

Canoa Ranch Women's Golf Association (CRWGA)
Regular Meeting of the Board and Executive Committee Order of Business
Minutes – April 11, 2022

- Call to order by Pam at 1:35
- Attendees:
 - Kathy Ledesma
 - Pam Chamberlain
 - Claudette Grandbois
 - Barb Bennett
 - Barb Rainey
 - Judy Willoughby
 - Wanda Cathey
 - Sandy Noble
 - Jo Palowez
 - Sarah Kenney
- Introduction of new officers & appointees
 - Pam Chamberlain, President (2022-2024)
 - Sarah Kenney, Secretary (2022-2024)
 - President's appointees: Jo Palowez appointed to Tournament Chair
Susan Lethert appointed Rules Chair
Sandy Noble- Handicap and Membership
- Minutes from March 14, 2022 were approved
- Treasurer's report Barbara Rainey
 - Bank Balance: \$3685.70 Available balance: \$2929.61
 - 1st Quarter sweeps/pres.cup payouts were distributed to members
- Old Business
 - Debrief new member/Board informal informational gathering; provide annually?

Sandy reported that the event was a success with positive feedback and that the new member packets were appreciated. It was determined that this be an annual event.

- Duty of all Board members to regularly review responsibilities as stated in their position descriptions (Board approved 8/2021)
 - **Annually recurring duties: report-back (in green); to be completed in next 30 days (red):**
 - **President: May (April in 2022)** With a copy of the minutes from the General Membership meeting when she was elected, [assist Treasurer in] taking care of replacing the name of the outgoing President with her own on CRWGA bank account.
 - **Immediate Past President, Membership Chair, Rules Chair, Website Chair, Publicity Chair: *No annually recurring duties for February or March, but responsible for ongoing duties as described in the CRWGA Board Job Descriptions, approved by the Board in August 2021.***
 - **Vice-President: May (April in 2022):** Assist throughout the month with transition of new officers.
 - **Treasurer: May (April in 2022):** Coordinate with newly elected President with transition of bank signatories.
 - **Secretary: May (April in 2022):** Provide to the outgoing and incoming President and Treasurer a full transcript of the . . . Membership meeting minutes wherein the results of the election are documented (a requirement of changing bank account signatories).
 - **Handicap Chair: January-March:** upon receipt of email notice from the AGA, attend (preferably with one or more Handicap Committee members) handicap certification seminars as required by USGA which will be paid yearly by the Club and take an annual open book exam.
 - **Hospitality Chair: April:** help plan and host semi-annual awards luncheon.
 - **Tournament Chair: March-April:** organize and conduct Club Championship.

- **AGA Representative: February-April:** conduct the rounds 1, 2, and 3 of the annual State Medallion tournament for Club, reporting results to Club; order State Medallion ball markers

Barb Rainey will add Pam & Sarah's name to the AGA page on-line

- **Southern District Representative: April:** present results of Telegraph and Del Sud tournaments at Club's semi-annual awards luncheon.
- **Birdie Chair: April:** Collect for Birdie Club membership for the season starting April 15 – October 14; give monies to Club Treasurer to be kept until October awards luncheon. In advance of April awards luncheon, retrieve funds from Treasurer [for preceding six-month period]; divide and award.
- **Ringer Chair: April:** Collect for Ringer Club membership for the season starting April 15 – October 14; give monies to Club Treasurer to be kept until October awards luncheon. In advance of April awards luncheon, retrieve funds from Treasurer [for preceding six-month period]; divide and award.

- Job description review (Marcia)

- Semi-annual Awards Luncheon – Monday, April 25

- Awards to be given and who will give them

Birdies and Ringers- Judy Willoughby

Club Championship- Barb Bennett

Milestones- Barb Rainey

- Luncheon – Golf & Grub; Mary Newman will take orders before play

Mary Newman reported that only 8 people ordered lunch at the last meeting. The decision was made to offer it for the April 25th Awards meeting.

If Secretary has fulfilled obligation for 30-day posting, vote on proposed modification to bylaws Article 6, 4a, first sentence, which currently reads: "Officers shall be elected via paper ballot at the April General Meeting," adding "If there is not more than one nominee for an open position either

identified by the Nominating Committee or presented from the floor, the vote can be made by a show of hands.”

This was tabled until the fall when General Meetings resume.

- Report back (Kathy) on delivery of \$190 collected during March 28 Membership meeting to Marvol Barnard to support local area girls’ golf receipt received.

Kathy delivered a check to the Haven Pro Shop as Marvol was not present. She obtained a receipt.

- Posting of the “to do list calendar” file on website if PDF displays calendar format correctly (Marcia)
- Status of “Adopt-a-Tee” (Pam)

Hole #6 has a painted rock and flower seeds were planted. Nothing formal will be planned by administration so the suggestion was made to voluntarily choose holes to

repair divots and pick up broken tees.

- Interclub: follow-up to vote during March 14 Board meeting for eligibility to participate in Interclub: 2022: “informally talk to people to ‘get out there and play;’” for 2023 forward: “update standing rules to state that “to be eligible for Interclub, you have to have played at least 5 rounds [with CRWGA] in the calendar year.”

- **Officer and Committee Reports (if not discussed above):**

a. 2022 CRWGA Open Pam Chamberlain

The Open will be played on November 7, 2022

b. AGA Bonnie Doyle

c. Membership/Handicap Sandy Noble

d. Hospitality Mary Newman

e. Interclub Barbara Bennett

Barb reported that there are 8 players signed up for the 1st round so no qualifier is necessary. A total of 10 people have expressed interest. There are only 5 events from April- August.

f. Publicity Kay Farland

g. Ringers

Jo Palowez

h. Birdies/Rules

Judy Willoughby

To avoid having small amounts of change to distribute for birdies, it was suggested that the payout be rounded up to \$.50 or \$1.00 for this year with additional funds supplied from the miscellaneous treasury budget. A plan for the future could include a set amount. A motion was made, seconded and passed for this year and a decision pending for the future.

i. Southern District

Judy Willoughby

j. Tournaments

Barbara Bennett

The Club Championship will be the best 2 out of 3 games with a shotgun start at 8:00. The cost will be \$20 and will be collected by Barb. Sandy will supply snacks for Day 1 and Wanda for Day 2. Those not participating in the Championship may follow the field with no set game.

k. Website

Marcia Harris

The size of the text needs to be adjusted to fit the screen size.

To reduce the number of board and meeting minutes on the website throughout the years, it was decided that the out-going President archive the minutes on a flash drive and that the website retain 2 years worth of minutes when the new President and Secretary are installed.

- **New Business:** none

- **Agenda items for next regular Board/EC meeting – Monday, May 16 (3rd Monday of month due to Southern District)**
 - a. Wanda asked that the group clarify the job descriptions of the VP and past president which seem to overlap.
 - b. Discuss the upkeep of the bulletin board and request lighting in the area

The meeting was adjourned at 2:25