

WESTBROOK VILLAGE GOLF CLUB SUMMARY MINUTES

MEETING: WBVGC Board of Directors

DATE: December 10, 2013

LOCATION: Club Conference Room

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

A. **ATTENDEES:** Rick Axelrad, Roy Chapman, Glen Johnson, 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.

C. **MINUTES APPROVED:**

1. Steve Karch motioned to approve the minutes from the November 12, 2013 Board meeting.
Rick Axelrad seconded the motion.
The motion was carried.

D. **PRESIDENT – ROY CHAPMAN**

1. Roy is committed to presenting more detailed information regarding the Lakes irrigation project at the Annual Meeting in February.

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

1. The proposals of the Bylaw Committee are being formatted by Gene Phelps for presentation to the Board.
2. Tom is researching the Clubs liability regarding damage to a members cart while being towed by an employee at the member's request.

F. **SECRETARY'S REPORT – GLENN LUND**

1. The membership committee discussed changing the Annual & Semi-Annual membership options to winter and summer memberships.

G. **TREASURER/LRP– STEVE KARCH**

1. The LRP Committee discussed the need for continuity of Board and standing committee activities. The Long Range Committee proposed to host a 2-day orientation period for new and existing Board members next February to bring everyone "up to speed" on WBVGC's history, background, key developments,

- business goals & priorities, etc. This should help bring all Board members closer together working as a team to accomplish our daily and long term objectives.
2. Steve Karch attended a meeting hosted by David Escobedo with National Turf to discuss the actual golf course construction and irrigation system installation processes and estimated cost. National Turf seemed very well qualified to provide us the type of services and support we would need for the Lakes Irrigation System Project. Steve contacted the Superintendent at The Club at Flying Horse in Colorado Springs to get feedback regarding the work that National Turf did in installing their irrigation system about 8 years ago.
 3. The re-write and updating of the Job Description for the WBVGC Office Manager position was completed. The revised Job Description was approved by the Executive Committee.
 4. Rick Axelrad, David Frey and Dachele Frey continue to refine and implement our fund raising efforts for the Lakes Irrigation System Project. The groundwork has been laid and we should begin to see some great results from this group in the very near future.

YTD Cash Basis Financial Report	FY 2014 thru November 2013		
	Actual	Budget	Variance
Operating Income *	442.2	391.5	50.7
Operating Expense *	512.0	477.0	(35.0)
Operating Margin	(105.7)	(111.8)	6.1
Capital & Leases *	(34.2)	(20.7)	(13.5)
Est. Operating Cash Impact	(104.0)	(106.2)	2.2
Reserve Status			
Operating Reserve Balance			
Initiation Fees to Asset Protection Fund	4.1		
Asset Protection Reserve Balance	213.5		
* Pro Shop Merchandise Sales, Range Revenue are net of expenses in Operating Expense			

H. FACILITIES COMMITTEE – TOM LODGE

1. Cactus Asphalt will clean the Vistas parking lot of all existing sand and grit and then it will be re striped.
2. We received two bids to install security cameras in the Pro Shops. One bid was \$4,800 and the other was \$3,500. Brandon can do the project in house for approximately \$2,000. We will proceed with Brandon; the project should be completed in January.
3. The odor in the Ladies locker room at the Vistas continues to be a problem. The odor rises from the old shower drain. When the drain is filled with the proper level of water, the odor cannot escape from the drain. A permanent fix would be to run a vent pipe up and through the roof. Ralph will explore this option.

4. The tile work in the Ladies locker room at the Lakes has been delayed to January. The tile and counter work will require that the locker room be closed; this will be coordinated with John McCahan and the Ladies groups.

I. GOLF COMMITTEE- BILL VOGT

1. The Handicap Committee has revised the handicap policy and posting procedures.

J. GREENS AND GROUNDS COMMITTEE – GLEN JOHNSON

1. David Escobedo reported the Lakes deep well is up and running with no problems, pumping between 1,100 and 1,300 gallons per minute a significant increase from the approx. 1,000 gallons per minute before the pipe was replaced.
2. The circulation pump adjacent to #9 green at the Lakes has been removed and is being repaired by an outside contractor.
3. The Vistas Pump station upgrade will be completed in January 2014, by Advanced Pump.
4. Several members questioned the design of the proposed tee markers exhibited and discussed at the November members' forum, noting that advertisers' names should be at the bottom, not the top of the markers.
5. Two contractors have been consulted regarding the cost of the irrigation project. Both contractors have indicated we need a design from the irrigation designer and the xeriscape designer to get an accurate cost of the project.

K. 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
 - Finalized plans for Community Appreciation Days on Dec 11 at the Vistas

L. MARKETING/IT-RICHARD AXELRAD

1. The Committee has been re-focused to supporting the funding project for LIP. It will be critical that the team stays on point during the next two years to achieve substantial funding. Ideas are great but execution is what we are looking for.
2. Steve Jobe and Rita Jobe have agreed to be Pro Shop liaisons to meet with groups about pro shop needs and get back to John McCahan so he can refine inventory needs to match customer needs.
3. David Frey is developing an "Enhancement Fund Project" concept to be offered to donors.

M. UNFINISHED BUSINESS

1. So far only two member carts are being stored in the Vistas cart barn.

N. NEW BUSINESS

1. The proposed donation program levels and recognition stone were discussed but not finalized.
2. Steve Karch motioned to accept Phil Smiths xeriscape design proposal at a cost of \$15,000.
Rick Axelrad seconded the motion.

The motion was carried.

3. Steve Karch motion to accept the irrigation design proposal from Marvin Mills at a cost of \$30,000.
Cathy Raich seconded the motion.
The motion was carried.
4. Steve Karch motioned that we offer a 10 round associate package, at a cost of \$525, for the shorter 9 month period.
Bill Vogt seconded the motion.
The motion was carried.
5. Steve Karch motioned to grant Dana Dube a Leave of Absence for Dec and Jan due to family health issues. December dues which have been paid can be applied toward his 2014 dues.
Rick Axelrad seconded the motion.
The motion was carried.

ADJOURN: Roy Chapman adjourned the December 10, 2013 board meeting at 3:25 pm.

NEXT MEETING: Tuesday, January 14, 2014 at 2:00 PM in the Golf Club Conference Room.

Glenn Lund, Secretary
Westbrook Village Golf Club