

Cold Springs Board of Directors

November 17, 2021, Regular Board Meeting Minutes

Call to Order/Roll Call/Agenda

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

Director's absent: None

Other's present: Nathan Henderson, Chris Mitchell

Pledge of Allegiance Recitation

Approval of Minutes: October 28, 2021, Working Board Meeting were approved electronically.

President's Address: Russ Hasemeier

Financial Report: Nathan Henderson

1. November Financial Update
 - a. The club received a PPP check from the IRS for \$14, 812 which will be deposited into the Capital Account.
 - b. Mike Parsons requested that the Board be given YTD reports to give visibility into how the club stood at the same time in previous years.
 - c. October was a strong month; we were \$5,500 over the budget projection.
 - d. Kitchen Profit was up 10%, 48% to 58%.
 - e. Financials are on the right track.
2. Audit Report & Tax Filing of 2020 Taxes
 - a. 2020 taxes were filed on time.
3. Review of monthly indicators
 - a. Member status was flat.
 - b. Members are requested to pair up in carts.
4. Review of proposal to move payroll over to "Prime Pay". Greg Witherow made a motion to adopt this proposal (2nd Lynda Vernon). The motion was carried.

5. The club's computer cabling is causing failures in updating the Jonas Software. Mike Parsons made the motion that we spend \$7,000 to replace the cabling (2nd Mike Worley). The motion was carried.

Member Correspondence:

1. There was only one piece of member correspondence which was regarding the Capital Fund Account.

General Manager's Report: Chris Mitchell

1. There were 3324 rounds of golf in October.
2. We will have the capability to count round by member class by December.
3. There is an on-line course available for online tee times.
4. The New Member Orientation Package is a work in progress.
5. Reiteration that there is a maximum \$600 in Delinquencies, members will be held accountable when they break this barrier.
6. The last 5 outside events Grossed \$32,000 resulting in \$6500 net profit.

Old Business:

1. Task list review.
2. Update on Board Member Search: Mike Worley

New Business:

1. Solar Project Next Steps: Assign Project Leader and/or Committee
 - a. Greg Witherow will be the Project Leader from the Cold Springs standpoint, will get out an email and put into the December Mulligan. He will be adding a few more members to the project team.
 - b. PG&E has approved the project.
2. Review of Private Carts: There will be a review to ensure insurance is in place, to be completed by early December.
3. Review policy on percentage the club takes for lessons and instruction.

Adjournment:

Executive Session:

1. Member request for return of \$500 Deposit.

Future Board Meeting Schedule:

Wed, Dec 15, 2021: Working Board Meeting 5:00 pm - 7:00 pm
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. Code of Conduct (July 21, 2021)

Description: Input Staff Code of Conduct into Employee Handbook and Membership Code of Conduct into Policies & Membership Orientation Material.

- Documents have been reviewed and approved.

- Add Member Code of Conduct to New Member Orientation Checklist (Chris Mitchell).
 - Post/Distribute to membership.
 - Add Staff Code of Conduct to Employee Handbook (Nathan Henderson).
- Status: All work has been completed, this item will be removed from future publications.

2. Tree Removal Stumps (July 21, 2021)

Description: Removal of Tree Stumps existing on course (Chris Mitchell)

- Request for bids have been requested.
- Status: Delaying stump removal due to lack of funds.
- Tree work on the tree on the 15th hole will be completed December 6.

3. Water Contingency Plan (July 21, 2021)

Description: Consideration for water alternatives

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

4. Forward Tees Upgrades (July 21, 2021)

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

- Ball Washers have arrived, installation is in progress.
- Sand Buckets and Tee holders still required (Chris Mitchell)
- Status: waiting on sand boxes.

5. PPP Money From IRS

Description: Report out on status of IRS payment (Nathan Henderson).

Status: Check received for \$14,812.

6. Tax Filing of 2020 taxes

Description: The Auditor was scheduled to commence work on the 2020 taxes on November 1, 2020.

Status: Done, this item will be removed from future publications.

7. 16th Hole Bunker (Previously scheduled for June)

Description: Addition of bunker to left side of 16th Green.

- Marked out, bunker will be added following "Member/Member" Tournament.
- Contact Pat Flynn to determine suitability of location that has been selected.

Past Presidents wall of photos. Plan to update with missing Past Presidents (Chris Mitchell).

Status: Done with exception of Russ Hasemeier Photo. This item will be removed from future publications.

8. Publication of Credit Aging Report: Nathan Henderson

- Status: Open

9. 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: Open

14. Outside Tournament Friday Requests: Present at the November Regular Meeting the net income projections for the Placerville Police Department and Brian Ishmael Memorial Tournaments (Chris Mitchell).

15. Jonas Online Tee Time Booking: Contact Jonas and request temporary license to allow a preview of the capability (Chris Mitchell). There was a discussion in the November Board Meeting about a “test group”.

16. “Prime Pay” References: Pursue references from existing Prime Pay Customers (Nathan Henderson). Publish to Board to get approval for Jan 2021 cutover.

Status: Done, this item will be removed from future publications.

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

- Status: Open

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