

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF THE CLUB AT COBBLE CREEK, INC.

A meeting of the board of directors of THE CLUB AT COBBLE CREEK, INC. (the "Club") was held on February 3, 2021 at 1pm. Those present and participating at the meeting:

Christine Collin, President
John Szyfer, Vice President
Lisa Hylton, Treasurer
Randy Griffin, Director at Large
Betsy(Betty) Willy, Secretary

Approval of Agenda: The agenda for February 3, 2021 was approved as distributed.

Approval of Minutes: Minutes from this meeting were approved electronically by the board members on February 5, 2021.

Old Business:

Directors and Officers Insurance: The application for Property and Directors and Officers' liability coverage will be complete and submitted to Selective Insurance Company of America by Friday. The Board expects a proposal to be returned in the next two weeks.

ForeUp: Mapping for revenue accounts has been corrected. Jean Leeper, accountant, will begin bringing 2021 data into QuickBooks this week. Follow-up will continue next week to insure the interface with QuickBooks is completed.

2020 Financial Statement Status: The board briefly discussed the status of year-end financials. The Income Statement has only minor adjustments remaining. The Balance Sheet is still being reviewed. The expectation is for this information to be finalized and ready to release in the next week or so.

Staffing:

Accountant/Bookkeeper: With Jean Leeper's impending retirement March 4, 2021, the board wishes to move quickly to fill this position in a timely fashion to allow overlap for training purposes. Discussion of recruitment process followed with the following steps outlined:

- Christine Collin will create a posting to be circulated to The Club membership in hopes this will generate a viable candidate or a recommendation for one.
- Randy Griffin and Christine Collin will continue speaking with a temporary candidate in the hope that she will be available on a part-time basis to provide a bridge and/or ongoing oversight

- A discussion pursued regarding the pros and cons of outsourcing the bookkeeping as an alternative to hiring a replacement employee. It was agreed that member access to the accountant or other informed employee to answer billing questions is key. A possible contact for this could be Integrity Bookkeeping Inc located in Montrose.

General Manager: The recruitment process for this position and the priority qualifications were discussed.

The board agreed that as emphasized in the position description, the best candidate will have strong team leadership qualities for mentoring and coaching staff, a strong business background and be available locally to respond to issues as needed in a timely fashion. There would be an expectation that the GM would have a presence at significant but not all Club events and encourage excellent customer service. A general knowledge of the golf business would be a major plus.

The recruitment process will include:

Review candidates who have applied previously

Network locally – Christine Collin will seek Ned Frazier’s assistance and any Club member input to identify viable candidates. Christine will make the initial calls to these individuals.

Posting the position – Post on the PGA website as well as other search engines.

The board agreed to pay for access to the search engine “Indeed.com” in hopes that it will generate potential candidates. Randy Griffin will purchase the subscription and set up the email for incoming responses. Christine Collin will post these two positions and begin the vetting process.

The hiring process: The Board will follow a process similar to what was used last year, consisting of resume review, background and recommendation review and then identifying candidates to interview with the board, staff members and possibly several members of the general membership.

Employee Handbook: The 2020 board had made significant progress developing an employee handbook. This will be reviewed by board members to make recommendations to update it before asking for review by our lawyer. The board is hoping to have this in the hands of the employees in the near future.

New Business:

COVID-19 monitoring: Lisa Hylton volunteered to monitor the status of Montrose County Health Department’s Covid-19 business restrictions so The Club businesses respond to changes quickly.

Member Benefit Opportunities: The board plans to focus on defining and developing member benefits with the goal of providing increased value for residents who belong to The Club. In an effort to garner ideas from all sources, the board will meet first with staff, then with the focus groups and sponsor a zoom meeting with the membership at large. At the completion of this process, the board will create a year's calendar and/or brochure outlining the activities and events planned for the year. An alternative plan will need to be developed for the possibility that the COVID-19 restrictions remain in effect through the remainder of the year. However, as Montrose County data is trending down in all categories, the hope is that we will be able to open our venues sooner rather than later.

Tavern Business: Once the member benefit review is complete, the board will follow a similar process to entertain recommendations and ideas from the staff and membership to improve the tavern's business revenue, ambiance and customer service.

There being no further business, upon motion duly made, seconded and unanimously carried, the meeting was adjourned.

Betsy Willy

Secretary