



**Board of Directors Meeting  
April 2018 Meeting Minutes**

**Date:** April 19, 2018 **Time:** 4:00 p.m.

**Place:** Laurel Lane Country Club  
309 Laurel Lane  
West Kingston, RI

<b>Present:</b>	Pat Dickson	President
	Shirley McGuire	Vice-President
	Luanne Googins	Treasurer
	Erin Mernick	Recording Secretary
	Maureen Ford	Corresponding Secretary
	Trudy Dufault	Co-Founder
	MaryAnn MacLaughlin	Tournament Co-Chair
	Peg Cherenzia	Tournament Co-Chair

<b>Committee Chairs:</b>	Chris Trenholme	Handicap
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**Guests:** None

**I. Call to Order:**  
The meeting was called to order at 4:00 p.m.  
The president welcomed everyone in attendance.

**II. Minutes from the March meetings:**  
Shirley McGuire presented the minutes for approval.

Motion to approve the March minutes as presented: - Erin Mernick  
Seconded: - Maureen Ford  
Vote to approve: Unanimous  
Motion passed.



## Ocean State Women's Golf Association, Inc.

### III. Treasurer's Reports:

Luanne Googins presented the Treasurer's Report along with a January through March two-year comparison.

Highlights included:

- This month the report included the annual insurance rebate, as expected.
- Expenses included the printing and postage of the 2018 Handbook along with computer software and associated scorecards, etc.
- Received membership applications are on par with previous years.

Motion to approve the Treasurer's Report as presented: - Erin Mernick

Seconded: - Shirley McGuire

Vote to approve: Unanimous

Motion passed.

### IV. Chair Reports:

Appeals: Shirley McGuire – Nothing to report

Handicap: Chris Trenholme – Presented the new scorecards and discussed updating the membership list and the timing for sharing it among the Tournament Director, Treasurer and Handicap Chair.

Membership: No report.

Nominating: No report.

Publicity: No report.

Rules: No report.

Scholarship: No report.

Statistician: No report.

Tournament: Peg Cherenzia & MaryAnn MacLaughlin – Nothing to report.

Website: Pat raised the issue of the tournament reminders. Everyone agreed that it should stay with the website manager.

Tee assignment postings do not included the participants' club affiliation. All agreed that this is a good change.

Motion to approve the Committee Chair Reports as presented: - Trudy Dufault

Seconded: - Mary Ann MacLaughlin

Vote to approve: Unanimous

Motion passed.



## Ocean State Women's Golf Association, Inc.

### V. **Tournament Director's Report:**

Trudy Dufault presented the current Tournament Director's Activities.

- Lake of Isles was cancelled/rescheduled due to the weather conditions. Trudy will email the Board when the new date has been finalized.
- Review and discussion of the cancellation policy.
- A list of potential schedule changes was discussed along with open dates to accommodate any cancellations. Trudy will email the Board when the dates have been finalized.
- Discussion of raffles at various tournaments, a.k.a fundraising ideas. Pat contends that additional fundraising is not necessary. The current methods of funding the scholarships are sufficient, i.e., annual banquet raffles, membership fees, and proceeds from private club tournaments.

Motion to approve the Tournament Director's Report as presented: - Peg Cherenzia

Seconded: - Maureen Ford

Vote to approve: Unanimous

Motion passed.

### VI. **Unfinished Business:**

- – Update on Membership – see Treasurer's report.
- – Update on handicap card system – see Handicap Chair's report.

### VII. **New Business:**

- – Board Positions and Committee Chairs – Responsibilities and Task List
  - The plan is to:
    - Review each position and update it, as appropriate.
    - Set up a book to be passed on with each new Board.
    - Establish a timeline/calendar of events/tasks, etc.
  - Pat provided a breakdown of the scheduled discussion for this and the next three meetings along with a copy of the By-Laws as they pertain to the Committees and Board positions.
    - It was noted that the By-Laws Review is due this year.
  - The President is on all committees.



