

## **CORDOVA BAY LADIES EXECUTIVE**

### **MEETING MINUTES**

Sept 15, 2025 @ 2 pm. Bill Mattick's Restaurant

**Present:** Sharlene Smith, Sue Ovans, Kim Harrap, Carol Harrison, Janice Kerr, Darlene Ell

**Regrets:** Deb Carnes, Louise Kallhood

Call to order at 2:00 p.m.

**Approval / Additions of Agenda** – The agenda was reviewed, amended and approved. Approval was moved by Kim and seconded by Carol. Carried.

**Approval of minutes from previous meeting** – The minutes of August 18th were approved as presented. Moved by Sue and seconded by Kim. Carried.

#### **To-Do List Review**

The to-do list was reviewed for outstanding tasks.

#### **Captain's Report – Sharlene Smith**

- Sharlene asked the Executive if they had anything to take forward to the Captain's Forum or Zone 5 AGM. There were no suggestions.
- There was some confusion at the Captain's tournament as to whether the Pro Shop, or the individual themselves should be entering their scores. She will speak with Lance regarding this matter and how best to proceed in future tournaments.
- At the Captain's tournament Sharlene was asked about tipping. She confirmed with Lance that the registration fee includes a tip for the meal. Tipping further and/or on drinks is at the discretion of the registrant. It was suggested that the tip being included should be noted at the bottom of the menu. Sharlene will follow-up with both Lance and Grant regarding this suggestion. Carol suggested that tournament details should be available at the events table.
- She followed up with the member who requested a review of the Gimme Rule. The review was much appreciated.

#### **Vice Captain's Report – Deb Carnes**

- A written Vice Captain's report was submitted by Deb, as she was unable to attend this meeting.
- Deb was wondering if the Member Handbook and the Ladies Club Executive Handbook were one and the same. It was noted at the meeting that they are two separate Handbooks.
- She is unable to find any pictures on the website. She will follow-up with Lance.
- She has asked Lance to delete one of the two archive links as they are duplicates.
- She has confirmed that Lance has updated the list of Executive Members. Penny Baziuk received a sleeve of balls for identifying the one Captain that was missing from the list.

- She reported that there are now names on the bulletin board of the ladies club members that have broken 100, 90 or 80 this year. This is a direct result of a reminder that was placed in the Club News.

#### **Interclub Chair Report – Darlene Ell**

- Darlene reported that the last Interclub match was to be played on Wednesday, September 16th.

#### **Sports/Rules Chair Report – Sue Ovans**

- Sue reported that the weekly results are up-to-date and that the payouts are available to view on-line.
- It was noted that the results for the July 26<sup>th</sup> and 29<sup>th</sup> games were not on-line. She will follow-up.
- She will email those that have broken 80, 90 or 100 to let them know where to pick up their marker of acknowledgment.

#### **Events Chair Report – Kim Harrap**

- Kim reported that the ladies club members have been very appreciative of this year's events.
- The events raised \$3,177.00 for Anney's Closet. The Anney's Closet brochures have been given back to Michelle Mahovich.

#### **Handicap Chair Report – Louise Kallhood**

- A written Handicap Chair report was submitted by Louise, as she was unable to attend this meeting.
- Louise forwarded the proposed changes to the Handicap Chair responsibilities for the Constitution and Bylaws to Sharlene, along with the rationale for the changes.
- She confirmed with Jim that the Handicap Reduction Award trophy will be renamed the Bob Foster Memorial Award. Previous recipients will be listed on a separate plaque on the trophy. Jim will take the trophy to be renamed when he does all the trophy work for the Men's Championship mid September.
- She will be running the reports for the recipients of the awards in early October. As in the past, the names will be kept confidential until the AGM.
- Lance has indicated that CB has to remain "handicap compliant" with Golf Canada. Someone from the team has to be certified every few years, this will take place in the next few weeks. I have indicated that I would be interested in undertaking the certification. This could be dependent on timing and being re-elected as Handicap Chair.
- The time frame for the changes discussed at our last meeting is to have everything ready for the beginning of the 2026 season.
- I am interested in letting my name stand for Handicap Chair for another term, primarily to provide continuity if the suggested changes are implemented.

#### **Secretary's Report**

- There is nothing new to report.

### **New Business**

- a. **AGM** – Kim to email Grant regarding the Executive's requirements for the Annual AGM. This includes having seating for the Executive so that they are visible to the members. An introduction of the Executive will also be on this year's agenda. This year's winners and runner-up's will be acknowledged in the Powerpoint Presentation. Also acknowledged will be those that broke 80, 90 or 100. Darlene noted that the AGM Agenda draft was missing acknowledgement of the members that have passed this year. Sharlene will acknowledge these members at the AGM in her Captain's report. Kim will follow-up with Michelle Egan for the cheque for Anney's Closet and Sharlene will follow-up with Michelle Mahovich regarding the presentation. Three weeks in advance of the AGM (Oct. 14<sup>th</sup>), the Meeting Notice, Constitution and Bylaws amendments and summary will need to be distributed to members. Janice to follow-up with Lance on getting this done. Sharlene to provide the Constitution and Bylaw amendments and summary of proposed changes.
- b. **Constitution and Bylaw Amendments** – The proposed changes were reviewed. Louise was contacted via phone for input regarding the Handicap Chair Role. A motion to approve and recommend the Constitution and Bylaws amendments as amended was proposed. It was moved by Kim and Seconded by Darlene.
- c. **Modify Club Championship Format** – The Executive received a letter from a member requesting that we consider a modification to the Ladies Club Championship format. In addition to stroke play for the Championship Flight it was suggested that the Stableford format could be implemented for the higher handicap players. This could encourage more participation. Sharlene had forwarded the request to the Pro Shop for their input. In addition to reviewing their response the Executive had a spirited discussion regarding the proposal. Given the complexity of the change (running two different tournaments concurrently), and that our participation numbers have been relatively constant and fare well against other ladies clubs in Zone 5, the decision is to leave the format as is. This was then moved by Carol and seconded by Darlene. Sharlene will write the member explaining the decision.
- d. **Nominationing Committee** - Darlene is currently seeking nominations for Vice Captain, Vice Events and Rules Chair.

