



300 McGimpsey Road, Campbell River, British Columbia, V9H 1K8

March 21, 2023

Welcome - call to order:

Meeting called to order at 1:00 pm by Liza

Present:

Directors Liza Hadfield – President
Gerry Gillis – Secretary
Shelly Boates - Treasurer
Scott Oldale – Vice President (via zoom)
Cathy McCartney - Director
Marc Lavergne – Director

Staff Steven MacPherson - Head Professional
Deb Olsen – Business Manager
Rob Watson - Course Superintendent/Operations Manager
Marty Smtih – Food and Beverage Manager

GUESTS: Derek Lamb
Lucien Maurice

Regrets: Kent Reesor – Director
Chris Roper – Director

1. APPROVAL OF THE AGENDA:

Motion To the approve the agenda.

M/S: Marc/Cathy carried

2. APPROVAL OF MINUTES

Motion To approve minutes of November 22, 2023, December 22, 2023 and February 22, 2023

M/S: Gerry/Cathy carried

3. Auditors' Presentation – Derek Lamb & Lucien Maurice Of Chan Nowosad Boates Motion – “To approve the 2023 Auditors Report as presented by CNB.”

M/S: Marc/Shelly carried

4. MANAGERS' REPORTS:

COURSE SUPERINTENDENT'S REPORT



Maintenance Report (February 15, 2023 to March 15, 2023)

Submitted by Rob Watson, Golf Course Superintendent: March 16, 2023

The frigid temperatures and snowfall we have been experiencing over the past month has definitely made prepping the course and completing projects more challenging.

- From February 15 to March 15, 2022 the mean temperature was 4.5 degrees, we had 12 days where the temperature went below 0 with the coldest being -5.9 on February 23 and we had 11 days with temperatures above 10 degrees.
- From February 15, 2023 to March 15, 2023 the mean temperature has been 2.3 degrees, we have had 21 days below freezing with the coldest day being -9.5 on February 24 and we have had 1 day where the temperature went above 10 degrees.

Regardless, we have kept pushing forward as best we can. The new irrigation layout for 9 fairway is currently being installed. We originally hoped to have this completed by Friday March 17 however the extremely heavy frost and cold temperatures have made it impossible to glue pipe until about 10:00 or 11:00 each day. Hopefully we are able to complete 9 irrigation by Saturday or Sunday. Once 9 irrigation is done, we will be installing surrounds irrigation around 3 green.

Other tasks that were completed are as follows:

- Alder removal from holes 1 to 4.
- New roofs and board and batten siding for both course bathrooms.
- Prepping of burn pits as per new regulations.
- Additional road base layer at 6 cart path.
- Additional rough sprinkler installed at start of hole 3.

Upcoming tasks include the following:

- Greens aeration. This is currently scheduled for March 27 to 29 but may need to be delayed a week due to the cold temperatures and forecasted rainfall.
- Once we have completed greens aeration we will be going straight into aerating tees, approaches and select fairways.
- Surrounds irrigation install at 3 green.
- Additional sprinkler to be installed at entrance to grass tees. This head will provide much needed additional water for the left sides of the top 2 tees.
- Irrigation charge-up the week of March 20 to 24.
- Bunker sand adjustments to prepare for the season.
- Edging all sprinklers, valves and catch basins.
- All amendments and starter fertilizer applications will be going out over the next 3 to 4 weeks.
- Vancouver Island Powerlines will be coming in to check and tighten guide wires for the driving range poles.

Motion to accept Superintendent's report

M/S: Shelly/Marc carried

HEAD PROFESSIONAL'S REPORT

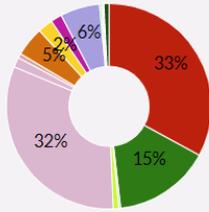
March 16th, 2023

Storey Creek Golf Club

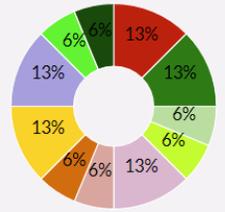
Storey Creek (18 holes)

02/01/2023 - 02/28/2023

Rounds per player type



Carts per player type



RAW DATA

Player Types	Rounds		Carts	
	Qty	Revenue	Qty	Revenue
<input checked="" type="checkbox"/> Arrived	1,015	\$6,853.00	16	\$2,069.21

