

Cold Springs Board of Directors

February 16, 2022, Working Board Meeting Minutes (Approved)

Call to Order: 5:01pm

Director's present: Russ Hasemeier (Teleconference), Shaun Verner, Lynda Vernon, Chris Whitaker, Greg Witherow, Mike Worley

Director's absent: Mike Parsons

Other's present: Denise Blake, Tyler Brown, Charles Caldwell, Rick Glenn, Marc Glynn, Tom Hazlett, Jim Myers, Jeff O'Donnell

Approval of Minutes: January 19, Board Minutes were approved electronically.

President's Address: None

Financial Report

1. **January Financial Update:**

- a. January's net income was approximately \$10,700, \$12,800 ahead of plan. This was due in part to a \$15,000 insurance item budgeted for January that was paid in February. January expenses included all costs associated with the departure of the general manager.
- b. 2020 financial statement review and related tax return update: The 2020 reviewed financial statements and amended tax return were still outstanding. Nathan said Steve Miller had been in contact with him earlier in the week and they would be ready by the end of the week. (The financial statements have since been completed.) The 2020 amended return was pending completion of the 2020 review of the financial statements.

2. **IRS Penalty Update:** Nathan and Charles Caldwell had a call with Ahmed from the payroll company, during which it was determined that Ahmed misunderstood what return he was supposed to re- file. As a result, the amended 1st quarter 2021 return has yet to be re-filed (Ahmed originally filed that return on behalf of the Club without a valid Power of Attorney in place and the IRS rejected that amended return). Nathan is to follow up with Ahmed.

3. **Review of Monthly Indicators**

- a. Historical amounts were provided for the monthly and YTD departmental totals as previously requested by Michael Parsons.
- b. Accounts receivable continues to increase. The Board reasserted that accounts that are 2 months and \$600 in arrears are to be suspended which includes loss of charging and golf privileges.
- c. The Finance Committee informed the Board they had authorized Nathan to move \$30,000 from the rainy-day fund to a separate account that could be drawn on to smooth out monthly cash flow fluctuations in the operating account. At the end of each month however, monies will be moved from the operating account back to the new account, such that the ending balance of the new account will always equal \$30,000.

Member Correspondence: None reported.

General Manager's Report:

1. Divine Household Services made a proposal to "Deep Clean" the clubhouse. The Board requested that the club pursue getting bids for cleaning services from Professional Cleaning companies. Russ Hasemeier will pursue bids when he returns from his trip.

Old Business:

1. **Senior Members ability to book tee times 2 weeks in advance:** Jim Myers asked for an explanation of why the Board opened the window to two weeks for Proprietary Members to book tee times and why that Seniors were excluded. It was explained that the Board was seeking to offer incentives to members to become Proprietary Members and that the Senior Members lose no current benefits.
2. **Solar Project Update:** After a meeting with Solar Hut it was decided that there will be a possible re-Engineering of the current plan for the Solar Panel locations. This re-engineering will examine the possibility of putting the panels on the Clubhouse and Cart Barns.
3. **Status of Private Cart Insurance:** Status Open, not completed.
 - a. Audit shows that we are missing 40 cart insurance policies, Email Blast being sent out to gather this data.
4. **Harassment Training for Club Leadership:** Status Open, not completed.

- a. Was scheduled be completed by January 1.
5. **Task list review:** See Task List, this list will be folded into “Old Business in Future Publications.
6. **Proposed Policy Changes/Additions:** In process, the new payroll company is drafting a manual that can be used to create this policy.
 - a. Employees, Alcohol & Illegal Drugs proposal tabled pending review by H.R. knowledgeable individual. Nathan to have new Payroll Company perform this review.
7. **Referral and Commissions Structure:** Tabled
8. **Non-Proprietary memberships that are terming out.** Tyler Brown to contact all. Status: 2 Trial Memberships have been terminated, there are 2 remaining to be resolved. All Sunset Members have been contacted to inform them of the new pricing that the Board approved in January.
9. **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. Status: Done
10. **Events Price List, Mellissa Fuentes working on recommendations for new pricing.** Status: In Process
11. **Outside Tournament Pricing,** Tyler Brown addressing policy and pricing. Status: In Process
12. **Re-key the entire club,** The Board agreed to this expense. Tyler Brown is to create a tracking process for issued keys. Status: Scheduled to be completed on February 21.
13. **Policy on Lesson percentage to the club.** Status: Tabled
14. 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.
15. **Driving Range Proposal is to eliminate bags and buckets of balls and to start using Range Passes.** Status: In Process, owner is Daniel Spait

New Business:

1. **GM Search:** Tom Hazlett, Indeed Posting has produced 31 applications, 11 were rejected. Tom to send resumes out to Mike Worley/Charles Caldwell/Russ Hasemeier for review. The balance of the Board was also

copied. Position was posted with the PGA as well, expecting resumes to start coming in from this soon. Club PGA contact is Caitlyn Doyle.

Adjournment: 7:19

Executive Session:

Future Board Meeting Schedule:

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: This list to be merged into "Old Business in future Board Meeting Agendas.

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. 16th 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

- 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. 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.

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

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

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