

Rossmoor Women's 18 Hole Golf Club

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

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

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

Absent: MJ Kidd, Judy Moran, Laura Kim, Karla Witte, Margo Dutton, Claudia Terry

Meeting Minutes:

Vote to approve the August 12 Board Meeting Minutes: Motion by Teddi Swanson, Seconded by Joyce McCann. The minutes are approved.

AGENDA ITEM DISCUSSION (Notes by Toni Snyder):

#1 – Review revisions to Bylaws – Two questions:

1. Article 4, Section 5: Mirna wanted to review 2 to 1 year commitment.
2. Article 4, Section 2: Joyce wanted to review why committees listed are revised.

#2 – Review of DBA. We are not a DBA of the Rossmoor Golf Club. It was decided that we should be and approved by Board.

#3 – Plan to meet on Bylaws after 9/22 with all. Email any concerns before that date. Liz is checking with legal on pros & cons of DBA.

#4 – Teddi looking to revise the membership form change to birthdays. Please put your birthdate on form but only day/date, not the year in directory. Explain to members this is as required for NCGA. Teddi would like form to be clear re: 18ers dues & NCGA dues. Marsha would like to add chip-ins at \$5 to form for the year to be paid at end of year. Teddi will work with MJ on form.

#5 – Mark surprised us with a visit and wants to be “cc’d” on our board meeting notes. Also please “cc” Jacque.

#6 – Pat filled us in on rejoining Diablo Team Play which will require another Thursday play day commitment every other year.

#7 – Teddi and Mirna to review schedule for GRF meeting 9/20 following meeting.

#8 – 10/3, 10/10, 10/10 all Play Days. Toni will cancel reservations.

#9 – Holiday Party will include Toys-4-Tots as charity (Toni & MJ to organize)

#10 – Halloween Bash and General Meeting is a “witch” holes event and election of Board for 2025.

Meeting Adjourned at 10:00 – motion by Daisy, Seconded by Robin.

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

During this meeting, a transcript was created by an AI app. That transcript follows:

Overview (AI generated notes)

Comments highlighted in yellow were submitted by Laura Kim.

During the Board Meeting held on September 9, key topics included a review of the bylaws, with ongoing discussions about term limits for officers and alignment with NCGA recommendations, leading to a decision to consult MJ and Laura for further clarification. Membership matters were discussed, including the implications of adopting a DBA (Doing Business As) designation and potential changes to the membership form, such as including birthdays. The board proposed changing chip-in fees to a flat annual rate and outlined plans for upcoming tournaments. Event planning included organizing a Halloween event and a holiday party, while also addressing communication improvements with the golf shop. The meeting concluded with an announcement about joining the Diablo team play in 2025 and discussions on hosting responsibilities for 2026, followed by a motion to adjourn. Action items were assigned, including further research on the DBA implications and planning various events.

📖 Bylaws Review and Discussion (00:00 - 14:20)

- Motion to approve minutes
- Discussion on bylaws changes, particularly term limits for officers
 - The discussion focused on the removal of the two-year term limit for elected officers, particularly the treasurer.
 - Concerns were raised about maintaining term limits to ensure board member rotation and accountability.
 - How do you enforce term limits? The current treasurer served two terms (2022 and 2023) and was elected again to serve in 2024.
 - The need for clarity in the bylaws regarding committee structure and flexibility in appointing new committees was emphasized.
- Debate on removing two-year term limit for elected officers
 - The discussion centers around the removal of the two-year term limit for elected officers, particularly the treasurer.
 - Arguments suggest that a two-year term is beneficial for continuity and effective transition of responsibilities.
 - Concerns were raised about the potential concentration of power among elected officials if term limits are removed, impacting the flexibility and accountability of the board.
- Question raised about aligning with NCGA recommendations
 - The NCGA recommendations were referenced as a reason for removing certain committees from the bylaws.
 - No. The approval by the Board (July 8 meeting) was to remove Duties of Officers and Standing Committees 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.
 - NCGA recommendations are added in Article II, Section c and d. and Article V Section 2.
 - NCGA recommendations were used as a guideline to update our bylaws (not to replace them).
 - The document cited by the NCGA is intended for clubs forming without existing bylaws, not for established organizations.
 - Concerns were raised about the implications of not listing all committees in the bylaws, potentially limiting flexibility and clarity.
- Discussion on listing committees in bylaws
 - The discussion focused on the removal of certain committees from the bylaws to streamline governance.
 - Concerns were raised about the implications of not listing committees, including potential limitations on the board's ability to form new committees.
 - Article IV, Section 2 states "The Board shall be composed of four officers, to be elected by the Membership, the Past Captain, and members appointed as Standing Committee Chairs." The 2023 Board currently consists of 16 people.