Player Type	Rounds Qty	Rounds Revenue	Carts Qty	Carts Revenue
● Adult (40-64yrs)	334	\$0.00	2	\$209.55
● Local	155	\$6,040.00	2	\$1,321.54
● Junior	3	\$50.00	1	\$0.00
● Rewards Local	9	\$360.00	1	\$42.86
● Senior (65-79yrs)	324	\$0.00	2	\$233.35
● Senior (65-79yrs) + Annual Cart Pass	16	\$0.00	0	\$0.00
● Super Senior (80yrs+)	7	\$0.00	1	\$19.05
● Young Adult (30-39yrs)	47	\$0.00	1	\$30.95
● Young Adult (19-29yrs)	24	\$0.00	2	\$73.80
● Junior (13-18yrs)	18	\$0.00	0	\$0.00
● Twilight	63	\$0.00	2	\$88.10
● Guest Of Member	3	\$100.00	1	\$28.58
● Staff	2	\$0.00	0	\$0.00
● Staff Seasonal	1	\$0.00	0	\$0.00
● Industry	1	\$20.00	0	\$0.00
● Shareholder (A, B, C)	8	\$283.00	1	\$21.43
No show	127	\$376.00	2	\$97.63

There is a lot of chatter about Game Packs and I expect sales to be far in excess of what we have seen previously, with the 20 round pass only available to those with a share. The Game Packs are structured so that the more a player purchases, the better the deal. When we move into Peak Season rates May 1st, we'll see the greatest number of passes sold.

Promotions

With the new Lightspeed system, we're beginning to utilize new promotional capabilities through our Green Fee structure. If an afternoon shows an empty tee sheet, we're able to offer a special price for a limited period of time to better ensure filling it.

I can do this in two ways. Firstly, by a Promo Code that we share to our newsletter database (7500 golfers), the deal is also shown in our online booking engine and through Social Media (2000 golfers). Secondly, by showing and selling the green fee in full online, in advance of the tee time. Payment goes through, better ensuring players show and play.

Rain Checks

We've been utilizing Lightspeed for better Rain Check procedures too. If a player plays 4 holes or 14 holes, we can now credit the exact remaining amount holes from their 9 or 18 hole green fee payment. Previously, we would give them a 9/18 hole credit on hard copy. This makes for much improved record keeping and tighter credits.

Pace of Play

With each tee time we have the opportunity to record start time, end of front nine, start of back and end of eighteen holes. This feature will benefit us no end as we track pace of play throughout the summer.

No Shows

This past weekend a Member booked a 4some both Saturday and Sunday and showed as a 2some and 3some. Three players could have played in those times. I spoke with him and I hope it's isolated, but I also have a No Show leaderboard that I can view daily/weekly and communicate with culprits. As you are aware, Green Fee players will be charged in full for No Shows beginning April.

Divot Boards

Rob (Super Rob) visited Cordova Bay recently and spent some time with their Super. They have used divot boards during winter play for the last few winters and Rob was amazed at the improvement in turf coverage coming out of the winter. He purchased a board to show you, our Directors to determine if this is a direction we should be taking for our off season golf. We can discuss during our meeting.

The screenshot shows a 'Pace of Play' interface with a close button (X) in the top right corner. It is divided into two sections: 'FRONT' and 'BACK'. Each section has a 'Start' and 'Stop' time field. The 'Start' fields contain a time value of '11:30' and a clock icon. The 'Stop' fields contain a time value of '12:30' and a clock icon. The interface is designed for tracking the duration of play for different groups of players.

1st Tee Signage

I have been soliciting local businesses in the last couple of weeks, working on Sponsorship/Advertising of our leagues and events and one business replied to me with confirmation of their commitment, but also with an interesting proposition.

CNB, (Chan Nowosad Boates), who we have at the meeting today sharing audit details, are interested in purchasing a sign that would be located at the first tee. Rob and I envisage this replacing the Starters Shack.

In talks with the Salmon Foundation, Rob would like to include some mention of the work we do with fisheries, the Grants that have been applied to our property and perhaps information on the fish.

I think a plan view of the course layout for visitors to get their bearings would look good additionally, otherwise one of our favourite hole images.

Below the main sign, Rob would be able to hang his daily maintenance practices, we would be able to double down on golf etiquette and maybe Marty could hang the Daily Specials.

CNB would like the sign to look classy and would have a small logo located on it.

Motion to accept the Head Professional's Report

M/S: Shelly/Marc carried

BUSINESS MANAGER'S REPORT



Report to follow

Motion to accept the Business Manager's Report

M/S:

Food and Beverage Manager's Report

March 16, 2023

F&B Report to the Board, Opening 2023

Today is our first official day for the Creekside Grill for the 2023 season!

We will be working to maintain the momentum and continue to build on the success of last season.

Every staff person that I invited to return for the 2023 season has accepted. There will be one or two new faces on our serving team. We will start the season understaffed in the kitchen once again, which prevents us from promoting certain shifts such as breakfasts. Recruiting efforts continue, kitchen staffing will be an ongoing challenge for the entire industry.

