

Cold Springs Board of Directors

March 16, 2022, Working Board Meeting Minutes

Call to Order: 5:02 pm

Director's present: Marc Glynn, Russ Hasemeier, Jeff O'Donnell, Mike Parsons, Lynda Vernon, Chris Whitaker, Mike Worley

Director's absent: None

Other's present: Charles Caldwell, Tom Hazlett, Nathan Henderson, Daniel Spaité. Some club members joined the meeting at 6pm, there was no signup sheet.

Approval of Minutes: February 16, 2022, Board Minutes were approved electronically.

Old Business Item Moved to top of agenda: Daniel Spaité reviewed the proposal to enhance the Driving Range and to modify the process for Driving Range usage. Currently there are 260 members currently paying for unlimited range usage. The proposal is to move to a system where balls are available on the range, members in the range program will be provided with "Bag Tags", other individuals wanting to use the range will pay a "Daily Usage Fee" of \$5.00. Cost of upgrading range and implementation of new process includes \$600 for tags, ball dispensers \$4,800, ball washer brushes \$800, new mats \$8400. Marc Glynn made a motion to permit spending of up to \$17,000 to come from capital budget (2nd Mike Parsons). This motion was carried.

President's Address (Russ Hasemeier): He has received a complaint that the course is closed on Mondays. This item was added to the agenda and will be covered as part of "New Business". There have been a couple of incidents where members have violated the Club's Code of Conduct, letters have been mailed to these individuals. There was also a request to allow people to walk on the course prior to golf play with GM Approval. Lynda Vernon is going to contact our Insurance Agent (Eric Shaw) to see if there are any issues with allowing this.

Board Officer Election:

Russ Hasemeier and Mike Parsons were nominated for the 2022 President's position. A vote was taken, Russ Hasemeier was elected. Mike Parsons was nomination for the Vice President's position and was elected.

Russ Hasemeier appointed Charles Caldwell to be the Treasurer and Tom Hazlett to be Secretary. The Board approved these nominees.

Financial Report

1. February Financial Update:

- a. 5 Members have been suspended for non-payment of dues. The rules surrounding the definition of suspended were discussed and the Board agreed that a member should be suspended when they are 2 months in arrears (effective date is day before last day of the month) and that suspension means complete loss of access to the club. To come off suspension the member must become current in their payments. Tom Hazlett was assigned the responsibility of writing this as a policy which will be reviewed at the April Board meeting.
- b. 2020 Audit Review and amended 2020 tax return has been completed by Steve Miller from Roberts and Company and have been filed via certified mail and E-filings. \$10K invoice anticipated from Roberts and Company for audit review and tax filing, not yet received or paid.
- c. YTD net income is \$2,347 ahead of budget. Warm and dry weather in January and February have increased play and spending in Bar and Restaurant resulting in YTD "Gross" income being \$43K ahead of budget. Gross profit is down 10% in the kitchen/restaurant due to increased food costs. YTD payroll is on track, minus unforeseen admin payroll expenses in January. A discrepancy in pro shop inventory led to an additional \$4,000 cost of goods expense. Overall, we are on track to meet or exceed budget.

Member Correspondence: Covered in "Presidents Address".

Member Comments from Open Session:

1. Tom Sartoris requested the logic behind opening tee times 2 weeks early for Proprietary Member only.

2. Tom Sartoris asked questions about the CAP system which the Tournament Committees are using as an aid to handicap club tournaments.
3. Dan Fausel asked how the Christmas Donations were disbursed. the process used in December 2021 was explained. There is an open action for this process to be formalized in the club's policies.

General Manager's Report: None.

Old Business:

1. **Club House Cleaning:** The Board previously requested that the club pursue getting bids for cleaning services from Professional Cleaning companies. Russ Hasemeier pursued bids to do so. The cost of outside companies is cost prohibitive. The club will continue to use the existing service.
2. **Solar Project Update:** Greg Witherow has agreed to be Project Manager. A plan to move the Solar Panel arrays to the clubhouse and cart barns is being pursued. The Solar Committee is looking to save roughly \$300,000 in savings by taking this step.
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:** Department Heads have all completed this training, some training is still required for balance of staff.
5. **Proposed Policy Changes/Additions:** Status: No Update. 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.
6. **Referral and Commissions Structure:** Commissions for Membership sales have been eliminated for Staff. There was a motion (Mike Worley, 2nd Jeff O'Donnell) that members be given a pass for round of golf for 4 including golf cart when they refer a new member. This motion was carried.
7. **Events Price List, Mellissa Fuentes working on recommendations for new pricing.** Status: Completed and implemented.
8. **Outside Tournament Pricing,** Tyler Brown was addressing policy and pricing. Status: reassigned to Kevin Earl and Daniel Spaite.

9. **Re-key the entire club**, The Board agreed to this expense. Tyler Brown is to create a tracking process for issued keys. Status: Reassigned to Kevin Earl.
10. **Policy on Lesson percentage to the club**. Status: Tabled
11. **Water Contingency Plan (July 21, 2021)**: Possibly contingent on the Solar Project. Mike Parsons putting committee together.
12. **Forward Tees Upgrades (July 21, 2021)**: Purchase and install Ball washers, Sand Buckets and Tee holders. Status: Ball Washers have arrived, installation is complete. Sand Buckets and Tee holders still required.
13. **ERTC Money From IRS**: Report out on status of IRS payment (Charles Caldwell). Tabled.
14. **16th Hole Bunker**: Addition of bunker to left side of 16th Green. Status: Moved to the Spring
15. **Jonas Training**: Pursue plan to train staff member on Jonas Software. Status: Open
16. **# 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. Status: Reassigned to Kevin Earl.
17. **Orientation and Employee Handbook** Completion: Combine with #5, assigned to Kevin Earl.
18. **Jonas Online Tee Time Booking**: Contact Jonas and request temporary license to allow a preview of the capability. Status: Reassigned to Kevin Earl.
19. **IRS Late Payment Penalty**: Waiting for IRS to disposition waiver request filed by Steve Miller. Will likely take them another 6 months to complete.
20. **Pro Shop Inventory Levels**: Create Policy to calculate appropriate Pro Shop Inventory Levels. Reassigned to Kevin Earl.
21. **Holiday Bonus Policy**: Write process for determining Employee Bonus Payouts for Christmas Bonus Program (Tom Hazlett).

New Business:

1. **Monday Course Closure**: Consideration of reopening the club to golf on Mondays. After discussion surrounding the use of chemicals that require 24 hours before exposure to humans is recommended as well as cost that are not included in the budget there was an agreement to not pursue this request.

2. Members getting cut on Club Cart windows: Jeff O'Donnell indicated that this is occurring. Assigned to Kevin Earl.

Adjournment: 8:35pm.

Future Board Meeting Schedule:

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