

EL PASO GOLF CLUB MINUTES

April 17, 2024

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 (at Clubhouse [C]; via Zoom [Z]: Aaberg [C], Homan [Z], Marten [C], Mounce [C], North [C], Rarick [C], Tria [C], Walker [C], Weldon [C] and Young [C]. McCullough was absent. Also present was guest Danny Maffeo & employees Conley & Weiser.

EXECUTIVE SESSION:

The board went into executive session at 6:00pm and concluded and began the regular board meeting at 7:00pm

SECRETARY'S REPORT (North)

- The minutes were sent via email to everyone previously. Motion was made by Mounce to approve and seconded by Walker, approved by the board.

TREASURER'S REPORT: Mounce

- Financials were sent via email to the entire board. Still a month behind with financials but plan on being caught back up in the next week or two with the accountants.
- Cash in the bank for the end of March \$316,294 up \$138,193 over February 2023.
- Below figures are through February of 2024 compared to February of 2023:

GOLF:

- Total dues up \$318,333 (accrual basis reporting)
- Cart rentals (including card) up \$4,802
- Green fees up \$3,898

F&B:

- Food sales – Restaurant not open yet through February
- All beverage sales (pop, beer, wine & liquor) down \$1,266

COGS F&B:

- Total food COGS up \$1,993
- Total beverage COGS up \$3,540

ADMIN:

- Total Revenue up \$362,727 (due to membership dues being accrued)
- Total Gross Profit up \$359,370
- Total Payroll up \$33,502
- Total Expenses up \$68,016
- Net Ordinaly Income up \$291,353

- Gaming Application: Process was restarted due to a change in management and having to change the Illinois gaming application to match the liquor license renewal this year. We are back to a 3-4 month wait, however we will need to discuss further into the year regarding next year. I have deep concerns regarding money we are having to spend to repair and/or replace many items this year that have been patched and too much spent on repairs for the age of the equipment, so replacement is necessary but expensive.

HOUSE MANAGER REPORT: Conley

- Health department will be at the Course on Tuesday.
- Will be doing some emails to solicit members who own business's for use with needs at the club, volunteer & paid.
- Fireworks permits are being completed. Teresa Gauger located a stadium grill for our use to serve meals to the public that day. Will be advertising so people know they can purchase food at EPGC this year.
- Events on the books for this year. Will be evaluating & making sure all are making money. Will let any current ones know if there will be changes in prices for next year and make aware of some policy changes that don't allow outside food & beverage, all will be purchased through EPGC. Our employees will also be driving any beverage carts on the course.
- We have an outing this year for BOB FM & they have offered some free radio advertising to us. Thinking the need here is to promote our restaurant since we would like more public support & revenue.
- Kitchen needs: Drawer cooler, this would go under the grill top to prevent cross contamination & have meats conveniently ready for the grill, cost approximately \$2500. Reach in double door freezer, cost approximately \$3500-\$6000, variation due to deliver to door or install into the kitchen, this will be a difficult one to install into the kitchen. Food warmer, approximate cost \$1500. Motion to proceed on these items was made by Tria, seconded by Weldon, board approved.
- Downstairs walk-in cooler also needs new compressor, possibly more, has been worked on in the past numerous times & already had issues this year. Motion to approve replacement parts for this made by Weldon, seconded by Rarick, board approved. If this cost is over the \$5000 limit it will come back to the board for approval & a vote.
- Connley is very committed to bring in more revenue this year. Will strongly promote the restaurant and will come up with many club events and events for the public to participate in also.

COMMITTEE REPORTS:

GOLF COURSE – Grounds & Equipment: Young, Rarick & Weldon

- Weiser addressed the board to announce they will be firing up the pumps on Wednesday! They will monitor to find fixes as needed. Ameren completed the transformers. Bagnell is completing the pump station.
- The grounds crew aerified, top dressed & dragged & rolled all by 1pm in one day. Getting the mowing caught up now. Fertilizer & insecticide has been applied.
- Start on sand trap work next
- New 100-year anniversary flags have arrived. These were ordered by Weiser by a company in Texas & the veterans make them.
- Rough mower is back & have spend \$6100 in repairs. Truck repair costs were \$3100.
- Weiser will propose a lease option for next year to replace some equipment that is just old & too much money being spent on. Thinking the lease may be for 5 years & in the winter the company takes the equipment & does maintenance on it & stores it until spring. More to come on this before fall.

