

EL PASO GOLF CLUB MINUTES

August 21, 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], McCullough [C], Mounce [C], North [C], Rarick [C], Tria [C], Walker [C], Weldon [C] and Young [C]. Marten was absent. Also present was Conley.

SECRETARY'S REPORT: North

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

TREASURER'S REPORT: Mounce

- July cash in the bank is \$121,242, down \$41,018 from June 2024
- Financial were provided through the end of June. Accountants still having issues finding reports and getting everything balanced but are catching up. Conley is meeting with them weekly to assist.
- Our cash position is critical to monitor currently. Not in the position we would like to be going into fall.
- An email was sent to all managers regarding spending & monitoring hourly employees. Cut back on everything unless it's a necessity. A lot of hourlies back to school now which will help.
- Salaried positions need to be filling in any & all times possible to cut back on the hourly payroll.
- Any revenue suggestions appreciated, cutting back expenses required.
- Keep asking members & friends what we can do to help improve income. Invite friends & family to the club to try the new menu. Suggest hosting parties & events also.
- Below figures are through June 2024 compared to June 2023

GOLF:

- Cart rentals (including card) down \$11,421
- Green fees down \$28,476

F&B:

- Food sales-down \$51,680
- All beverage sales (pop, beer, wine & liquor) down \$20,165

COGS F&B:

- Total food COGS up \$10,240
- Total beverage COGS down \$7,082

HOUSE MANAGER REPORT: Conley

- Question brought up if it's okay to close early if there are minimal people in the restaurant/bar. Yes, probably by 9pm if not many there, later if there are. If weather related or no one in for a while make the call to close earlier. Dictate by weather & activity. Also do a last call about 30 minutes before closing.
- New menu hopefully out this weekend. Training Yvonne & Mike for front & back of house & starting to lose staff due to going back to school has made this difficult to get completed. Also have hired a few replacement employees & trying to get trained. Doesn't want the new menu to fail to trying to make sure recipes & consistency is there before beginning.
- A lot has went into the menu. Pricing, ordering, recipes, training the kitchen & waitstaff, updating the computer with all new pricing & some new items. As soon as this is ready will send out emails, Facebook & update the website.
- Will possibly, time permitting get some flyers made of it to post around town. Also send email to some supporters such as Lake Road club to promote.
- We have some "free" radio time for advertising. Need to decide what exactly to use it on. Can also wait until spring to use this. Possibly for the final 100 year event too.
- Drove to Springfield to pay our fine to liquor commission & attend a class on this. Being extra cautious to make sure BASSETT training is done by all & everyone carding for alcohol.
- Corn festival volunteers still needed to take shifts to promote the menu & club.
- Conley & North attended our booth at the National Night Out in El Paso. Great attendance and handed out a lot of menus. Many people still don't realize we're open to the public.
- Staffing issues possible with the beverage cart. If no staff put a sign on the door to let people know.
- New employees Michael & Yvonne, managers for front of house & kitchen, are coming out & checking on members & trying to get feedback on food. Also trying to introduce themselves & be present with waitstaff more.
- Only 4-5 more outings on the books.

COMMITTEE REPORTS:

ADMINISTRATIVE: Walker

- Nothing new to report

GOLF COURSE – Grounds & Equipment: Young & Weldon

- Gene has had more surgery & still recovering. Working more than he should on some underground pipe breaks.
- Algae & clover spraying continuing. Hard to control with weather conditions this year.
- Lost many of the students & has 2 new crew members.
- Pins are being changed Monday, Wednesday & Friday, recommend from member feedback that they get changed on Sunday mornings also or instead of Monday.

- Discussed another set of “super forward” tees. Some other courses have this & might be a benefit for kids & others.
- USGA has offered to come out to check & re-do yardages for free. This is typically done every 5 years & it's been 6-8 since done here. Will then need to revise scorecards & website, possibly tee signs on some holes.
- Gene has provided (emailed) a lease for 2 greens mowers and a sand rake. He has really struggled using what we have. They are very old & take a lot of time & money to keep in working order. Even working some are doing damage when used. The lease company is making a deal with him that if we lease for the 2025 season they will provide the equipment yet this fall to try out & use. This is new equipment also.
- Marten will take a vote my email on the equipment from the board & let the grounds committee know if this is a go. All leases, current & new should be estimated around \$11,870 per month for 6 months of the 2025 season.

HOUSE – Restaurant, Pro-Shop & Social: Homan

- Painting on the clubhouse & work on the porch is completed.
- The new (used) salad bar is here & working.
- Social committee has been put together to work on events & ideas. Volunteers for this are Melody Tria, Christine Street & Tery Craybill. They are planning to meet on Monday & get started.
- Thanks to these volunteers for doing this much needed task.

