

**MINUTES**

**Attendees:** Phil Lahm (Chair), Al Ambrosino, John Caracciola, Linda Carifo, Matt DeFano, Eloise Eckler, Joan Greco, Kent MacCarl, Roberta Phaneuf. Board Liaison: Bob Walsh: Interested RS residents were in attendance.

**Teleconference:** Marlene Wolf, Anita Tierney and Board Liaison, Mike Fisher

**Regrets:** Joan Millitscher, Joseph Mekosh

Agenda Item	Discussion	Action
<b>1. Welcome/ Establishment of Quorum</b>  <p style="text-align: right;">Phil Lahm</p>	<ul style="list-style-type: none"> <li>• Meeting called to order at 12:00 pm</li> <li>• Quorum established</li> </ul>	
<b>2. Verify Posting &amp; E-Blast</b>	<ul style="list-style-type: none"> <li>• Meeting was e-blasted to residents and posted on board</li> </ul>	Al Ambrosino confirmed posting
<b>3. Teleconferencing</b>	<ul style="list-style-type: none"> <li>• Teleconference operational.</li> </ul> <p style="text-align: center;"><b>Dial in # 641-552-9212: Access:186995</b></p>	Matt De Fano
<b>4. Review of minutes from June 26, 2017</b>	Minutes were reviewed from June 26th	
<b>5. Sub Committees Updates</b>	<b>1. KITCHEN/MENU:</b> <ul style="list-style-type: none"> <li>➤ Upcoming pool party on Aug. 12 was only mentioned in the RS newsletter, with details to follow. No E-Blast was sent out and as of this date, no details were provided. Phil addressing with Pat Kattanach.</li> </ul>	Al Ambrosino, John Caracciola (Co-Leads), Robbie Phaneuf, Joe Mekosh

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	<p>2. <b>FRONT OF HOUSE</b> – No discussion</p>	<p>Kent MacCarl (Lead) Eloise Eckler Joan Greco Marlene Wolf</p>
	<p>3. <b>BAR</b> – Discussed upcoming recommendations to forward to BOD</p> <p>4. <b>COGS</b> Food costs are much higher than should be. Phil met with Chef and they will now go over all menus and ingredients to attempt to reduce and control food cost.</p>	<p>Matt DeFano, Al Ambrosino (Co-Leads)</p> <p>Phil Lahm (Chair), Linda Carifo</p>
<p><b>6. Recommendations and Motions to forward to BOD</b></p>	<p><b>Priority 1: POS Terminals</b> – Move one of the existing POS terminals in the kitchen to the Dining Room alcove. This will create efficiency, improve traffic and employees will be more visible in DR and out of the kitchen.</p> <p>Recommend to BOD to add a POS terminal to the Tiki Bar. The current system is archaic and has 1 terminal dealing with bar, golfers, food and beverage cart. An additional POS will create efficiency for food ordering.</p> <p>Recommend to BOD to purchase an additional POS to install in front of the dining room in the server station area. When the dining room is full, especially in season, this will increase the efficiency of the servers.</p>	<p>Phil Lahm to advise location for DR terminal.</p>

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	<p><b>Priority 2: Designated beverage line at Tiki Bar</b> – Will provide easier access to place orders in one area. Eliminates multiple lines and confusion. Need a sign designating this area. Alert residents via E-Blast and communication.</p> <p><b>Priority 3: Establish a designated line at Bar in Grill Room for drink orders and to-go food orders</b> – Specifically, at the end of the bar, next to the Card Room. Barstools need to be removed, signage put in place and E-Blast to publicize and communicate to all residents. Card Room door to remain closed to provide access to line, when possible.</p> <p><b>Priority 4: Add purse hooks to then main Grill Room bar and Tiki Bar</b></p> <p><b>Priority 5: Expand Tiki Bar</b> – Provide a recommendation to the BOD to expand Tiki Bar, outdoor kitchen, preparation &amp; storage areas. Convert sand area to a matching paver, seating area with umbrellas. Expand outdoor, permanently shaded, seating areas. This will increase seating + 60 chairs to have a total of 100 outdoor dining chairs. Additional benefits of expansion include:</p> <ul style="list-style-type: none"> <li>• Increases outdoor menu options</li> <li>• Will help remedy Grill Room (in season) congestion</li> <li>• Allows for better food &amp; beverage inventory control</li> <li>• Provides a tangible and visible “win” for the community that all members can utilize</li> </ul> <p><b>Priority 6: Add shades and anti-glare film to windows in Dining Room &amp; Grill Room:</b> - Establish and send out an RFP for anti-glare film and shades for Dining Room, Grill Room and Card Room.</p>	<p>Request submitted to GM via e-mail 8/7/17</p> <p>Request submitted to GM via e-mail 8/7/17</p> <p>Request submitted to GM via e-mail 8/7/17</p> <p>Full proposal and presentation will be delivered to the Board of Directors at the F &amp; B meeting on Aug. 30.</p> <p>Matt DeFano to send proposal and diagram to Board Liaison, Mike Fisher, who will ensure it is posted in the BOD Dropbox for their review prior to the meeting.</p> <p>Request submitted to GM via e-mail 8/7/17</p>

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	<p><b>Priority 7: Recommendation to Board of Directors to consider our Food Minimum Incentive Program.</b></p> <p><b><u>RECOMMENDATION</u></b></p> <ul style="list-style-type: none"> <li>• Provide incentives to residents throughout the community to increase their F&amp;B spending levels.</li> <li>• Reward members for spending at the \$750, \$1,000, \$1250 levels.</li> <li>• When levels are attained member would receive their choice of either: <ul style="list-style-type: none"> <li>○ \$100 F&amp;B gift certificate</li> <li>or</li> <li>○ Four rounds of golf, including cart</li> </ul> </li> <li>• Make certificates valid only between 5/1-11/1 (slower season)</li> <li>• Subject to review, modification, or cancellation by the BOD at any time.</li> </ul>	<p>Full proposal and presentation will be delivered to the Board of Directors at the F &amp; B meeting on Aug. 30.</p> <p>Matt DeFano to send recommendation to Board Liaison, Mike Fisher, who will ensure it is posted in the BOD Dropbox for their review prior to the meeting.</p>

	<p><b>Priority 8: Create a policy to address no-shows who have made reservations.</b> Currently, residents are being informed that the event is sold out. Yet, at the event, there are up to 20% no-shows.</p> <p><b>Priority 9: Establish a program to aggressively advertise our facility for non-residents.</b> Weddings, Bar Mitzvahs, bridal showers, etc. specifically from May 1 to November 1.</p> <ul style="list-style-type: none"> <li>• Special F&amp;B Meeting scheduled for August 30 at 10:30 am to present two recommendations to the Board of Directors.</li> <li>• Next monthly meeting will be on September 18 at 12:00 pm</li> </ul> <p>Meeting adjourned at 1:25 pm</p>	<p>Sub Committee formed to develop a policy to address this concern.</p> <p>Al Ambrosino (Lead) Matt DeFano Eloise Eckler</p> <p>Request submitted to GM via e-mail 8/7/17</p>
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