

BSCC WOMEN'S ASSOCIATION

FALL MEETING MINUTES

OCTOBER 16, 2013

Attendance: Kathy Harkins, Donna Nevulis, Deb Cottrell, Mary Lee Pollard, Sue Kahler, Paulette Martin, MJ Crowley, Mary Assey, Fran Wayand, Kate Oppedisano, Jody McQuiston, Anne Jorgenson, Ruth Horton, Heidi Harkins, Joan Taylor, Cindy Walkanowski, Pam McGuire, Mabel Siler

1. **Welcome:** Kathy Harkins called the meeting to order at 6:00 PM in the Clubhouse.
2. **Old Business:**
 - a). **Minutes of Spring meeting:** A motion was made by Sue Kahler and seconded by Kate Oppedisano to approve the minutes of the April 18, 2013 meeting; unanimously approved.
 - b). **Financial Report:** Deb Cottrell reported a checking account balance of \$867.10. A motion was made by Joan Armstrong and seconded by Paulette Martin to accept report.
 - c). **Board Report:** waived
 - d). **Ringer Board:** Kathy Harkins reported on winners in each division. Third division: Pat Joseph, Paulette Martin, Claudia Mahoney; Second division: Cindy Walkanowski, Mary Assey, Deb Cottrell; First division: Heidi Harkins, Sue Kahler, Kate Oppedisano. Consensus of all present was that Kathy did a "whale of a job."
3. **Election of new Officers:** Members present determined the status of current officers' terms of office is as follows:
 - Secretary- M. L. Pollard is completing the first year of a 3 year term
 - Treasurer- Deb Cottrell is completing her final year of a 3 year term originally filled by B. Krause. A motion was made by Sue Kahler and seconded by Kate Oppedisano to

nominate Deb Cottrell for another term; unanimously approved

President- Kathy Harkins is completing the second year of a 3 year term.

4. League: Cindy Walkanowski led discussion about chronic problem of attendance. She pointed out that when make-up matches are scheduled often times scheduled foursomes are incomplete and creates problems with the schedule.
5. NEWGA: Kathy Harkins reported for Suzie Mansfield. She reported that there have been some changes in the organization. Judith Mysloborski is the new President and has many ideas for improvements. Gail Brophy has donated \$5000 to NEWGA to assist in improving programs and tournaments.

Mary Assey agreed to serve as the new BSCC representative.

Action Item: The BSCC Women's Association will consider a donation directly to NEWGA or to assist BSCC in paying NEWGA fees. To be considered at Spring 2014 meeting.

6. Interclub: Kate Oppedisano reported Pinehaven won the overall championship. She will be attending a meeting in early November- please forward suggestions to her by October 31. Discussion focused on the complicated playoff format and consequences of forfeited matches.
7. Tournaments: Cindy Walkanowski reminded the group that a decision was made during Spring meeting to consider hosting an invitational. MJ Crowley agreed to chair the Invitational Tournament Committee.

Cindy suggested holding a bracketed match-ply tournament over the course of the season with final matches at end of the season. She will bring the suggestion to the Tournament Committee for approval. Pam McGuire raised the issue of low participation in the mixed member-member scramble. She suggested a Sadie Hawkins mixed member-member scramble.

Discussion also focused on the poor level of participation for all tournaments. Cindy W. suggested part of the problem can be attributed to the fact that the Tournament Committee only meets once a year. The group made the observation that tournaments organized by the women are well advertised and those run by men are not advertised and poorly attended. A second observation was that there is a misunderstanding in roles regarding advertising for the tournaments. Mike Farina was asked to bring this concern to the Board.

8. New Business:

a). Mike Farina, Board Member - Mike explained his Board responsibilities includes the house. This means the buildings including the Clubhouse and the rest rooms on the course. He asked for suggestions for improvements.

Sue Kahler asked if changing the configuration of the Clubhouse is still under consideration. Mike confirmed this is something the board is considering.

MJ Crowley suggested the floors should be refinished and the carpets cleaned.

Joan Taylor suggested the snack shop should be open and the bathrooms on the course should be redone. The group also reported on plumbing issues in the restrooms on 15.

Discussion focused on replacing the bridge on hole #3. Mike and Sue Kahler informed the group the greens committee is still working to obtain necessary materials to replace the bridge.

Mike also asked members to consider serving on the Social Committee and the House Committee. Those interested can contact Mike or Doug Young. Members present stressed the importance of women serving on these committees. A suggestion was made to attach information about committees with the name of the Chair to the minutes.

