

**Ken-Wo Golf Club**  
**Board of Directors Meeting**  
**Minutes**

**May 11th, 2020 Meeting**

Present: Rene MacKay, Wayne Burke, David Fagan, Betty Mattson, Dave Bolton (late), Vernon Snair, Shari Thurston, Beth Lloyd, Gary Johnson, John Lawrence and Brandy Martin

Regrets: Peter Simmons

- 1) Call to Order: The Video Conference meeting was called to order by Wayne Burke at 6:30PM  
Side Note: Attendees had a moment of silence for Michael Graves
- 2) Additions to Agenda: Memorial Policy currently in place does not reflect any protocols about an employee's passing, more specifically the lowering of flags and member communications. The policy was discussed and it was decided that revisions would be made and discussed at next meeting. The flags were lowered in memory of the deceased employee. Rene MacKay will send out an email to members regarding the passing of Michael Graves.
- 3) Approval of Previous Meeting Minutes: A motion was made to approve minutes for April 6<sup>th</sup>, April 20<sup>th</sup>, April 27<sup>th</sup> and May 4<sup>th</sup> as presented; 2<sup>nd</sup>; CARRIED.
- 4) Business arising from Minutes: None
- 5) Unfinished Business: None
- 6) New Business:
  - a. Membership Update: The membership is about 75% of budget at this time. We have received twice as much membership revenue in May to date as compared to May at this time in 2019. The Junior Membership is taking a hit as people are waiting to see what happens with the Junior Programming. David Fagan discussed the actual net loss in revenue which is less than the gross revenue loss. The CEWS – Wage Subsidy Program application is in the works and will be filed this week. The Board asked David Fagan and Rene MacKay to put together an updated forecast and budget for the remainder of the 2020 season.
  - b. Club Logo/Branding: Rene MacKay presented the Board with four new designs submitted by Red Birch Media. The designs will go to the sub-committee for their recommendations.
  - c. Staffing Update: Rene MacKay presented the Board with an outline of how staffing would be done to cover the set up for re-opening the course, including the Driveway Greeter; parking lot attendant; Range attendant, Player Assistant/Starters, staff to sanitize both power carts and pull carts, clubhouse cleaning, etc. Rene MacKay stated that a new staffing budget will be completed. The Range will continue to be by appointment only as the course opens and with 30 minute sessions. Updated information will be sent to the membership.

- d. Golf Course Update: The Course is in good shape. The grubs have slowed down. Some ideas on how to continue with our divot mix program were discussed including the sale of sand and seed bottles to members. The new stairs on #9 tee deck are completed and look great. The Caddie Storage building has been tidied up, re-painted, and lights replaced. The Track matz installed on #9 have been a success with consideration on using this product in other high traffic areas around the course. The Stone wall planting and paving will be completed around month end.
- e. PPE Update: The Plexiglass has been installed in the Office, Pro-Shop and Turn. The Floor Decals are on their way. We have lots of sanitizer and disinfectant. Rene and Derek will be working on instructional videos on the way things will work around the clubhouse once we open. Additional signage has been ordered and will be installed throughout the facility, both on and off the course.
- f. 100<sup>th</sup> Anniversary Update: The President and Champions Dinner will be by invitation only with a nominal fee to be charged to any guests in attendance. The 100<sup>th</sup> anniversary cake will be presented at the club closing and the mini cupcakes will be used for the Birthday Bash weekend along with Fireworks. The calendar will be a 16 month calendar with plans to have it ready for sale in the spring of 2021(September 2021 to December 2022).
- g. Opening Plan at Ken-Wo: Rene MacKay presented the Board with a draft copy of the Phase 1 opening plan for golf courses, and respective protocols, that was presented to the Province of Nova Scotia on Monday, May 11<sup>th</sup>.

7) Next Meetings: Monday May 25th, 2020 at 6:30 PM via video conferencing.

8) Adjournment: The meeting was adjourned by Wayne Burke at 8:10 PM.

Minutes: Brandy Martin