**Communications** – Nothing more was identified as needing to be communicated to members.

**Next Meeting Date** – Thursday, October 9, 2025, from 2:00 until 4:00 at Bill Mattick's Restaurant.

**Adjournment:** 4:00 p.m.

## **CORDOVA BAY LADIES EXECUTIVE**

### **MEETING MINUTES**

August 18, 2025 @ 2 pm. Bill Mattick's Restaurant

**Present:** Sharlene Smith, Deb Carnes, Sue Ovans, Kim Harrap, Louise Kallhood, Carol Harrison, Janice Kerr, Darlene Ell

Call to order at 2:00 p.m.

**Approval / Additions of Agenda** – The agenda was reviewed and approved. Approval was moved by Kim and seconded by Louise. Carried.

**Approval of minutes from previous meeting** – The minutes of July 14th were approved as presented. Moved by Sue and seconded by Janice. Carried.

#### **To-Do List Review**

The to-do list was reviewed for outstanding tasks.

#### **Captain's Report – Sharlene Smith**

- Sharlene confirmed that the 2025 AGM will be held on November 4<sup>th</sup> from 6:00 p.m. until 7:00 p.m. Registration will begin at 5:30 p.m. She has asked Janice to draft an agenda for the AGM.
- The Captain's tournament is on September 6<sup>th</sup> with registration closing on Saturday, August 23<sup>rd</sup>. She asked the Executive members to verbally promote the tournament. Lance is putting an article in the Club News and sending an email to all Ladies Club Members.

#### **Vice Captain's Report – Deb Carnes**

- Deb to follow-up on members who have passed this year as we wish to recognize them at the AGM.
- Sharlene suggested that the Past Champions and Award Winners links within the Ladies Club Archives Button of the website be either 2 different documents or one of the links deleted.

#### **Interclub Chair Report – Darlene Ell**

- All of the games have been finalized. One more player is needed for Ardmore. Royal Colwood, Cedar Hill and Ardmore are still to play.

#### **Sports/Rules Chair Report – Sue Ovans**

- Sue reported that the local rules have been added to the website, and that an article on scorecards and an intro to the rules and etiquette course offering will be deferred to next year.

#### **Events Chair Report – Kim Harrap**

- Kim reported that the Club Championship was a success. Players enjoyed the buffet and were happy with the ability to select their own tee gift. There were only 51 players in this year's tournament. A conversation ensued with the result being that future events need to be promoted better.
- Carol suggested that the dining tables be numbered and that foursomes sit together in future.
- Deb confirmed that the Vice Captain's role includes stepping in for the Events Vice Chair in their absence.

#### **Handicap Chair Report – Louise Kallhood**

- Louise reported that she and Lance met to review the Handicap Chair role. It appears that the CB Handicap Chair does more extensive auditing of score entry than the other clubs that responded to Louise's survey. This review will include what level of auditing would happen throughout the year. Any changes to the Handicap Chair role require an update to the Constitution and Bylaws.
- Players need to be encouraged to enter their scores in a timely manner. Louise normally allows 2 days for a member to enter their score. She will send Lance a summary of the reminders that she sent to players this year (see attached). Going forward the club could create template emails to remind players to enter their scores. In addition, there could be messaging to members at the beginning of the year, from the club, about expectations for entering all eligible scores throughout the season.
- She reported that Lance will revisit the "Condition of Competition" system that has been envisioned in the past. Members would "click to agree" to terms that remind them of their role in keeping their handicap current.
- She and Lance also talked about waivers for interclub competitions.

#### **Secretary's Report**

- There is nothing new to report.

#### **New Business**

- e. **Gimme Rule** – Ladies Day Members were surveyed regarding the length of Gimme's. There were 90 respondents with no groundswell for change (14 chose no gimme's, 35 – 15", 41 – 18"). It was decided that gimme's will remain at 15". Sharlene will follow up with the member who requested the review.
- f. **Ladies Club Executive's Roles and Responsibilities** – The roles and responsibilities of the Ladies Club Executive were discussed. It was decided that we will recommend to the members that the Sports Chair position be eliminated with the duties still needing to be performed going to the Vice-Captain and Captain. Member communications/engagement will be added to the responsibility of the Vice-Captain. The Handicap Chairs responsibilities will be amended. Amendments to the Constitution and Bylaws will be made to reflect these changes and brought back to the next meeting.

**g. Zone 5 Support** – Darlene reported that Zone 6 is shutting down as they are unable to find volunteers. Zone 5 is strong, but we need to support them.

**Communications** – It was noted that no one had put any 80/90/100 score breaks on the list on the bulletin board. Deb will write an article for Club News reminding people to note them. It was also suggested that all executive members take on promoting Club events amongst their circles etc.

**Next Meeting Date** – Monday, September 15, 2025, from 2:00 until 4:00 at Bill Mattick's Restaurant.

**Adjournment:** 3:50 p.m.

## **CORDOVA BAY LADIES EXECUTIVE**

### **MEETING MINUTES**

July 14, 2025 @ 2 pm. Bill Mattick's Restaurant

**Present:** Sharlene Smith, Deb Carnes, Sue Ovans, Kim Harrap, Louise Kallhood, Carol Harrison, Janice Kerr

**Regrets:** Darlene Ell

Call to order at 2:00 p.m.