Action Item- Information about committees to be attached to minutes.

b). Letter of condolence- Mary Assey suggested the BSCC Women's Association send a letter of condolence to Pinehaven acknowledging the passing of Audrey VanAlstine. Deb Cottrell will send letter to Mike Van Buren, President.

c). Spring Meeting- scheduled for April 24, 2014 at 6:00 PM

adjourned at 7:10 PM

Respectfully submitted,
Mary Lee Pollard, secretary

Information on Committees as included in the BSCC Bylaws

** Currently volunteers are needed for the House and Social Committees. Interested individuals should contact Mike Farina at mfarina@nycap.rr.com

Standing Committees and Responsibilities

The following committees shall be established and maintained by the Club as a means of conducting business and activities, ensuring consistency of operations, and maintaining fiscal stability and integrity. In all cases, unless specified in the description of a particular committee, the make-up and organization of each shall be as follows:

On an annual basis the President will solicit from the membership, volunteers to serve on the following Standing Committees. The members of these will be selected based on their qualifications and interests by the Board after the application deadline for solicitations has passed.

The number of individuals who shall be appointed to each committee shall be determined by the Board, unless specified in the committee descriptions that follow.

The liaison to the Board of Directors for each committee shall be named annually by the President at a Board meeting to follow the Annual Meeting and after the new Board members are seated and Officers elected. The liaison shall be a Board member and as such, each committee shall have a member of the Board as a member of the committee. At the president's discretion, individuals can serve as volunteers on more than one committee if that is determined to be in the best interest of the Club. Each committee shall have a Chairperson, who's role is to act as the administrative facilitator. Committees

shall in all cases act under the direction of the Board. Committees are to make recommendations to the Board for consideration but not set direction or take action without the approval of the Board.

The Chairperson for each Committee, unless specifically stated in the Committee descriptions herein, will be determined by a vote of the members of the committee on an annual basis. The Chairperson may, or may not, be a member of the Board subject to the Committees' vote. Committee members may be shareholders but are not required to be shareholders.

Executive Committee

The Executive Committee shall consist of the President, Vice President, Secretary, and Treasurer. The most recent past-President who is not currently a member of the Board shall also be invited to serve on the Executive Committee. The president will also seek, from the general population of members, an attorney to serve as a full member of this Committee. If, in the opinion of the President, when circumstances so warrant, the President may appoint ex-officio members to the Committee for the purpose of acting in an advisory capacity and attending meetings of the Committee as needed.

Recommendations for policy changes or significantly large expenditures from other committees or sources within the Club, in addition to those which are included in the approved budget, must be reviewed by the executive committee and then presented to the Board with the Executive committee's recommendation.

The Committee shall also undertake compensation reviews and make compensation recommendations to the Board regarding all staff and contactors.

This Committee shall also serve the Board in the capacity of an Internal Controls Committee, and as such maintain adequate separation of duties with the Finance Committee.

Finance Committee

The Treasurer shall be the Chair of the Finance Committee. The president will seek, from the general population of members, a CPA or a person with a strong financial background to serve as a full member of this committee.

The purpose of this Committee is to prepare the Club's proposed budget for the upcoming fiscal year, with input from various committee chairs, the Office Manager and Board members. The Committee shall assemble and undertake a review of the proposed budget each year and make a comprehensive recommendation to the Board on it before enactment.

The Committee will also analyze contracts, bids, and other financial matters when necessary and will work with the Office manager to ensure that office equipment and procedures are correctly implemented and maintained.

Recommendations for policy changes or expenditures, in addition to those which are included in the approved budget, must be presented to the Board with recommendation from the Finance Committee and approved prior to the change or the expenditure.

The Committee will also assist the Executive Committee and the Board to ensure that the Club is operating in the best interest of the shareholders and the members and that there are no activities that place the corporation at undue risk. The Committee shall review standards of operation for the club, measure performance against these standards by

examining and analyzing deviations, recommending suggestions for improvements, and appraising standards based on experience and our market.

Golf Committee

The purpose of this Committee is to assist the Board and the Director of Golf /Golf Professional with regard to the Golf Program of the Club. The Chair of the Committee also serves as the Handicap Chairperson for the Club. The Golf Professional shall be an ex-officio member of this committee, and will attend all meetings of the committee.

The Golf Program is defined to include but not be limited to; golf tournaments for members, tournaments for non-members (outside tournaments), club golf leagues, tee time rules and procedures, the Club's junior golf program, golf course setup, and matters that relate to pace of play.

The Committee assists the Golf Professional in assessing the golf events and preparing and publishing the annual golf schedule; in assessing the needs of the Program including policies, equipment, activities; in the pricing of optional services; maintaining the golf cart contract; and, at times, will assist in the administration of golf events.

