

**Clare Golf and Country Club**  
**Annual General Meeting of Shareholders**  
**April 25, 2022 at 6:00 pm.**

**1. Welcome**

Eric Tufts called the meeting to order and welcomed the 31 shareholders present. (One proxy in addition)

**2. Approval of agenda**

Moved by Lionel LeBlanc and seconded by Bill Twaddle that the agenda be approved as circulated. Unanimous.

**3. Approval of the minutes of the May 30, 2021 AGM**

Moved by Bill Twaddle and seconded by Stephane LeBlanc that the minutes be approved as circulated. Unanimous.

**4. Business arising from the minutes**

- Roof: Installation of the new metal roof was completed last spring. Since the dormers needed to be reshingled, the cost was higher than originally anticipated, at \$85,000.

- Golf carts: The 15 new golf carts ordered in October of 2020 arrived last week. Our fleet now stands at 28.

- Questions raised at the May 30, 2021 AGM

Since the 2021 AGM was held via TEAMS, members posted their questions, which were subsequently answered in an email sent to all participants. If any questions arise tonight which cannot be answered right away, they will be dealt with in the same manner.

**5. Report on the August 23, 2021 Annual Shareholder/Member Information Session**

The meeting was well attended. Eric Tufts and Annah Boucher gave updates on the season, followed by a question and answer session. Two issues arose:

- The need for improved curb appeal: A small part of the budget has been allocated for this purpose and an ad hoc committee is being formed.

- Recognizing the accomplishments of our members – A “Wall of Fame” in the corridor near the Proshop will replace the banners that used to hang on the walls of the main hall.

**6. December 2, 2021 fire – an update**

Eric thanked Annah and Andrew for all the work they put on this file.

- The footings for the new shed are poured, but illness has caused a delay in the rebuild. Construction is expected to begin within the next 1-2 weeks.

- The cheques from our insurance company should arrive within the next week.

- Members who lost equipment and are not covered through their own insurance are eligible for some compensation through our insurance policy. The total is capped at \$50,000, and it is the insurance company’s purview to determine how this money will be distributed.

- A fundraising tournament will be held in May to help cover the shortfall between the cost of the new shed and the amount covered by our insurance.

## **7. Financial Review Committee Report and Approval of 2021 Financial Statements**

- Financial Review Committee report: See attached
- Financial Statements: See attached.
- Nick Coates presented the highlights of the 2021 Financial Statements.

Total revenues were \$722,000 in 2021, an increase of \$120k over the prior year, due in large part to increased golf revenues, strong kitchen sales and a substantial amount of government assistance related to COVID.

This was offset by total expenses of \$575,000, an increase of \$144k over the prior year, mostly due to golf cart related expenses, increased kitchen expenses, and an increase in salaries and wages. The latter were higher because of an earlier opening as well as the need for additional staff to service an increase in operations and COVID-19 protocols and sanitation requirements.

The net income for 2021 was \$144,461, compared to \$172,262 in 2020. The difference is mainly a result of less Chase the Ace monies recognized and the aforementioned increase in expenses.

Moved by Paul-Émile LeBlanc and seconded by Bill Twaddle that the 2021 Financial Statements be accepted. Unanimous.

## **8. Report on the 2022 Operating Budget and Capital Budget**

- Operating budget: With little to no government assistance expected and little Chase the Ace money remaining, revenues are projected at approximately \$610,00 and operating expenses at approximately \$598,000, leaving a projected profit of approximately \$12,000 for the year.

Moved by Ernie Muise and seconded by Alan Boudreau that the 2022 Operating Budget be approved. Unanimous.

- Capital budget: In addition to the new golf carts, capital expenses will also include the replacement of the shed and equipment lost in the December fire. The total is projected at approximately \$330,000, and will be financed through cash on hand, insurance proceeds, and fundraising activities. Applications have also been made for various government grants. The shortfall will be financed through a term loan.

Moved by Alphonse Doucet and seconded by Bill Twaddle that the 2022 Capital Budget be accepted. Unanimous.

## **9. Manager's Report**

Report circulated and available on the Website.

## **10. President's Report**

Report circulated and available on the Website.

## **11. Ladies Division Report**

Report circulated and available on the Website.

## **12. Election of Directors**

Stephane LeBlanc, chair of the Nominating Committee, tabled a report with the following recommendations:

- That the following shareholders be returned to the board for a 2-year term: Gisèle Thibault, Brian Melanson, Lonnie MacNeil, Nick Coates, Eric Tufts, James Sampson
  - That the following shareholders be returned to the board for the second year of their respective term: Philippe Thibault, Josée Gauvin, Brian Amirault, Stella LeBlanc, Camille Aucoin.
  - That the following shareholder be elected to the board for a 2-year term: Jacques Bellefleur
  - That the past president not wishing to return to the board, the past president position be left vacant for 2022.
  - That the following shareholders/board members serve on the Executive committee in the following capacities: Eric Tufts (president), James Sampson (vice-president)
- With no new nominations from the floor, it was moved by Lionel LeBlanc and seconded by Andrew Saulnier that the Nominating Committee report be accepted. Unanimous.

## **13. Appointment of the Financial Review Committee**

Moved by Paul-Émile LeBlanc and seconded by Roger LeBlanc that Stephane LeBlanc, Marc Deveau and Roland Deveau sit on the Financial Review Committee. Unanimous

## **14. Appointment of the Nominating Committee**

Moved by Bill Twaddle and seconded by Brian Melanson that Stephane LeBlanc, Josée Gauvin, Nick Coates, Lionel LeBlanc and Eric Tufts sit on the Nominating Committee. Unanimous.

## **15. New Business**

Proposed changes to the bylaws: General Manager's position, Board composition

- Moved by Alan Boudreau and seconded by Paul-Émile LeBlanc that the GM position be added to the bylaws as Section 25:

*25. General Manager*

*Reporting to the Board of Directors, the General Manager will be responsible for overseeing the operations of the Administration Office, Course Superintendent, Pro Shop and our food and beverage services.*

*The General Manager plans, leads, executes and manages Clare Golf and Country Club operations in accordance with good golf course management practices, all relevant government regulations and its Administrative or Board Policies and Procedures. The General Manager is also a key resource in the Board of Directors development of new policies and strategic initiatives and is invited to all Board of Director meetings. The General Manager is a signing officer of the Club.*

Unanimous.

- Moved by Paul-Émile LeBlanc and seconded by Ernie Muise that the following addition be made to Section 5 of the bylaws:

*Employees (full-time and part-time) of the club are not eligible to serve as members of the Board of Directors.*

Unanimous.

**16. Adjournment**

Stephane LeBlanc moved to adjourn the meeting at 7:00 pm.

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President

\_\_\_\_\_  
Secretary

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Date