**Approval / Additions of Agenda** – The agenda was reviewed, amended and approved. Approval was then moved by Sue and seconded by Louise. Carried.

**Approval of minutes from previous meeting** – The minutes of June 9th were approved as presented. Moved by Louise and seconded by Kim. Carried.

#### **To-Do List Review**

The to-do list was reviewed for outstanding tasks.

#### **Captain's Report – Sharlene Smith**

- Lance responded to our motion of memorializing members who have passed. He acknowledged that recognition should take place at the annual AGM. Deb has offered to pull together information on the members that we have lost. It is recognized that we may not account for everyone.
- The CBLC 2025 Program was reviewed.

#### **Vice Captain's Report – Deb Carnes**

- Deb has recommended that the Vice Captain's role be reviewed. A discussion ensued and a review of all of the Executive's roles will be brought forward to August's meeting.
- She will follow-up with Michelle regarding the Ladies Club Executive Handbook.
- She is working with Lance on the structure of the Ladies Club portion of the Website. Once restructured, she will submit an article to the Club News regarding the new Archives area.
- A document of Executive Members dating back to 1998 has been created. Deb is looking to some long time members to fill in the missing few. This spreadsheet will be posted to the website.

#### **Interclub Chair Report – Darlene Ell**

- A written Interclub report was submitted by Darlene, as she was unable to attend this meeting. 6 of the 11 matches are now complete. A reminder to sign-up was put into the Club News. There are currently enough people signed up for all interclubs.

- She has rescheduled her game with her new member. It is now to be played on August 2<sup>nd</sup>.

#### **Sports/Rules Chair Report – Sue Ovans**

- Sue was happy to report that the Intro to Rules Seminar that she and Nate hosted was well received. She will write an Intro to Rules teaser article for the Club News to see if there is enough interest for another seminar prior to the Club Championship.
- A scorecard article for the Club News is almost ready. Sue will submit the article to Lance.
- She confirmed that Lance will be adding the local rules to the website.

#### **Events Chair Report – Kim Harrap**

- Kim reported that there are 3 more ladies club events for this year.
- She suggested that an Interclub article be written for the Club News identifying upcoming matches and their players.
- Carol reported that our second event of Summer Solstice was played on June 17<sup>th</sup>. 140 ladies club members turned out. Through the sale of raffle tickets, we raised \$1,015 for our charity, Anney's Closet. Congratulations to our low gross team (+9) of Darlene Ell, Sadie Guthrie, Laurie Randall and Lisa Nye. Two teams tied for low net (-17). Carol Harrison, Deb Carnes, Marcella Szel and Catherine Mills made up one team. The other team members were Cathy Cheney, Kathleen Campbell, Jeanette Malcolm and Michelle Egan.
- She also reported that the Ladies Club Executive is responsible for manning the special events tent. If needed, the Ladies Club Executive will reach out to the members to see if they are able to volunteer their time.
- Sharlene provided feedback which she received regarding the Summer Solstice. The members thought the event was very well organized and the cooling towel tee gift was a hit. The tent volunteers appreciated receiving information regarding their roles and responsibilities and on the prizing. On follow-up, Carol confirmed that the pro shop will be entering members' scores for future events.

#### **Handicap Chair Report – Louise Kallhood**

- Louise created a survey which she sent to all of the Zone 5 Captains. She was looking to connect with an individual at each club that could provide her with information on the roles and responsibilities of their Club Handicap Chair. She heard back from 4 of the 11 clubs. These were Ardmore, Olympic View, Royal Colwood, and Victoria. The results being that the roles and responsibilities differ greatly amongst the clubs.
- She will make a date to talk with Lance about how the club views handicap responsibilities and how the men's club is audited.

#### **Secretary's Report**

- There is nothing new to report.



#### **New Business**

- h. **Schedule AGM Meeting** - A tentative date of Nov. 4, 2025, has been suggested. Sharlene will confirm the date with the pro shop.
- i. **Gimme's** – Sharlene received a request from a member for the Ladies Club Executive to reconsider the length of gimme's. The suggestion was that ours (the Ladies' Club) should be the same as the Mens' (18"). This suggestion will be discussed at our August meeting, as all of the executive members should be in attendance.
- j. **Ladies Club Executive's Roles and Responsibilities** – To be discussed at the August meeting.

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**Communications** – Nothing more was identified as needing to be communicated to members.

**Next Meeting Date** – Monday, August 18, 2025, from 2:00 until 4:00 at Bill Mattick's Restaurant.

**Adjournment:** 3:40 p.m.

## **CORDOVA BAY LADIES EXECUTIVE**

### **MEETING MINUTES**

June 9, 2025 @ 2 pm. Bill Mattick's Restaurant

**Present:** Sharlene Smith, Deb Carnes, Sue Ovans, Kim Harrap, Louise Kallhood, Carol Harrison, Darlene Ell arrived at 3:00 p.m.

**Regrets:** Janice Kerr

Call to order at 1:55 p.m.

**Approval / Additions of Agenda** – There were no additions to the agenda. Approval was then moved by Louise and seconded by Kim. Carried.

**Approval of minutes from previous meeting** – The minutes of May 12<sup>th</sup> were approved as presented. Moved by Carol and seconded by Louise. Carried.

#### **To-Do List Review**

The to-do list was reviewed for outstanding tasks.

#### **Captain's Report – Sharlene Smith**

- Sharlene shared that the tomato plants that were on sale in front of the pro shop had been donated by new member Wendy O'Dwyer. The proceeds went to our charity pool.
- She noted that it was nice to see all the prize money being distributed to members and asked if anyone had received feedback on it. Others noted that people are appreciating the different competitions and added prize money.
- She also noted that the 'Beat the Course' competition did not meet our objective of teaching people match play. A discussion ensued and landed on doing a clinic on match play next year.

