

WESTBROOK VILLAGE GOLF CLUB SUMMARY MINUTES

MEETING: WBVGC Board of Directors

DATE: October 8, 2013

LOCATION: Club Conference Room

CALL TO ORDER: The meeting was called to order at 2:00 PM Roy Chapman, President presiding

A. **ATTENDEES:** Jim Almrud, Richard Axelrad, Roy Chapman, Jim Hawkins, Steve Karch, Tom Lodge, Glenn Lund, Cathy Raich and Bill Vogt

B. **ABSENT:** None

OTHERS ATTENDING: Barbara Jean Strucel, Administrative Assistant, David Escobedo, Course Superintendent and John McCahan, Head Golf Professional. Bob Marsh attended to give a short presentation then left the meeting.

C. **MARCH FUNDRAISER PROPOSAL – BOB MARSH**

1. Bob Marsh presented his proposal for a fundraiser in March to raise funds for the Lakes irrigation project. The event would be called A CELEBRATION OF ACES and begin with a hole in one program starting October 17th. This ongoing contest would culminate with a golf tournament to be held on March 30th. All money raised will go to the gifting committee with funds dedicated to the Lakes irrigation project.

D. **MINUTES APPROVED:**

1. Steve Karch motioned to approve the minutes from the September 10th and 11th, Board meetings.
Jim Hawkins seconded the motion.
The motion was carried.

E. **PRESIDENT – ROY CHAPMAN**

1. No Report

F. **VICE PRESIDENT / BYLAWS – TOM LODGE**

1. Tom Lodge attended several meetings related to the Lakes irrigation project.
2. Tom will contact the “water rights” attorney we have used in the past to see if there is a market to sell or lease our excess water rights.

G. **SECRETARY’S REPORT – GLENN LUND**

1. No Report

H. TREASURER/LRP– STEVE KARCH

1. Steve Karch participated with John McCahan in interviewing and subsequent hiring of a female golf professional (Cary Kohatsu).
2. Dachele Frey has been recruited to assist in the office and work with the director responsible for Membership Marketing, and Fund Raising on a volunteer basis. Plans call for Dachele to provide golf office coverage on Fridays and Saturday Mornings. She will also be involved in off-site meetings with potential members, hole sponsors, and participating in Chamber of Commerce or other community events to enhance awareness of Westbrook Village Golf Club.
3. Draft invoices for membership fees for the January-September 2014 period have been prepared. The invoices will be reviewed by the Board and will be ready to be mailed first part of November.
4. Jim Almrud provided the LRP committee with a summary update on the Lakes Irrigation Project. Discussion included timing for the project, options to obtain maximum efficiencies and cost effectiveness, preliminary cost estimates, potential funding sources, and anticipated next steps. The LRP committee was in full support of the Board’s objective and appreciated all the work done to date to gather information and define the scope of the project.
5. For the 2013-2014 golf season Bobbi Martin (Russ Lyon Sotheby’s International) will provide scorecards for the Vistas course and Logan Hall (Re/Max Renaissance Realty) will provide scorecards at the Lakes course. The new cards will be printed with the new course ratings and hole handicaps and be available at the time each course opens after over seeding. The estimated savings to WBVGC is approximately \$5,000.

YTD Cash Basis Financial Report	FY 2013 thru September 2013		
	Actual	Budget	Variance
Operating Income *	2061.1	1970.9	90.2
Operating Expense *	1813.4	1744.3	(69.1)
Operating Margin	247.7	226.6	21.1
Capital & Leases *	(253.5)	(99.1)	(154.4)
Est. Operating Cash Impact	(5.8)	127.5	(133.3)
Reserve Status			
Operating Reserve Balance			
Initiation Fees to Asset Protection Fund	5.5		
Asset Protection Reserve Balance	307.4		
* Pro Shop Merchandise Sales, Range Revenue are net of expenses in Operating Expense			

Note: The above information was not available at the time of the October 8th Board meeting but was added later for informational purposes.

I. FACILITIES COMMITTEE – JIM HAWKINS

1. The APS subsidized tune up to all AC units has been completed.
2. All of the outstanding items required by the Fire inspector have been completed.
3. Sinks and counter tops in the Men’s Locker Room and the outside rest room at the Vistas will be replaced.

J. GOLF COMMITTEE- BILL VOGT

1. The Vistas and Lakes Golf courses have been rerated and hole handicaps have been established as follows:

Vistas Men:	Black 69.8/119	Blue 68.0/113	White 66.6/109
Vistas Women:	Blue 73.4/120	White 71.3/117	Red 68.7/110
Lakes Men:	Blue 70.1/122	White 68.4/116	Red 66.1/107
Lakes Women:	Blue 75.1/128	White 72.8/124	Red 69.6/115

K. GREENS AND GROUNDS COMMITTEE – JIM ALMRUD

1. David Escobedo, Jim Almrud and other board members met with Marvin Mills, irrigation system designer, to discuss how to proceed to get the best estimated cost of the potential irrigation project.
2. The same group also met with Phil Smith, golf course architect and Cody Swirczynski of daMarCo Golf Inc, a contractor, to look at potential areas to be converted to xeriscape. Cost estimates will be based on converting about 30 acres to xeriscape.
3. The lake on #17 Lakes is being drained in order to repair the water intake pipe for the recycle pump.
4. After overseed, the “Cart” signs will be back up. Also signs asking golfers to drive on the new grass and stay off the rough, as the new grass will recover but the rough gets packed down and does not recover till spring.

L. COMMUNICATIONS – CATHY RAICH

1. The following items were completed:
 - Monthly article for Lifestyles Magazine submitted.
 - Monthly Member e-mail distributed.
 - Website information monitored and edited.

M. MARKETING/IT-RICHARD AXELRAD

1. The video shoot for the membership web-site video is scheduled for October 30th. The script is being written by Rick Axelrad and Cathy Raich with the draft going out to the board for review and comments. The objective is to have the script to Doug Collins on October 15th or 16th.
2. Rick Axelrad and Dachele Frey, made a sales call on October 2nd to Lunde Volkswagen. Appointments are being set for Arrowhead Honda, Arrowhead Lexus and BMO bank.
3. John McCahan and Rick Axelrad will attend one of the Ladies gatherings to get their input on merchandise they would like to see in the Pro Shops.

N. UNFINISHED BUSINESS

1. John McCahan reported that the cost of ball machines start at \$5,000 for a basic machine and increase depending on options on the machine.

2. Jim Hawkins reported that an ice machine would cost approximately \$6,000 installed however he will get an updated quote for a machine to be installed at the Lakes.
3. Jim Hawkins is still researching options for video surveillance in the Pro Shops.

O. NEW BUSINESS

1. Directors overseeing key employees will be responsible for annual employee reviews as well as updating job descriptions and expectations; these items will then be submitted to the Executive Committee for review.

ADJOURN: Roy Chapman adjourned the October 8, 2013 board meeting at 4:30 pm.

NEXT MEETING: Tuesday, November 12, 2013 at 2:00 PM in the Golf Club Conference Room.

Glenn Lund, Secretary
Westbrook Village Golf Club