QUALICUM BEACH
MEMORIAL GOLF CLUB
SINCE 1911

BOARD OF DIRECTORS
Minutes of Meeting
Wednesday, February 18, 2026 at 9:00 am
QBMGC Boardroom

PRESENT:

Mike Meade	Chair
Harvey Walker	Director of Finance
Donna McDonald	Director of Proceedings, Secretary
Jackie Carter	Director at Large

Guests:

x	Charles McQuade	QBMGC General Manager
x	Steve Hocking	QBMGC Head Professional
x	Brent Shanley	QBMGC Course Superintendent
x	Anne Skipsey	Town of Qualicum Beach Liaison

Absent: (Advance Notice Provided)

Doug White	Vice Chair
Jim Klimes	Course & Greens Committee
Rob Mann	Director at Large
Kel Roberts	Director at Large
Peter Drummond	Director at Large

1. **Welcome and Call to Order at 9:03 am**
As we did not meet the requirement for quorum, there would be general discussion on the submitted reports only – no motions would be presented.

Anticipating the potential of not meeting quorum, Board members had been canvassed prior to the meeting regarding the General Manager position. Electronic responses received met the quorum requirement so we will proceed with presenting Charles McQuade with the offer of full-time, permanent employment with QBMGC.

2. **Approval of the Agenda for February 18, 2026**
The Chair asked if there were any errors of omission and/or commission.

Defer to March 18, 2026 meeting
MOTION That the Agenda for the QBMGC Board Meeting on February 18, 2026 be approved.
M/S **Motion Carried**

3. **Approval of Minutes of QBMGC Board Meeting held January 21, 2026.**
The Chair asked if there were any errors of omission and/or commission.
Hearing none, the question was called:

Defer to March 18, 2026 meeting
MOTION That the Minutes of the QBMGC Board Meeting held January 21, 2026 be approved.
M/S **Motion Carried**

All other business arising from the minutes of the Board Meeting held on January 21, 2026 has either been addressed in the respective reports or brought forward on the agenda.

4. **Report from the Chair**.....*Mike Meade*
Nothing new to add to the agenda and/or the submitted reports.
Everything seems to be good with lots of play in January and February.

5. **Report from Course & Greens Committee**.....*Brent Shanley*
The Director's Monthly Report was submitted prior to the Board Meeting for review by QBMGC Board members and is attached to the minutes of this meeting.

General comments in addition to the report:
- Motor for pump has been checked with one-year warrantee. As new motors and pumps will be part of pending upgrade, we will continue to keep existing equipment in good operating order.
- Irrigation system is currently dormant. The lines were not blown out but the drains were opened and left to bleed off.
- DryJect System – a one-step aeration and amending system. A brochure was circulated for review and consideration. The process is appealing as the recovery time is minimal and the cost would be offset by reduced labour costs. The system is being considered by Uplands (prior to their holding an international tournament), Cordova Bay and likely Arbutus Ridge. Estimated cost based on our green size would be approximately $4,000 plus transportation. It would be beneficial to coordinate with other courses on the Island to share some of the transportation expenses. He would recommend using this system in the spring and core aeration in the fall. Brent will be attending a conference/trade show next week in Calgary and will investigate further.
- Calgary trade show – of particular interest at the show are the equipment demonstrations, course accessories, water filtration system and a new system for liners and drainage in sand traps.
- Course comparisons – as far as conditions go, courses in the immediate area don't have the same quality of play as QBMGC. Brent feels better comparisons would be to Nanaimo, Crown Isle and Storey Creek where standards are similar to ours, although not the same budget or revenue flow but we are just as busy. He feels that we could hit a four-star standard with the affordability of a municipal course.
- A fairway fertilization program has been introduced to improve conditions as needed.
- Our equipment technician is doing great job but most of our equipment is getting to the end of the live span (as verified by the hour meters on mowers and tractors). More extensive repairs are having to be done. The spending estimate for 2026-2027 is likely to be the same if not a little more than 2025-2026.
- The turf vacuum/roller was a new item last year. Objective would be to replace one item each year. Alternative would be to lease equipment.
- Toro and John Deere are primary suppliers of equipment with international suppliers being considered.
- The bank on the left side of #4 will be stabilized prior to planting as recommended by the Town in their recent report.
- Putting green project is proceeding well with amendment product for moisture retention being applied.

