Rules of Golf by creating a representative authority.
- c. Maintain a uniform system of handicapping as set forth in the NCGA/USGA Handicap System.
- d. Serve as a convenient body to promote and manage golf tournaments and other golfing events.

## ARTICLE III – MEMBERSHIP

**Section 1** The Rules, Policies and Procedures of the Golden Rain Foundation of Walnut Creek, including the GRF Guest Policy, are hereby incorporated by reference into the rules for membership in this Organization, and compliance therewith is expressly made a requirement for membership.

**Section 2** Membership shall be available to all women in the following classes of members who have made application and paid dues within the prescribed period:

- a. Full Members – women who reside in Rossmoor. Full Members may vote as provided in these Bylaws, hold office, and play in any Club events
- b. Sponsored Guest Members - women who do not reside in Rossmoor but are Sponsored Guest Golfers under GRF Policy 303.3. The total number of Sponsored Guest Members shall not exceed 10% of the Club's total membership. Sponsored Guest Members may not vote or hold office but may

# Rossmoor Women's 18 Hole Golf Club Bylaws

play in the Club's non-trophy events (provided there is space available and not filled by Full Members).

c. Honorary Members - Upon approval of the Board, an honorary **lifetime** membership may be given to a member to recognize their contributions to the Club and the golfing community. Honorary members are exempt from club dues, tournaments, and cannot hold office. Honorary members may participate in social events of the club.

**Section 3** The Fiscal Year shall be January 1 to December 31. Annual dues are set each year by the Board of Directors, from now on referred to as the Board, at the August meeting and shall be due and payable on a date specified by the Board. Annual dues include both NCGA membership dues and Club membership dues.

- a. Membership in the Club shall be for a calendar year only, with all memberships expiring on December 31<sup>st</sup>.
- b. New members who apply on or after July 1<sup>st</sup> shall pay the NCGA dues and one-half of the Club's dues.

**Section 4** For all Membership meetings, members will be notified at least two weeks in advance of any general or special meeting and the annual meeting.

Additionally, twenty percent (20%) of the membership shall constitute a quorum for all meetings. Proxy voting is not permitted.

The *Annual Membership* meeting of the Club shall be held in October each year at a place and time designated by the Board. At the annual meeting, the Club's officers and committee chairs will report on Club activities, and the members will vote on the election of officers for the following year and on such other matters as may be presented by the Board for member approval.

In addition to the Annual Membership meeting, a minimum of two (2) *General Membership* meetings shall be held each year. The dates of the meetings are at the discretion of the Board.

*Special Membership* meetings may be called at the discretion of the Captain or upon written request of not less than twenty percent (20%) of the Club, stating the nature of the business.

# Rossmoor Women's 18 Hole Golf Club Bylaws

## ARTICLE IV – BOARD OF DIRECTORS

- Section 1** The Club's affairs shall be conducted exclusively by or under the direction of the Board. The Board shall have full authority to establish and enforce Club policies, and to expend the funds of the Club for purposes it may deem necessary or proper and not inconsistent with these bylaws.
- Section 2** The Board shall be composed of four officers to be elected by the Membership. The officers shall consist of Captain, Co-captain, Secretary and Treasurer, and their duties shall be such as their titles would indicate and as outlined in the Roles and Responsibilities document maintained by the Board.
- Each year, committee chairs shall be appointed by the Captain with the approval of the elected officers and will align with the recommendations of NCGA to include: Handicap, Membership, Tournament, and Social.
- Section 3** Voting Power shall be restricted to the four elected officers and the past Captain.
- Section 4** The Board shall meet once a month. Five members shall constitute a quorum. The Captain may call special Board meetings at any time, and the Secretary shall give advance notice to each member of the Board, stating the nature of the business.
- Section 5** The members of the Board shall serve for a term of one year. Board members may serve consecutive terms if elected.
- Section 6** Should a vacancy occur in the office of Captain, the Co-captain shall succeed to the office of Captain. If a vacancy occurs in any other elective office, the Board shall elect a successor to fill the unexpired term of that office.
- Section 7** Failure of any Board member to attend three (3) consecutive meetings, unless excused by the presiding officer, shall have the effect of a written resignation. The vacancy thus created shall be filled in accordance with Section 6 of this Article.

