

ARLGC EXECUTIVE MEETING

Thursday, February 18, 2021
Via Zoom

Present: Linda Grisley, Marilyn Carter, Miriam Ciezki, Kay Defries, Carrol Harlan, Elaine Manz, Myra Jones, Moira Lucas, Cyndi Powers, Linda Storoz

1. Meeting called to order at 3:00 p.m.
2. Additions to the Agenda:
There are some additional Agenda items – under New Business, after 2021 Budget:
 - Candid Photos – Carrol Harlan
 - Questions and issues regarding Job Descriptions
 - Pins and Putts, who is responsible
 - Certification regarding the Rules Chair
 - Pre-Season Mixer
 - Opening Day
 - Eclectic Tournament – Elaine Manz
3. Approval of January 13, 2021 Meeting Minutes
A revision was made under Club News in the Captain's Report to read "Pre-Season Mixer" rather than Opening Day on March 30th.
The January 13th Minutes were approved with the noted revision.

4. Reports:

Captain – Linda Grisley

- Position descriptions, Couples games, MAC minutes, Greens Committee minutes and Meeting Schedule for the Executive through 2021 have been distributed.
- The Pre-Season mixer will not be a scramble because it will be tee times. People will be able to sign up for 9 or 18 holes and we will have some fun things (TBD) for the game. An ad/announcement for this game has been submitted to Ridge Talk.
- The Motto for 2021 will be Talk Kindly, Swing Calmly and Play Safely in accordance with Dr. Bonnie Henry's advice in these Covid times.
- The Handbook for 2021 is drafted. We are awaiting Interclub input.
- Zone 5 has projected a full slate for 2021. Arbutus Ridge will be part of each of the Amateur/Senior/Handicap tournament May 31st at Cowichan and June 1st at Arbutus Ridge; the Net Tournament July 15th and the Foursomes Tournament Sept. 27th at Arbutus Ridge. The Dorothy Olive Franklin and Pin Rounds will proceed. A decision has not yet been made about the Beat The Champ game.
- There is a Zone Captain's meeting on March 29th and Beat The Champ will be discussed at that time.

- The Fixture List and Glossary of Games have been completed.
- New member orientation is being brainstormed. Executive members are welcome to submit ideas to me.
- New members join the Golf Club but not necessarily the Ladies' Club, and it would be a good idea if Deb Murphy provided new members with a New Member orientation sheet and the Ladies' Club would provide something specific to Ladies' Club.

Secretary – Myra Jones

- Nothing to report.

Treasurer's Report – Linda Storoz

- An expense voucher form was emailed to all members of the Executive and spare forms are available on the bulletin board in the Ladies' Lounge.
- The proposed 2021 budget is attached for approval by the Executive.
- As previously discussed, payouts for game day will be with points calculated at a minimum of \$1 per point and distributed at the end of the season. Should we consider a mid-season distribution so players can use their points during the most active time of the year?
- The 2021 ARLG Budget and a breakdown of the 2021 Draw Budget are attached and will be discussed under New Business.

Vice-Captain – Moira Lucas

- I have emailed clubs re Interclub this year and have heard the following. At this time Mount Breton, Olympic View, Cordova Bay and Highland Pacific will not be offering interclub to their members this season. I have not heard from Bear Mountain or Cowichan yet, but will be sending second emails.
- In the Zone 5 report it was mentioned that some clubs in Zone 6 had inter club competitions without going to the other courses. I would like some feedback on this. I am not sure there is much point to an interclub competition if you are not going to each other's course. Executive members agreed.
- Thank you to Elaine for sharing her very well organized information regarding duties of Vice Captain. Birdies and Chip-ins will be handled like last year in that golfers will send me an email when they have a Birdie or Chip-in and I will then record and update the poster in the locker room.

