

## **DISCOVERY BAY WOMENS' GOLF CLUB**

### **Minutes of September 3, 2019 Executive Committee Meeting**

#### **1. Call To Order – Captain Peggie Schuitemaker**

**Time: 1:08 pm**

**Attendees: Executive Committee Members: Peggie Schuitemaker, Becky Frazier, Susan Leeper, Deborah Veatch, Noni Greenfield, Brenda Reisinger, Bonnie Ladd, Joanne Leete, Donna Grover**

**Also in attendance as observers and discussion contributors were:**

**Sally Sturney, Jan McCleery, Francis Shipilov, Doris Bunnell, Lisa Ferrante, Julie Hanson, Joanne Smith, Sandy Mize, Kris Rogers, Becky Frazier**

#### **2. Approval of Minutes – Brenda Reisinger**

**Comments – Corrections made to spelling of Sondi Schnee's name and Hilary Frigillana's name**

**Motion to Approve by Becky Frazier**

**Seconded by Deborah Veatch**

#### **3. Captain's Message**

**Captain Peggie reread her message to members and the committee originally given at the start of the year stating her method of operation and the need for transparency. She went over her accomplishments for the year – Branding for the club with a Logo approval at the top of her list along with membership awareness. She reminded all that the Christmas luncheon will be on December 7, 2019.**

#### **4. Treasurer's Report – Nonie Greenfield**

#### **5. Comments**

**An End of Year report was handed out and it is attached to these minutes. It is estimated that we will end the year short \$113.37. Current reserves are \$5,634.71 and it was decided that the Invitation reserve account will all be combined with the General Reserve account which will be labeled Reserve Account. At the end of 2018 the reserve account was at \$6,219.71. A summary of the income and expenses is attached to these minutes.**

**Motion to Approve by Brenda Reisinger**

**Seconded by Deborah Veatch**

**6. Approval of Budget  
Comments**

**There was no need to further discuss the budget and as such no specific comments to the budget were made. The reserves were discussed and it was decided to not deplete it further but rather leave it as is for any future emergencies or events that may come into play down the road.**

**7. Handicap Report – Deborah Veatch  
Comments**

**The Handicap System as we know it will be changing. The New World Handicap System to begin January 1, 2020. You will be posting net double bogey.**

**For example. If you have 2 strokes on a par 4 you will post no more than an 8**

**8. Committee Chairmen Reports**

**a. Tournament Report – Bonnie Ladd and Donna Grover  
Comments**

- 1. Proposal was made by Donna Grover to reduce the number of guest days for the following year. After discussion it was decided to have three guest days with a special lunch. People will be able to make their own foursomes.**
- 2. The deadline to sign up for play days will in the future be at the discretion of the tournament chair(s)**
- 3. Pins for Birdies and Chip Ins will be phased out and once the existing pins are depleted no more will be ordered.**
- 4. The Fall Championship Tournament will be a two-day tournament (Tuesday and following Tuesday). Concern was discussed over the small numbers participating in this tournament and whether it should be an every other year event. Another suggestions was combining the Spring Handicap with the Fall Championship into one tournament. End result of discussion was that the Club Championship needs to happen each year no matter how many women sign up. There will be a Gross winner who will be club champion and then a net winner as well to encourage everyone to attend.**

**b. Team Play Report –**

- 1. Becky Frazier report Diablo League ended up in 2<sup>nd</sup> place and lost first place by 13.5 points against Black Hawk.**

Central Valley League plays Elk Horn on 9/10 and then hosts the Central Valley on 9/17 (DB doesn't play that day). The standings will not be really known until after the DB team play day.

The plaque showing DB 1<sup>st</sup> place in Central Valley for 2018 is on display on the ladies locker room. New outfits will be ordered for next year and hopefully will have the logo on them.

c. Eclectic Report – Doris Bunnell

Nothing new to report – scores are being posted weekly on the spreadsheet

d. Historian Report – Sandy Mize/ Joanne Smith

Pictures from the Invitational are posted on the bulletin board

e. Hole in One Report – Sally Sturney

Nothing new

f. Invitational Report – Susan Leeper

Susan reminded all that this is a self-funding event. Total Income was \$28,405, Total Expenses were \$27,815 and the net profit was \$591.00. This was the first women's event to utilize Fore Tees for sign-ups. The tee box sponsorship letter that solicited sponsorship money never referenced a charity so no intent was to ever send money to any charity. There were 27 sponsors plus donations for bottled water, treats and special event holes. Sponsorships income offset expenses for the gel wine totes, ball markers, tips to the pro shop and decorations.