## ARTICLE V - NOMINATIONS & ELECTIONS OF OFFICERS

- Section 1** In July, the Board shall appoint a Nominating Committee of three (3) members in the organization, exclusive of the existing officers. This committee shall prepare a slate of nominees for vacancies for elected officers and shall inform

# Rossmoor Women's 18 Hole Golf Club Bylaws

the membership by email, website or bulletin board at least four weeks prior to the election. In addition, the Nominating Committee will send out a general inquiry to membership soliciting volunteers to participate on any of the committees.

**Section 2** Nominees for Captain and Co-Captain must have previously served on the Board or as a Committee Chair or have had proven leadership experience in a recognized golf club for at least one year. Nominees for Secretary and Treasurer shall have had sufficient previous experience to enable them to perform their assignments.

**Section 3** The election of officers shall be held at the Annual Membership meeting in October. Additional nominations may be made from the floor, provided the consent of the nominee has been obtained prior to the meeting.

Provided that a quorum is established, the nominee receiving a majority vote of the members present at the meeting for each officer position shall be elected.

If only one candidate has been nominated for an office, the election of that officer may be held by a voice vote. If more than one candidate has been nominated for an office, the election for that officer shall be by secret ballot supervised by three judges appointed by the Captain who are not candidates.

## ARTICLE VI – AMENDMENTS

**Section 1** The Board shall have the power to repeal or amend any of these bylaws provided that such action shall not be effective until approved by membership as outlined below.

**Section 2** Any proposed amendment(s) to these bylaws shall be submitted in writing to the Board.

**Section 3** Any proposed amendment to the bylaws must be posted on the Club's bulletin board or sent by email to the membership at least thirty (30) days prior to the date set for the member vote on such proposed amendment.

**Section 4** Voting for amendments to the bylaws can occur at a Membership meeting or electronically. Twenty percent (20%) of membership is required to participate in voting on proposed amendments. Amendments are approved if two-thirds (2/3) of the voting members vote to approve the amendments.

# **Rossmoor Women's 18 Hole Golf Club Bylaws**

## **ARTICLE X – PARLIAMENTARY PROCEDURE**

Robert's Rules of Order, Revised, shall govern this Club in all cases to which they are applicable.

Revised 2006, 2009, 2017, 2018, 2020, 2021, 2024

**ROSSMOOR WOMEN'S 18-HOLE  
GOLF CLUB  
ROLES AND RESPONSIBILITIES**

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## INTRODUCTION

This document complements the Rossmoor Women’s 18-Hole Golf Club Bylaws and details the specific responsibilities for the Board members. The purpose of this document is to support board members and membership in understanding the duties of the board and committee chairs and to aid in knowledge transfer as new volunteers are engaged.

The Roles and Responsibilities document is available to all members. Changes to this document require Board review and approval.

NOTE for initial review: Black #s in each table represent duties listed in the 2023-2024 club’s bylaws. Blue #s are not listed in bylaws.

### A. CAPTAIN

#	Responsibility
1	Serve as chair of the Board
2	Preside at all regular and special meetings
3	Appoint chairs of the various Committees and others deemed necessary to the proper conduct of the organization
4	Ensure that the Bylaws and such rules and regulations as may be adopted by the membership are enforced
5	Oversee installation of new officers
6	Develop agendas & chair the three general membership meetings
7	Assign chairs to tournaments and social events: <ul style="list-style-type: none"> <li>a. Ensure chairs are responsible for following the club's Event Management procedures, including coordinating room layout, room rental fee, and finances</li> <li>b. Provide reservation contract, room layouts, and guidance on room setup and follow-up needed with GRF Reservations</li> </ul>
8	Establish club's schedule for future year: <ul style="list-style-type: none"> <li>a. Serve as the primary coordinator for all room reservations at the end of the year</li> <li>b. Meet with GRF Reservation assistant</li> <li>c. Coordinate with other golf clubs and pro shop to ensure visibility and alignment of schedule</li> </ul>
9	Validate Hole in One scorecards & submit check requests for Hole in One awards. Validate member has contributed to HIO fund