6. **Report from QBMGC Head Professional**.....*Steve Hocking*
The Monthly Report for the Pro Shop was submitted prior to the Board Meeting for review by QBMGC Board members and is attached to the minutes of this meeting.

Action item from previous meeting(s):
a) Job Description – Player's Assistant (formerly Course Marshall) – under review

General comments in addition to the report:
- Jonathon to help with Junior program starting the end of March.
- Seeing late in the day sales with non-golfers and restaurant patrons.
- Covered driving range – request for quotes pending.
- Waitlist project with personalized email contact was successful as seen with increased

number of 10-packs purchased.

Action item:
- Binder with event schedule on a month-to-month basis to be given to Brent – information already shared with restaurant.

7. Town Liaison ..... *Anne Skipsey*

General comments:
- The mayor asked Anne to extend his appreciation to the Board for running the course so well.
- Site visit and subsequent biologist's report – a copy of the report from the Town's biologist will be forwarded to Charles, who will in turn, share information with Brent.
- Indigenous artwork – The Town has set aside their portion of the cost of the artwork. It is recommended to get it paid out prior to the election this fall. Charles to follow up with the artist.
- Eaglecrest – A contract has been awarded to a consultant for redesign and construction with anticipated opening as soon as possible – hopefully Spring 2027.
- Lease modifications – Charles has been connecting with Heather at the Town, and a draft has been signed. Anne will inquire as to progress but anticipates further discussion at the annual meeting with the Town historically held once the financials are completed, which should be at the end of May.

Action items:
- Biologist's report – Charles will share information with Brent.
- Indigenous artwork – Charles to follow up with artist.
- Lease modifications – Anne to follow up with Town as to status.

8. Report from Director of Finance ..... *Harvey Walker*

The Director's Monthly Report was submitted prior to the Board Meeting for review by QBMGC Board members and is attached to the minutes of this meeting.

General comments in addition to the report:
- OTH – once year-end is over and the transition to the new computer systems is completed, a committee will be set up to meet with OTH with the objective of providing more services to the members.
- Budget – clarification provided on tournament revenue and expenses. Coding from the past (2025-2026 budget) has not been consistent. Going forward with Lightspeed, more accuracy will be seen in reporting.

Action item:
- Quarterly budget reports are to be prepared to allow the Pro-Shop and Course & Greens to make adjustments throughout the year to stay within their budget.

Defer to March 18, 2026 meeting

MOTION To accept the report as presented by the Director of Finance
M/S **Motion Carried**

9. Report from General Manager ..... *Charles McQuade*

The General Manager's Monthly Report was submitted prior to the Board Meeting for review by QBMGC Board members and is attached to the minutes of this meeting.

General comments in addition to the report:
- Insurance quotes are pending with a commitment to be made prior to March 1.
- Letter of engagement with auditors has been signed.
- Feedback on member rates increase has been minimal.
- Covered driving range project will be part of 5-year strategic plan. The design drawings were sent to contractors with one "ball part" response received thus far. Contractors have requested structural drawings to prepare a more accurate, detailed quote. We paid $4,500 for

the design drawings and anticipate $4,500 for structural drawings which would create a more complete tender package for contractors.
- Five-year strategic plan - The financial piece of the plan will be finalized prior to publication of plan at the June AGM. Anticipate meetings in April and May to work on the capital projects list.
- Member correspondence regarding cost sharing on the bridge construction. Charles will prepare a response which will outline the negotiations and result that repayment is not expected until 2038.

At this point in the meeting, Brent and Steve left the room.

