



MINUTES
CLGA EXECUTIVE MEETING
September 29, 2022
7:00 PM
Canyon Meadows Golf Course

Meeting Chair: Cindy Beudet (President)

Recording Secretary: Kari Schwab

Directors in attendance: President Cindy Beudet, Vice President Nancy Brooks, Past President, Nancy Penner, Treasurer Meaghan Leblanc, Secretary, Kari Schwab, Director Marketing, Wendy Ellacott, Director, Tournaments, Louanne Jackson, Director Junior Girls, Shannon Lefroy.

1. Call to Order

- The meeting was called to order at 7:06 pm by Cindy Beudet who acted as Chairman of the meeting

2. Approval of previous minutes

Motion: **It is proposed that the meeting minutes of the executive meeting held January 20, 2022 be approved as circulated.**

Proposed by **Nancy Penner**

All in Favor

No discussion

Seconded by **Meaghan Leblanc**

Motion **Passed**

- Please refer to financials for the 2022 finalized tournament costs
 - Tournament costs for 2023:
 - Costs are going up
 - We anticipate overselling events in 2023 as we have great venues reserved.
 - Committee to re-address budget for next 2023 season.
 - New tournament budget to be addressed at next executive meeting.
3. Update the Five-Year plan to confirm Juniors and the Maple Leaf Tour partnership.
- This year was at trial relationship, and it was a success.
 - Cindy to have a zoom meeting with Trent Mattson First week in October regarding tournament for next year. To be discussed at next executive meeting.
 - Carstairs is booked again for next year.
 - City course may have more participation
 - Course and Dates to be discussed at next executive meeting.
 - 9 girls were subsidized \$60 to participate in 2022.
 - Next year's subsidization to be discussed at next executive meeting.
 - Goodie bags and towels to be considered to give out to players for next year.
 - Over 25 girls participated in the 2022 championship from the member clubs.
 - Cindy to confirm this number.



- Marketing needs to be improved to our junior girls' families regarding the Championship
 - At least two months advance
 - Membership needs to understand what we are doing any why we are doing it
 - Membership needs to have a voice platform.
 - What is our purpose – the benefit
 - Pay attention to what entices the girls to be there
- Sponsorship opportunities to be sought out.
 - CLGA to discuss matching sponsorship dollars.
- Timing of other tournaments needs to be considered.
- Separated the 9 hole and the 18 hole event
 - Novice program is separate from the junior championship
- Goals for the Junior championship to be discussed at next executive meeting.

Motion: To extend the sponsorship of the MJT tournament for the 2023 and 2024 season. The CLGA funding contribution to be determined.

Proposed by **Nancy Brooks**
All in Favor
No discussion

Seconded by **Louanne Jackson**
Motion **Passed**

4. Update on Novice Clinic and 9-hole event: Golf Future YYC offers the following:

- Plan is to keep this the same for the 2023 season.
- No tournament played due to beginner golfers.

Date: July 22, 2022

Clinic: 9am-11am

Lunch: 11 – noon

Range Time: noon – 12:30

Golf: 12:30-1:30pm

- COST: \$70.00/player plus tax Includes the clinic, BBQ lunch, range time (30 mins) and 9 hole green fee.
 - Cost for 2023 may go up due to cost of food.
- Next year to be a competitive 9-hole tournament

Motion: The 2023, 2024 Novice Clinic be hosted at Golf Futures YYC similar to the event that was held in 2022.

Proposed by **Nancy Brooks**
All in Favor
No discussion

Seconded by **Cindy Beaudet**
Motion **Passed**

5. Change the address of the Society

- To Nancy Brooks

6. Storage for all CLGA property

- Trophies to be engraved



- Signage & banner
 - Tee markers
 - Caddy
 - Bibs
 - Cindy to ask Alberta Golf for Storage Location
 - Potential to rent a storage locker
7. Candidates nominated for election at AGM:
- Jocelyn Franco would like to take on the junior position
 - Lee Mizura From Priddis would like to take on Tournament Director position
 - Carey-Ann Ramsey would like to shadow Lee Mizura
 - We do not have anyone who has formally expressed an interest in becoming VP.
 - Membership will vote on these nominations at the AGM
8. Tournament director update (Louanne Jackson)
- Please see attached proposed tournament budgets for 2023 Tournament Season.