### B. CO-CAPTAIN

#	Responsibility
1	Act as assistant to the Captain, assuming her responsibilities in the Captain’s absence
2	Perform such duties as may be assigned to her by the Captain
3	Serve as the primary communicator between NCGA and our club, including serving as NCGA Club Representative, a required role by the NCGA. Responsibilities are outlined here: <a href="#">NCGA Club Rep.</a>
4	Oversee Open Day events, including working with Technical Committee to communicate Open Day events held at other clubs



#	Responsibility
5	Chair Rossmoor Open Days which occur every two years (odd years only: 2025, 2027) a. Coordinate with Captain, other board members and NCGA Open Day coordinator to schedule Open Day on the calendar when hosting. This also includes reservation at the Event Center (or comparable location) b. Use the Event Management procedures to plan the event
6	Oversee and manage the 3 major tournaments: Handicap, Classic, and Club Championship. Follow Event Management procedures to coordinate with Treasurer, Social Chair, Tech Com, pro shop etc.
7	Support year-end activities including year-end gifts and awards
8	Assist other chairs with event planning as needed
9	Should a vacancy occur in the office of Captain, the Co-captain shall succeed to the office of Captain

## C. SECRETARY

#	Responsibility
1	Record and preserve the minutes of all General Membership meetings and Board meetings
2	Post minutes of all General Membership meetings of the Club as well as matters of general interest from Board meetings on the Club's website
3	Conduct the correspondence of the Club, including condolence cards and get well cards for members when their spouse passes away or in case of illness
4	Issue or post notices of meetings
5	Provide draft minutes to board within 3 days of meeting for review & subsequent approval at next board meeting
6	As stated in the Bylaws, if the Captain calls a special Board meeting, the Secretary shall give advance notice to each member of the Board, stating the nature of the business
7	Coordinate all club communications including publicity, photos, and communications to members (eblasts, etc.)

## D. TREASURER

#	Responsibility
1	Shall take charge of and deposit all funds in the name of Rossmoor Women's 18-Hole Golf Club and shall disburse such funds in the name of the Club, subject to the approval of the Board
2	Prepare signature cards bearing signatures of the Captain, Co-captain, and treasurer <del>with instructions to the bank that any one of the three authorized signatures is valid</del>
3	Present record of receipts and disbursements and a financial report at all Board and General Membership meetings, with a copy to the Secretary and the Captain
4	Prepare a proposed budget for the year, acting as Chair of the Finance <del>Budget</del> Committee
5	<del>Transfer funds remaining in all budget accounts to the General Fund at the end of the year</del>
6	Submit and review an Annual Report at the end of the year <del>and arrange for a review</del>
7	Proposed Budget for following year to be reviewed and approved at the July Board meeting

#	Responsibility
8	Maintain Operating and Reserve Funds. Align with overall financial strategy, including recommendations from prior year with regard to fiscal goals and guardrails
9	Provide budget impact assessments to the Board for any non-planned expenses as needed
10	Maintain actuals against planned income and expenses
11	Partner with board to support event budgeting. Review actuals and refine future budget for each event
12	Maintain balanced check register and general ledger
13	Manage 18ers Stripe account (Golf Genius payment processing software). Provide Stripe details for actual payments, fees, etc to Event Chairs
14	Pay MemberPlanet invoices (NCGA dues)
15	Analyze and develop budget recommendations
16	Establish Finance Committee as needed

