

# 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 April 26, 2021 at 4:30. Those present and participating at the meeting:

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

**Approval of Agenda:** The agenda was approved unanimously with the addition of Tavern Price Status.

**Approval of Minutes:** The minutes from April 19, 2021 were approved unanimously as corrected by email.

## **Old Business:**

**Staffing:** Staffing for the tavern and the ProShop was reviewed. Additional part-time staff have been added including:

Manley Jordon – part time – tavern  
Madi Schneider – moved to ProShop full time  
Brandi LeBlanc – part time – tavern  
Ashlyn Manuel – part time ProShop  
Ally Nichols – part time ProShop

RandyIn Madison begins work May 3<sup>rd</sup> as full time Events Coordinator. Christine will coordinate her orientation. She will schedule her with each department head to review their function within the organization.

Christine will continue to work on scheduling GM candidates for interviews.

**Employee Handbook:** The employee handbook has been received from the attorney's office with their recommendations for edits. Betsy Willy will review the Attorney's Associates comments and send them to the board members for their review. Once approved, the handbook will be provided to each employee with a signature required to document that they have received it. A board member will review the highlights with department heads who in turn will review the handbook with their department employees.

**Work Attire:** The ProShop personnel and tavern personnel will be provided shirts with the Cobble Creek logo to wear while working. Name tags will be purchased for all staff. Staff who have routine contact with members and the public will be requested to wear name tags while working.

**Computer Systems:** Randy reported that he and Madison have reviewed the computer system and found the equipment in good working order. The ongoing issues that the tavern is experiencing may be due to software issues. Randy will follow up with the IT company.

**Phone System:** Randy reported that he and Madison have reviewed the Phone system with Networks Unlimited. The current equipment is approximately 13 years old. The technology dates to the 1990s with an expected lifespan of about seven years. Their recommendation is to replace the system to incorporate updated technology. Networks Unlimited has provided a proposal of approximately \$7700 to replace our existing phone and voice mail system with a state of the art internet based system using Mitel equipment.

Betsy Willy made a motion to move forward with this proposal. It was seconded by Pat Pitz and was unanimously approved. Randy to make the arrangements.

**Landscaping for hole number one** was discussed. Pat Pitz moved and Betsy Willy seconded that we accept Jim Knight's generous offer of \$750 to offset the cost of plantings behind the corner sign. This motion was approved by the board unanimously.

Upon further discussion, it was decided to leave the selection of plants to Paul Heide and Jim Knight. The original offer was for Buffalo Juniper.

**Tavern Pricing is a work in progress.** Pat Pitz and David Whitney are working to finish the inventory and provide a pricing list that reflects the cost of the liquor.

#### **New Business:**

**Long Range Planning Committee:** Randy Griffin has proposed that we create a long-range planning committee to establish a one-, five- and ten-year plan to project a path forward in light of the changing real estate market and rapid growth of memberships. The board was unanimous in its desire to begin thinking in the long term to address the future of the development and the Club at Cobble Creek. A few of the issues to be discussed include:

- The Clubhouse Membership Agreements will need to be renewed before 12/31/22. What are the possibilities going forward? This is an area that needs an outside the box, wide ranging exchange of ideas.
- The number of members and community residents is growing steadily, and, at some point, the clubhouse facility will become inadequate. Office space and storage are already inadequate. What are the long-range possibilities?
- What happens when the HUB gets built? What impact will that have on our business and the community, and how should we begin to prepare?
- What do we do with the Creekside building?

- What about creek and pond renovation?

Members of this committee need to be able to see the big picture, think long range, and be open minded individuals able to think well outside the box.

There followed a discussion regarding how to coordinate this committee with the existing capital planning committee. The board agreed to ask Randy to create a proposed charter for the Long-Range Planning Committee and Christine to create a proposed charter for the Capital Planning Committee. These two charters would then be compared and reviewed along with the current Improvement Focus Committee and decision made regarding the responsibilities of each committee. Once this is complete, members will be selected from the membership to begin this work.

Review of first quarter financials was tabled till next week due to lack of time.

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

*Betsy Willy*

*Secretary*