

Cold Springs Board of Directors

October 28, 2021 Working Board Meeting Minutes - Approved

Call to Order/Roll Call/Agenda

Call to Order 5:11

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

Director's absent: Shaun Verner

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

Approval of Minutes: September 15, 2021, Annual Meeting

Motion to approve: Chris Whitaker, 2nd Mike Worley. Motion carried unanimously.

Chris Whitaker made the motion that prior to the beginning of each meeting that the group recite the Pledge of Allegiance. 2nd Mike Worley. Motion carried.

President's Address: Russ Hasemeier

Member Correspondence: Copies for all comments, comments are being routed to all Board Members, Lynda raised concern regarding Board Members ability to respond directly which is not desired). The copies that the Board receives are "Blanket Copies" and responses are not permitted.

Financial Report: Nathan Henderson

1. October Financial Update
 - a. Nathan requesting patience on Credit Aging Report, it will be given to Board Members when it has been updated.
 - b. Debate over member "A" capability within the Jonas software suite. There was a question regarding the need for this capability. Nathan

gave a few examples where this capability is desired (i.e., different last names for couples, both members of a couple booking tee times on the same date).

- c. With confusion regarding Jonas capabilities, Linda recommended that we have Jonas training for somebody on staff. Chris Mitchell to identify individual and plan for getting a staff member trained.
 - d. Payroll is coming in within 10% of budget, getting under control.
 - e. Pro-shop inventory coming down, headed in right direction.
 - f. Currently the club is \$32K (net income) behind forecast for 2021.
 - g. Club cash flow was an issue in September. With the approval from the Treasurer and Finance Committee Chair, funds were transferred from the Capital account to Operating to temporarily cover shortfalls. The funds have since been transferred back. It was emphasized the office must continue to communicate when funds are transferred from other accounts.
2. Audit Report & Tax Filing of 2019 & 2020 Taxes
 - a. All documentation for PPE has been filed with the IRS. They are running 5 to 6 months behind at this point.
 - b. 2019 taxes have been filed.
 - c. 2020 audit review begins on Monday November 1.
3. Review of monthly indicators:
 - a. 5 Trial Members have converted to Family, one young adult left, the club is up 7 memberships from prior month.
 - b. YTD sales data being double counted, Trial Members that convert to Family are counted as 2 sales.
 - c. There was a discussion surrounding the point where nonproprietary membership sales should be cut off. It was agreed that this is dependent upon # of rounds played and Chris Mitchell has been asked to begin reporting # of rounds played by membership category. It is believed that not all members are checking in with the Pro Shop which currently makes the data unreliable. Chris will address this issue with the Pro-Shop.
 - d. Trial Members: the club is currently allowing Trial Members to stay longer than the 3 months limit that is in the Policies. It was proposed that:

- i. Existing Trial Members will be given the option of converting to either Family, Annual, Sunset on or prior to January 1, 2022 or will have their memberships expire on that date. Lynda Vernon made the motion that we adopt this proposal, Greg Witherow 2nd this motion. This motion carried unanimously.
 - ii. Chris Mitchell is to contact these individuals and explain this option.
- e. Automatic shotgun starts commence on Sunday, November 7. With the number of new members that we have a process for checking in and participating in the shotgun needs to be sent out prior to this date. Chris Mitchell was given the responsibility for making this happen.

Member Correspondence:

General Manager's Report: Chris Mitchell

1. Outside tournaments: Request for approval of Boys and Girls, Marshall, Ishmael and Placerville Police. Boys & Girls Club and Marshall Hospital was approved. The decision to accommodate the latter 2 tournaments was tabled until Chris returns with net income projections for each proposal (November Meeting). additional data (next meeting).
2. On-line tee times: Chris recommended not pursuing On-line tee times due to cost (installation \$2750, 2750 annual licensing fee).
3. The Board asked that Chris pursue a temporary license to permit this to preview the capability.
4. Chris recommended that the club allow Proprietary Members to book tee times 2 weeks in advance. Tom Hazlett will write a proposal for a policy that the Board can review and vote upon.
5. Budget in December meeting for 2022 (Finance Sub-Committee).