#### **Vice Captain's Report – Deb Carnes**

- Deb reported that she hasn't received anything from Michelle regarding a handbook for the Ladies Club Executive
- On web site maintenance, the pictures are still needing to be updated, and the ladies' day results are available.
- For the Ladies Club archives, Deb shared an updated version of the previous Club Executive members. Louise & Darlene will review it one more time before Deb forwards it to Lance for posting. Once Darlene has supplied the missing AGM minutes and put them into a pdf doc(s), Deb

will get them posted and write an article for Club News promoting the availability of the archived information.

#### **Interclub Chair Report – Darlene Ell**

- Sue indicated that she appreciates the extent of the results info being published in Club News
- Darlene reported that we're halfway through the season on Interclub matches, and that we have enough registrants for all matches except the one with Ardmore.

#### **Sports/Rules Chair Report – Sue Ovans**

- Sue reported on the Rules Clinic held on May 28<sup>th</sup>. Unfortunately, Debbie Needham was a no-show, but she and Nate Ollis went ahead with the clinic and received really good feedback on the clinic and format – responding to questions participants had. She is feeling that this is a good way to do them in future.
- Sue noted that weekly scorecard entry is being done really well by the pro shop staff and questioned whether a ladies club sports chair is needed in future.
- Exec. members are getting good feedback on the rules quiz questions being published in Club News and suggested that we continue to do them with regular frequency e.g., monthly. Carol suggested including a question on what the rule is if someone's second shot goes in the water on #17. Sue noted that a local rule would apply to this situation, and that she will ask that the local rules be added to the Ladies Club website.
- Sue noted that she is working on an intro to the rules & etiquette clinic offering for July.
- She's also working on an article for Club News on how to complete scorecards for ladies days and felt that there wasn't a need for one on etiquette.

#### **Events Chair Report – Kim Harrap**

- Kim reported that the Summer Solstice event is set to go. Carol will be sending out the volunteer desk duty schedule shortly.
- She asked that photos taken at any of the club events be sent to [events@cordovabaygolf.ca](mailto:events@cordovabaygolf.ca) for posting.
- The remaining events are the Club Championship (Aug. 16 & 17), Summer Cha Cha (Aug. 26), and Captains Tournament (Sept. 6).

#### **Handicap Chair Report – Louise Kallhood**

- Louise reported that she's keeping on top of Interclub score entry, and that score entry for the Gorge Vale Field Day was done by most members participating.
- She also wrote an info piece on tournament scorekeeping/entry that was published and is available on the website
- She's going to check with other Zone 5 clubs on whether they have handicap chairs and their duties with a view to whether we need to continue to monitor score entry/handicaps. Sharlene to provide Louise with the list of Zone 5 captains and their contact info.

#### **Secretary's Report – no report**

#### **New Business**

- **Member Memorials** – Sharlene reported that a request has been received to memorialize a member who recently passed. In following up with Lance, he advised that the Club does not have a policy or procedure for doing this. It was noted that this has been done in the past by creating a garden, spreading ashes, naming of a trophy and sympathy cards being sent to the family on behalf of the Ladies Club (by the Club secretary). Extensive discussion ensued with options for memorializing members identified. It was decided that the Ladies Club Executive would acknowledge members lost in the past year at the Club's AGM in the fall, and that we would like to produce articles for publication in the Club News when someone passes. Recognizing that the later would require Club management approval, the following motion was proposed.

**Motion:** The Ladies Club Executive recommends that a brief memorial acknowledging ladies club members who have passed be included in the Club News, and that the Ladies Club executive would provide the content for same. Moved by Louise, seconded by Sue. Carried.

Sharlene to provide the motion to Lance for response.

**Communications** – Nothing more was identified as needing to be communicated to members.

**Next Meeting Date** – Monday, July 14th, 2025, from 2:00 until 4:00 at Bill Mattick's Restaurant.

**Adjournment:** 3:20 p.m.

## **CORDOVA BAY LADIES EXECUTIVE**

### **MEETING MINUTES**

May 12, 2025 @ 2 pm. Bill Mattick's Restaurant

**Present:** Sharlene Smith, Deb Carnes, Darlene Ell, Sue Ovans, Kim Harrap, Janice Kerr, Louise Kallhood, Carol Harrison

**Regrets:** None

Call to order at 2:00

**Approval / Additions of Agenda** – There are no new additions to the agenda. Approval was then moved by Kim and seconded by Darlene. Carried.

**Approval of minutes from previous meeting** –April 12<sup>th</sup>'s meeting minutes were reviewed, amended and approved. Moved by Louise and seconded by Kim. Carried.

#### **To-Do List Review**

The to-do list was reviewed for outstanding tasks.

#### **Captain's Report – Sharlene Smith**

- The Ladies Club Executive offered new Ladies Club members the opportunity to play 18 holes with one of the Executive members. 4 of the 15 new members took the Executive up on this opportunity. Those that played enjoyed the opportunity to do so. This offering will be discussed again at next year's planning meeting.

#### **Vice Captain's Report – Deb Carnes**

- Deb reported that she hadn't received anything from Michelle regarding a Ladies Club Executive Handbook. Further info pending.
- On website maintenance, it was noted that the photo gallery is only showing pictures from 2024, and that members are having difficulty finding ladies day results. Deb to follow-up.
- Deb shared all the information she'd collected for the Ladies Club archives. To complete the information, Darlene will secure any missing AGM minutes and review the list of former Ladies Club Executive members. Darlene will also scan the AGM minutes for putting into a digital document(s).
- Deb to talk with Lance about the menu structure of the website for a new Archives Button.