## E. TOURNAMENT CHAIR

#	Responsibility
1	With approval of the Captain, shall appoint a committee to assist her and shall prepare and conduct a calendar of competition
2	Review future year schedule with Captain for Thursday Play Days and Major Tournaments
3	Coordinate Thursday Play Days: <ul style="list-style-type: none"> <li>a. Create tournament formats</li> <li>b. Partner with Treasurer to develop payout allocations, track and manage Sweeps budget</li> <li>c. Work with the Pro Shop liaison on format to produce tournament handouts/rules, scorecards, and payouts</li> <li>d. Work with the Technical Committee to create Tournament registrations in Golf Genius</li> <li>e. Form a committee to assist with: <ul style="list-style-type: none"> <li>1) Check-in</li> <li>2) Distribute scorecards</li> <li>3) Handout instructions</li> <li>4) Mobile scoring mandatory for foursome</li> <li>5) Late arrivals (after tournament table closes) are not eligible for sweeps or chip-ins</li> <li>6) Collect Chip in \$ and distribute to prior week's winners</li> </ul> </li> </ul>
4	Responsible to monitor players who take longer than 4 ¾ hours to complete round and are no longer eligible for Sweeps (disqualified)
5	Coordinate to support publicity and communications (news articles, etc.)
6	Coordinate with Treasurer & Pro Shop to allocate year-end awards for Eclectic, Birdies (Pro Shop credits)

## F. HANDICAP CHAIR

**NOTE:** Handicap Chair requirement: To be legitimate, Handicap Chair must pass World Handicap System test. Link for online seminar and test: <https://www.usga.org/hdcplclubseminar/seminar.html>

#	Responsibility
1	Shall perform her handicapping duties in accordance with the USGA Handicapping System. With approval of the Captain may appoint a committee to assist her
2	USGA GHIN Admin Portal: Once a member is renewed or added to MemberPlanet, her record is automatically updated in the USGA Admin Portal. Scores are posted to this location by users and handicaps are updated. A variety of other functions are the responsibility of the Handicap Chair. User Guides are available: <a href="https://usgasupport.zendesk.com/hc/en-us/categories/360002308552-User-Guides">https://usgasupport.zendesk.com/hc/en-us/categories/360002308552-User-Guides</a> . a. If a new member without a GHIN has submitted attested scorecards reflecting 54 holes played on any course made up of any combination of 9- or 18-hole scorecards as required, enter those scores into the new member’s profile on Admin Portal to get a start on establishing their handicap b. If 18er member posts a wrong score, go into Admin Portal and edit the mistaken score
3	If new members don’t know how to post, teach them how to use the kiosk in pro shop or the GHIN app
4	Confirm automatic GHIN report recipients are updated when EBTP Captain and/or Co-Captain change
5	When course conditions are such that normal posting of scores are not possible, such as when we have partial hole closures, send out reminders for members as to how to post unplayed holes and/or unrated holes played (meaning holes that are altered with a temporary green, a hole is closed because of damage from a fallen tree, etc.)
6	Most Improved Player award: a. Criteria is outlined in the Policy & Procedures Manual, Section F. Run the Most Improved Golfer report from the GHIN system in preparation for Holiday Party awards (parameter dates November 1 of previous year through October 31 of present year) b. Create and print out Most Improved Golfer certificate and buy a frame to present framed award certificate at luncheon (must be signed by 18ers Captain and the Handicap Chair before framing). Keep it secret between you and the Captain for big reveal at Holiday Party. You are the presenter c. Submit reimbursement request to the Treasurer for purchase price of the frame. Use online check request form and email receipt d. Award is \$50 (verify and coordinate with Treasurer) in Pro Shop credits

## G. MEMBERSHIP CHAIR

Note: Green text in this section may be modified in the near future if we begin using Golf Genius for membership applications/renewals. These items would move to the Technical Committee

#	Responsibility
1	Maintain a current roster of all paid-up members
2	Send out renewal notices (Membership Application)
3	Collect all dues and turn receipts over to the Treasurer