I have spent the past couple of months setting up our new restaurant POS system. There have been some challenges along the way but we are sorting things out as we go. I ask for some patience from our members as we work the bugs out.

The Creekside will be offering a simplified start up menu until mid-April. Priority will be focused on Ladies & Mens nights, as well as tournaments and other special events.

Costs are up from last season across the board but will hopefully stabilize soon. A new 7% federal tax increase on alcohol comes into effect April 1, this increase will be passed on to our customers. New beverage and menu options will be featured throughout the season.

As always, your questions or comments are welcome.

Regards,

Marty Smith
Food & Beverage Manager

Motion to accept the Food and Beverage Manager's Report

M/S: Shelly/Marc carried

5. OLD BUSINESS

- a. Clubhouse committee update – report below following minutes

Motion: to add \$5,000.00 to Clubhouse Committee to continue to pursue more concrete costs for the construction of the new clubhouse.

M/S: Shelly/Marc carried

Motion: To seek a development permit for the replacement septic field at this time.

M/S: Shelly/Marc carried

- b. Nominating Committee update – Cathy gave a report to the Board

- c. AGM Virtual/Electronic Voting Meeting update – The electronic system will be used for the 2023 AGM.
- d. Lightspeed update – on track with booking tee times. Restaurant is also managing the transition to the new program. The business integration continues to have some challenges. Deb will continue to work on the problems.

6. NEW BUSINESS

- a. Letter of Request – Liza to respond
- b. Donation Request – the Board agreed to donate \$200 to Staff Appreciation Fund
- c. Letter from member – Steven to respond
- d. The Board will not require the auditors to attend the AGM.

Adjournment: 3:40 pm

Next Meeting: May 2023. Date and Time TBD.

Clubhouse Committee Report

March 21, 2023 Board Meeting

1. We received a preliminary cost estimate from AFC Construction as per the pre-Construction Agreement. The estimate calculates only construction costs as \$2,230,000 based on square footage of the project and recent costs associated with similar projects.
2. This construction cost is comparable to the DMI estimate of \$2,030,000. The 10% variance substantiates the construction cost structure that we are realistically facing in this market. DBC Construction provided a construction cost of \$1.61M, however I do think some costs are excluded.
3. AFC did not provide an estimate for professional and permit fees nor for non-construction items such as kitchen equipment, bar, furniture, and other items. The professional fees and non-construction estimates have been captured in the DMI estimate and have been carried to the AFC estimate. As such, we are looking at total cost estimates of \$2.85M for AFC and \$2.76M for DMI, as per table below.
4. To meet our budget goal of \$2.25M, the total project cost would have to be reduced by approximately \$600,000, or 21%. The budget column in the table is an attempt to see what would be required to reduce the cost to our \$2.25M target. The key would be to reduce the construction costs component by \$480,000 or 27%, to \$1,753,500. The \$2.25M budget also includes a minor reduction in professional fees and a reduction in non-construction costs (live with what we have).
5. I believe the board has three options to consider.
 - a. Scrap this project and look at alternatives.
 - b. Place the project on hold and reevaluate in the future.

- c. Work with DMI and AFC to see if we can modify the project to meet our budget target of \$2,250,000 and or, increase the budget.
- 6. Option “C” would require additional engagement with DMI and AFC and employing contract services of professional contractors (mechanical, electrical, and civil engineering firms). The result would be a higher degree in confidence for a construction estimate.

Oher Items

- 1. Development Permit, two options.
 - Standalone DP for septic system
 - All-encompassing DP, clubhouse, cart storage, teaching studio and septic system
- 2. Teaching Studio/Practice Center
 - Timing of construction
 - Cost estimates and proposal
- 3. Member Communication Strategy
 - Newsletter, open houses, AGM

Table 1 Construction Cost Estimates

<i>Project Budget</i>		AFC	DMI	DBC
Permit/Fees/Professional	\$ 140,000	\$ 147,000	\$ 147,000	\$ 147,000
Construction Costs	\$ 1,753,500	\$ 2,231,530	\$ 2,037,000	\$ 1,613,493
Contractors Fees	\$ 100,200	\$ 132,825	\$ 238,000	\$ 284,734
Non Construction Costs	\$ 260,000	\$ 336,000	\$ 336,000	\$ 336,000
Clubhouse Cost	\$ 2,253,700	\$ 2,847,355	\$ 2,758,000	\$ 2,381,227
Septic System	\$ 210,000	\$ 210,000	\$ 210,000	\$ 210,000
Total Project Cost	\$ 2,463,700	\$ 3,057,355	\$ 2,968,000	\$ 2,591,227

Notes

Budget incl Gst&Pst

DBC estimate grossed up by Gst

DMI Costs include Gst & Pst

DBC construction cost includes contingency

AFC estimate grossed up by Gst