FINAL

Minutes of BWWGA Meeting

November 5, 2014

Home of Akiko Kimura, 9:30am

In attendance: Akiko Kimura, Helena Liden, Danielle Lucca, Cynthia Walden

Absent: Katharine Pan

The BWWGA committee met at Akiko Kimura’s home on November 5th to discuss the upcoming Annual General Meeting, the Rally for the Cure and the opening of several Committee positions in 2015.

1. Annual General Meeting Sunday November 9th

Only 10 BWWGA members have signed up for the event. A reminder was sent out on November 4th. The Committee hopes to have at least 20 members attend the meeting and lunch.

The Committee approved the lunch menu provided by Kevin.

Action🡪 Akiko will ask Carmen if she can provide the table decorations.

Action🡪 Akiko will speak to Chris about the award winners for the various prizes. I.e. Canada Cup, BWWGA award, Ringers/Birdies, Stableford.

The Annual General Meeting will provide to all participants an annual report and a financial status of the BWWGA budget. These documents will be on the table for the meeting.

Action🡪 Helena will email the FR to Danielle for printing.

Ringers and Birdies: Regarding the continuation of the Ringers/Birdies, Akiko will send out an email the BWWGA members with a few options for next year as there has been some discussion on how best to manage this going forward.

$40 Membership: The Committee discussed the membership dues.

a. A new member does not pay the first year. The Committee must ensure that they are billed the second year. There is a list of new members in our GMAIL account. This account is managed by Katharine.

Action🡪 Katharine will ensure that this list is integrated into the master list by January and will establish a new 2015 new members list.

b. If a member resigns and comes back to BWWGA they must pay the full $40

c. The Committee agreed to only charge $20 if a member joins half way through the season. The cut off date will be July 31. The Committee agreed to include this rule in the next Handbook/Directory (2015).

Gifts to Pros: The Committee agreed to gift $50 gift certificates to each of the 4 ProShop employees during the Annual General Meeting

2. Rally-for-the-Cure

The Committee decided that there would not be a golf game this year but rather a fund raiser held at Bretton Woods on Sunday November 9th.

Cynthia and Danielle will manage a sign-up table near the ProShop from 9am to 1pm soliciting donations for the Rally-for-the-Cure. Each $20 donation will be entered into a pool of entries.

3 prizes will be drawn:

1st Prize 🡪 a possible round of golf at another club. TBD

2nd Prize 🡪 1 golf bag  
3rd Prize 🡪 12 golf balls with the pink ribbon (rally for the cure logo)

3. Committee Positions

Several BWWGA Committee members will either be stepping down as their 3-year term is over or resigning by the end of our golf season. Below is a draft matrix describing the functions, responsibilities, and current members. During the annual general meeting the current chair will nominate some new members to the Committee.

The Committee agreed that some of the functions could be combined and be given together to a single Committee member. The Committee also agreed to have a meeting later in the year with newly nominated Committee members. This meeting will serve as a hand-over. To be discussed.

|  |  |  |
| --- | --- | --- |
| Title | Function | Current Board Member |
| Chair | Overall management of BWWGA | Akiko Kimura |
| Vice Chair | Assist the Chair. Could be combined with the Secretary function and communications | Cynthia Walden |
| Treasurer | Overall responsibility of managing the BWWGA budget. Have a sound knowledge of Excel and be able to provide budget information at meetings. Manage the BWWGA bank account at the Credit Union, pay bills, manage revenues, liaise with ProShop , know what can be spent, etc | Helena Liden |
| Secretary | Take minutes of all meetings, assist with newsletters, email blasts, etc | Danielle Lucca |
| Tournaments and Events | Responsible for Monthly Stablefords, Member/Guest, Halloween Mixer, Spring Opener, Rally for a Cure and any other large events as needed | Helena Liden |
| Publicity and New Member Coordinator | Responsible for 9-hole games and reaching out to new members and organizing smaller events on an as needed basis. Responsible for the new members email lists in gmail | Katharine Pan |
| Handicap recording & monitoring | Encourage members to post scores correctly and keep monitoring their HC.Post updated HC list in the ladies’ locker room. | Akiko Kimura |
|  |  |  |

The following names were tabled as possible new Board members:

* Caroline Kahn
* Candy Herlihy
* Robert Grupe
* Kate McMatthison (will join BW in March 2015)

The following members will be approached and asked to volunteer or help on various committees or during events:

* Reiko Kanda
* Kerrie-Anne Muir
* Savita Seth
* Clarisa Ringlien

Action🡪 Danielle to email the above

The meeting was adjourned at 11:30am.