Old Business:

1. Solar System Update:
 - a. Ballot has been published.
2. Task List: Task list review.

New Business:

1. Electronic Tee Times Proposal: Tyler Brown (Canceled).
2. Proposal to switch Payroll Processing company beginning January 2022:
Nathan Henderson made a proposal that we change payroll companies and go to "Prime Pay". The current system is antiquated. "Prime Pay" will cost an additional \$8500 in 2022 and then \$6500 in subsequent years. The Board requested that Nathan pursue references, send out in emails with the goal to have the Board Electronically approve prior to the next meeting.
3. 2022 Board Election:
 - a. With a goal of listing Board Nominees in the December Mulligan Mike Worley will head up the "Search" effort.
4. November Board Meeting: Bylaws require November Board Meeting to be a Regular Meeting. The format for this meeting shall be identical to a Working Meeting only members shall be invited to attend to "View" the proceedings. Chris Mitchell will send out an email informing that the members of this meeting.
5. Chris Whitaker raised the issue of "As Built" data for the club's irrigation system. The request is so that other individuals than the Course Superintendent could respond to emergencies. Chris Mitchell to pursue this documentation.

Adjournment:

Future Board Meeting Schedule:

Wed, Nov 17, 2021: Regular Board Meeting 5:00 pm - 7:00 pm

Wed, Dec 15, 2021: Working Board Meeting 5:00 pm - 7:00 pm

Task List

1. Solar Power (July 21, 2021)

Description: Get Membership Approval for Solar Hut Solar Power Proposal.

- Arrange to have Solar Hut Representative at September 15 Annual Meeting (Nathan Henderson).
- Prepare Letter, Ballots and mail out on September 16 (Tom Hazlett, Nathan Henderson).

Status: Done, item to be deleted from future publications.

2. 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).
- Add Staff Code of Conduct to Employee Handbook (Nathan Henderson).

Status: Item "b" completed. Request sent to Nathan to verify completion of "c & d".

3. 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 on 15, will be complete in mid November.

4. Water Contingency Plan (July 21, 2021)

Description: Consideration for water alternatives.

Status

- Mike Parsons researching with the intent of producing White Paper.

5. 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 trash cans,

6. Pro Shop Telephone Answering (April, 2021)

Description: The existing phone system in the Pro Shop is inadequate for the club's needs. The phone is not answered in a timely manner, randomly hangs up on the caller and calls are not processed in the order that they are received.

- We can upgrade our system with Comcast at minimal cost. This system will answer the phone and inform the caller that the phone will be answered in the order that the call was received. All that is required now is for the answering machine response be recorded (Nathan Henderson).

Status: Complete, new capability has been installed.

7. Assess Number of Rounds Played (July 21, 2021)

Description: Begin tracking and reporting # of rounds played at Board Meetings. In addition, Chris Mitchell will contact Annual and Try Me members and attempt to convert to Family Memberships.

- Chris presented some numbers that appeared to the Board members to be too low. The reason for this was not understood, Chris Mitchell is to work with the Pro Shop to ensure that all member rounds are recorded by the starter.

8. PPP Money From IRS

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

Status: Complete, paperwork has been filed.

9. Audit Report and Tax Filing of 2019 taxes

Description: The Auditor has not delivered the audit for 2019 nor completed the tax filing for that year. The status for 2020 is unknown. Refer to Russ Hasemeier email titled "2019 Taxes and Audit" dated 9/16/2021 for complete list of questions/issues.

Status: 2019 Complete, 2020 in process. Future publications will include only 2020 requirements.

10. 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.

11. Past Presidents wall of photos is out of date. Plan to update with missing Past Presidents (Chris Mitchell).

13. Publication of Credit Aging Report: Nathan Henderson

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

15. # 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).

16. 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).

17. Automatic Shotguns: Publish process to membership for participation in the shotgun (Chris Mitchell).

18. 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).

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

20. “Prime Pay” References: Pursue references from existing Prime Pay Customers (Nathan Henderson).

21. November Regular Board Meeting: Publish Email Blast informing Members that the November Board Meeting will be open for them to attend (Chris Mitchell).

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

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