

# **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 July 6, 2021 at 4pm. Those present and participating at the meeting:

Christine Collin, President  
Randy Griffin, Director at Large  
Betsy(Betty) Willy, Secretary

Pat Pitz and Lisa Hylton were absent on vacation. A quorum being present, the meeting was called to order.

**Approval of Agenda:** The agenda was approved as presented with the following addition:  
Requests from Tavern manager

**Approval of Minutes:** The Minutes dated June 21, 2021 were unanimously approved by email and posted on the web site.

## **New Business:**

**Cart barn Pumps:** The pumps used to wash the golf carts are both out of service. Repairs were approved by the board.

## **Tavern Manager's requests:**

**Charge Card:** Dena requested a charge card to be used for purchase of incidentals for the tavern. In the past she has had to borrow one from another department head who is not always available when a last-minute need is identified. Randy Griffin will follow up with this request.

**Kegerator:** Dena has requested that the board consider approving the purchase of a portable Kegerator for use on the patio during peak tavern hours. This would allow beer kegs to be used for serving at the outdoor patio thus reducing the congestion at the indoor bar. She suggested two possibilities: One keg Kegerator for \$700 or a two keg Kegerator for \$900. She is recommending the 2 Keg Kegerator. Those board members present deferred this request to Pat Pitz, Tavern Liaison for further research. The board agreed that being able to sell beer from kegs on the patio would greatly alleviate wait time for members.

**Upstairs Refrigerator Repair:** The wine cooler behind the upstairs event's room bar is not cooling sufficiently to keep wine at proper temperature. This unit will be replaced.

**Christine reviewed the important points from this morning's staff meeting:**

**Staffing:** Manley has requested an increase in hours and will be cross trained for the Proshop and Tavern. Dena has interviewed a candidate for the tavern and will offer this position today. This individual will be cross trained for the tavern and the ProShop if they accept.

**Monday Evening Couples** league dinners will be cooked in house in the future to reduce the waste of food ordered from caterers due to no-shows. Kala has communicated this with the golfers explaining how to sign up for league play as well as for the dinners.

**Gratuuity:** There will be an 18% automatic gratuity added to the cost of dinners for large events and tournaments. This will be shared by all staff working the event.

**Scramble for the Scholarship:** This tournament sponsored by Randy and Diane Havens, David and Ganie Mize, Herb and Alicia George, Howdy and Diann Robertson and Joe and Linda Sullivan was a great success. Participants and public alike enjoyed the music and dancing following the golf tournament. A big thank you to all the sponsors and participants.

**Forth of July Parade and party:** These events were a great success with attendance in the parade the best ever. The classic cars were a new addition this year and there were many additional decorated golf carts. There were many young families in attendance enjoying the parade as well as the party afterward.

**Coordination of Events:** To improve coordination within each event, the staff has decided to create a comprehensive checklist of all the moving parts including who will be responsible for each part, timing of the event components, equipment and supplies, staff needed etc. This list will be circulated to all staff involved in the planning and execution of the event. This process should ensure less chance of miscommunication and promote a well-executed event.

**Contracts for internal and external events:** Hannah is working to update and streamline the contracts to be used for all events. This will ensure that all parties understand what the club will provide, what the event organizers are responsible for as well as pricing and liability for the event.

**Training:** Additional training will be provided to tavern staff regarding modified foreUp procedures for closing out the cash drawers at the end of each working day.

#### **Financials:**

**ForeUp Software:** With additional assistance of foreUp consultants, we are gradually developing accurate pathways for various revenues and expenses for correct classification. This in turn will enable accuracy in our financial reporting and allow realistic budget planning and forecasting. Financial reports will be available for the July 29<sup>th</sup> member/board meeting.

**Account Reconciliation:** The board approved rehiring our financial accountant consultant on a limited hourly basis to complete account reconciliation.

**Maintenance:** The board approved the hire of Jeff Royer on an limited hourly basis for various miscellaneous tasks.

The board adjourned the regular board meeting and moved to executive session. Upon completion of the executive session, there being no further business, upon motion duly made, seconded and unanimously carried, the meeting was adjourned at 6:15pm.

*Betsy Willy*

*Secretary*