#	Responsibility
4	Report all new members to the Handicap and Tournament Chair immediately and to the Board at monthly meetings
5	Be responsible for the orientation of new members and provide mentors for the new members
6	Primary contact for all membership questions
7	Membership Ambassador: <ul style="list-style-type: none"> <li>a. meet/greet club orientation for new members throughout the year</li> <li>b. coordinate with other Board members as needed (i.e. GG training, Rules information, etc.)</li> </ul>
8	Provide status of membership at monthly board meetings
9	Track & manage sponsored guests (<10%) <ul style="list-style-type: none"> <li>a. Before annual 18er membership is approved, ensure that sponsored guest has renewed their Resident Sponsored Guest fee with the Pro Shop</li> <li>b. Confirm 18er who sponsors a guest has listed the guest on their Gate Pass</li> </ul>
10	Process membership forms: <ul style="list-style-type: none"> <li>a. confirm correct \$ amount received</li> <li>b. confirm completion of form, including birthdate and signature</li> <li>c. maintain internal Excel spreadsheet with member name, email, phone, and money received. Is this needed for cross-check or do you generate one for her?</li> <li>d. send membership forms to Technical Committee (*2024, MJ is point of contact)</li> <li>e. send money to Treasurer</li> </ul>
11	Coordinate Membership Renewals: <ul style="list-style-type: none"> <li>a. Work with Technical Committee to update form as needed</li> <li>b. Write up Eblast to 18ers to submit membership renewals (target Halloween Bash)</li> <li>c. During December, follow-up non-renewals with phone calls</li> </ul>

## H. RULES CHAIR

#	Responsibility
1	Inform membership of current rules and any changes which may be announced by USGA
2	Coordinate with Rossmoor Pro Shop with regard to local course rules and ensure local rules are communicated to members
3	Provide support to socialize rules with members, for example Rules Seminars, On Course classes, etc
4	Represent 18ers at Rossmoor's Rule Committee

## I. SOCIAL CHAIR

#	Responsibility
1	Be responsible for scheduled social activities of the Club
2	Establish of committee of volunteers to assist with social activity planning for the club
3	In January, meet with Board to confirm which events require Social Committee support

#	Responsibility
4	Attend the Event Management kick-off meetings and assist committee with developing budget for event including recommendations for food, caterers, etc.
5	Obtain vendor contract for food and services. Submit initial contract to the Treasurer and Event Chair
6	Purchase needed supplies for events: tablecloths, utensils, beverages, etc. and submit associated receipts to Event Chair for reimbursement
7	Provide necessary support on the day of the event including setup, food distribution and clean up.
8	Provide feedback to Event Chair after an event including pros and cons which should be included in the Event Report out to the board

## J. PUBLICITY CHAIR

#	Responsibility
1	Publicize activities of the Club, write articles for the weekly newspaper, including photographs

## K. TEAM PLAY CHAIRS

#	Responsibility
1	Attend all Team Play meetings
2	Be responsible for all preparations for hosting the Team Play competitions at Rossmoor
3	Choose the teams and prepare the paperwork for each Team Play competition
4	Educate team players as to how to score and what the rules of play are in Team Play competition in collaboration with the Rules committee

## L. GOLF ADVISORY COMMITTEE (GAC) REPRESENTATIVE

#	Responsibility
1	GAC Representative will attend all GAC meetings and present a report at the Board meetings

## M. PAST CAPTAIN

#	Responsibility
1	Will serve in an advisory capacity for the Club and be the manager of official documents
2	Handle all trophy engraving for the Handicap, Club Championship trophies and Captain's trophy. (engraving @Western Trophy in Walnut Creek). Submit check requests for reimbursement.
3	Assess and notify GRF Recreation of any room cancellations