- Rephrase Paragraph 3 and remove NCGA recommendation statement: Standing committee chairs shall be appointed by the Captain with the approval of the elected officers.” This can include and is not limited to the following: Tournament, Handicap, Membership, Social and others that assist with the operations of the Club. Specific roles and responsibilities are outlined in a separate document.
 - The need for flexibility in committee appointments was emphasized, but some members argued for the importance of having a clear list of committees in the bylaws.
 - Decision to revisit bylaws changes with MJ and Laura
 - The board plans to schedule a meeting with MJ and Laura to discuss revisions to the bylaws.
 - Concerns have been raised about the removal of certain committees from the bylaws and the implications of that change.
 - The board aims to clarify the reasoning behind the proposed changes and ensure alignment with NCGA requirements.

Membership and DBA Discussion (14:20 - 26:05)

- Discussion on becoming a DBA (Doing Business As)
 - Becoming a DBA allows an organization to operate under a name different from its legal business name, providing flexibility in branding and marketing.
 - The process involves submitting a fictitious business name application and publishing a notice in a local newspaper for a specified duration, which incurs additional costs.
 - Having a DBA can enhance credibility and recognition in the community, as it allows the organization to present a more professional image to its members and stakeholders.
- Explanation of current status under Rossmore Golf Club LLC
 - The Rossmore Golf Club operates as an LLC, which includes multiple clubs under its umbrella, such as the men's club, women's nine-hole club, and women's 18-hole club.
 - The current bylaws of the women's clubs are influenced by the men's bylaws, as they do not have a separate DBA (Doing Business As) designation.
 - Changes to the bylaws and the establishment of a DBA are necessary for the women's clubs to have independent governance and flexibility in their operations.
- Decision to research implications of becoming a DBA
 - Researching the implications of becoming a DBA can clarify legal responsibilities and benefits for the organization.
 - Understanding the process and costs involved in obtaining a DBA can help in making an informed decision.
 - Evaluating potential advantages, such as increased credibility and branding, can influence the decision to pursue a DBA.
- Discussion on membership form changes
 - The membership form requires clarification on how to present date of birth information to ensure privacy while meeting NCGA requirements.
 - Suggestions include removing unnecessary wording and adding a note about the NCGA requirement for collecting birth dates.
 - There is a proposal to streamline the membership process by eliminating the need for small change during transactions.
- Debate on including birthdays in membership directory
 - The NCGA requires clubs to collect members' birth dates for their records.
 - Members expressed concerns about privacy and not wanting their ages publicly known.
 - A suggestion was made to include only the month and day in the directory while keeping the year confidential.

§ Chip-In Fees and Tournament Discussions (26:05 - 35:28)

- Proposal to change chip-in fees to \$5 annually instead of weekly \$0.50
 - Proposal aims to simplify the payment process by consolidating chip-in fees into a single annual payment of \$5.
 - This change would eliminate the need for participants to carry cash and make change each week for \$0.50 contributions.
 - The proposal suggests that a flat fee could encourage more members to participate consistently in the chip-in program.

- Discussion on how to distribute chip-in winnings
 - The proposed method is to give a fixed amount, such as \$1, for each chip-in, simplifying the payout process.
 - Consideration of how to handle varying participation levels, ensuring fairness in payouts regardless of the number of chip-ins by each player.
 - Discussion on whether to adjust the entry fee for chip-ins to account for the expected payout, ensuring the fund remains sustainable.
- Decision to add chip-in fee option to membership form
 - The proposed chip-in fee option aims to streamline the process for members participating in chip-in events.
 - Members would pay a flat fee, potentially \$5, to cover all chip-ins for the year, simplifying transactions.
 - The change is intended to reduce the need for small change and encourage more participation in chip-in events.
- Review of upcoming tournaments and games
 - Discussion on the schedule for upcoming tournaments and games, including the need for clarity on event details.
 - Emphasis on communication between clubs to prevent misunderstandings about event changes or cancellations.
 - Consideration of potential new games and formats for future tournaments to enhance participation and engagement.

📅 Schedule Changes and Event Planning (35:28 - 44:24)

- Discussion on Halloween bash and witch hunt game
- Planning for Creekside event on October 17th
- Debate on Turkey Shoot game for last day of the season
- Planning for holiday party

👥 Communication with Golf Shop (44:28 - 54:10)

- Suggestion from golf pro to share meeting minutes with golf shop
- Introduction of new golf shop staff member
- Discussion on improving communication between clubs and golf shop
- Update on golf shop staffing changes

🏆 East Bay Team Play and Meeting Wrap-up (54:12 - 01:03:55)

- Announcement of joining Diablo team play in 2025
- Discussion on hosting responsibilities for team play in 2026
- Update on current team performance in East Bay team play
- Motion to adjourn the meeting

Action items
MJ and Laura

- Revisit bylaws changes and provide clarification (13:51)
 - The discussion on revisiting bylaws changes emphasizes the need for clarity and consensus among board members.
 - The board intends to schedule a meeting for interested members to review and suggest revisions to the proposed bylaws.
 - There is a recognition that the current bylaws may not adequately reflect the needs and flexibility of the organization, prompting the need for further examination and potential amendments.