#### **Interclub Chair Report– Darlene Ell**

- Darlene continues to organize interclubs and is pleased that more ladies are signing up.

#### **Sports/Rules Chair Report – Sue Ovans**

- Lance and Sue continue to discuss an Intro to Rules and Etiquette course offering.

- Sue reminded everyone of the Advanced Rules Clinic which is taking place on May 28<sup>th</sup>.
- Sue and Louise to create a Rules Quiz for next weeks Club News.
- Sue to create an article on how to correctly fill out the Ladies Day scorecards and an Etiquette Reminder article.

#### **Events Chair Report – Kim Harrap**

- The Swing into Spring event was well organized and well attended. The lunch options were well received and enjoyed by all.
- Kim is away in June. Carol will take care of the Summer Solstice event.
- Kim will speak with Fiona regarding the photos that were taken at the Swing into Spring event, as these photos should be posted to the website. Photos taken at any of the events should be forwarded to [events@cordovabaygolf.com](mailto:events@cordovabaygolf.com)
- To adopt the Modified Chapman format, the Summer 6-6 will now be known as the Summer Cha Cha.

#### **Vice Events Chair Report – Carol Harrison**

Carol will coordinate the volunteers required to help with the Summer Solstice event.

#### **Handicap Chair Report – Louise Kallhood**

- Louise completed an open audit of non-Ladies Day tee-sheets.
- Louise will create a Tournament Info Newsletter for the Club News.
- Louise will draft a couple of Rules Quiz tidbits and forward to Sue for her input.

#### **Secretary's Report - Janice Kerr**

- The Ladies Club Executive's historical documentation is now being stored in our locker in the ladies locker room.

#### **New Business**

- There was no new business.

**Communications** – Nothing more was identified as needing to be communicated to members.

**Next Meeting Date – June 9th, 2025, from 2:00 until 4:00 at Bill Mattick's Restaurant.**

**Adjournment:** 3:15 p.m

## **CORDOVA BAY LADIES EXECUTIVE**

### **MEETING MINUTES**

April 14, 2025 @ 2 pm. Bill Mattick's Restaurant

**Present:** Sharlene Smith, Deb Carnes, Darlene Ell, Sue Ovans, Kim Harrap, Janice Kerr, Louise Kallhood

**Regrets:** Carol Harrison

Call to order at 2:00

**Approval / Additions of Agenda** – There are no new additions to the agenda. Approval was then moved by Kim and seconded by Darlene. Carried.

**Approval of minutes from previous meeting** – March 24<sup>th</sup>'s meeting minutes were approved. Moved by Sue and seconded by Janice. Carried.

#### **To-Do List Review**

The to-do list was reviewed for outstanding tasks.

#### **Captain's Report – Sharlene Smith**

- Sharlene received a letter regarding the upcoming 55+ Games in Nanaimo. The games run from Sept. 9 – 13, 2025. Registration opened April 1<sup>st</sup> and includes a \$112.00 sports fee which will be reimbursed by Zone 1.
- An email was sent to the 15 new Ladies Club members inviting them to golf with an Executive Member. There were 9 responses of which 6 ladies are able to take advantage of the offer. All of the Executive Members will be playing with at least one of the 6 ladies.

#### **Vice Captain's Report – Deb Carnes**

- Deb is working with Michelle regarding a Ladies Club Executive Handbook. A draft should be available in a couple of weeks time and forwarded to the Executive for their input.
- A list of all of the Executive members both past and present is being created. Darlene will assist Deb in this endeavour, as not all of the information is documented.
- Sharlene and Deb to discuss with Lance the creation of a new Archives button for the Ladies Club section of the website.

#### **Interclub Chair Report– Darlene Ell**

- The 1<sup>st</sup> Interclub is with Highland Pacific on April 22<sup>nd</sup>. There are 8 ladies that are registered to play, but not everyone is available to play both games. Darlene is working with the registrants plus others with similar handicaps in order to put a team together. In a discussion with Lance, it was decided to close Interclub registration 2 days earlier than originally planned. This will allow 2 extra days to put a tee sheet together.

#### **Sports/Rules Chair Report – Sue Ovans**

- Lance and Sue continue to discuss an Intro to Rules and Etiquette course offering.

#### **Events Chair Report – Kim Harrap**

- The Swing into Spring event and Summer Solstice are all organized. Volunteers are needed for the 1<sup>st</sup> tee booth. Carol will be back to assist with Swing into Spring. The Summer 6-6-6 event needs to be renamed as it will now be a modified chapman format. Kim will work with Lance on this.

#### **Handicap Chair Report – Louise Kallhood**

- A club member reached out to Louise regarding the Golf Canada Handicap article in the Club News. Louise forwarded the member the regulations pertaining to their question of why scores should be entered by midnight.
- Another member asked about the scoring for unplayed holes. Golf Canada allows for a 0 to be entered for an unplayed hole whereas Golf Genius does not. Sue will review all of the Ladies Day score cards. If a 0 has been recorded for an unplayed hole she will then forward the information to Louise. Louise will then update the players score in Golf Canada by entering a 0. Players should be placing a 0 on their scorecard if they didn't play a hole. If a player picked up on a hole, they should write down their most likely score.

#### **Secretary's Report**

- Several binders, cd's with photos, and a backup of the laptop will be brought to our next meeting and placed in one of our storage lockers for safe keeping.

#### **New Business**

- k. **Scorecards** – Sue will be writing an article for the Club News reminding Ladies Club members of the importance of filling out their scorecard correctly.
- l. **Communications** – Sue will speak with Lance regarding Etiquette Reminder articles for the Club News.