10. New Business
- A report on member enrollment is expected at the March meeting.
- Charles is conducting a performance review with Steve and Brent.
- The management team is recommending putting Mike Galvin and Mike Hansen on salary as part of lower-level management team (full-time, seasonal).
- Management package includes salary, vacation and benefits - professional development packages to be reviewed.
- Suggestion that the comments on the budget and realistic increasing revenues might be related to an incentive program.
  - Incentives for Course & Greens: keep expenses under budget and course conditions.
  - Incentives for the Pro Shop: keep within margins and efficiency on the tee sheet

At this point in the meeting, Charles left the room.

11. **Motion** to move into an in-camera session at 10:55 am
M/S **Motion Carried**

Discussion

a) Review and Approval of Offer Letter and Job Description for General Manager
- With electronic responses from the Board, we met quorum and approval was given for Mike Meade to present the offer letter and job description to Charles McQuade.

b) Review and Approval of the 2026-2027 Budget, including Management salaries
- Without having quorum at the meeting, discussion will be deferred to the March 18, 2026 meeting.

Motion to come out of the in-camera session at11:10 am
M/S **Motion Carried**

12. Next Meetings

a) Next QBMGC Board of Directors Meeting is scheduled for the third Wednesday of February, which is Wednesday, March 18 at 9:00am in the QBMGC Boardroom.

b) 2026 Annual General Meeting is scheduled for Wednesday, June 17 at 7:00pm in the Civic Center.

13. Motion to adjourn made by Mike Meade at 11:15 am.

QUALICUM BEACH MEMORIAL GOLF CLUB
2024-2025

Committee / Area of Responsibility	Course & Greens
Report Date	February 18, 2026
Prepared / Presented by	Brent Shanley, Course Superintendent Jim Klimes, Director

Course Conditions (*Greens, fairways, tees, etc.*)

Expansion of the large practice putting green beyond the restaurant patio is well underway with plans to have all the subsurface requirements completed and ready for turf laying in March and available for use by summer.

Additional sand supply boxes and scoops will be provided over the coming season with the goal of having sand available at each tee box. New boxes will be fabricated on site in March.

Irrigation System

The main irrigation pump motor has been sent out for diagnostic testing to determine if it should be repaired or replaced.

Safety

Access to and from the course around tee boxes and greens with slipping hazards will continue to be monitored for safety and where needed will be roped off and signed. Further investigation with respect to potential surface modifications such as hard surfacing or slope modifications such as stairs is to be discussed.

Tree Management

Tree pruning is underway and should be completed by the end of the month.

Miscellaneous

Next committee meeting is scheduled for Wednesday March 4, 2026 @ 10:00 AM in the maintenance facility.

QUALICUM BEACH MEMORIAL GOLF CLUB
2026

Committee / Area of Responsibility	Pro Shop
Report Date	February 18th 2026
Prepared / Presented by	Steve Hocking, Head golf professional

Proshop News

- Proshop Renovation – Complete!
- Jonathon Martin – Moving into Proshop from Grounds Crew
- Proshop staff schedule-Discuss Spring & Summer scheduling
- Covered driving range proposal and approval process.
- Lightspeed Lightspeed Lightspeed! Training all employees

Product Orders

- Used ball market – 250 dz purchased.
- Sales are still extremely strong for Jan & Feb to date
- Vendor reps all booked for 2026 season - $48.000.00 booked
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Tournaments & Events

- Super Bowl Scramble Feb 8 2026- was a success 28 players only (did not restaurant closure)
- St Paddys Member Only Scramble – lets hit target goal of 60 players
- 2026 Event schedule is complete-Lightspeed tee sheets to be updated for entire year this week
- Feb events x 1 & March Events x 1
- 9 & Dine – start up in April
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Statistic and Financial

- **Complete Month of January 2026 financials are;**

TOTAL PROSHOP SALES = $16,200.00
TOTAL CART RENTAL & RANGE SALES = $5454.00
TOTAL INSTRUCTION = $260
TOTAL INVENTORY = $10,473.00 (profit margin 24%)
TOTAL LIQOUR SALES = $607.00
TOTAL ROUNDS = 9 Hole Member play = 1910 Green fee play = 497 =$21,843 (inc 30x10 packs sold)
AVG Total rounds per day = 82