## N. TECHNICAL COMMITTEE

#	Responsibility
1	Provide ongoing website content and support for the board and committee chairs. Responsible for annual domain name renewal. Administer <a href="http://www.rossmoorgolf.com">www.rossmoorgolf.com</a> website. Serve as the liaison across the golf clubs & and the Pro Shop with outside consultants, technical support, and licensing. Maintain all 18er documents on the site: schedule of events, minutes, news articles, newsletters(?), photo galleries, etc.
2	Responsible for Golf Genius software to support Thursday tournaments with online registration, tournament formats, scorecards, posting scores, payouts, and reports. Provide training to the membership on the technology.
3	Provide support to Board and committees in sending eblasts to membership.
4	Create and maintain a cloud-based document storage repository for all vital and original records of importance (Bylaws, membership forms, tournament procedures, budgets, etc.). Provide access to all Board members.
5	Assist the Board with any new technologies that are introduced. Evaluate and recommend software products as requested.
6	Support Membership Chair as needed (renewals, etc.)
7	Update Membership Roster (Excel) with all information provided on the Membership Form (current personal information, \$ paid, dob, HIO, volunteer information, etc.)
8	Maintain membership in MemberPlanet (refer to NCGA Checklist for Basic Membership for adding/updating new members: <a href="https://infographic.memberplanet.com/content/ncga-basic-checklist.pdf">https://infographic.memberplanet.com/content/ncga-basic-checklist.pdf</a> ) a. Add new members to MemberPlanet as you receive applications from Membership Chair ONLY after ensuring they have paid in full their membership dues. b. Update member information in MemberPlanet if a member changes address, phone, email. Typically included in annual renewal process. c. Manage annual renewal process: Update GHIN membership by January 14th every year using MemberPlanet for changes/updates. Use the NCGA Renewal Handbook ( <a href="https://ncga.org/renewal-hub">https://ncga.org/renewal-hub</a> ). Verify to confirm link is most current. 1) Remove members who do not renew their membership by changing their status to <b>Lapsed</b> (rather than Deleting them altogether – in case they change their mind). 2) If a member is deceased, change their status to <b>Delete</b> .
9	Send Welcome Letter to new member (template in <a href="mailto:rossmoor18ers@gmail.com">rossmoor18ers@gmail.com</a> ) as needed. Enclose a current membership directory
10	Update Contact list in Google for eblasts ( <a href="mailto:rossmoor18ers@gmail.com">rossmoor18ers@gmail.com</a> ). Documentation to create annual Contact list is in Box > Rossmoor18ers > 18er Technical Committee > Google Documentation. After renewals, add the contact and information
11	Verify Membership Roster syncs with MemberPlanet. Ensure GHIN system has all the same names as 18ers Membership Roster (no extra names) because we get charged for whoever is on the list as of January 15 <sup>th</sup>
12	Verify Membership Roster syncs with Admin Portal
13	Verify Admin Portal syncs with Golf Genius a. As a GG Manager, refresh the Master Roster and accept any new members in the list to add. b. Go to GG Rossmoor Women's 18ers category

#	Responsibility
	<ol style="list-style-type: none"> <li>1) Click on the 18ers Master Roster</li> <li>2) Click on League Roster</li> <li>3) Click on Import Golfers (left side bar)</li> <li>4) Quick Search in Master Roster &gt; Search for a player (add member's name) &gt; Click Add Player</li> <li>5) The count should add the new player to the roster</li> <li>6) Inform Jacque that new player has been added</li> </ol>
14	Partner with Pro Shop to update the GG Master Roster annually mid-January (implemented 2024). Create 18er GG League Roster from new GG Master Roster (sort by Affiliation and create a spreadsheet for Rossmoor LGC and upload this spreadsheet to create the League Roster).
15	<p>Maintain Membership Directory*:</p> <ol style="list-style-type: none"> <li>a. Format Membership Master Roster for Membership Directory</li> <li>b. Produce annual Membership Directory (January)</li> <li>c. Update Membership Directory as needed</li> <li>d. Provide directory to new members.</li> </ol> <p>*Documentation to create Membership Director is in Box &gt; Rossmoor 18ers &gt; Technical Committee &gt; Membership Directory &gt; How to Create the Directory</p>
16	Provide access to updated Membership Roster to Board members and Committee Chairs
17	<p>Maintain Administrators and Roles (verify, review and update annually) in the various databases</p> <ol style="list-style-type: none"> <li>a. MemberPlanet including verifying via Group Billing, Manage Invoice Settings that Treasurer is designated to receive invoices.</li> <li>b. NCGA Admin Portal</li> <li>c. Golf Genius</li> </ol>
18	Manage and maintain all official documents* of the club in a cloud-based document storage repository location. (*This was a past-captain duty) Provide access to all Board members.