**Next Meeting Date – May 12, 2025, from 2:00 until 4:00 at Bill Mattick's Restaurant.**

**Adjournment:** 3:20 p.m.



## **CORDOVA BAY LADIES EXECUTIVE**

### **MEETING MINUTES**

March 24, 2025 @ 2 pm. Bill Mattick's Restaurant

**Present:** Sharlene Smith, Deb Carnes, Darlene Ell, Sue Ovans, Kim Harrap, Janice Kerr

**Regrets:** Carol Harrison, Louise Kallhood

Call to order at 2:00

**Approval / Additions of Agenda** – There are no new additions to the agenda. Approval was then moved by Kim and seconded by Sue. Carried.

**Approval of minutes from previous meeting** – January 27<sup>th</sup>'s meeting minutes were approved as amended. Moved by Sue and seconded by Darlene. Carried.

#### **To-Do List Review**

The to-do list was reviewed for outstanding tasks.

#### **Captain's Report – Sharlene Smith**

- An email was sent to all Ladies Club members detailing the 2025 season. Some members noted they are disappointed that this years Spring Meeting has been cancelled, as a result of funding for it going to weekly prizing.
- Sharlene and Deb attended the Ladies Zone 5 meeting on March 24<sup>th</sup>. There are 15 clubs in Zone 5. Cordova Bay has the 3<sup>rd</sup> largest ladies club with 204 members. The Ladies Zone 5 Executive Committee wishes to have more of a profile when promoting golf in 2025. Sharlene will draft an information article for the Club News and include a link to their website. Harris Erickson is a Zone 5 program for women whose handicap is less than 15. Again, the Ladies Zone 5 Executive Committee would like to promote this program. It was noted that we promote it via a poster on the Ladies Club bulletin board. Regarding the Ladies Zone 5 Rules Clinics, Sue suggested that the information be posted to the Bulletin Board and will follow-up with Lance regarding putting something in the Club News and coordinating registration. Sharlene will put the poster for the Island Kids Foundation Charity Tournament up on the bulletin board.

#### **Vice Captain's Report – Deb Carnes**

- Deb to follow-up with Michele regarding the Ladies Club Executive Handbook.
- Deb to monitor the Cordova Bay Website to ensure the Ladies Club portion is up to date. An Archives Button will also be added to the website. Suggested content is the AGM Minutes, Award Winners, and the Executive Members over the years.

#### **Interclub Chair Report– Darlene Ell**

- Sign-up for Interclub is going well. The Interclub player selection process was reviewed and amended. The registration response email will be edited to advise players that a selection criteria will be used for choosing players, and that a copy of the criteria is available on request. Pace of play can be a concern on the days that an Interclub is being played. Some suggestions on how to address this is to remind the team captains, starters, marshals', etc. of the pace of play.

#### **Sports/Rules Chair Report – Sue Ovans**

- Deb Needham will be providing an Advanced Rules course at Cordova Bay. It is scheduled to be on May 28<sup>th</sup> with a probable start time of 10:00 a.m. A sign-up sheet will be available. There will be room for 20 participants. Lance and Sue are in discussion regarding an Intro to Rules and Etiquette course offering. Laminated Rules cards will be available again this year. Lance will format and size the document, and Sue will laminate the individual cards. Other Executive members have offered to assist Sue if needed.

#### **Events Chair Report – Kim Harrap**

- Kim has purchased the snacks for the 1<sup>st</sup> Tuesday and Saturday Ladies Day. Kim has created a schedule of volunteers to help manage the Ladies Day Booth for the above. The tee gifts and tables required have been arranged for. Lance will be communicating with Morgan the flower requirements.

#### **Handicap Chair Report – Louise Kallhood**

- Although not in attendance, Louise provided a written report advising that she had checked the RCGA website to ensure there are no new handicap rules for 2025. There are not. Things are status quo from last year, when the big change was entering a value of zero for any unplayed holes. She will continue to get the word out this season.
- Louise is prepared to help with website maintenance and archival work if needed.

#### **Secretary's Report**

- Articles are required for the Club News. Janice will send out a reminder on Wednesdays to the Ladies Club Executive.
- Janice will provide Deb with any information that she has on past Ladies Club Executive members.
- Janice has acquired possession of an old laptop, which was used by past Ladies Club Executive members. She will dispose of it appropriately.

#### **New Business**

- m. Charity Selection for 2025** – Anney's Closet has been chosen as this year's Ladies Club charity. They will receive the proceeds from this year's fundraising. Sharlene will notify all the nominators. Sharlene will create an article for the Club News regarding Anney's Closet. More information on this charity will be available at the Swing into Spring event.

- n. **New Members** – There are 15 new Ladies Club members. Deb suggested that on Ladies Days in the month of April we give new members the opportunity to play with an Executive member. Sharlene will send an email to the new members letting them know of this opportunity.
- o. **Surplus Funds** – There is balance of \$2133.21 in the Ladies Club account. It was decided that these funds would be used for extraordinary items.
- p. **Communications** – Executive members identified nothing as needing to be communicated at this time other than what has already been discussed. It was noted that our communications need to be timely and transparent.
- q. **Feedback on Member Gifts** – Kim will speak with Lance regarding feedback received on member gifts.

**Next Meeting Date – April 14, 2025, from 2:00 until 4:00 at Bill Mattick's Restaurant.**

**Adjournment:** 4:00 p.m.

## **CORDOVA BAY LADIES EXECUTIVE**

### **MEETING MINUTES**

January 27, 2025 @ 2 pm. Bill Mattick's Restaurant

**Present:** Sharlene Smith, Darlene Ell, Sue Ovans, Kim Harrap, Janice Kerr

**Regrets:** Carol Harrison, Deb Carnes, Louise Kallhood

Call to order at 2:05

**Approval / Additions of Agenda** – There are no new additions to the agenda. Approval was then moved by Sue and seconded by Darlene. Carried.