Recommendations in the budget for next year:

- Host club green fees to increase to \$20 + GST from \$15. The CLGA supplements \$10.
- Food budgets too low and did not include GST. Revisions to include GST or Gratuity
- City Amateur was a very well-run event. Unfortunately, they came in 2K over budget.
- Break even points too low for participants
- Two Rules officials for three days.
- \$190 for the City Amateur.
- \$170 for the Senior Amateur.
- Meghan to investigate how the CLGA can apply for GST exemption.
- Door Prizes verbiage to be removed

9. Motion to Adjourn Meeting

Motion: **It is proposed that the meeting be adjourned at 9:07 pm.**

Proposed by **Kari Schwab**

Seconded by **Meaghan Leblanc**

Motion **Passed**

No discussion



Appendix A:

**CLGA CITY LADIES AMATEUR
HOSTING RESPONSIBILITIES**

Thank you for agreeing to host the CLGA City Ladies Amateur Tournament. We look forward to working with your tournament committee to ensure a successful event. The most important thing to do is assign someone as the Tournament Chair, as this position is responsible for overseeing the operation of the tournament. The Tournament Chair is responsible to review and have a good understanding of each of the chair positions roles that sit on the tournament committee and for selecting the individuals for each of these roles. The Tournament Chair will liaise between the host club committee, the host club professionals, and the CLGA Tournament Director.

The tournament chairs are:

- o Draw/Scoring Chair,
 - o Food & Beverage Chair,
 - o Prize Chair,
 - o Rules Chair,
 - o Secretary Chair,
 - o Volunteer Chair,
 - o ProShop Chair,
 - o Treasurer,
 - o Social Media Chair
-
- Job descriptions and working documents for all of these roles are available online on the CLGA website where they can be downloaded and printed.
 - The Tournament Chair should not take on any other role so she can provide assistance to other chair roles as needed.
 - In the fall of the prior year to hosting the amateur tournament, the dates for tournament need to be set. The event is usually played the last week in June.
 - A Job Description for the Pro Shop is available online and describes the responsibilities expected of the club.
 - The CLGA will pay the host club \$10.00 per player, while the cart cost will be charged to the players choosing to use one. The club should also establish the cost for the practice round and the timeframe in which it can be played.
 - The club is expected to host the tournament within the budget provided by the CLGA, and the budget must be agreed to and approved by the Tournament Director.



**CALGARY LADIES GOLF ASSOCIATION
LADIES AMATEUR CLOSED TOURNAMENT
INCOME & EXPENSE STATEMENT - 2023**

	BUDGET BASED on 96 Players (8 flights / 12 per flight)	BUDGET BASED on 84 Players (6 flights / 14 per flight)	BUDGET BASED on 72 Players (6 flights / 12 per flight)	BUDGET BASED on 60 Players (6 flights / 10 per flight)	
##	96	84	72	60	
INCOME					
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Tournament fees	190	\$ 18,240.00	\$ 15,960.00	\$ 13,680.00	\$ 11,400.00
CLGA Rebate	10	\$ 960.00	\$ 840.00	\$ 720.00	\$ 600.00
Cash Donations (record if any received)		\$ -	\$ -	\$ -	\$ -
TOTAL TOURNAMENT INCOME		\$ 19,200.00	\$ 16,800.00	\$ 14,400.00	\$ 12,000.00
EXPENSES					
Fixed Tournament Expenses:					
Green Fees @ \$20.00 / player + GST	21.4	\$ 2,054.40	\$ 1,797.60	\$ 1,540.80	\$ 1,284.00
Overall Prizes - \$300 Overall Low Gross, \$200 Second Low Gross, \$150 Overall Low Net		\$ 650.00	\$ 650.00	\$ 650.00	\$ 650.00
Flight Prizes / Flights - \$125 Low Gross, \$100 Second Low Gross, \$75 Low Net, \$50 Second Low Net = \$350 / flight		\$ 2,800.00	\$ 2,100.00	\$ 2,100.00	\$ 2,100.00
Draw Door Prizes		\$ 500.00	\$ 500.00	\$ -	\$ -
Total Fixed Expenses		\$ 6,004.40	\$ 5,047.60	\$ 4,290.80	\$ 4,034.00
Food & Beverage Tournament Expenses:					
Lunch Day 1 (inclusive of GST & Gratuity)	25	\$ 2,400.00	\$ 2,100.00	\$ 1,800.00	\$ 1,500.00
Lunch Day 2 (inclusive of GST & Gratuity)	25	\$ 2,400.00	\$ 2,100.00	\$ 1,800.00	\$ 1,500.00
Banquet Day 3 (inclusive of GST & Gratuity)	50	\$ 4,800.00	\$ 4,200.00	\$ 3,600.00	\$ 3,000.00
Snacks & Water (\$5 / player * 3 days)	15	\$ 1,440.00	\$ 1,260.00	\$ 1,080.00	\$ 900.00
Rules Officials-2 (provide 2 lunches and banquet meal)	100	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00
Head Table Banquet (Head pro, General Manager and max 2 others)	50	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00
Committee Members for Lunch (2 + 2 CLGA Scorers) * 2 days	25	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00
Committee Members for banquet (2 + 2 CLGA Scorers)	50	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00
Volunteers On Course Day 1 Box Lunch - 10 volunteers	15	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00
Volunteers On Course Day 2 Box Lunch - 10 volunteers	15	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00
Volunteers On Course Day 3 Box Lunch - 10 volunteers	15	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00
Total Food & Beverage Expenses		\$ 12,290.00	\$ 10,910.00	\$ 9,530.00	\$ 8,150.00
Optional Tournament Expenses:					
Tips to Backshop (max \$150)		\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00
Decorations (max \$100)		\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
Volunteer Orientation night (max \$200)		\$ 200.00	\$ 200.00	\$ 100.00	\$ 100.00
Unexpected / Miscellaneous Items (see Note 2)		\$ 300.00	\$ 300.00	\$ 300.00	\$ -
Total Other Fixed Item Expenses		\$ 750.00	\$ 750.00	\$ 650.00	\$ 350.00
TOTAL TOURNAMENT EXPENSES		\$ 19,044.40	\$ 16,707.60	\$ 14,470.80	\$ 12,534.00
NET INCOME (LOSS) (See Note 3)		\$ 155.60	\$ 92.40	\$ (70.80)	\$ (534.00)