Thank you notes were sent out by August 13<sup>th</sup>. There was a great response to our tee Prize/Puma golf shoes and AND, Best Compliment: "YOU SET THE BAR".

There were only two foursomes that were guests only so no separate flight was set up for them. A comment was raised about the payments for the 1<sup>st</sup> flight, but the invitational committee was aware there was an imbalance and dealt with the unbalanced number in the flight as best they could.

There was also discussion on moving the Invitational from the heat of August to possibly September. Captain Peggie will approach the clubhouse with that in mind and report back at the membership meeting.

Other suggestions were to require a maximum of two 18 Hole members to a team to keep in the spirit of an "invitational" and to bring back the cocktail party and horse race on the Tuesday prior to the Invitational. A suggestion was made to limit registration to 92, but that wasn't accepted as an idea.

There was an extended discussion on the subject of requiring a budget at the beginning of the invitational process from now on and it was agreed that that would be required. To that

point and for a number of other issues that came up at the same time, a number of By-laws were voted on to be presented to the membership for amendment. The changes are indicated by the red line marker to the left of items that were changed and are shown under New Business/By Law Changes. The Income Statement for the Invitational is attached to these minutes.

- g. Junior Girls Golf – Cathy Houston  
Cathy Houston was not present – no report was given
  - h. Membership Report  
Mary Teschner not Present - No Report was given
  - i. Open Days – Susan Leeper  
Seascape is the next open day and is open to ladies to invite a male friend. Deadline is September 10.
  - j. Go Red  
Becky Frazier reported the tournament will be October 1. Flyers have been sent out. There will be a raffle and silent auction so if you have anything or can donate anything Annette Krey will be handling that part. Mulligans and hearts will be for sale. Mail your money in ahead of time – fee is \$57 per player.
  - k. Rules  
  
Hilary Frigillana was not present - no report given
  - l. Sunshine – Donna Johnson is out of the hospital
  - m. WGANC – Dues for 2020 are up in the air
  - n. Website – Postings are current – let Brenda know if anything needs correcting
9. Old Business
- a. Rebranding Update  
The color background options for the logo were presented – two shades of a blue and a green. The group voted to choose the darker blue and Peggie will meet with her design person to get a sample.  
  
Peggie passed out the proposed insert regarding the 18 Holvers that can be handed out to new members of the club and be available at the pro shop desk. It is attached to these minutes.
  - b. Frances Shipilov reported on the scheduled play day with the Discovery Bay Senior Men’s group. It will be held November 13 and the cost will be \$21 which includes sweeps and lunch. Lunch will be Lasagna, salad, ice tea and a cookie. Sign-ups will be on four tees. Payment will be made by check and checks will be placed in the 18 Holer drawer in the enveloped for the play day. Breakers are also invited and will pay the 18 Holvers. Senior men will pay separate to the Senior Men’s Treasurer.

- c. Other Business – It was suggested that non members of DBWGC be allowed to come out and “Pace” with the 18 Holvers on a play day so they can see what it is like. They would need to be members of the Discovery Bay Golf club.

9. New Business

- a. Update to By-laws – Rule 5 states the By-laws may be amended by a General Meeting with the proposed changes posted two weeks prior to the meeting. The proposed changes will be posted immediately and sent out to the membership. Where there is a red line in the left margin the wording to the right has been proposed to be changed. The entire document showing how and where the changes were made is attached to these minutes.