## Ocean State Women's Golf Association, Inc.

### ● April Meeting –

#### ○ Committees

##### ▪ Rules

- The Rules Committee needs an updated copy of the rules and decisions books on site.
- The Board approved the purchase of the Rules and Decisions Books for the Rules Committee.
- A member of the Rules Committee (perhaps a “Rules Member of the Day”) should be at each tournament or at least available by phone to provide guidance when necessary.
- Pat will discuss with the Rules Committee Co-Chairs.

##### ▪ Nominating

- Section 9 of the By-Laws will be revised from “... consist of a chairwoman and three women...” to “... a chair and as many members as necessary to perform the duties...”
- The sentence “The committee shall present their list of interested candidates for election...” will be eliminated.
- The Nominating Committee (NC) formally will be responsible for check-in at the Annual Banquet.
- The NC formally will be responsible for running ballot elections at the Annual Banquet.

##### ▪ Statistician

- Section 12 should be rewritten to delete USGA Team Point Totals; include posting in the appropriate format for the website; and mandatory, or at least suggested times for posting.
- The Board agreed that “Points” should be posted beginning June 1<sup>st</sup> and once per month plus the last 2 weeks.

##### ▪ Appeals

##### ▪ Scholarship

- The By-Laws will be rewritten to include that only the Board of Directors will determine the number and dollar amount of the scholarship awards.
- The committee needs to establish and publish deadlines for scholarship submissions; a process for reminders; and presentation of the applicants to the Board for review.



## Ocean State Women's Golf Association, Inc.

- Publicity
  - After discussion, the Board agreed to abolish the Publicity Committee and create a new Membership Committee.
  - The Membership Committee (MC) will be responsible for off season promotion, i.e., Spring and Fall, as well as recruitment.
  - The MC will be responsible for outreach to new members, e.g., “meet and greet” at their first tournament.
  - The MC will also be responsible for member retention.
- Photography – this is not an actual committee, but just has been treated as such. It was agreed that the By-Laws will not be rewritten to make it a formal committee.
- It was considered that the photographers be required to arrange set-up of pictures/slideshow at the annual banquet. It was decided that the VP will coordinate with the photographer(s) on the pictures/slideshow.
- Recording Secretary
  - A copy of Roberts Rules of Order should be available for reference to both the Recording Secretary (RS) and Vice President (VP).
    - The Board approved the purchase of Roberts Rules of Order for the RS and VP.
  - The RS is responsible to work with the Nominating Committee to confirm the due date for the list of candidates running for office during the fall election.
  - The list is due six (6) weeks prior to the annual meeting, after which no further candidates will be accepted.
  - The RS will pass the list to the website manager to ensure it is posted three (3) weeks prior to the annual meeting.
  - The RS will provide the list to the Corresponding Secretary to be mailed, as appropriate. It should be mailed three (3) weeks prior to the annual meeting to all members requesting a written copy.
- Corresponding Secretary
  - Posting of nominations for election was moved to the Recording Secretary position.
  - The OSWGANews gmail account is no longer in use. The Corresponding Secretary (CS) will continue to monitor the account for messages, etc. and keep it current and available in the event that it is needed.



## Ocean State Women's Golf Association, Inc.

- Managing the former OSWGANews function has been moved to the web manager to handle the reminders, announcements, etc.
- A review of the timing of the venue request letters was discussed. The Tournament Director will work with the CS to determine the appropriate timing.
- May Discussion –
  - Committees
    - Website
    - Handicap
    - Tournament
  - Vice President
  - Treasurer
- June Discussion –
  - President
  - Tournament Director
  - Suggested By-Law changes
  - Review of Committee Book
- July Discussion –
  - Review of Board Position Book

- Discussion began regarding how the “Player of the Year” event should be established and managed.

### **VIII. Schedule Next Meeting:**

- The next meeting is scheduled for
  - May 24, 2018
  - 4:30 p.m.
  - North Kingstown Golf Course.

... subject to availability and confirmation.

### **IX. Adjournment:**

- The meeting adjourned at 6:21 p.m.

Respectfully submitted,  
Erin Mernick  
Recording Secretary