Unassigned

- Research implications of becoming a DBA (25:30)
 - Researching the implications of becoming a DBA can help clarify the following aspects:
 - Understanding legal responsibilities and liabilities associated with operating under a DBA, which may differ from current organizational structures.

- Evaluating potential benefits such as increased credibility and recognition in the community, which can enhance member engagement and attract new participants.
 - Assessing the costs and administrative requirements involved in establishing a DBA, including registration fees and compliance with local regulations.
- Add chip-in fee option to membership form (37:21)
 - The chip-in fee option allows members to contribute a small amount for each chip-in they achieve during play.
 - This fee simplifies the process of tracking chip-ins and reduces the need for handling small change.
 - Members can choose to pay a flat fee, such as \$5, to participate in the chip-in program for the season.
- Plan Halloween bash and witch hunt game (47:42)
- Organize holiday party (47:12)
- Share meeting minutes with golf shop (Jackie and golf pro) (51:24)
 - Share meeting minutes with the golf shop to improve communication
 - Include key discussions and decisions made during the meetings
 - Ensure timely sharing to allow the golf shop to prepare for upcoming events
- Plan for hosting Diablo team play in 2026 (59:55)

	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			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		275.00		
19	Invitational	18,180.00	-	21,070.40			17,573.32	-	18,827.40	2,243.00		-		
20	Handicap Tournament	450.00	-	800.00			699.00	35.00	984.11	55.89		275.00		need engraving recpt/cost
21	Blue & White	550.00	-	1,220.00			542.50	-	1,145.20	74.80				
22	Championship Tournament	720.00	-	1,100.00			960.40	-	1,089.05	10.95		320.00		
23	Summer Splash Guest Day	3,950.00	-	4,575.00			3,575.00	117.00	3,826.88	631.12				need recpt for water, tablecloths, rangeb
24	Cocktail Party	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	721.00	1,215.00			1,936.00		
29	Charm Day Winner						170.00	95.00	75.00			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	-	88.97	-	-	130.00		domain name \$20 + hosting \$300 + \$200 support/ by 4 c
40	Rossmoor Activities Council & Insurance						48.75	-	49.10	-	-	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	-	386.72	-	-	200.00		office supplies \$100 + tax prep \$83
51	2023 TOTALS	57,000.00	7,150.00	58,342.40			55,515.27	11,242.55	48,196.37	3,467.96	357.70	6,663.44		
52	Budgeted Income vs Budgeted Expense						1,484.73							
53														
54	INCOME from dues 2024						7,500.00							
55	Club dues allocated EXPENSES						6,663.44							
56	Unallocated dues						836.56							
57														
58	CASH on Hand								20,703.47					<i>Bank balance + cash on hand</i>
59	Projected Income								7,150.00					
60	Projected Expenses								11,242.55					
61	Hole in One Fund								1,198.00					
62	East Bay Team Play Fund								313.53					
63	Reserve Fund								8,000.00					
64	Operations Fund								7,099.39					
65														

18ers Event Income / Expense Report

	2024						
Casual Guest Day			ACTUALS 8/22/24		Assumptions:		
	Per Person	#	Income	Expense			
Entry Fee	50				Software Transaction fee = GolfGenius		
Event Costs		91	4,550.00				
Lunch		1	25.00		Breakfast (Fairway)		
Prize Fund					Lunch (Event Center)		
Other (Donations)					snacks		
Administrative Fee					range balls		
Meals Only					supply water		
Club Offset / Budget Allocation							
Donations/Sponsors					Sunrise breakfast croissants		
Software Trx Fees				147.33	Pacific Catch lunch bowls		
Magic Putts, Mulligans							
Other				12.00			
Beverages				109.97			
Breakfast				666.41			
Snacks				112.82			
Lunch / Dinner				1,849.55			
Golf Shop Prizes				310.00			
Other Prizes				431.40			
Golf Shop Range Balls				90.00			
Golf Shop Cart Rentals							
Golf Shop Other							
Room Charges				75.00			
Other Golden Rain							
Raffle							
Misc Supplies							
Misc Supplies - paper goods							
Misc Supplies - Tables				69.40			
Misc Expenses							
Gift Cards							
Tips				70.00			
Total			\$ 4,575.00	\$ 3,943.88			
Net Income/(Expense)				\$ 631.12			
Includes: Fundraising - Raffle				-			
Includes Budget Allocaton							