

# EL PASO GOLF CLUB MINUTES

## January 9, 2019

### CALL TO ORDER:

The regular board meeting of the Board of Directors of the El Paso Golf Club, Inc. was held on the above date at the clubhouse. The meeting came to order at 6:00 pm. Present were directors: Aaberg, Arends, Berry, Fulop, Heitz, Koth, Schulkins, and Snider. Directors Homan, Rackauskas, and Young were absent. Employees present: L. Vance. Rob Hembra was present to give the annual Audit Report.

### SECRETARY'S REPORT (Berry):

The board reviewed the minutes of the previous board meeting – the minutes were approved on a motion by Arends and seconded by Schulkins.

### TREASURER'S REPORT (Schulkins):

Schulkins reported the following – ***all figures are YTD as of December 31, 2018 and compared to 2017:***

- Golf Course:
  - Total income is down from 2017 by \$52,547. (We collected \$12,269 in insurance from tree damage in 2017)
  - Dues are down \$8,522.
  - Cart rentals are down \$8,277 and cart cards sales are down \$2,340.
  - Green fees are down \$12,142.
  - Shed rent is up \$425 and trail fees are down \$575.
  - Initiation fees are up \$150.
  - Project costs are down \$5,694.
  - Payroll is up \$3,519.
  - Net income is down \$15,053. (2017 was down \$45,383 over 2016)
- Pro-shop:
  - Total income is down \$3,456.
  - Cost of goods sold is down \$2,493.
  - Payroll is down \$232.
  - Net Income is up \$1,990. (2017 was up \$30,377 over 2016)
- Restaurant:
  - Total income is down by \$28,155.
  - Beer sales down \$22,133, liquor is up \$1,097, wine is down \$1,117 and pop is up \$1,681.
  - Food sale are down \$8,297.
  - Cost of goods sold is up \$455.
  - Payroll is down \$552.
  - Net income is down \$30,129. (2017 was down \$766 over 2016)
- Miscellaneous:
  - Total Net Income is down \$43,192 from 2017
    - Total Net Income for 2017 was down \$15,772 from 2016
  - At the end of December we had - \$6,070 in the bank.

- At the end of December 2017 we had - \$2,370 in the bank.
- Used the \$50,000 short term loan to finish up 2018 payroll and expenses.

The treasurer's report was approved on a motion by Berry and seconded by Heitz.

**The committee reports were given as follows:**

GOLF COURSE – Grounds & Equipment (L. Vance / Harris / Arends):

- Arends summarized notes for the Stockholder's meeting in February.

HOUSE – Restaurant, Pro-Shop & Social (L. Vance / Buster / Duncan / Fulton / Heitz / Rackauskas):

- *Restaurant & Clubhouse:*
  - Carpet is being installed and came in under budget.
- *Pro-shop:*
  - Working on getting a new PC for the pro shop.
- *Social:*
  - Club Christmas Party had a great turnout.
  - NYE dinner had 88 people; food was great.

PLANNING, PERSONNEL & MEMBERSHIP (L. Vance / Fulop):

- Membership: dues invoices were sent out in December.
- Working on an annual report for the Stockholder's meeting.
- Preparing an outlook for the future; what can we do to gain new members?

GENERAL MANAGER REPORT (L. Vance):

- Locked in pricing for both gas and diesel for 2019.
- Need to purchase 20 sets of batteries (1/3 of fleet) (~\$20,000); computer for the pro shop (< \$4,000); and a used cart (< \$4,000) for Harris to use.
  - **MOTION** to approve purchase for the above items, by Heitz, seconded by Berry, **APPROVED** on a unanimous verbal vote.
- Meeting with Golf Now (1/22/19, noon) to see how to get our emails sent out through their platform – may cost us, but think it will be worth it.
- Fiber optics are being installed in the subdivision.
- Hybrid tees are a go – working on score card and tee markers.
- Real estate taxes – finally was able to talk to the right individual in Eureka. We need to protest the taxes there; then go to the state. This may take a while to finalize. Will need an audit and lawyer; working with M. Berry to set up a team to assist us with this process.
- Recommend we put the same carpet in the office area as in the rest of the clubhouse and stairs. Board agreed.
- Plan to contact the credit card companies to work on a lower transaction fee base.

OLD BUSINESS:

- Refinance/cash out: Schulkins is working with bank on paperwork; we did not need to have an appraisal done.

## NEW BUSINESS:

- Snider: currently putting flowers on the tables and restrooms (Julie is using our flowers and her time). As a cost savings, recommend we use flowers we can get from Sam's Club and have Chelsie and the wait staff put the flowers in vases on the tables and still have Julie do the restrooms. Board agreed.

## GENERAL COMMENTS:

- 2018 Annual Audit – Rob Hembra was present to summarize the audit findings.
  - Overall, great job and you have a very knowledgeable staff.
  - No major issues or recommendations. Some minor suggestions include:
    - Consider performing a dues reconciliation
    - Increase sample size for income review
    - Passwords – make sure all passwords are at an acceptable level for strength; don't use standard words, such as, "password"
    - Sales Tax – feel L. Vance is taking all the appropriate actions.
    - L. Vance will update the labor postings; recommend a 6 month review for content to identify if there are any updates
    - Consider setting a records retention policy
    - CPR/AED training will be held for the staff in late February
  - Rob Hembra will lead the audit for 2019.

## NEXT BOARD MEETING:

- Next Meeting: Wednesday, February 13, 2019 immediately following the Stockholder's meeting.

The meeting was then adjourned at 7:18 pm on a motion by Heitz and seconded by Arends.

Respectfully submitted,

*Jill Berry*

Jill Berry, Secretary