HOUSE – Restaurant, Pro-Shop & Social: Homan & Tria

- Audio/Visual project: Colmone is working with the school booster club on a contribution to the TV's we had installed in the clubhouse today. Rock Star video did all installation & hidden wiring for these & the Sonos wireless sound system. These will be an added value for watching sporting events during casual dining, used for meetings to present material, posting scores for tournaments, & many other uses as needed. They are all installed, working & look great. We should find out what the boosters will contribute around the 1st of May. Also got a bid for outdoor speakers to announce for the 1st tee area at approximately \$2000 but this has been tabled for a possible later date when we know what the booster club is contributing. Motion was made for this by Homan & seconded by Walker, board approved.
- Contacted Midwest Equipment about installation of an ATM machine. They will provide, install this and make \$3 per transaction & we make \$1 per transaction. Conley will find the best fit for accessibility for the ATM. Motion was made for this by Homan, seconded by Weldon, board approved.
- Did research on programs, apps, channels for the TV & decided the best fit was Direct TV. They install everything & the fee for all channels needed is \$220/month. They included 8 receivers instead of 4 & 2 years of free music.

PLANNING, PERSONNEL & MEMBERSHIP: McCullough

- McCullough is trying to get more people to serve on this committee with him. He has plans for new member procedure when people first pay the initiation fee and are put on the wait list. Possibly a packet handed or emailed that contained the membership handbook and information about events, leagues, stock, member only days & tee times, outings, restaurant, and other values of club membership.
- Also working with Conley to update the employee handbook.

100 YEAR ANNIVERSARY: Aaberg

- The 2nd event is Wednesday, June 5th. A cocktail reception, maybe a theme. Then Friday, June 7th is the golf outing for members, which will start at 10am with a Bloody Mary bar before it begins. Saturday is a steak dinner with the public welcome.
- Working on getting volunteers, many will be needed for each event. Trying to get chairs, tables, tents, etc. all donated.
- Rita Drake is working on stories & publicity for this event also.

AUDIT COMMITTEE: Danny Maffeo

- Maffeo announced that he has John Belletete & Doug Clemens to help on this committee.
- The purpose of the committee is to track standard accounting principles & compliance of policies & procedures set by the Board of Directors, laws, & regulations throughout the year.
- Next step is to interview the Clubhouse Manager, Golf Pro, & Grounds Superintendent to discuss any potential ethics & accountability issues, risk management, and compliance of following rules, laws & regulations. The committee will report findings back to the board for next step discussion. Any board members with concerns can communicate issues with this committee also.
- They have also presented to Conley a Internal Incident Report to be used at EPGC. The purpose of this is to have a formal & consistent manner to initially report incidents including: unprofessional behavior, disorderly conduct, theft, employee insubordination, drunkenness, etc. This document should be used by management for incidents within their responsibility.

GENERAL DISCUSSION:

- Cart shed insurance. Tom Kearfott, who originally wrote these policies when employed by Clemons Insurance will go over the details of coverage with Conley to evaluate. If there is a need to reach out to the membership for awareness of what is covered & what isn't that will be followed through on also.
- Bridge work & road closure: Marten has spoken with Stark & the County Commissioner, Conrad Moore. They have explained the work is going to be more extensive than initially anticipated. The approximate completion date is now mid-May.
- Queen or Hearts drawing discussion on keeping this private or going public. This may determine the day it will be held on also. Haven't been open enough yet to determine.
- Monument program/tee makers, this has been pushed to next month for discussion.
- Marten brought up the point that we need to work on what value we can bring to members at EPGC. Reasons & incentives for people to want to belong, a work in progress.

NEXT BOARD MEETING

- Future Board Meetings:
 - May 15
 - June 12
 - July 17
- Other Significant Dates
 - EPGC 100 Anniversary Events – June 5th through 8th

The board went into executive session at 6:00pm & ended at 7:00pm

The board meeting adjourned at 8:30pm on a motion by Young and seconded by Rarick, board approved.

Respectfully submitted,

Sally North

Sally North, Secretary