

Minutes of the BWWGA Committee Meeting
Thursday, January 12, 2017, 11:00 a.m.
Bretton Woods Recreation Center

In attendance: Caroline Barbeau, Diane Carnvale, Laura Chen, Christine Ebrahimzadeh, Susan Edwards (via Facetime), Roberta Grupe, Kate Mathison, and Cindy Miller; absent: Candy Herlihy.

1. Minutes of the December BWWGA Committee Meeting were approved.

2. Review of December 8 Committee Meeting Action Points:

- *Action Point: Roberta will check whether / how the by-laws can be amended to allow for previous BWWGA committee members who have served three years to continue to be part of the committee.*

Roberta reported that, according to Article 13 of the by-laws, proposed amendments must be submitted in writing to the Chair and must be approved by BWWGA members attending the Annual Meeting. Kate volunteered to draft the proposed amendment, which will be submitted to the (December) Annual Meeting.

- *Action Point: Candy will look into automating the sending of emails (possibly through Mailchimp).*

Caroline and Cindy met with Candy to review how Mailchimp functions; they deemed this interface to be a useful tool for sending regular sign-up and reminder notices for upcoming events. The tool is also cost-effective as Mailchimp's threshold for free messaging (500 recipients) falls well above the number of BWWGA members.

- *Action Point: Christine, with help from Roberta, will develop a draft list of committee member responsibilities for input from other committee members.*

Christine prepared the list of responsibilities with input from all committee members; it was agreed that the list is a "living" document that will be amended over time as responsibilities evolve. The draft will be saved in Google docs for all to access and amend as needed.

- *Action Point: Caroline will contact Carmen Oelsner and Caroline Kahn to find out if they, respectively, would like to continue to volunteer to provide flower arrangements for various events and serve as backup to the Website Manager.*

Caroline contacted Carmen and Caroline (Kahn) who, respectively, agreed to continue to: (1) provide flower arrangements and expressed an interest in being involved in preparing additional decorations for various events (e.g. the Member-Guest, Halloween, and other events), and (2) serve as backup to the Website Manager.

- *Action Point: Kate and Diane will prepare a draft tournament schedule.*

Kate and Diane prepared the draft tournament schedule, which includes several new events (e.g. various nine-holers, two-person scrambles, a Pinehurst events, and a Solheim-type Cup). The committee reviewed and approved the schedule, which Kate will share with the Pros for review. The committee also considered the

possibility of introducing a women's-only Clark Cup-type event, based on the suggestion of a BWWGA member. The committee supported this suggestion and recommended that it be called the "Tsunako Okumura Cup" to honor the membership's most senior member. Caroline will be in touch with Tsunako to seek her approval of the use of her name.

The schedule does not include a "Boot Camp" or "Clinics with the Pros" as these are being organized by the Pros themselves and no longer fall under the purview of the committee.

- *Action Point: Caroline will work with Shawn / the Pros to determine the list of non-paying / paying members.*

Caroline met with Shawn and the Pros to review the list of members and, along with Laura, will finalize the list by the time of the next committee meeting. Caroline will also draft a renewal email to send to existing members as well as a sign-up email to new Bretton Woods members (to be co-signed by the Pro).

3. Action Points (in addition to follow-up actions described above):

- **Website:** Cindy will take the lead in revisiting the layout of the BWWGA website and making it more user-friendly. To this end, she will meet with Caroline and other interested committee members prior to the next committee meeting.

The new committee members (Diane Carnvale, Sue Edwards, and Cindy Miller) will submit their photos and short bios to Cindy for posting.

- **Handbook:** Based on the tournament schedule and the membership directory, Christine will begin updating the handbook, and Caroline and Christine will search for a new cover photo.

The committee decided that when distributing the handbook to the membership, it will not be accompanied by the Rules of Golf pamphlet as this is readily available online and, in any case, members usually seek assistance from the Pros in clarifying / interpreting the rules.

- **Bulletin Board:** In anticipation of the golf season, a group photo of the committee members and their bios will be posted in the ladies' locker room. Diane volunteered to take charge of this.

- 4. Next Committee Meeting:** With no further business, the meeting was adjourned at 12:30 p.m. The next committee meeting is scheduled for Thursday, February 2, at 11:00 a.m. Susan will join via FaceTime.