Web – Carrol Harlan

- 2020 Position Descriptions for Executive Committee uploaded to Google Docs and posted on Website.
- Confirmed that Tournament Manager for Tuesday sign-up can be accessed from our website by creating a link. Not tested yet since T.M. not available until sometime in March.
- New password and Sally's previous instructions for accessing Google Docs emailed to Executive Committee members.
- Updates to website:
 - Home Page redesigned
 - 2021 Registration Page includes DOF, Pin Rounds. Beat the Champ TBC.
 - 2021 Fixture List and Glossary of Games.

- How to stimulate interest in Website. One suggestion is to include the link to the website with all emails sent to the membership. Executive agreed.

Draw – Marilyn Carter

Committee consists of Miriam Ciezki, Moira Lucas and myself.

Actions Taken Since Last Meeting:

- Worked with Captain, Vice Captain and Tournament Committee to complete the Fixture List and Glossary of Games for 2021 season.
- Confirmed that we can use the link for Tournament Manager on our website for weekly sign ups.
- Provided a budget to the Treasurer \$732 for weekly payouts, and \$132 for: one month pay for Tournament Manager, cardstock and printer cartridges.
- Will plan to use Tournament Manager (TM) for the Spring Mixer at the end of March – guests will have to sign up by email to me and I can add them to the TM.

The signup button on our website is currently linked to Google Docs. The link will change once TM is live in March. New members will not be signed up on the TM program until they officially become members of the Ladies' Club. To avoid confusion Golf Portal might be a better name than Tournament Manager on our website – not to be associated with signing up for an actual Tournament. Marilyn will create a description of Tournament Manager and its purpose and send to Linda for her list of communication to the membership. **(Action required by Marilyn).**

For Discussion:

- Pin & Putt Rounds- who handles tracking of these? Rules have done it in the past.
- Deuce Pot – How to handle sign up? This will be handled the same method as the Toonie pot. It will be done at the Pro Shop, initial next to their name and put their money in the can.
- Cutoff for sign up to remain 2:00 pm Friday before – agreed.

Plans for Next Month:

- Work on Tournament Manager once available in March to set up weekly games and get members logged on.
- Prepare Draw for Spring Mixer – send out reminder and deadline for sign up by March 20th.

Linda will be sending out first e-mail communication to the members advising member registration form is on the website as well as signup for the Pre-Season Mixer. Marilyn requested Linda include in her email to members that the weekly signup for Tuesdays will be available a couple of weeks prior to the first game. Two or three games can be signed up at one time.

Tournaments – Miriam Ciezki/Elaine Manz

- Tournament Rules/Schedule: please refer to Fixture List and Glossary

- Approved Budget: \$750.00 Prizes for 3 tournaments and Match Play; \$150.00 Engraving/Gifts \$50.00 Committee
- Diamond Stableford Theme choices: Vote:
 - Diamonds are a Girls Best Friend (day 2-dress-up)
 - Disco Divas (day 2-dress-up)
 Decorations to follow Theme at lunch – if permitted
- Tournament Lunch Menu choices: meeting with Andy next week
- Sign-up online for Tournaments/Lunch option: 30 days in advance. Also: poster in Locker room
- Match Play: Announce/Explain format at Ladies opening day (or by email if there is no opening event).
- Poster in Locker room: starting April 1

Tournament Manager will not be able to handle lunch signup/food choice. That would have to be done separately via email.

Match Play signup will be done via our website, poster only in the locker room. Four Ball Match Play can be an additional line on the Registration page, indicating whether you have a partner or need a partner. Carrol will add this to the Registration form. **(Action required by Carrol).**

Miriam will email a description of Match Play to Linda to include in her communication to the members. **(Action required by Kay/Miriam).**

Miriam will let Linda know when lunch meeting with Andy arranged. **(Action required by Miriam).**

Rules & Handicap Chair – Kay Defries

- Worked with the Captain on the Games Glossary to format and provide consistent game rules.
- Registered and have nearly completed Level 1 Rules from Golf Canada.
- Acquired “Rules of Handicapping” manual and have been studying it.
- Question re: #6 in the Position Description for Rules and Handicap Chair. It states “updates Certificate when required”. Does this position require a person to have a rules certification? And if not, can we change this wording?

