

## Topstone Men's Club Executive Committee Meeting Minutes January 7, 2019

**Location:** Tim Berger's house

**Attendees:** Phil Richards, Al Cusson, Joe Staszowski, Keith Percy, Simon Muska, Dave Romano, Brian Lathrop, Brent Colby, Paul St. Onge, Tim Berger, Jeff Beyer

Meeting was called to order at 7:00 pm by Phil.

**1. Approval of the December 3, 2018 minutes:** The minutes were unanimously approved.

**2. Membership Report:** The membership dues letter will be mailed the week of January 14th. The Board agreed that a new member orientation and new golf rules meeting should be held in the April – May time period this year. o The new member orientation will be held in early April with a 9 hole scramble tournament before the meeting (the 5th is being considered). The orientation meeting is open to all members. Board members will offer to play with new members if they so desire. New members will be emailed a description of the tee games and their cost. Jeff will also have a handout available in the Pro Shop. o The new golf rules presentation will be held in late April/early May depending on the availability of the CSGA presenter. Dave and Jeff will arrange for the speaker. Simon will include the new rules on the website and handouts will be available in the Pro Shop and on the first tee. A scrolling presentation with important items of interest (new local and PGA rules, description of tee games, etc.) will be shown at the Spring banquet during the cocktail hour. Simon will post 2019 membership information and registration forms on the website.

**3. Membership Communications Report:** The Spring banquet will be March 13. Simon will email members of the dates and details of the orientation and new rules meetings when they are set. Simon will include a tab on the website with all major tournament winners.

**4. Tournament Committee:** The Board discussed the 2019 tournament schedule (coordinated with Jeff so outings would not conflict with major events). Brent will finalize the schedule such that Brian can have the tournament schedule printed for the spring banquet. The first Men's club event will be March 16/17 (conditions permitting). Tim will coordinated with Tallwood on an interclub date, possibly June 1-2 or the end of June. The match play events and their qualifying and target completion dates for each round were discussed and agreed to by the board. Members will be polled at the Spring banquet about the start time for the scramble tournament held before the Fall banquet. The Board will decide on the event timing later in the season. The Board discussed and will decide before the Spring banquet whether to have a yearlong "Goat" tournament where a player has the option to also play a match against another player in their foursome. The player with the most goat coins wins at the end of the season is the event winner.

**5. Handicap and Rules Report:** Topstone Men's Club Executive Committee Meeting Minutes January 7, 2019 Included elsewhere in these minutes

**6. Treasurer's report:** Keith presented the budget spreadsheet showing actual 2018 results and a planned and forecasted 2019 budget. In 2018, the revenues were \$1008.79 above expenses leaving an overall club balance of \$4649.32. The Board agreed as a goal to reduce this balance to around \$2500 in two years. In addition, the hole in one pool is \$1225.00

**7. Professional Report:** The board had a long discussion on pace of play and how to enforce any rules put in place. The pros and cons of having habitual offenders play at a later time, requiring carts at early times, having more rangers, changing the course to speed up play, etc. were discussed. Some board members believe the course needs to set the rules. Dave, Keith, Simon and Jeff agreed to be on a committee to develop options for the Board to consider. No pace of play decisions were made at this meeting. Jeff will get approval of the cart flyer from Joe.

**8. Old/New Business.** The Board agreed to keep the associate member fee at \$40. Brian will check to see if lower insurance rates are available.

Adjournment: Meeting ended at 9:14 pm.

**Next meeting date:** TBD in early February (likely Feb 4 at Tim's house)

**Respectfully submitted by Joe Staszowski.**

## **Topstone Men's Club Executive Committee Meeting Minutes February 4, 2019**

**Location:** Tim Berger's house

**Attendees:** Phil Richards, Al Cusson, Joe Staszowski, Keith Percy, Dave Romano, Brent Colby, Paul St. Onge, Tim Berger, John Feehan, Rick Labruna

**Meeting was called to order at 7:00 pm by Phil.**

**1. Approval of the January 7, 2018 minutes:** The minutes were unanimously approved.

**2. Membership Report:** Current membership is 63 which includes 2 new members.

**3. Membership Communications Report:** The Spring banquet will be March 13. Emails announcing the events will begin in mid-February. To help reduce the number of duplicate signups, members will be asked to just signup one person at a time, last name then first name in Signupgenius.