Note 1: All Club expenses are to include GST and Gratuity in the amounts budgeted.

Note 2: Unexpected Items is to cover the last few things that might come up in the tournament not budgeted for. As a starting point allow \$300. As you get closer to the tournament date this amount can be increased or decreased depending how close budget amounts are going to be to actual amounts.

Note 3: There may be excess funds once all income and expenses have been accounted for. Should there be a Net Income realized the Tournament Chair can discuss with the CLGA Tournament Director for options of using the Net Income (excess funds). Any Net Income realized at end of tournament can be used towards purchasing additional gift cards from Pro Shop as door prizes to be drawn from participating players on the final day of tournament at the banquet. This amount cannot be determined until just before tournament to allow for all expense items to be captured to nearest actual amount. At end of 2nd day of tournament can land on an actual amount dependent on Net Income (excess cash flow) in budget. Excess cash should be returned to the CLGA.

Note 4: CLGA directly pays for 2 Rules Officials for 2 days @ \$100 / day = \$400/day.

Note 5: CLGA Supplements the event by \$10 per player, AND provides a green fee payment to the club of \$21.40 per player, which includes GST.

Note 6: Trophy Engraving is paid for and done by CLGA



Appendix B:

CLGA SENIOR LADIES AMATEUR
HOSTING RESPONSIBILITIES

Thank you for agreeing to host the CLGA Senior Ladies Amateur Tournament. We look forward to working with your tournament committee to ensure a successful event. The most important thing to do is assign someone as the Tournament Chair, as this position is responsible for overseeing the operation of the tournament. The Tournament Chair is responsible to review and have a good understanding of each of the chair positions roles that sit on the tournament committee and for selecting the individuals for each of these roles. The Tournament Chair will liaise between the host club committee, the host club professionals, and the CLGA Tournament Director.

The tournament chairs are:

- o Draw/Scoring Chair,
 - o Food & Beverage Chair,
 - o Prize Chair,
 - o Rules Chair,
 - o Secretary Chair,
 - o Volunteer Chair,
 - o ProShop Chair,
 - o Treasurer,
 - o Social Media Chair
-
- Job descriptions and working documents for all of these roles are available online on the CLGA website where they can be downloaded and printed.
 - The Tournament Chair should not take on any other role so she can provide assistance to other chair roles as needed.
 - In the fall of the prior year to hosting the amateur tournament, the dates for tournament need to be set. The event is usually played the second week of August.
 - A Job Description for the Pro Shop is available online and describes the responsibilities expected of the club.
 - The CLGA will pay the host club \$10.00 per player, while the cart cost will be charged to the players choosing to use one. The club should also establish the cost for the practice round and the timeframe in which it can be played.
 - The club is expected to host the tournament within the budget provided by the CLGA, and the budget must be agreed to and approved by the Tournament Director.