5. New Business:

- 2021 Budget
 - The proposed budget was based on 2019 numbers and has been revised to include revisions submitted.
 - Linda wished to confirm that the golf balls given away monthly for Birdies and Chipins was included somewhere. Door prizes have an amount of \$200, so can be included in that.
 - An amount for Intraclub prizes needs to be added. It was agreed that \$50 would be allocated. **(Action required by Linda S.)** This amount is matched by the Men’s Club.
 - There was some discussion about the Ladies’ Club contribution of \$100 to the Club Championship as door prizes were not awarded (as

- advertised). Linda did receive a breakdown of funds in and out for this event and stated it was definitely not a money maker for the Club.
- MAC committee contributes \$300 to this event, as well as an amount from the Men's Club. Miriam as a MAC member will take this up with Andy for a bit more clarification. **(Action required by Miriam).**
 - It was agreed that the Ladies' Club would continue to support this Club event.

Linda Storoz made a Motion to approve the 2021 Budget. Seconded by Miriam Ciezki, Carried.

- Treasurer's Report
 - Linda S. had proposed payouts half-way through the season; as there is not a significant amount of dollars involved, she asked to disregard that suggestion.
- Candid Photos
 - Carrol would like to encourage some candid photos on the golf course, without holding up the pace of play – driving range, practice area, tee box, etc. emailed to Carrol for posting on the website. Good idea and Carrol will send out email requesting some candid shots. **(Action required by Carrol).**
- Job Descriptions
 - Pins and Putts – does it belong to Draw or Rules. Technically it is under Draw Committee responsibility, but anyone can offer to do it to help out. Marilyn is prepared to do it this year and will get Deirdre's spreadsheet from last year. Kay has offered to take it on if required.
 - Zone 5 has all the info on required forms on their website.
- Certification re Rules & Handicap person
 - The Job Description states that person does have to update certification "when required". Cyndi suggested the certification was meant for the Handicap portion and not Rules portion.
 - Golf Canada requires the Club to have at least one certified Handicap person. Andy definitely is certified, as well as Ilaan Eisenberg and Katie McFadden.
 - Therefore, it is not an issue for this position.

The wording needs reworking to clarify. Kay will work something up with Cyndi and Linda and present it. **(Action required by Kay).**

- Pre-Season Mixer
 - The Poster for the March 30, 2021 Mixer is ready and signup info will be provided to Carrol for posting on the Ladies' website. As there will not be a luncheon, Moira and Linda will get creative with some fun things to do that day. **(Action required by Linda).**

- Opening Day
 - Our official Opening Day is April 6th and we are proceeding as if we can have a meeting and lunch. Think about how to communicate with members if lunch is not an option. Alternative arrangements would be necessary to distribute the Fixture List, etc.
 - Anyone with announcements or agenda items should be forwarded to Linda.

- Eclectic Tournament
 - Elaine suggested having two flights as she felt this would be more equitable for all players. The Eclectic Trophy would have a plaque showing the winner of each flight. This was a very favourable suggestion.

- Diamond Stableford
 - It was agreed that Diamonds are a Girls Best Friend would be the theme for the tournament.

- Communication to Members
 - Most communication to the membership will be made via Linda, so as not to inundate the members with emails. Typically Draw, Tournaments and Webmaster should do their own communication. Coordinate through Linda if any questions.
 - Carrol explained the procedure of how to do a mass email to the membership through our gmail account. The 2020 membership list is currently being used and Carrol will update that list after this year's registration of members.
 - Linda communicates with all new members through various methods; via other ladies' league captains, through Andy, the Vibe, Ridge Talk. Also, Deb in the office provides any new member contact information to Linda.
 - The September closing day event will only be 9 holes as aeration will be happening on the other 9 holes. Planned to have a Shotgun followed by lunch meeting.

6. Next Meeting: Thursday, March 18, 2021 at 3:00 p.m.

7. Adjournment: The meeting adjourned at 4:40 p.m.