**4. Tournament Committee:** Tallwood is not interested in an interclub this year (already have three scheduled). Paul will check with Blackledge to see if they would have an interclub with Topstone. The 2019 tournament schedule is set for publishing. Brian will have punch cards and schedules printed for distribution at the Spring banquet. Simon will post the tournament schedule on the website.

**5. Handicap and Rules Report:** A presentation on 2019 golf rule changes will be scheduled for Thursday May 9 at Topstone. The session on PGA and local rules will consist of a 1 hour presentation followed by Q&A. Additional details will be discussed at the March Board meeting. Dave discussed the status of the slow play committee's discussions. o Jeff will survey other courses to see how they police slow play o Phil will research board records to see how the current standard time to complete a round was developed and give that material to Dave. o The committee will develop a recommended standard time to complete 18 holes along with a rationale for that time. o Material to educate members on why Board/course is concerned about slow play and how to speed up play will be developed o Course changes to speed up play will be suggested to Joe Kelly, but this is likely a longer term item. o The committee will recommend a plan, including enforcement, once the above steps are completed.

**6. Treasurer's report:** Keith distributed the budget spreadsheet which showed minor changes from January. Once the 2019 membership is better known, the board will decide if any budget changes are needed. The board discussed the pros and cons of having one membership rate for dues paid by a certain date and a higher rate if paid after that date. A decision on this topic was deferred till the fall such that whatever is decided can be communicated at the Fall banquet and in the 2020 dues letter. Topstone Men's Club Executive Committee Meeting Minutes February 4, 2019

**7. Professional Report:** Nothing to report.

**8. Old/New Business.** At the Spring banquet: o Brent will make copies of anything that needs to be distributed at the banquet. o John will purchase an additional roll of raffle tickets. o Phil will create a scrolling presentation with important items of interest (new local and PGA rules, description of tee games, etc.) to be shown at the Spring banquet during the cocktail hour. He asked Board members to email him suggestions of what to include.

**Adjournment:** Meeting ended at 8:30 pm.

**Next meeting date:** Monday March 4, 6 PM, Al Cusson's house - 155 Hillside Drive, South Windsor

**Respectfully submitted by Joe Staszowski.**

## **Topstone Men's Club Executive Committee Meeting Minutes March 4, 2019**

**Location:** Conference Call

**Attendees:** Phil Richards, Al Cusson, Joe Staszowski, Keith Percy, Dave Romano, Brent Colby, Paul St. Onge, John Feehan, Simon Muska, Rick Labruna, Brian Lathrop, Jeff Beyer

**Meeting was called to order at 6:32 pm by Phil.**

**1. Approval of the February 4, 2018 minutes:** The minutes were unanimously approved.

**2. Membership Report:** Current membership is 144 which includes 4 new members. Last year at this time we had 158 members. The board discussed giving a group looking to join the Men's club a special membership rate. The board discussed the pros and cons and decided to defer this option to the fall (before the 2020 season rate is set). Paul will put together a list of rates at other Men's clubs.

**3. Membership Communications Report:** The Spring banquet will be March 13. An email reminder will be sent to members regarding the banquet, rules seminar, referral program, returning former member policy and opening day be sent out before the banquet. It will also indicated members can pay 2019 dues at the banquet. Members will also be asked to include the name of each member they sign up for the banquet in signupgenius (to help prevent duplicate signups). The 2019 tournament schedule is posted. The board decided not to hold a separate orientation meeting for new members. New members attending the Spring banquet will be asked to meet after the banquet to answer any questions they might have.

**4. Tournament Committee:** Blackledge is interested in an interclub match. It is currently set for June 8-9, but Paul will inquire if they would like to change it to June 29-30 since Topstone's greens will be aerated June 2.

**5. Handicap and Rules Report:** A presentation on 2019 golf rule changes (along with frequently violated rules) will be held on Thursday May 9 6-8pm at Topstone. Members will be polled at the Spring banquet if food (for a fee) should be available.