The Committee shall oversee the manner in which the club golf leagues are organized and operated to ensure they are conducted in the best interest of the Club. The president or vice president of each club golf league will be a member of the Golf Committee and will attend all meetings. The person chosen as the Chairperson of this Committee will also be a member of the House Committee and act as the liaison between these committees.

The Committee assists the Golf Professional in preparation of the proposed budget for these areas, both the revenue portion and the expense portion, and submitting these budget recommendations to the Finance Committee.

Recommendations for policy changes or expenditures, in addition to those, which are included in the approved budget, must be presented to the Board and approved prior to the change or the expenditure.

Grounds and Greens Committee

The purpose of this Committee is to act as a liaison between the Board of Directors and the Golf Course Superintendent and staff. This Committee shall also insure a proper line of communication between the membership and the Superintendent. The Committee should assist, in consultation with the Golf Professional and the Board and in the overall policy and decision-making process in order to properly care for, and maintain, the golf course and general grounds of the Club. The Superintendent and Golf Professional shall be ex-officio members of the Committee and shall attend all meetings.

It is the Committee's responsibility to report to the Board on a regular basis concerning problems that may arise; equipment and financial needs; and future planning. The Committee shall meet on a regular basis, no less frequently than monthly during the time of year that the course is open for play, and at least one other time between 12/1 and 3/1.

The committee shall work with the Superintendent to assist, in any way deemed necessary, in the development of policies and procedures to insure proper care and maintenance of the golf course and grounds. The Committee shall also assist the Superintendent, as much as possible, in the yearly budgetary process and for the preparation of applicable sections of the budget for submission to the Finance

Committee. The Committee may, from time to time, make recommendations to the Board and the Superintendent concerning the golf course maintenance and playability. The Committee, either as a whole or in part, shall meet on occasion with the USGA Turf Grass and Golf Course Advisor.

The Committee will monitor the seasonal schedule regarding the application of fertilizer and other chemicals; the general maintenance of the golf course and general grounds of the Club; and the general maintenance of equipment, benches, yardage signs and markers, and other items in use on Club grounds which are under the supervision and responsibility of the Golf Course Superintendent. The Committee shall also cause the schedule for such applications and maintenance to be reduced to writing and updated, as required, when changes in the schedule are deemed necessary.

Recommendations for policy changes or expenditures, in addition to those which are included in the approved budget, must be presented to the Board and approved prior to the change or the expenditure.

House Committee

The Committee will be responsible for creating and maintaining the contract and relationship with the vendor or vendors and or staff who are chosen to operate the restaurant and associated services.

The purpose of this Committee is to assist the Board with regard to the activities and properties listed herewith: men's and women's locker rooms; the clubhouse interior and exterior areas, including porches, patios, other social spaces, and on-course restrooms. The restaurant manager will be an ex-officio member of this committee and will attend all meetings. The chairperson of the Golf Committee will be a member of this Committee.

The committee is also responsible for working with and assisting the restaurant manager with issues that arise in the kitchen; dining room and outdoor spaces; working with the restaurant manager on the creation and maintenance of a menu that represents the wants of the members and also the restaurant vendor and/or staff. The Committee will be responsible to ensure that the snack shed/beverage cart(s) are operated in a manner that is consistent with the best interests of the Club.

The Committee assists in assessing the needs of these particular areas including policies, advertising, equipment and activities.

The Committee is responsible for preparation of the proposed revenue and expense budgets of these areas and submitting them to the Finance Committee.

Recommendations for policy changes or expenditures, in addition to those which are included in the approved budget, must be presented to the Board and approved prior to the change or the expenditure.

Membership Committee

The purpose of this Committee shall be to review and take prompt action on all applications for membership; to review Membership classifications and make recommendations to the Board about them; and to make Membership fee recommendations to the Finance Committee as part of the annual budget process.

Any applications received, dealing with Membership, shall be referred to the Membership Committee which shall review the applications to assure that the

requirements for Membership are met. The Committee is also responsible for activities associated with the recruitment and on-boarding of new members and to assist new members in becoming acclimated into the Club.

Recommendations for policy changes or expenditures, in addition to those which are included in the approved budget, must be presented to the Board and approved prior to the change or the expenditure.

Social Committee

The purpose of this Committee is to assist the Board, the Director of Golf, and the Restaurant Manager with regard to the social activities of the Club. Such activities include social functions open to all members of the Club and all planned activities open to the general public or to groups of non-members. This Committee will also be responsible for publication of the Club newsletter.

The Committee is responsible for the creation, maintenance, and publishing of the club's social calendar, and for the evaluation and adjustment, as needed, of the social program. The Committee is responsible for preparation of the proposed budgets of these areas for submission to the Finance Committee. Recommendations for policy changes or expenditures, in addition to those which are included in the approved budget, must be presented to the Board and approved prior to the change or the expenditure.