**Approval of minutes from previous meeting** – January 6<sup>th</sup>'s meeting minutes were approved. Moved by Darlene and seconded by Sue. Carried.

#### **To-Do List Review**

The to-do list was reviewed for outstanding tasks.

#### **Captain's Report – Sharlene Smith**

- Reviewed the 2025 Ladies Club Program document and the Ladies Season Summary prepared by Lance.

#### **Vice Captain's Report – Deb Carnes**

- There is nothing to report as Deb is away.

#### **Interclub Chair Report– Darlene Ell**

- All interclubs have been scheduled. There are no more than 1 interclub per week. The 1st interclub is at Highland Pacific on April 22, 2025, and the last one is at Ardmore on September 16, 2025. Interclub registration starts on March 1, 2025. The selection criteria for interclub will be discussed at the next meeting.

#### **Sports/Rules Chair Report – Sue Ovans**

- Weekly Competitions – Lance has created a detailed spreadsheet with all the weekly competitions outlined. The Stableford series, Sharp Shooter & Chipping competitions have been removed. Sue has received positive feedback regarding the changes. The Ladies Club Executive wishes to thank Lance for all his work in scheduling and documenting the competitions.
- Sue gave an update on the Rules Clinics for 2025 and the Laminated Rules Cards. Sue will work on providing a Basic Rules and Etiquette Course. Sue will also be discussing with Deb Needham the need for an Advanced Rules Course to be offered in the Spring of 2025. Lance has also

proposed offering a Level One Rules On-line Clinic. Sue will discuss with Michelle the creation of Laminated Rules Cards. They will hopefully be available for opening day.

#### **Events Chair Report – Kim Harrap**

- Kim is working with Lance and the gardeners on the flowers that are to be displayed at some of the Ladies Club events. Kim is also working on the tee gifts and has offered to assist in purchasing the snacks. As for volunteers for the 1<sup>st</sup> Tuesday's Ladies Day booth, Kim will be putting together a schedule. Kim has volunteered to be at the booth on the 1<sup>st</sup> Saturday of Ladies Day. Carol will be back for the Swing into Spring event.

#### **Handicap Chair Report – Louise Kallhood**

- Louise confirmed with Golf BC that Cordova Bay Golf Course is considered an Active Club all year long. As such, all scores should be recorded throughout the entire year. This includes the winter months when the mats are in use. Jim Goddard will be updating the local rules to reflect this.

#### **Secretary's Report**

- There is nothing new to report.

#### **New Business**

- r. **2025 Awards – Review** – The Spring Series, Summer Series, Chip-ins, Sharp Shooter and Fosters Cup have been removed. The Gross and Net Eclectic Awards will now be given to the Top 6 finishers. The amounts awarded are 1<sup>st</sup> = \$60, 2<sup>nd</sup> = \$55, 3<sup>rd</sup> = \$50, 4<sup>th</sup> = \$45, 5<sup>th</sup> = \$40 and 6<sup>th</sup> = \$35. The Gross and Net Birdies Awards is unchanged – Top 6 finishers with award amounts of \$50, \$40, \$35, \$30, \$25, \$20. The amounts awarded to the Susie Berry and Bob Foster winner's will now be 1<sup>st</sup> = \$100, 2<sup>nd</sup> = \$75, 3<sup>rd</sup> = \$50.
- s. **Charity for 2025** – Given that the Pro Shop has chosen a sports related charity (Junior Golf Victoria) to receive the funds generated from the Seed and Flower sales, it was decided that the Ladies Club choice does not need to be a sports related charity, and that that guideline could be removed from the selection criteria. Anyone who wishes to nominate a charity should email their recommendation to Sharlene. This information will then be forwarded to all of the Executive who will each choose their top 3 charities for a shortlist. Once the Ladies Club Executive have chosen the charity at the March 24<sup>th</sup> meeting, it will be communicated in the Club News. Information on the charity will also be available at the Swing into Spring booth.
- t. **New Members Nine and Wine** – The Pro Shop will be hosting an event for all new members (men and women). The Ladies Club Executive will be available to play with any new Ladies Club members. There will be further discussion on a possible event for new Ladies Club members. Sharlene to find out how many new Ladies Club members there are.
- u. **Surplus Funds – Spending Options** – To be discussed further.

#### **Communications**

- Standing Item. Nothing identified as needing to be communicated at this time.

**Next Meeting Date & Schedule – March 24, 2025 from 2:00 until 4:00 at Bill Mattick’s Restaurant** will be our next meeting. Thereafter, the 2<sup>nd</sup> Monday of every month from 2:00 – 4:00 will be held for executive meetings.

**Adjournment:** 3:35 p.m.

## **CORDOVA BAY LADIES EXECUTIVE**

### **MEETING MINUTES**

January 6, 2025 @ 2 pm. Bill Mattick's Restaurant

**Present:** Sharlene Smith, Darlene Ell, Sue Ovans, Kim Harrap, Janice Kerr, Deb Carnes, Louise Kallhood

**Regrets:** Carol Harrison

Call to order at 2:00

**Approval / Additions of Agenda** – Sharlene requested that Ladies Club Archives be added to the agenda. Approval was then moved by Louise and seconded by Kim. Carried.

**Approval of minutes from previous meeting** – November's meeting minutes had already been electronically approved and posted to the website previously.

**Recommendation of 2024's AGM minutes** – These minutes are to be approved at the 2025 AGM meeting. Motion: The Ladies Club Executive recommends that members approve the 2024 AGM minutes as presented at the 2025 AGM. Moved by Deb and seconded by Kim. Carried.

