

## **Cold Springs Board of Directors**

**December 15, 2021, Working Board Meeting Minutes (Draft)**

### **Call to Order/Roll Call/Agenda**

**Director's present:** Russ Hasemeier, Mike Parsons, Lynda Vernon, Shaun Verner, Greg Witherow, Chris Whitaker, Mike Worley

**Director's absent:** None

**Other's present:** Charles Caldwell, Tom Hazlett, Nathan Henderson, Chris Mitchell

### **Pledge of Allegiance Recitation**

**Approval of Minutes:** November 17, 2021, were approved.

**President's Address:** Russ Hasemeier (Deferred)

### **Financial Report: Nathan Henderson**

1. December Financial Update
  - a. November exceeded forecast by \$23k, includes \$14k from IRS
  - b. Cart Fleet incurred \$3.6K Property tax assessment that was unbudgeted.
2. IRS Penalty Update
  - a. \$49k Late Payment Penalty reviewed.
  - b. Looking for commitment from Auditor documenting his responsibility.
  - c. Need Meeting with Auditor, include Russ Hasemeier, Charles Caldwell, Tom Hazlett, and Nathan Henderson. (Nathan to arrange, added to Task List)
3. Review of monthly indicators
  - a. Pro Shop Inventory has increased to the point where additional purchases have been Frozen.
  - b. Agreed to create Policy to calculate appropriate Inventory Levels (Charles Caldwell, Nathan Henderson)

**2022 Budget Forecast: Charles Caldwell, Tom Hazlett**

**Member Correspondence:** One item handled by Chris Mitchell.

**General Manager's Report: Chris Mitchell**

1. December appears as if it's going to be a good month with numerous events.
2. One resume has been received for Golf Pro posting with the PGA.

**Old Business:**

3. Solar Project Update: Owner
  - a. Identify individuals that will be signing loan documents.
4. Update on Board Member Search: Mike Worley
  - a. Final list not complete. If there are 3 or more candidates there will be a "Meet the Candidates" session January 19, 2022. Resume's will be due a week prior.
5. Status of Private Cart Insurance: Nathan Henderson
  - a. Audit shows that we are missing 40 cart insurance policies, Email Blast being sent out to gather this data.
6. Harassment Training for Club Leadership: Chris Mitchell
  - a. To be completed by January 1.
7. Task list review
8. Proposed Policy Changes/Additions
  - a. Employees, Alcohol & Illegal Drugs proposal tabled pending review by H.R. knowledgeable individual.
  - b. Tee Time Booking: There was a review of the proposed policy to permit Proprietary Members to book 2 weeks prior to the intended play date. Tom Hazlett has the responsibility for rewording and publishing to the Board for their approval.

**Tee Time Booking**

Proprietary Members may book tee times 2 weeks prior to the requested tee time. All other membership categories may book tee times 1 week prior. No individual shall be permitted to book more than 2 Tee Times.

- c. New Member Orientation Policy

The following proposal was submitted for New Member Orientation

### **New Member Orientation**

All new members are required to receive a New Member Orientation prior to using the golf course or club facilities. The member shall receive the Orientation by an approved administrator and shall sign a Board Approved Orientation Check List.

Shaun Verner made the motion that this policy be adopted, 2nd Mike Worley: The Motion was carried.

### **New Business:**

1. Board of Directors Liability Insurance: The current policy was published, all club officers are covered.
2. Holiday Bonus for Employees: The Process for calculating bonus \$'s was revised and will be based upon Hours worked during the year and longevity. 10% will be set aside for Employee Appreciation Events. This formula needs to be documented and added to the Christmas Bonus Policy.
3. Guest Fees: Our current guest fees are consistent with other clubs in our vicinity.
4. Cart Fleet Pricing and Programs: review of current pricing led to the following proposal (effective Jan 1, 2022):
  - a. Increase Unlimited Ride Fees to \$75/month
  - b. 24 Ride Program at \$35/month
  - c. 50 Ride Program at \$55/month
  - d. Changing programs during the year will not be permitted.
  - e. Private Cart Trail Fees at \$20/month
  - f. Private Cart Stall Fees at \$20/month

Motion to approve new pricing programs made by Shaun Verner, 2<sup>nd</sup> Russ Hasemeier. The motion was carried.