Motion to Approve changes – Becky Frazier

Second by Donna Grover

## *DISCOVERY BAY WOMEN’S GOLF CLUB*

### *BYLAWS*

*ORIGINAL EDITION: 1987*

*CURRENT EDITION EFFECTIVE: 3/20/18*

#### *ARTICLE I: NAME*

*The name of this club shall be “DISCOVERY BAY WOMEN’S GOLF CLUB” and shall, hereinafter, be referred to as “DBWGC”.*

#### *ARTICLE II: PURPOSE*

*The purpose of the DBWGC is to promote good fellowship and proper golf etiquette among its members.*

## *ARTICLE III: MEMBERSHIP AND DUES*

*Any woman, 18 years or over and a golf rights member of the Discovery Bay Golf and Country Club, is eligible for membership subject to any applicable club, league, or other organizational restrictions. The following provisions shall be met:*

*Section 1. Dues for the following year shall be paid October 1, and are delinquent as of November 15.*

*If a member becomes delinquent in her dues, she will be dropped from the DBWGC Roster.*

*Section 2. Any woman joining as a new member shall pay full yearly dues as described in Standing Rule #3. No portion of the dues will be refunded upon a member's resignation from DBWGC.*

*Section 3. Women's Golf Association of Northern California yearly handicapping charges will be billed to the appointed treasurer/captain of DBWGC, and she will pay WGANC from the stipulated budget set forth by the captain. \*note\* This fee is included in the member's annual dues.*

*Section 4. All increases in dues shall be presented by the Board to the membership for approval.*

*Section 5. Dues shall be used as determined by the Annual Budget.*

*Section 6. Women with an established handicap must meet the maximum index requirement as outlined in the Standing Rules, and must play her first two rounds of DBWGC 18 hole golf with a Board member. If a woman does not have an established handicap, she must turn in ten attested cards to the Handicap Chair, and meet the maximum handicap index requirement, before joining DBWGC. This rule applies to women who join DBWGC after June 1989.*

## *ARTICLE IV: EXECUTIVE BOARD*

*Section 1. The Executive Board shall be composed of the elected officers, plus the following chairs of the organization, as listed below. They shall meet at the call of the Captain.*

*a) Elected Officers*

- 1. Captain*
- 2. Co-Captain*
- 3. Secretary*

4. *Treasurer*

b) *Other Board Members*

5. *Handicap Chair*

6. *Tournament Chair*

7. *Immediate Past Captain serving as Parliamentarian*

8. *Team Play Captains*

*NOTE: The Executive Board consists of the above people.*

*Section 2. Term of Office:*

a) *The Board shall serve for a term of one year.*

b) *If a vacancy occurs on the Board, it shall be filled by a majority vote of the remaining officers at a Board meeting and in accordance with Section 3 of this article. If the Captain is unable to complete her term, the Co-Captain shall become acting Captain and a new Co-Captain shall be appointed by the Board to fulfill the term. Such interim appointment by the Board shall not be considered as constituting a term. The person so appointed shall hold office until approval at the next General Meeting.*

*Section 3. Eligibility: All officers must be members in good standing.*

*Section 4. Board Authority:*

a) *To expend funds per the approved Annual Budget.*

b) *Authorize non-budgeted expenditures not to exceed \$100 without prior approval of the membership.*

*Section 5. Budget: The Board shall prepare and present a Budget for the current year, requiring approval of the membership.*

*Section 6. Officers shall be installed at the Annual Christmas Luncheon and shall begin to officiate effective January 1.*

## *ARTICLE V: DUTIES OF THE OFFICERS*

*Section 1. Captain*

*The Captain shall:*

- a) *Serve as Chair of the Executive Board.*
- b) *Preside at all regular and special meetings.*
- c) *Appoint all standing committee chairs and special committees as deemed necessary, including Tournament Chair, for the year.*
- c) *Serve as ex-officio member on all committees.*
- d) *Appoint a person to perform a financial review of the DBWGC financial records. The retiring captain shall do this at the close of each year.*
- e) *Appoint a Team Play Captain(s)*
- f) *Appoint a Delegate/Alternate to WGANC, for the following year.*
- g) *Serve the following year as Parliamentarian.*
- h) *Be liaison officer between this club and the DB Golf and Country Club management.*
- i) *Appoint an Invitational Committee for the year.*
- j) *Preside over the committee responsible for the compilation and distribution of the current Roster, complete calendar of tournaments, and games to be played for the coming year.*
- k)