#### **To-Do List Review**

The to-do list was reviewed for outstanding tasks. Janice is to start a new version for 2025, including the 2 outstanding items from the 2024 list.

#### **Captain's Report – Sharlene Smith**

- Sharlene asked for changes/additions to the Ladies Club Program for 2025 as previously circulated. Changes noted. This document will be shared with Executive members when revised.
- A discussion about communication concluded that it should be a standing agenda item. The decision regarding the Spring Meeting needs to be communicated to the Ladies Club Members. Sharlene will work with Lance on the communication. This communiqué should also be included in the Club News. Louise suggested that the vestibule outside the ladies' washroom may be another opportunity to post this information.

#### **Vice Captain's Report – Deb Carnes**

- Deb offered to assist Darlene with managing the Interclub matches. Darlene advised that she would show Deb specific tasks that could be completed as required, as coordinating and managing the Interclub matches takes a significant amount of work. Darlene to get Deb access to Golf Genius. Sharlene is also a resource for filling in when Darlene is not available. It was noted that Deb will also be available for back-up to the other committee members as needed.

#### **Interclub Chair Report– Darlene Ell**

- 7 of the 11 interclub matches have been scheduled. An effort has been made to ensure that there is only 1 interclub match per week. The selection criteria for interclub participants needs to be fine tuned. This will be discussed at the next meeting. Deb suggested that a spare list to call from might warrant looking at. Normally however there are enough members registered for interclub who can fill in as a spare.

#### **Sports/Rules Chair Report – Sue Ovans**

- Sue to discuss Rules Clinics with Debbie Needham. Sue will also work with Michelle on creating laminated rules cards for members.

#### **Events Chair Report – Kim Harrap**

- Lance has entered all of the ladies day dates into the system. Once the Interclubs have been entered the schedule will be known. The Swing into Spring prizes is being worked on. The Swing into Spring events will be held on the 1<sup>st</sup> Tuesday and 1<sup>st</sup> Saturday in April. A suggestion was made to have a communication hand-out provided to members on the 1<sup>st</sup> Tuesday and Saturday Ladies Day. Volunteers may be needed to help staff the registration desk at events. When required, a list of Executive members and their availability will be established.

#### **Handicap Chair Report – Louise Kallhood**

- Louise was approached by a few members regarding the use of mats and how to score their rounds. A lot of discussion ensued regarding how to enter scores and whether or not Cordova Bay should be considered Active or Inactive in the winter months. Cordova Bay is currently considered Active. Louise to follow-up with the members that approached her and advise that for now they are to post as Active. Jim to follow-up with Golf Canada regarding Cordova Bay's status on the use of mandatory mats during the active winter season.

#### **Secretary's Report**

- Janice to check with Carol to ensure she approves the use of her email address and phone number on the Ladies Club Executive's Contact List. If yes, this list is to be laminated and posted in the vestibule outside of the ladies washroom. The contact list that is to be posted to the website will be the Executive's names and roles only. This contact list will include the caveat 'Please contact the Pro shop if you wish to contact an executive member'.

#### **New Business**

- AGM Debrief** – Suggestions included: ensure that the current Executive committee is introduced at the start of the AGM, and the next year's at the end. Include a head table for the Executive Committee to sit at and to be seen. Create a PowerPoint presentation to be shown at the AGM. This presentation would include a list of all of the winners and runners-up for the various awards. The winner's would also be acknowledged when accepting their award(s).



- b. **Shirts and Name tags for Ladies Executive** – Sharlene to order name tags for the Executive except for Louise and Sue, as they already have one. Dorothy will send a link to the Cutter and Buck Golf Shirts that are to be ordered. Each Executive member will send their 2 choices of colour to Sharlene. The colour decision will be made at a later date.
- c. **Shirts for Ladies Interclub** – It was decided that we would offer the same shirts/color for Interclub this year. Darlene will have something put in Club News promoting their availability.
- d. **Charities for 2025 – Options and Selection Criteria** – It was acknowledged that the Pro Shop have chosen Junior Golf Victoria to benefit from the Flower and Seed Sales. The Executive will choose one charity to benefit from half of the raffle proceeds. Two charities have already been put forward for consideration. The Executive members are to send Sharlene any charity recommendations that they also may have. The selection criteria were revisited and will be used for choosing this year's charity.
- e. **Planning Meeting Debrief** – Everyone agreed that it was a good meeting.
- f. **Planning Meeting Minutes** – Janice to update the minutes to reflect a requested change made by Darlene. Sue also had a minor update. Once complete, Sharlene will send the minutes to Jim, Lance and Michelle.
- g. **Fosters Cup – Legacy Options** – The Ladies Club Executive concurred with Michelle Egan's suggestion of renaming the Handicap Reduction Award trophy to the Foster's Cup. A write-up regarding Bob Foster's legacy and the renaming of the award is to be created. The trophy also requires a new plaque.
- h. **New Members Nine & Wine** – Deferred until the next meeting.
- i. **Ladies Club Executive Handbook** – Deb to work with Michelle on this
- j. **2025 Awards - Review** – Deferred until the next meeting.
- k. **Surplus Funds – Spending Options** – Deferred until the next meeting.
- l. **Website Maintenance** – Deb to review the website periodically for needed updates.
- m. **Ladies Club Archives** – It was suggested that an Archive Button be added to the Ladies Club section of the website. Examples of what should be included with the archives are Major Awards, AGM Minutes, past Executive members.

**Next Meeting Date & Schedule** – January 27, 2025, from 2:00 until 4:00 at Bill Mattick's Restaurant will be our next meeting. Thereafter, the 2<sup>nd</sup> Monday of every month from 2:00 – 4:00 will be held for executive meetings.

**Adjournment:** 4:00 p.m.