**6. Treasurer's report:** The board discussed the value of the officer liability insurance. The insurance agent and a lawyer Brent talked to indicated it was likely not needed because of the decisions the board makes. No final decision on the insurance was made at this meeting. Keith indicated that there were no known changes to the 2019 revenue and expense forecast as of yet. Once the membership is better known, the budget will be discussed to determine if any changes are required.

**7. Professional Report:** Jeff will discuss the Men's club cart poster with Joe Kelly. Topstone Men's Club Executive Committee Meeting Minutes March 4, 2019

**8. Old/New Business.** For the Spring banquet: o Phil will finalize the slide presentation. He asked that any comments be emailed to him. o The Spring banquet assignments are: Joe and Dave- registration, Keith and Brian -membership payments, John, Brent and Al - raffle & 50/50 tickets. Brent will make copies of anything that needs to be distributed at the banquet. o John will purchase an additional roll of raffle tickets.

**Adjournment:** Meeting ended at 8:20 pm.

**Next meeting date:** Wednesday April 3, 6 PM, Topstone club house

**Respectfully submitted by Joe Staszowski.**

## **Topstone Men's Club Executive Committee Meeting Minutes April 3, 2019**

**Location:** Topstone – Bar Room

**Attendees:** Phil Richards, Al Cusson, Joe Staszowski, Dave Romano, Brent Colby, Simon Muska, Rick Labruna, Brian Lathrop, Jeff Beyer

**Meeting was called to order at 6:15 pm by Phil.**

**1. Approval of the March 4, 2019 minutes:** The minutes were unanimously approved.

**2. Membership Report:** Current membership is 227 which includes 24 new members and 18 of the 28 new members from last year. At this time last year, the membership was 217. The Board will call the non-returning new members from last year the end of April to receive feedback on why they did not join this year. Phil will coordinate the effort. Jeff will reach out to Board members if a new member does not have a group to play with. The next email to the membership will include information on the rules seminar, match play qualifying, ringers, and rules seminar. Simon will send out a targeted email to non-returning members discussing the value for being a Men's club member. Men's club flyers are in the golf carts.

**3. Membership Communications Report:** Simon will put together and email a new member a "cheat sheet" about import Men's club items and tee games (also will include a reminder that no gimmies are allowed in Men's club tournaments). The rules seminar will be held at 6PM on May 8 which will include a \$10 buffet (\$15 subsidized \$5 by the Men's club) beginning at 5:30. Members can bring a guest. If room exists, the seminar will be open the public. The public's meals will not be subsidized.

**4. Tournament Committee:** The interclub with Blackledge will occur on June 8-9. Paul will confirm with Blackledge. Match play qualifying will continue through the end of April. Ringers begin April 1.

**5. Handicap and Rules Report:** Included above.

**6. Treasurer's report:** The Board agreed to drop the Board liability insurance. After talking to the insurance agent and a lawyer, the Board felt it had very limited risk and therefore would self-insure. The Board agreed to hold funds in the budget in case any legal fees were ever incurred and will amend the by-laws to indicate any prudent legal fees will be paid for by the Men's club. The Board did not feel any changes to the budget were necessary at this time.

**7. Professional Report:** Jeff discussed the possibility of creating a penalty area on the right side of the first hole. Jeff indicated the hitting nets are now up. Topstone Men's Club Executive Committee Meeting Minutes April 3, 2019

**8. Old/New Business.** Included above.

**Adjournment:** Meeting ended at 7:40 pm.

**Next meeting date:** TBD beginning of May, Topstone Three Seasons Cafe

**Respectfully submitted by Joe Staszowski.**



## **Topstone Men's Club Executive Committee Meeting Minutes May 8, 2019**

**Location: Topstone** – Three Seasons

**Attendees:** Al Cusson, Brent Colby, Dave Romano, Jeff Beyer, Joe Staszowski, Keith Percy, Phil Richards, Paul St. Onge, Rick Labruna, Simon Muska Meeting was called to order at 6:10 pm by Phil.

**1. Approval of the April 3, 2019 minutes:** The minutes were unanimously approved.

**2. Membership Report:** Current membership is 251 which includes 24 new members. The Board will call the non-returning new members from last year to receive feedback on why they did not join this year. Phil will coordinate the effort.