*Section 2. Co-Captain*

*The Co-Captain shall:*

- a) *In the absence of the Captain, assume all duties of the Captain.*
- b) *Perform such duties as may be assigned by the Captain.*
- c) *Purchase an "End of Term" gift for the outgoing Captain.*

*Section 3. Secretary*

*The Secretary shall:*

- a) *Take minutes and keep records of all General meetings and meetings of the Executive Board. Such minutes are to be made available for any member's review, upon request.*
- b) *Take care of correspondence.*

*Section 4. Treasurer*

*The Treasurer shall:*

- a) *Accept dues and deposit same in a bank selected by the Executive Board, such money to be drawn only by check and signed by the Treasurer, Captain, or Co-Captain;*
- b) *Keep records of all financial transactions;*



- c) *Submit a report at regular meetings*
- d) *Pay all bills as outlined by the budget, and those approved by the Executive Board, or by a vote at General Meetings.*
- e) *Prepare an annual financial report to present to the Captain for audit, at the close of her term.*

*Section 5. Tournament Chair*

*The Tournament Chair shall:*

- a) *Appoint a Tournament Committee.*
- b) *Be responsible for scheduling and conducting all tournaments.*
- c) *Select and award all prizes.*
- d) *At the beginning of the year, serve on the committee responsible for the compilation and distribution of the current roster, and complete a calendar of tournaments and games to be played for the coming year.*

*Section 6. Handicap Chair*

*The Handicap Chair shall:*

- a) *Be responsible for listing all members with the Women's Golf Association of Northern California to computerize handicaps.*
- b) *Provide bi-monthly handicap/index information to the Tournament Chairperson(s), the Tournament Committee members, the Team Play Captains, and any special DBWGC Tournament Chairs, such as the Invitational Chair.*
- c) *Verify posting of scores by members, as deemed necessary.*
- d) *Conform to the USGA Rules.*

*Section 7. Parliamentarian*

*The Parliamentarian shall:*

- a) *Act as advisor of correct parliamentary procedure to the Captain during all General and Executive Board Meetings.*

*Section 8. Team Play Captain(s) - The Team Play Captain(s) shall:*

- a) *Be responsible for following the directives of our Team Play League(s) as outlined yearly. To include:*
  - 1. *Establishment and coordination of the Team Play schedule.*
  - 2. *Team Play member sign-up and player selection.*
  - 3. *Education of players regarding specific rules, logistics and responsibilities of Team Play.*
  - 4. *Maintain statistics of Team Play.*

5. *Represent Discovery Bay at our League meetings.*
6. *Host Team Play, when played at Discovery Bay, in coordination with DBWGC Captain.*
7. *Select Team Play Assistant Captains.*

*Section 9. Records of Office*

*Each officer shall keep a complete record of procedures, to facilitate a smooth transition of duties for incoming officers.*

## *ARTICLE VI: ELECTIONS*

*Section 1. Elections shall be held once a year at the General Meeting in September.*

- a) *Qualifications for Captain: She shall have been a member of DBWGC for at least two years and shall have served at least one year on the Executive Board of DBWGC.*
- b) *A nominating/balloting committee shall consist of a Chair and two other members (total 3), appointed by the Executive Board, at least 30 days prior to the Annual Meeting in September. This committee shall be responsible for:*
  1. *Compiling a slate of nominees for the positions of Captain, Co-Captain, Secretary and Treasurer.*
  2. *Posting the slate of nominees by email and website at least two (2) weeks prior to the election.*
  3. *Developing the ballot form.*
  4. *Tabulating the balloting results at the September General Meeting.*
- c) *Nominations shall be accepted from the floor at the annual meeting and must have the consent of the individual being nominated.*
- d) *Those receiving a majority vote, to include absentee ballots, shall be elected.*
- e) *In the event there is only one candidate for any of the elected positions, casting and counting votes for that position may be waived and the candidate shall be considered duly elected.*
- f) *Those elected shall assume duties of office January 1st.*
- g) *Term of office is one (1) year. No Executive Board member shall hold the same office for more than two (2) consecutive years. In the absence of volunteers, an incumbent may continue in their position beyond the two year recommendation.*

- h) Vacancies occurring in any elective office shall be filled by an appointment by the Board. That appointee will serve until the next election. Such service shall not be considered as a full year in office, unless it is effective January 1.*