**CALGARY LADIES GOLF ASSOCIATION
SENIOR LADIES AMATEUR CLOSED TOURNAMENT
INCOME & EXPENSE STATEMENT - 2023**

	BUDGET BASED on 96 Players (8 flights / 12 per flight)	BUDGET BASED on 84 Players (6 flights / 14 per flight)	BUDGET BASED on 72 Players (6 flights / 12 per flight)	BUDGET BASED on 60 Players (6 flights / 10 per flight)	
##	96	84	72	60	
INCOME					
Tournament fees	160	\$ 15,360.00	\$ 13,440.00	\$ 11,520.00	\$ 9,600.00
CLGA Rebate	10	\$ 960.00	\$ 840.00	\$ 720.00	\$ 600.00
Cash Donations (record if any received)		\$ -	\$ -	\$ -	\$ -
TOTAL TOURNAMENT INCOME		\$ 16,320.00	\$ 14,280.00	\$ 12,240.00	\$ 10,200.00
EXPENSES					
Fixed Tournament Expenses:					
Green Fees @ \$20.00 / player + GST	21.4	\$ 2,054.40	\$ 1,797.60	\$ 1,540.80	\$ 1,284.00
Overall Prizes - \$200 Overall Low Gross, \$175 Second Low Gross, \$150 Overall Low Net, \$150 Super Senior Gross, \$125 Super Senior Net		\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00
Flight Prizes / Flights - \$350 / Flight		\$ 2,800.00	\$ 2,100.00	\$ 2,100.00	\$ 2,100.00
Draw Door Prizes		\$ 400.00	\$ 400.00	\$ 200.00	\$ -
Total Fixed Expenses		\$ 6,054.40	\$ 5,097.60	\$ 4,640.80	\$ 4,184.00
Food & Beverage Tournament Expenses:					
Lunch Day 1 (inclusive of GST & Gratuity)	25	\$ 2,400.00	\$ 2,100.00	\$ 1,800.00	\$ 1,500.00
Banquet Day 2 (inclusive of GST & Gratuity)	50	\$ 4,800.00	\$ 4,200.00	\$ 3,600.00	\$ 3,000.00
Snacks & Water (\$5 / player * 2 days)	10	\$ 960.00	\$ 840.00	\$ 720.00	\$ 600.00
Rules Officials-2 (provide lunch for day 1; banquet meal for day 2)	75	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00
Head Table Banquet (Head pro, General Manager and max 2 others)	50	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00
Committee Members for Lunch (2 + 2 CLGA Scorers)	25	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
Committee Members for banquet (2 + 2 CLGA Scorers)	50	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00
Volunteers On Course Day 1 Box Lunch - 10 volunteers	15	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00
Volunteers On Course Day 2 Box Lunch - 10 volunteers	15	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00
Total Food & Beverage Expenses		\$ 9,110.00	\$ 8,090.00	\$ 7,070.00	\$ 6,050.00
Optional Tournament Expenses:					
Tips to Backshop (max \$150)		\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00
Decorations (max \$100)		\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
Volunteer Orientation night (max \$200)		\$ 200.00	\$ 200.00	\$ 100.00	\$ 100.00
Unexpected / Miscellaneous Items (see Note 2)		\$ 300.00	\$ 300.00	\$ 200.00	\$ 100.00
Total Other Fixed Item Expenses		\$ 750.00	\$ 750.00	\$ 550.00	\$ 450.00
TOTAL TOURNAMENT EXPENSES		\$ 15,914.40	\$ 13,937.60	\$ 12,260.80	\$ 10,684.00
NET INCOME (LOSS) (See Note 3)		\$ 405.60	\$ 342.40	\$ (20.80)	\$ (484.00)

Note 1: All Club expenses are to include GST and Gratuity in the amounts budgeted.

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Note 3: There may be excess funds once all income and expenses have been accounted for. Should there be a Net Income realized the Tournament Chair can discuss with the CLGA Tournament Director for options of using the Net Income (excess funds). Any Net Income realized at end of tournament can be used towards purchasing additional gift cards from Pro Shop as door prizes to be drawn from participating players on the final day of tournament at the banquet. This amount cannot be determined until just before tournament to allow for all expense items to be captured to nearest actual amount. At end of 2nd day of tournament can land on an actual amount dependent on Net Income (excess cash flow) in budget. Excess cash should be returned to the CLGA.

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Note 6: Trophy Engraving is paid for and done by CLGA