**3. Membership Communications Report:** The next email will remind members of the rules seminar and Blackledge Interclub signup. Purchasing shirts for the interclub will not be mandatory this year, but Jeff will have them available. The players will be asked to wear a specific color shirt. Signups will begin May 11 th. Gold tees for seniors will be allowed. Match play brackets will be posted on the website.

**4. Tournament Committee:** Both individual and match play events had cuts this year. The board agreed that if a player drops out of the individual match play event because they were not aware they signed up for it, the player will be replaced from the cut list. The tournament description write-up for the match play events will start that qualifying can only occur during a Men's Club event. If the event is rained out, qualifying cannot occur that day. A rainout occurred during 2019 qualifying dates. Brent will send phone numbers and email addresses of match play participants to this group. They will not be posted on the website.

**5. Handicap and Rules Report:** Dave distributed statistics on round times for 2019. Of the rounds above the threshold level, only 2 players were on the list twice. Dave will talk to them to see if there were any extenuating circumstances. Overall, the times looked reasonable. Dave will continue to monitor. The Board will have to decide on a policy for slow play and inform the Men's club before it is implemented.

**6. Treasurer's report:** The Board did not feel any changes were needed to the financial spreadsheets Keith distributed. The self-insuring for potential legal cost will not be budgeted each year, but year-end balance will be kept above a certain level to cover any costs that occur. Checks and balances for tournament fees were discussed. No changes were deemed necessary.

**7. Professional Report:** Jeff will be sending out an email discussing improved pace of play times, actions being done to keep the course in good condition , fixing ball marks and reminding players of the new penalty area on 1 and 9. Topstone Men's Club Executive Committee Meeting Minutes May 8, 2019

**8. Old/New Business.** Included above.

**Adjournment:** Meeting ended at 8:05 pm.

**Next meeting date:** June 5, Topstone Three Seasons Cafe

**Respectfully submitted by Joe Staszowski.**

## **Topstone Men's Club Executive Committee Meeting Minutes July 11, 2019**

**Location: Topstone** – Three Seasons

**Attendees:** Al Cusson, Brent Colby, Dave Romano, , Joe Staszowski, Keith Percy, Phil Richards, Paul St. Onge, Simon Muska, Tim Berger, John Feehan, Jeff Beyer

**Meeting was called to order at 6:10 pm by Phil.**

**Approval of the June 12, 2019 minutes:** The approval of the June 12th minutes was tabled and will be voted on at the next meeting.

**Membership Report:** Current membership is 259 which includes 26 new members. The board agreed that the midseason rate of \$125 will begin August 1 Membership

**Communications Report:** Tim will continue to update the tournament of championship qualifiers and Simon will post them on the website. Simon distributed feedback from the interclub with Blackledge which indicated players were supportive of the way it was run. An email will be sent out regarding the mid-season rate and upcoming events. The intra-club signup will begin on August 3, pairing meeting will be Aug 21 and the event will be Aug 24-25.

**4. Tournament Committee:** Match play brackets will be posted on the website. Team matches are on schedule and individual matches are a bit behind. Brent will talk to the players that are behind schedule. The Pro Shop will inform Brent of each match winner. The brackets will be posted on website. Next year contact information will be posted on the website. Players 65 and older can play from the gold tees for the senior championship but will only be eligible for net prizes. The tournament write-up will be updated to include this change.

**5. Handicap and Rules Report:** Dave distributed statistics on round times for 2019. A draft slow play policy will be distributed to board members for discussion at an upcoming meeting.

**6. Treasurer's report:** Keith distributed the budget spreadsheet. No changes were deemed necessary at this time. Keith indicated if all the drink insurance money in the hole in one pool is not used, it remains in the fund for drinks the day of the next hole in one. A member asked if insurance money can be used on a day other than on the hole in one day. The board agreed it cannot and Phil will inform the member.

**7. Professional Report:** The board discussed pin placement and impact on the pace of play. Some board members commented that Sunday pin placements was harder than Saturday. They also suggested red pins should not be placed behind bunkers on certain holes. Jeff indicated that the condition of the green impacts pin placement. Jeff will talk to Dave about this issue. Topstone Men's Club Executive Committee Meeting Minutes **July 11, 2019** The board agreed that for team events, if a player is out of the hole, it should be communicated that they should pick up.