- **Feb 1st to Feb 15th stats are;**

TOTAL PROSHOP SALES = $21,539.00
TOTAL CART RENTAL & RANGE SALES = $3,700.00
TOTAL INSTRUCTION = $140
TOTAL INVENTORY= $15,517.00 (profit margin 23%) – low due to last years clearance items)
TOTAL LIQOUR SALES= $445.00
TOTAL ROUNDS= 9 Hole Member play = 1596 Green fee play = 484 =$27,690 (inc 52x10 packs sold)
AVG Total rounds per day = 145

Miscellaneous

- Service Oriented facility-Results
- Practice putting green expansion-Brent & Mike G
- Weather Stats – Jan & Feb 2026-(all stats are considerably lower and milder than monthly average).
- No closed days for February!

DIRECTOR'S REPORT
2025-2026

Committee / Area of Responsibility	Finance
Report Date	February 14, 2026 for January, 2026.
Prepared / Presented by	Harvey Walker

Update (*List status of activities*)

The net income for the period ending January 31st is $168,495 against the budget of $164,603 which represents 102% of the budget. Green fee and proshop sales were reduced in January. We will have a more accurate number for proshop sales after the auditors complete the proshop inventory after the end of February.

Total expenses to the end of January are 110% of the budget mainly as a result of grounds and proshop wages and benefits. However, grounds staff have been doing tree pruning this fall and winter which considerably saves the club by not having to hire outside contractors to do this work.

Off The Hook revenue continues to do well but there will be further discussions with OTH regarding the better servicing of members. Revenue for this fiscal year to the end of January is $54,564.

The Capital Account balance at January 31, 2026 is $326,435.

Projects Pending (*Identify particulars*)

At this meeting, we will be presenting a new Offer Letter to our General Manager offering him another 12 month contract to the end of February, 2027.

Overall Objectives (*Define topics*)

Last month, the Board authorized revenue and wage increases for 2026-2027. At this meeting, we will be presenting a complete budget to the Board for the Board's review and acceptance.

Key Concerns (*Specify details*)

Capital requirements for 2026-2027.

QUALICUM BEACH MEMORIAL GOLF CLUB
GENERAL MANAGERS' REPORT 2025-2026

Committee / Area of Responsibility	Club oversight
Report Date	February 18, 2026
Prepared / Presented by	Charles McQuade

Update (*List status of activities*)

- "Lightspeed" software implementation is underway, picking up speed and looking at go-live date of February 20th, for those booking March 1st, otherwise the software program starts March 1st. The new website went live early by mistake, and with a few glitches everything is working.
- The Memorial Recognition Cairn is finished, Tom, the mason also touched up loose rocks on the other cairns
- The proposed Budget for next year is included in this month's package, we are looking at accurate estimates of expenses, based on actuals from this year, but we reduced revenue projections to hedge against a bad winter, terrible summer or other unknown environmental disasters (Fire Earthquake, etc.). The far-right column titled "hopeful" is where we think we could be if our weather mirrors this year.
- wo newsletters went out – promoting Music in the Restaurant and providing information on the new website & software. Further newsletter will be going out next week about membership renewal. Janice and I will be set up in the boardroom every morning from March 2-6, 9-13 to accept payment.

Projects Pending (*Identify particulars*)

- The waitlist is up to date and still growing with deposits being taken to get on it. Now at 175.
- The AGM this year has been booked for Wednesday June 17th, same day as our Board meeting that month. We can go over the proceeding for the AGM at the morning board mtg.
- Membership renewal is in full swing, with those on LOA being contacted, waitlist members have also been contacted with their position on the list, and how the process will work if they are offered a spot.
- Planning is underway for the staff scheduling for grounds and for the pro shop.
- We will have at least two quotes to consider for insurance renewal this year.

Overall Objectives (*Define topics*)

To engage with the membership and move the club forward.

Key Concerns (*Specify details*)

None