## *ARTICLE VII: COMMITTEES & DUTIES OF CHAIRPERSONS*

*Section 1. Standing Committees shall be:*

- a) WGANC Delegate and Alternate*
- b) Rules*
- c) Junior Girls Golf*
- d) Historian*
- e) Membership*
- f) Social Sunshine*
- g) Open Day Recipient*
- j) Nominating*
- h) Eclectic*
- i) Invitational*
- j) Webmaster*
- k) Hole-in-One*

*Section 2. Duties of Women's Golf Association of Northern California (WGANC) Delegate and*

*Alternate:*

*The WGANC Delegate and Alternate shall:*

- a) Represent and vote on behalf of the DBWGC at the December meeting of the WGANC, and report back to the membership.*
- b) Attend any "special" Delegates meetings that may be called by the WGANC.*
- c) Serve for a minimum of one (1) year, beginning on January 1 and ending on December 31.*

*Section 3. Rules*

*The Rules Chair shall:*

- a) Be informed of the Rules of Golf and be able to interpret same.*
- b) Notify all members of any rule changes via email and on the website*

*Section 4. Junior Girls Golf*

*The Junior Girls Golf Chair shall:*

- a) Work with the coach of the Liberty High School Girl's Golf Team to see how we can best support their program.*

*Section 5. Historian:*

*The Historian shall:*

- a) Keep all publications and other memorabilia of DBWGC in a scrapbook.*
- b) Post in the locker room pictures and other items of interest.*

*Section 6. Membership:*

*The Membership Chair shall:*

- a) Welcome and introduce all new members.*
- b) Acquaint prospective members with the requirements of membership*
- c) Furnish all new members with a copy of the Bylaws, a copy of the current Roster, the location of the DBWGC Web site, and Scheduled Events.*
- d) Maintain a current record of any additions and changes in members' roster listings, and advise members of roster amendments at General Meetings.*
- e) Review and revise the Membership Roster, with input and the approval of the Captain, Tournament Chair, and Team Play Captains.*
  - a. The new Roster is to be submitted to the Webmaster for posting on the 18-hole web site.*

*Section 7. Sunshine:*

*The Social/Sunshine Chair shall:*

- a. *Send cards and/or flowers to members in cases of illness or bereavement as determined by the Captain and Sunshine.*

*Section 8. Open Day:*

*The Open Day Chair shall:*

- a) *Handle all Open Day Announcements, including timely posting, returning required information to hosting clubs, and any decisions regarding overbooked fields in compliance with guidelines set forth by WGANC.*
- b) *Serve as hostess/chair for the WGANC Open Day held at DB Country Club in coordination with the DBWGC Captain.*

*Section 10. Eclectic:*

*The Eclectic Chair shall:*

- a) *Collect \$10.00 from each member interested in participating in the annual awards for the eclectic game.*
- b) *Collect score cards and keep a record of each person's official 18 hole play days scores throughout the year. At the end of the year will she will:*
  - a. *Establish one eclectic score for each participant based on their scores during the year..*
  - b. *Establish flights based on each participants handicap throughout the year*
  - c. *Dispense the funds collected at the beginning of the year as prizes to those lowest scores in the established flights at the Christmas Luncheon.*

*Section 11. Invitational*

*The Invitational Chair shall:*

- a. *Organize the yearly Invitational Tournament and appoint committees.*

*Section 12. Webmaster*

*The Webmaster shall:*

- a) *Maintain the Discovery Bay Women's website and make updates when new information is to be added.*

*Section 13. Hole-in-One Chair*

*The Hole-in-One Chair shall:*

- a) *Collect \$10 from each member joining the HIO Insurance. An HIO is valid on a DBWGC Play Day and the following tournaments and special events: Spring Handicap Tournament, Club Championship Tournament, Invitational and Team Play Days (home and away) as these are sanctioned 18 Hole events.*
- b) *The DBWGC will allot up to \$200 reimbursement to that player for DRINKS ONLY and that player is responsible for any overages which occur. When the balance of the HIO monies reaches \$200, HIO members will be reassessed \$10.*
- c) *When a HIO member achieves a HIO, the HIO Chair shall fill out the form from WGANC, collect signed scorecard and mail the documentation to the WGANC office.*
- d) *Advise the Historian of the details for Hole-in-One recipient.*