PLANNING, PERSONNEL & MEMBERSHIP: McCullough

- Nothing new to report

100 YEAR ANNIVERSARY: Aaberg

- This committee had paused for a time & will begin meeting again on Monday to proceed with any additional activities to wrap up the 100 year celebrations.

GENERAL DISCUSSION:

- Rarick brought up the monuments he is working on for “renting”. Will compose a list to present at a future board meeting.
- Bigger companies not so worried about but the \$350 for new, \$1000 for 3 years & \$250 for existing may be exceeding limits for new or smaller companies. Will probably need to discuss pricing again.
- Rounds of golf for this year 2795 members, 916 guests & 569 for outings. Year to Date 10,989 members, 916 guests, & 569 for outings report by Schuerman.

NEXT BOARD MEETING

- Future Board Meetings:
 - September 18
 - October 16

- November 20 (tentative) - budget approval
- December – none planned
- Other Significant Dates
 - EPGC 100 Anniversary Event – yet to be determined, August 24?

The board went into executive session at 7:30pm

The board meeting adjourned at 8:00pm on a motion by Rarick and seconded by Aaberg, board approved.

Respectfully submitted,

Sally North

Sally North, Secretary

EPGC Board Meeting
September 4, 2024 – 6:30pm
Special Meeting of the Board
At Clubhouse

CALL TO ORDER

The special 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 6:45 pm.

Present were directors (at Clubhouse [C]; via Zoom [Z]): Aaberg [C], Marten [C], McCullough [C], North [C], Tria [C], Walker [C], Weldon [C] and Young [Z]. Homan & Rarick were absent as was Mounce since he resigned his director duties via email on Monday, 9/2/2024. This

Discussion Items: Marten

- This meeting was requested due to the fact that Melissa Conley resigned her Club Manager duties on Monday 9/2/2024. On that evening Branden Mounce sent his letter of resignation to the board via email. Sally North had sent her intentions to resign on Tuesday 9/3/24 via email but has rescinded and attended this meeting resuming her position as Secretary.
- It is the intention tonight to appoint a Treasurer and take care of other immediate needs of the Club.
- Also want the record to show that Conley gave no notice of her resignation. She sent an email to the board & left instructions for many duties, passwords, etc., all at the club on her desk.
- The board had a lengthy discussion on Conley's resignation.
- The Admin Committee had planned to start working with Conley weekly so she could bring important matters to us & explain how she would handle them & she felt this was not well intended toward her. Our intent was to make sure she was handling in a way not to offend and try to coach her on a more positive & accommodating response & willingness to accommodate members, events, outings & others. The board is acting as GM since we have hired Conley, so she had been expected to answer to us. Weiser & Schuerman are also answering to the Admin committee, assuming the role of GM.
- It has also been the intent of the entire board that if the Club Manager proved to be effective and the right person for the position to promote them to the GM for the following year.

Interim Coverage:

- Mike Phillips (recent hire in food & beverage) & Sandy Wills, presently employed as Administrative Assistant are moving forward on anything they can address & assist with.
- Will need to figure out the tip pool payouts for staff before next payroll, possible help from the accountants.

Appointment of Administrative Committee position, Treasurer:

- Greg McCullough volunteered for this position.
- Motion was made by Weldon, seconded by Walker, motion carried.

Approval of banking letters & check signing.

- Heartland Bank requires motion in the board meeting minutes with authorization
- Motion was made to approve the President, Vice President, & Secretary with this authorization by Weldon, seconded by Walker, motion carried.

Appointment of Board Member:

- Section 15 of By Laws – Position “may” be filled until next election.
- After discussion it was decided to pass on this for now.

Creation of Search Committee:

- A search committee will be comprised of Weldon chair, Aaberg co-chair & Walker to serve on this committee.
- There was some debate on if this person would be a Clubhouse Manager or General Manager, the preference is strongly desired for a General Manager if a skillset is found that can fit our needs.

Request to speak at next scheduled Board Meeting:

- A formal request was made by Rich Gaffney to have a group speak & discussion. He will provide Walker with an agenda & the people that will attend. We will give them 60 minutes at the beginning of the meeting.

Request by Connley for vacation:

- Conley stated in her resignation letter she was promised 4 weeks of paid vacation upon accepting the position. After reading this initial offer it was agreed that this is a valid request and will be honored per our employment agreement with her. Motion was made to pay this by Walker, seconded by Tria, board approved.

Review of Cash Position:

- Our bank balance is at a critical position at this time. We will need to use our Letter of Credit at the bank to get through the fall & winter.
- Any & all efforts will be made to bring in more revenue in the remaining season.
- The social committee that had recently been formed will proceed to arrange some club activities/events to further our membership involvement and increase revenue.

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

Respectfully submitted,

Sally North

Sally North, Secretary