**8. Old/New Business.** Phil indicated a committee (Tim, Phil, Dave R and Keith) will look into size and structure of the board going forward. Considerations will include issues like the cost of the board, the ability to get volunteers to help and development of background on board issues. The board agreed that tournament descriptions should be removed from the Member's Handbook and just be posted on the website. Cart signs will be updated to include midseason rates. Phil will reach out to board members whose terms are up to see if they want to run again. The board outing will be planned for September 30 with a rain date of Oct 1 or 2.

**Adjournment: Meeting ended at 8:15 pm.**

**Next meeting date:** End of August, date TDB, Topstone Three Seasons Cafe

**Respectfully submitted by Joe Staszowski.**

## **Topstone Men's Club Executive Committee Meeting Minutes August 28, 2019**

**Location: Topstone – Three Seasons**

**Attendees:** Al Cusson, Brent Colby, Dave Romano, , Joe Staszowski, Phil Richards, Paul St. Onge, Rick Labruna, Simon Muska, Tim Berger, Jeff Beyer

**Meeting was called to order at 6:10 pm by Phil.**

**Approval of the July 11, 2019 minutes:** The approval of the July 11th minutes were unanimously approved.

**Membership Report:** Nothing new to report.

**Membership Communications Report:** Over the next month, emails and website will promote the club championship, tournament of champions and fall classic. A solicitation of interest in filling board positions will be emailed to members in October. Phil also asked board members to let him know their plans for next year. The website has been updated for match play results and ringers as of August 18th. The tournament descriptions have been updated and moved to the website. The membership handbook will be revised over the winter to remove tournament descriptions and any duplication with website content as well as to add any pace of play policy changes made. The handbook will refer to the website for policy details (so changes can be made there rather than in the handbook).

**4. Tournament Committee:** Match play matches are on schedule. A 9 whole scramble tournament will again be held before the fall banquet. The event will begin at 2:15. The interclub with Blackledge will be held on June 13-14, 2020. The interclub event was discussed. Next year those groups not participating in the event will tee off first.

**5. Handicap and Rules Report:** Dave discussed the draft pace of play policy. He has received comments from some board members but would like to hear from everyone. He indicated that the policy should be viewed as a way to change habits not to penalize members. So for this year: the average playing time is 4 hours 9 minutes, 89% of the groups have finished within the standards (82 groups highlighted) and 85% of the groups have completed their round within 4 hours 30 minutes. One person has been highlighted 8 times, 6 people 5 times, 6 people 4 times and 21 people 3 times. Once Dave gets comments from all board members, a separate meeting will be held to discuss and decide what, if any, pace of play policy will be put in place.

**6. Treasurer's report:** Keith could not make the meeting, but no budget changes were deemed necessary at this time.

**7. Professional Report:** Jeff suggested that the member's handbook be updated to allow a distance measuring device that provide more information than distance as long as that function is turned off when playing events. Distance measuring devices Topstone Men's Club Executive

Committee Meeting Minutes August 28, 2019 Players are allowed to use devices that measure distance only. Use of devices that gauge or measure other conditions that might affect a player's play (e.g., wind, gradient, temperature, etc.) is not permitted, regardless of whether any such additional functions are actually used. The board again discussed pin and tee marker placement and impact on the pace of play. Some board members and Jeff will talk to Dave regarding options. The August 29 putting contest will be a double elimination event. Consideration will be given next year to have some type of additional contest for those teams that are eliminated early in the contest.

**8. Old/New Business.** Phil indicated that a discussion regarding the future size and structure of the board will be deferred to a future meeting. Phil will reach out to board members whose terms are up to see if they want to run again. The board outing will be October 1 at Twin Hills Country Club in Longmeadow Ma. Paul agreed to be in charge of getting trophies for presentation at the fall banquet. The type of trophies will be the same as last year.

