

SaddleBrooke Women's Golf Association Board meeting minutes
October 12, 2022 Coyote North SaddleBrooke One Clubhouse

Present: *Ann Stonecipher, President, *Nancy Sartor, Vice President, Jo Ann Ellison, Secretary, Francie Entz, Tuesday Play Day Chair, *Deanna McCann, Membership Chair, Sandi Chester, Handicap Chair, Carol Bidwell, Past President (*Asterisk denotes attendance via Zoom)

Also present: Nancy Huffman, Cathe Kropp. President -Ann: Meeting

The meeting was called to order at 8:32.

She called upon Nancy Huffman to update Board on matters pertaining to sponsorship. Nancy reported that both volunteers for 2023 have chosen not to volunteer after reconsideration. Nancy will be retiring at the end of the year (March 2023). She will help to some extent with transition, including sponsorship fair in March. Various issues regarding sponsors were discussed.

Thirty-five letters were sent out to current and prospective sponsors to solicit contributions for 2023. Checks are requested by October 31.

Discussion of how sponsorship money is spent. Membership dues cover major tournaments and annual expenses; sponsorship money is used to enhancement tournaments, reduce entry fees of special tournaments and pay for the printing of the handbook. All sponsor money should be spent in the year in which it was received.

Nancy stated that sponsor names no longer need to be printed on the scorecards. She requested that sponsors be able to make a 5-10 minute presentation at general meetings and the board agreed. Tentative date for the 2023 Sponsor Fair is March 7.

Handbook ads are a problem for Nancy and Ann Stonecipher said she would help with "camera-ready art."

Discussion on present brochure. Deanna stated this is the job of the Membership Chair and she will distribute to the proper people and places.

Certificates of Appreciation will be given to all sponsors.

The Sponsorship Committee job description will be streamlined before new members are recruited.

Vice President -Nancy: Luncheons are moving forward. Working on updating Calendar. Nancy is having trouble filling volunteer spots, especially sponsorship and publicity.

Carol Bidwell will make a video presentation at the November General Meeting on how to record an Incomplete Hole.

Secretary-Jo Ann: Minutes (version circulated by Lisa) were approved.

Treasurer - (Cathe for Patty):

Financial Review

Cathe presented the results of this year's financial review and the recommendations of the outside advisors. The first was a recommendation that we amend our by-laws to clarify what is required in the financial review. **The following motion was made, seconded and passed.**

Motion: That the first paragraph of Article XII of the By- Laws be amended and restated as follows (additional language highlighted in yellow):

“The Association’s financial records shall be reviewed within sixty (60) days of the close of the fiscal year. This review shall be conducted by two (2) advisors residing in SaddleBrooke HOA#1 or HOA#2 who are not on the current Elected SBWGA-18 Board of Directors, both of whom have financial backgrounds. This review shall consist of: (1) review of documentation for and approvals of significant transactions, (2) review of bank statements and reconciliations, and (3) review of documentation for membership and sponsorship income. The outgoing and newly elected treasurers shall be in attendance. A report of the review shall be made at the next general meeting.”

Ann will communicate this recommendation to all members at least 30 days before the December meeting per the current bylaws for proposing amendments.

Cathe reported that another recommendation of the advisors was that the Board adopt a policy requiring approval by a second board member who is not a signatory to the bank account, for payments of significant amounts (to be determined). (This would be Vice President) Patty and Cathe will research this and come back to the board with a recommendation.

Cathe reported that the final recommendation by the outside advisors was that the assistant treasurer or a board member review the bank reconciliation each month. Cathe and Patty will revise the description of duties of the Treasurer to incorporate this.

Other matters regarding Treasurer:

Cathe and Patty are working on a Budget for next year.

Cathe led a discussion on the reserves currently held by the Association. Cathe reported on the Quail Classic. The two chairs will be invited to update the Board at the November Board Meeting.

Cathe lead a discussion regarding Sponsorship funds in connection with the summary previously circulated to the Board.

Tuesday Play Day – Francie. Reported on sweeps. Overbudget by \$50 in third quarter (pretty good!). Discussion on honorary members and how to account and include them in appropriate events. Deanna to take a look at this to see what can be done to identify honorary members.

Special Tournaments – (Ann for Lisa): There are two more tournaments in 2022, the Cactus Classic and the Solheim. Mixed summer classic will remain on calendar for next year since it is the SMGA's turn.

Membership –Deanna: 38-40 people registered online so far. Going smoothly. Some minor issues were discussed.

Handicap – Sandi: 34 players in September; 5 did not post.

President- Ann: Discussion on where to find Board Policies. Ann is researching past minutes for the last 5 years to identify these and will make a list. Discussion on using debit cards so volunteers will not have out-of-pocket expenses to be later reimbursed.

Handbook: All information to be included in handbook must be submitted by November 30 in order to enter the queue at the printer for February distribution. Discussion on ways to reduce costs of printing Handbook. Nancy suggested that we consider putting an updated version of the handbook on the website on a regular basis.

Ann adjourned meeting at 10.48.