5. Non-Proprietary Membership Dues Pricing
  - a. Contracts for Corporate Membership need to reflect that they are 80% of the Family Membership Price.
  - b. New Pricing for other categories need to be increased by 3% for those memberships being purchased on/after January 1, 2022.

**Adjournment:** 8:37pm

**Executive Session:**

**Future Board Meeting Schedule:**

Wed, Jan 19, 2022: Working Board Meeting 5:00 pm - 7:00 pm  
Wed, Feb 16, 2022: Working Board Meeting 5:00 pm - 7:00 pm  
Wed, Mar 16, 2022: Regular Board Meeting 6:00 pm - 8:00 pm (New Board Installation).  
Wed, Apr 20, 2022: Working Board Meeting 5:00 pm - 7:00 pm  
Wed, May 18, 2022: Regular Board Meeting 5:00 pm - 7:00 pm  
Wed, Jun 15, 2022: Working Board Meeting 5:00 pm - 7:00 pm  
Wed, Jul 20, 2022: Working Board Meeting 5:00 pm - 7:00 pm  
Wed, Aug 17, 2022: Working Board Meeting 5:00 pm - 7:00 pm  
Wed, Sep 21, 2022: Annual Board Meeting 6:00 pm - 8:00 pm  
Wed, Oct 19, 2022: Working Board Meeting 5:00 pm - 7:00 pm  
Wed, Nov 16, 2022: Regular Board Meeting 5:00 pm - 7:00 pm  
Wed, Dec 21, 2022: Working Board Meeting 5:00 pm - 7:00 pm

**Task List**

**1. Water Contingency Plan (July 21, 2021)**

Description: Consideration for water alternatives

Status: Mike Parsons researching with the intent of producing White Paper.

**2. Forward Tees Upgrades (July 21, 2021)**

Description: Purchase and install Ball washers, Sand Buckets and Tee holders

- Ball Washers have arrived, installation is in complete.
- Sand Buckets and Tee holders still required (Chris Mitchell)

Status: waiting on sand boxes.

**3. PPP Money From IRS**

Description: Report out on status of IRS payment (Charles Caldwell).

Status: Check received for \$14,812.

**4. 16<sup>th</sup> Hole Bunker (Previously scheduled for June)**

- Description: Addition of bunker to left side of 16th Green.
- Status: Moved to the Spring

**5. Jonas Training:** Pursue plan to train staff member on Jonas Software (Chris Mitchell)

- Status: Open

**11. # Of Rounds Played:** Enforce requirement that all players must check in with Pro-Shop, begin collecting # of rounds played and begin reporting # rounds by membership type (Chris Mitchell).

- Status: Done except for reporting by membership type.

**12. Orientation and Employee Handbook Completion:**

- Status: Open

**13. Trial Members:** Contact current Trial Members and inform them that they must either convert to a new membership category by January 1, 2022, or have their memberships expire (Chris Mitchell).

- Status: All have been contacted, there will be no legacy “Try Me’s” as we enter 2022.

This item will be deleted on the next publication of this document.

**14. Jonas Online Tee Time Booking:** Contact Jonas and request temporary license to allow a preview of the capability (Chris Mitchell).

Status: There will be a trial in January of this capability.

**15. Irrigation System “as built”:** Locate club’s documentation (Chris Mitchell).

- Status: Open. Subsequent to Board Meeting this document was located.

**16. Proprietary Member Tee Time Booking:** Write Policy Proposal Permitting 2-week window for Proprietary Members vs 1 week for all others (Tom Hazlett).

**17. IRS Late Payment Penalty:** Arrange meeting with Auditor to agree on approach (Nathan Henderson).

**18. Pro Shop Inventory Levels:** Create Policy to calculate appropriate Pro Shop Inventory Levels (Charles Caldwell, Nathan Henderson).

**19. Solar Hut Meeting:** Set up meeting with Solar Hut to start review Cold Springs Project. Include Greg Witherow, Russ Hasemeier, Howard Penn, Dan Reitz, Chris Mitchell. Status: Done, Meeting scheduled for Wednesday, December 21.

- 20. Holiday Bonus Program:** Document and propose policy based upon this year's calculation.
- 21. Harassment Training:** All Staff Members with Supervisory responsibility will receive this training by January 1, 2022. (Chris Mitchell)
- 22. Club Rate Sheet:** Creation of sheet reflecting all membership costs needs to be created/updated by January 1 (Nathan Henderson, Chris Mitchell)