

# EL PASO GOLF CLUB MINUTES

June 19, 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 [C], Marten [C], McCullough [C], North [C], Rarick [C], Tria [C], Walker [C], Weldon [C] and Young [C]. Mounce was absent. Also present were employees Conley & Weiser.

## SECRETARY'S REPORT: North

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

## TREASURER'S REPORT: Mounce

- Congratulations to Brandon & Sydney Mounce on the birth of their twin boys! Mounce was absent this evening and had sent the financials through April to the Board via email
- We have drawn \$175,000 from our \$300,000 Line of Credit. We have also used \$100,000 in cash, all going toward the irrigation system.
- Below figures are through April of 2024 compared to April 2023, accountants are still working on the May numbers & getting used to the reporting from the new software:

## GOLF:

- Total dues up \$224,991 (accrual basis reporting)
- Cart rentals (including card) up \$2,967
- Green fees up \$4,045

## F&B:

- Food sales-down \$10,856
- All beverage sales (pop, beer, wine & liquor) down \$2,222

## COGS F&B:

- Total food COGS up \$13,279
- Total beverage COGS up \$4,444

## ADMIN:

- Total Revenue up \$272,915
- Total Gross Profit up \$259,572
- Total Payroll up \$45,969
- Total Expenses up \$121,676
- Net Income up \$138,400

## **HOUSE MANAGER REPORT:** Conley

- Have been updating & implementing new laws. Some go into effect this year & some continue into next year, mainly regarding wages.
- Labor laws are changing where we need documentation on breaks & hours for salaried positions. Possibly looking into getting a time clock to help with this process. There will also be significant increase in pay law thresholds for salaried positions in July & again in January. These go into effect for over 40 hours per week. Will be gathering more information & share as compiled.
- Salad bar shorted out. Getting prices on a new one. Also consider the possibility of renting for now. Looking at prices on new & they go for \$5,000 plus. Bagnell said it's not worth fixing the old one. Exploring more options & will get back to us on this issue.
- El Paso Business Association came for dinner. A lot weren't aware that we are open to the public, particularly the restaurant. They suggested participating in the National Night Out at South Point Park on August 6<sup>th</sup>, so will have a booth there. Will think of some small giveaways, maybe a raffle prize, and menus to hand out. Will also be having a booth at the Corn Festival & some volunteers on carts giving away candy or something at the Parade.
- Collaboration with Schuerman & Weiser going great. Working on events & daily activities at the club. Beginning work on the club finances & budgets already for next year.
- Have been meeting with all departments across the board & trying to make progress on training, quality, etc. throughout the club.

## **COMMITTEE REPORTS:**

### **ADMINISTRATIVE COMMITTEE:** Marten

- Bridge update – Estimated date is 6/28/24 but saying definitely before the 4<sup>th</sup> of July. Poured concrete the 18<sup>th</sup> will cure until the 25<sup>th</sup>, then asphalt.
- In May Schuerman reported rounds of golf were down 218 members & public 459 for a total of 677. Outing play is up.
- Reminder to the staff & committees that the by-laws regarding spending is okay up to \$5000. Over \$5000 or after the budget has been met needs the board to vote on for approval.

### **GOLF COURSE – Grounds & Equipment:** Weiser & Young

- Leased equipment to arrive on Friday!
- Irrigation & Gleason (company installing): Bagnell & Weiser have been working hard on the system. Still finding a few issues from the old system & trying to pinpoint those has been difficult. Mainly wiring is pulling the voltage down, work in progress continues. Gleason is also issuing us credit for any extra work that's been billed.
- Bunker work is continuing & drainage issues are being addressed. Weed eating is under way & filling sand. Will be adding sod in places throughout the course.

- Cart repairs substantially less than last year. Have a leak in the cart shed that's also being addressed and will be getting bids on.
- The #1 tee box & the practice putting green watering issues are ongoing as of now. Adjusting heads as we progress.

### **HOUSE – Restaurant, Pro-Shop & Social:** Homan

- Thanks to the El Paso-Gridley boosters, & the Colmone family, for the \$8000 donation for the audio/video project. This was an awesome donation to upgrade the Clubhouse.
- 2 new water heater tanks have been replaced in the basement at a cost of \$3200. The old ones were rusted out & in bad shape.
- HVAC had a drain & overflow installed & fixed. Has had to continually add coolant. This is something that will also need replaced in the future.
- People have been messing with the thermostats. Will order lock covers to solve this problem.
- Will be making a maintenance schedule for general upkeep. When to add salt, change filters, etc. to help these duties from being missed.
- Shed keypad will be installed soon.

### **PLANNING, PERSONNEL & MEMBERSHIP:** McCullough

- Employee handbook is completed & revisions will be made as needed.
- Since we have found no prior code of conduct a new one will be created & implemented into the Membership Handbook.

### **100 YEAR ANNIVERSARY:** Aaberg

- The golf outing was a successful event. Had a good turnout & many compliments on the meal. It was fun to see the new TV's showing the pace of play for the kitchen & staff to prepare & be ready, also at the end everyone could see all the scores & winners of the on-course contests.
- The last event originally scheduled for June 8<sup>th</sup> has been put on hold until the committee decides on a more popular date.
- Merchandise has started selling & the "EPGC History Books" are ready. People can purchase anything & pay at the bar.
- An old phone booth has been purchased by the committee to put up on #9 Tee for phone orders. This replaces the old shelter that was damaged beyond repair from the storm last year.

### **General Discussion**

- Marten presented & emailed a code of conduct to the board for perusal before this meeting. A motion was made by Weldon to approve and seconded by Homan. This will be added to the Membership Handbook McCullough has created.

## **EXECUTIVE SESSION:**

The board went into executive session at 7:35pm and concluded at 8:20pm.

## **NEXT BOARD MEETING**

- Future Board Meetings:
  - July 17
  - August 21
  - September 18
  - October 16
- Other Significant Dates
  - EPGC 100 Anniversary Event – To be determined

The board meeting adjourned at 8:20pm on a motion by North and seconded by Rarick, board approved.

Respectfully submitted,

*Sally North*

Sally North, Secretary