*Section 14. Records of Chairpersons:*

- a) *Chairpersons shall maintain complete records of activities and procedures, to facilitate a smooth transition of duties to future chairpersons.*

## **ARTICLE VIII: MEETINGS**

*Section 1. Schedule of golf days, guest days, meetings:*

- a) *Unless otherwise specified, the day of competitive golf shall be Tuesday of each week, throughout the fiscal year, with the exception of holidays. The last Tuesday of each month is Guest Day, unless otherwise specified.*
- b) *Three General meetings of DBWGC will be held during the year, as close as possible to March, June, and September, as indicated in the annual calendar of scheduled events. Special meetings will be called when the Executive Board deems it necessary and a minimum notice of two weeks shall be given to members through email, personal contact, or posting.*
- c) *Quorum:*
  - 1) *General Meetings, shall consist of one third (1/3) of the total membership.*
  - 2) *Executive Board Meetings shall consist of two thirds (2/3) members of the Executive Board. In the event a person holds more than one position on the Executive Board, that person will be considered as one person for meeting the requirements of the quorum.*
- d) *Fiscal Year: The fiscal year shall be from January 1st through December 31st.*

## **ARTICLE IX: DISSOLUTION OF DBWGC**

*In the event of the dissolution of the DBWGC, all outstanding financial liabilities shall be paid, with any accrued prepaid dues for USGA Handicap paid to the WGANC. All funds in excess of DBWGC liabilities and USGA Handicaps will be donated to the current charity project of the DBWGC.*

### **ARTICLE X: AMENDMENTS**

*These Bylaws may be amended, or new Bylaws adopted, at any General Meeting of DBWGC, provided such contemplated changes are sent by email to the membership and the members notified of such posting two weeks prior to the date of the General Meeting.*

*Any changes or addendum to such posted proposed amendments shall be submitted, in writing, signed and dated to the Captain, no less than 2 weeks (14 days) prior to the General Meeting.*

*A quorum is required for any Bylaw changes (members in attendance plus absentee ballots). A majority affirmative vote of the membership present, plus absentee ballots, shall be necessary for passage.*

### **ARTICLE XI: PARLIAMENTARY**

*“Robert’s Rules of Order, Revised” shall be the authority for all parliamentary procedure not covered by these Bylaws.*

- It was suggested that the sign up time for play days be set at the discretion of the tournament chair as they see fit. As such the sign up time can change from year to year.
- It was agreed a budget for the Invitation needs to be proposed and presented to the Captain
- Discussions were held on how the nominations committee was chosen. It was suggested that in the first Executive Committee meeting of the year the suggestion for a Nominating Committee is made at that time.
- It was also suggested that any profit from the invitation be carried over to the following year’s invitation.

#### **b. Nominating Committee Report**

The Nominating Committee, consisting of Jan McCreery, Sandy Mize and Noni Greenfield proposed the following as nominees for 2019

Officers: Captain, Susan Leeper; Co-Captain, Lisa Ferrante; Secretary, Bonnie Ladd; Treasurer, Noni Greenfield; Parliamentarian, Peggie Schuitemaker

Other Executive Board Members: Team Play Captain, Becky Frazier; Central Valley Team Play, Frances Shipilov; Diablo Team Play Captain, Annette Krey; Handicap, Deborah Veatch; Tournament Chair(s), Donna Grover

Committee Chairpersons (Non-Voting)

Eclectic, Doris Bunnell; Historian, Kristie Rogers; Hole-in-One, Sally Sturney or Kristie Rogers; Invitation, Co-Captain of TBD; Jr. Girls Golf, Kathy Readler; Membership, Mary Teschner; Open Days, Bonnie Ladd; Go Red – N/A (Breakers will do Get Your Pink On); Rules, Hilary Frigillana; Social/Sunshine, Joanne Leete; WGANC/ NA; Website, Peggie Schuitemaker

Tournament Assistants willing to help: Susan Graham, Rochelle Baxley, Pamela Musselman

10. Meeting Adjourned

4:30pm

Respectfully Submitted

Brenda Reisinger