

President's Book (updated Sept 2014)

Note to President: It is your responsibility to update this book, particularly the Username and Password section. The purpose of this book is to aid in the efficiency of the board and insure important items are not missed during the course of year. If you think this is unimportant, look at the 2004 Doubles Match Play plaque. The plate is blank because the board forgot to update it and now the names are lost.

Fall Meeting:

- Accept position of President/Receive Gavel
- Address membership; collect ballots for new board members
- Announce new board members
- Announce date of next board meeting
- Adjourn
- Collect lock box keys from outgoing board members and give to new board members.

1st Board Meeting (October)

- **Extremely important! Both the President and the Past President are responsible (together, at this meeting) to go to the [Secretary of State website](#) and renew the non-profit corporation status with the name and email address of the new President (leave the address as the Pro Shop).**
- Web Master should disable sign-up form and schedule
- Collect names of winners for plaque engraving
- Discuss and assign the following board duties

<i>Past President</i>	<i>President</i>	<i>Vice President</i>
Treasurer	Secretary	Scoring
Skins	16-Man Team	Match Play
2:30 Check-in/Chair	5:30 Check-in/Chair	Handicap (Co)Chair
Shootout Coordin.	Proxies on the links	Proxies- results
Scorecard Printing	Tour. Sign-up cards	Webmaster
Horserace Chair	Tue. Drawn Teams	8-Man Senior Team

- Discuss next year's schedule, set major dates, assign someone to present to the pro-shop before next meeting.
- MPGA Spring Banquet - Will a team play? Typically, the Men's Club pays for the President to attend. All other players (must be active members of the Men's Club) pay full price.

2nd Board Meeting (November)

- Sign-up Form.
 - 1) Determine next year's membership/discount fee (MPGA fees?)
 - 2) Set deadline for early payment discount (received by January Board Meeting). Past discussion: stop discount and make an average price. Decision: if people don't make an early commitment, friends/family might persuade them to join a different club during winter months.
 - 3) Update sign-up form
 - 4) Post to web site
 - 5) Email blast form to the membership. Do not mail anymore.
- Insure all board members have necessary materials/usernames/passwords etc.
- Update schedule for final Pro-Shop approval
- Update plaques with last year's winners. [Sterling Trophy](#)

3rd Board Meeting (December)

- Present new events schedule. Vote on the final schedule, post to the web site. Email blast to membership.
- Scorecard printing for events, do one time printing at Kinkos, or print ourselves before each major.
- Jules Hukee Award: send email blast to membership reminding them to get nominations in to the board.

4th Board Meeting (January)

- Review and vote on Scholarship Awards received (by December 31st) for this year
- Jules Hukee Award: choose recipient. Do not record name in the meeting minutes, only record a recipient was chosen.

5th Board Meeting (February)

- Set next board meeting for the Tuesday before the Smoker.

6th Board Meeting (March)

- Determine jobs for the Smoker

New members (all)	Match play (2)	Putting contest (2)
Make copies (1)	Collect Money (1)	Skins (1)
Assign local #'s (1)		

- Make 200 copies of the events schedule (2-sided)
- Make 50 copies of the sign-up form
- Determine prizes for putting contest, you can buy stuff from the pro shop or award 3 shop credits of \$40 from the pro shop.
- Agree on a time to meet (9:30am?) so you can arrange tables, etc.

- Match play: you can make up forms, or just sign a list

Smoker (3rd Saturday in March)

- Make sure all board members without a duty (most of all – the president) is engaged in welcoming new members, explain schedule, we play by USGA rules, GHIN, Match play, local #'s
- **Match Play (Special Note)** After many years of issues resulting from missed deadlines, we found less complaints when we had extremely strict deadlines of 5-31, 6-30, 7-31, 8-31, 9-15, and 9-30, with brackets sent by email on May 1st then the 1st of each month. Make sure prospective participants understand the deadlines, and have working email addresses.
- Treasurer should be collecting money from all members and sending new members downstairs to get local numbers assigned and scores entered for a handicap.
- Returning members should be directed to check for skins

7th Board Meeting (April)

- All board members (available) should show up early for the first 2 or 3 Tuesdays. There will be a lot of members (new and returning) signing up.
- Have a list of local numbers available (particularly new members)
- Have someone assigned to getting local numbers for new members.
- Score cards available?
- Tournament sign-up cards available?

Spring Meeting

- Greetings and introductions
- Give a short synopsis of what the Board has been doing over the winter.
- Treasurer's report
- Announce deadline for match play sign-up (May 1st?), Gross (June 1st?)
- Announce scholarship awards
- Announce Jules Hukee award recipient, award plaque.

8th Board Meeting (May)

- GHIN fees paid by May 15th
- Treasurer must change “active” status of unpaid players from previous year or we will overpay the MGA handicap bill (we have overpaid in the past as much as \$1,800) **DON'T IGNORE THIS!**
- Discuss upcoming majors/horserace.

9th Board Meeting (June)

- Set board meeting for Tuesday before the Calcutta. Have the board members play in the 2:30 group so the meeting can start at 5:30pm.
- Set format for Appreciation Day. Men's Club pays for lunch after the event and prizes. The shop provides carts and in the past was charging \$15 golf for non golf course members to play.
- Event is \$20 entry and that is paid out in prize money.
- Invites include: GC Owners, past presidents, former board members who are still active in the club, all current and newly elected board members, that seasons major flight winners, past club champions, scholarship pro am sponsors, 16 man team participants, Senior 8 man team participants and any other special guests the board approves (statistician for example.) The outgoing past president is responsible for collecting the list and sending out invitations (via email). Set prize amounts, in 2014 we bought pro shop gift certs totaling \$200.
- Make sure the Appreciation Day event gets on the restaurant schedule. Discuss menu and cost and set a budget for lunch.

10th Board Meeting (July)

- Set August meeting for Tuesday before the Club Championship
- Calcutta auction after play is complete.

11th Board Meeting (August)

- Review and vote on applications for wavier from requirements to play in the Club Championship
- Order jackets for outgoing board members (Brad Cole – to set up purchase through the pro shop
- Day after Club Championship order Crystal trophy for Senior Club Champion, Club Champion, and Net Club Champion(s). Make sure trophy has the Name, Championship Won and the score along with the Men's Club Logo.

12th Board Meeting (September)

- Discuss/review Club Championship issues.
- Discuss/decide on agenda for the fall meeting
- Make sure we have jackets for outgoing board members
- Look for nominees for new board members (email blast)

Fall Meeting

- Greetings
- Ask for nominees for new board members
- Short general discussion of how they year went. Changes made since spring meeting
- Hand out ballots for new board members
- Treasurer's report
- Outgoing board members (present jackets)
- **Hand over gavel to new President (who takes over meeting)**
- Announce new board members
- Adjourn