**Adjournment:** Meeting ended at 7:45 pm.

**Next meeting date:** October 16, Topstone Three Seasons Cafe

**Respectfully submitted by Joe Staszowski.**

## **Topstone Men's Club Executive Committee Meeting Minutes October 16, 2019**

**Location: Topstone – Three Seasons**

**Attendees:** Al Cusson, Brent Colby, Dave Romano, , Joe Staszowski, Phil Richards, Paul St. Onge, Rick Labruna, Simon Muska, Tim Berger, Keith Percy, Jeff Beyer

**Meeting was called to order at 6:10 pm by Phil.**

**Approval of the August 28, 2019 minutes:** The approval of the August 28th minutes were unanimously approved.

**Membership Report:** Nothing new to report.

**Membership Communications Report:** Over the next few weeks, emails and website will remind members of the fall banquet, 2020 board slate, 2 man scramble before the fall banquet and the greenkeeper's revenge tournament.

**Tournament Committee:** Match play matches are completed 4. Handicap and Rules Report: Dave presented updated pace of play (POP) statistics: o Overall average 4:11 hrs. , Saturdays 4:09 hrs. , Sundays 4:13 hrs. o 118 of 993 groups highlighted (12%) o 178 groups played in 4:30 hrs. or longer (18%) o No groups played in 5 hrs. or more o Average time for major events (excluding club championship) 4:18 hrs. o 20 individual players had 5 or more, 14 had 4 and 34 had 3 violations The board unanimously passed the pace of play policy presented by the committee to be instituted for the 2020 season. It will be described to members in the 2020 membership mailing and discussed at the spring banquet. A punch clock will be used on the 1st tee and 18th green to document round start and end times.

**6. Treasurer's report:** Keith distributed the budget spreadsheet showing a projected year-end balance of \$3,968.32 and a 2019 net gain/loss of \$-1906.00. These amounts would have been \$1,500 lower if the insurance was not dropped for 2019. These totals were in line with the plan of reducing the 2019 year-end balance. Keith will develop a chart showing which costs in the budget are fixed and variable for use in developing next year's budget as well as options to manage the gain/loss for 2020.

**7. Professional Report:** Nothing new to report.

**8. Old/New Business.** The committee on board structure (Dave, Simon, Keith, Phil and Brent) will present a recommendation on changes to the board at an upcoming meeting. Keith will send out the final draft proposal along with proposed by law changes (attached). Topstone Men's Club Executive Committee Meeting Minutes October 16, 2019 Phil discussed the fall banquet logistic and assignments. The board agreed that door prizes will consist of 5 - \$100 gift certificates to the Pro Shop. Phil will also discuss a golf package available to members at the

banquet. Phil will send a note to Joe Kelly thanking him for his contribution to the board outing.

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**Adjournment:** Meeting ended at 7:45 pm.

**Next meeting date:** Fall Banquet November 8 th , Topstone

**Respectfully submitted by Joe Staszowski.**



**Topstone Men's Club Executive Committee Meeting Minutes November 8, 2019**

**Location: Topstone Golf Course**

**Attendees: Fall Banquet annual meeting,**

**Topstone Golf Course Meeting was called to order by Phil Richards at 7:00 pm.**

**The following slate of Board members and positions was unanimously approved by the membership:**

<b>Position</b>	<b>Name</b>	<b>Term</b>	<b>Ends</b>
<b>Officers: President</b>	<b>Brent Colby</b>	<b>2021</b>	
<b>Vice President</b>	<b>Al Cusson</b>	<b>2020</b>	
<b>Secretary</b>	<b>Joe Staszowski</b>	<b>2020</b>	
<b>Treasurer</b>	<b>Keith Percy</b>	<b>2020</b>	
<b>Chairs:</b>			
<b>Communications</b>	<b>Steven Migneault</b>	<b>2021</b>	
<b>Handicap and Rules</b>	<b>Dave Romano</b>	<b>2021</b>	
<b>Membership</b>	<b>Kurt LaFlamme</b>	<b>2021</b>	
<b>Tournament</b>	<b>Simon Muska</b>	<b>2021</b>	
<b>Directors:</b>			
	<b>Kyle Niver</b>	<b>2021</b>	
	<b>Paul St. Onge</b>	<b>2020</b>	
	<b>Tim Berger</b>	<b>2020</b>	
<b>Past President:</b>	<b>Philip Richards</b>	<b>2021</b>	

**Motion unanimously approved Respectfully submitted by Joe Staszowski.**