

## **Cold Springs Board of Directors**

### **January 19, 2022, Working Board Meeting Minutes (Approved)**

**Call to Order:** 5:00pm

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

**Director's absent:**

**Other's present:** Tyler Brown, Charles Caldwell, Tom Hazlett, Nathan Henderson,

**Approval of Minutes:** December 15, 2021, were approved.

**President's Address:** Russ Hasemeier (Tabled due to time constraints)

**Financial Report:** Nathan Henderson

1. **December Financial Update:** 2021 ended up basically even despite considerably higher revenues what were coupled with higher expenses.
2. **IRS Penalty Update:** No Update. The Board requested acceleration of actions to clarify the status. Nathan to contact Ahmed and Russ to contact Steve Miller.
3. **Review of monthly indicators:**
  - a. Mike Parsons reiterated his request that the indicators include historical (prior Years) data.
  - b. There was a delayed payment of the club's sales tax to the State which resulted in a penalty of \$4,100. After discussion it was agreed that the Acting GM, Tyler Brown must be kept up to date when issues arise, and that spending must be cut when cash flow issues arise.
  - c. Accounts Receivables are "creeping up", Tyler/Nathan to contact. They were given approval by the Board to negotiate when necessary.

**Member Correspondence:** None reported, Board Members see all correspondence that is submitted via the Web Site.

**General Manager's Report:** Russ Hasemeier (Tabled due to time constraints)

**Old Business:**

1. Solar Project Update: There is a meeting of the Solar Committee scheduled for Thursday, January 19.
2. Status of Private Cart Insurance: Nathan Henderson (Tabled due to time constraints)
  - a. Audit shows that we are missing 40 cart insurance policies, Email Blast being sent out to gather this data.
3. Harassment Training for Club Leadership: (Tabled due to time constraints)
  - a. Was scheduled be completed by January 1.
4. Task list review (Tabled due to time constraints)
5. Proposed Policy Changes/Additions
  - a. Employees, Alcohol & Illegal Drugs proposal tabled pending review by H.R. knowledgeable individual. Nathan to have new Payroll Company perform this review.

### **New Business:**

1. Membership Categories: Review of current policies versus practices.
  - a. See attachment titled "Membership Policies/Procedures". This document was reviewed by the Board which approved all content.
2. Senior Members booking tee times 2 weeks in advance.
  - a. No changes were made to the existing policy.
3. Referral and Commissions Structure. (Tabled due to time constraints)
4. Appointment of Charles Caldwell to Treasurer position and to add as signer to accounts.
  - a. Motion by Shaun Verner, 2<sup>nd</sup> Greg Witherow, the motion was carried.
5. Membership Tracking: Charles Caldwell presented a new tracking sheet which the Business office will use to track memberships sold.
6. Non-Proprietary memberships that are terming out. Tyler Brown to contact all.
7. Handling of Member account disputed charges. This is an issue for members that are on Auto Pay (ACH). It was agreed that the club will process the ACH as scheduled and give credit to members on the following months bill when the dispute is resolved in their favor.
8. 2020 audit and amendment, commitment by Steve Miller to complete by the 15<sup>th</sup>.

9. Forward tee ball washer issue: the Board directed the Business Office to take the funds for this item out of Capital.
10. Events Price List: Mellissa Fuentes working on recommendations for new pricing.
11. Rate Fee Chart: Tom Hazlett (all inclusive less Event Fees) - In Process
12. Outside Tournament Pricing: Tyler Brown addressing policy and pricing.
13. Re-key the entire club: The Board agreed to this expense. Tyler Brown is to create a tracking process for issued keys.
14. Policy on Lesson percentage to the club. (Tabled due to time constraints)
15. Vent System Repair Approval. Cost is \$ 4402, the work will be completed coinciding with the course aerification scheduled for March 21 & 22.
16. Current Issues with timing of paying bills and payroll, avoidance of late fees, taking advantage of discounts, transferring cash back and forth from Capitol or Rainy-Day Fund.
  - a. See Financial Report, Review of Monthly Indicators.
17. Tyler Brown/Daniel Spaite Proposal Range use proposal.
  - a. The proposal is to eliminate bags and buckets of balls and to start using Range Passes. Balls will be available on the range. The Pro-shop will issue "Bag Tags" for members that pay for range use monthly. Members using the range will be monitored to ensure that they have the tag or have paid for a daily use.

**Adjournment:** 8:30pm

**Executive Session:**

**Future Board Meeting Schedule:**

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.

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

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

**18. 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.

**19. Holiday Bonus Program:** Document and propose policy based upon this year’s calculation.

**20. Harassment Training:** All Staff Members with Supervisory responsibility will receive this training by January 1, 2022. (Chris Mitchell)

**21. Club Rate Sheet:** Creation of sheet reflecting all membership costs needs to be created/updated by January 1 (Nathan Henderson, Chris Mitchell)

**22. Holiday Bonus Policy:** Write process for determining Employee Bonus Payouts for Christmas Bonus Program (Tom Hazlett).