

MINUTES

Attendees: Phil Lahm (Chair), Al Ambrosino, John Caracciola, Linda Carifo, Eloise Eckler, Joan Greco, Marlene Wolf, Chef Radames

Teleconference: Matt DeFano, Kent MacCarl, Joan Militscher

Regrets: Joseph Mekosh, Roberta Phaneuf

Observing: No BOD liaisons or RS residents in attendance

Agenda Item	Discussion	Action
1. Welcome Phil Lahm	<ul style="list-style-type: none"> Meeting called to order at 12:00 pm 	
2. Meeting Minutes	<ul style="list-style-type: none"> Reviewed meeting minutes from June 15 	
3. Agenda Posting	<ul style="list-style-type: none"> Meeting was e-blasted to residents and posted on board 	Al Ambrosino confirmed posting
4. Teleconferencing	Dial in # 641-552-9212: Access:186995	
5. Newsletter	<ul style="list-style-type: none"> Will have first posting in RS July newsletter. "Did You Know" topic about residents booking events and the profitability. Events can be scheduled between Mid-April to Mid-November. <ul style="list-style-type: none"> "Blurb" about BOGO drink brands On website, under "About Us", insert space for committee to add topics 	Robbie Phaneuf Marlene Wolf

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6. IT Requests	<ul style="list-style-type: none"> • Still pending - COGS, track by item, ability for terminals to communicate 	
7. Sub Committees Updates	<p>1. KITCHEN/MENU:</p> <ul style="list-style-type: none"> ➤ Food Runners to Tiki Bar ➤ Still costing out some items for Sunday Brunch ➤ Espresso & Cappucino machine installed 	Al Ambrosino, John Caracciola (Co-Leads), Robbie Phaneuf, Joe Mekosh
	<p>2. FRONT OF HOUSE No additional discussion</p>	Kent MacCarl (Lead) Eloise Eckler Joan Greco Marlene Wolf
	<p>3. BAR - No update</p> <p>4. COGS Chef has been doing menu costing. Designing new lunch and dinner menus</p>	Matt DeFano, Al Ambrosino (Co-Leads) Phil Lahm (Chair), Linda Carifo

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<p>8. Recommendations to the Board of Directors</p>	<p>A. Simple requests, that should have already been done:</p> <ul style="list-style-type: none"> >> Events at pool to include music till 5 PM and a satellite bar. >> A designated beverage line at the tiki bar. >> Tiki bar hours to change to the same hours as the pool, sunset. >> E blast daily specials. (done, but needs to be worked on as far as timing. Getting it at 4:45 PM is not sufficient) <p>B. Simple and inexpensive recommendations to the board:</p> <ul style="list-style-type: none"> >> Get ICON to enforce the dress code. Also the smoking rules at the Grill Room patio and at the Tiki Bar. >> Designated area in the Grill room for food and beverage take out and walk up beverage service. Specifically, at the bar near the entrance to the card room. (Near the POS system) >> Add purse hooks to both the grill room bar and the tiki bar. Less than \$50. 	

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	<p>C. Recommendations that are going to need a written plan to include expenses:</p> <ul style="list-style-type: none"> >> Reinstate Sunday breakfast and or brunch and or brunch/lunch. Specifically a brunch/lunch menu to include traditional brunch and lunch items. >> Repair bar stools and tables in the Grill Room and dining room. Add four more high tops to the Grill room. Additionally, establish an ongoing maintenance program for all furniture. > Have Icon do an RFP to add shades or antiglare film to the windows in the dining room and Grill room. >> Have an incentive program for residents who spend over their minimum \$500 per year to continue to frequent our restaurant and bars. Option developments are in progress. >> Create a policy for no-shows who have reservations in the dining room. Presently, people are being told there are no seats available, yet, at the event there is up to 20% no-shows. Specifically, depending upon the event, sell tickets in advance. The selling of tickets in advance will depend upon the event demand, and the season. By selling tickets in advance, if someone does a no-show, they still bought the ticket. >> 	

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	<p>Advertise our clubhouse for weddings, bridal showers, bar mitzvahs, communions, etc. from May 1 to November 1. Also, establish a resident referral incentive program specifically.</p> <p>D. Long-term planning:</p> <ul style="list-style-type: none"> >> Hire/promote/transfer an executive food and beverage manager to oversee the entire food and beverage department. <ul style="list-style-type: none"> • Must have proven success in controlling food costs, labor costs and personnel retention. • Must understand and have a financial acumen for the Back of the house, Front of the house and bar. • They should be on a bonus program that reflects as if they were the owner of the restaurant. >> Expand the tiki bar. >> Double the size of the Grill room bar by expanding into the card room. >> Expand the size of the dining room. >> Expand and renovate the kitchen. 	

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9. Next Meeting & Adjournment	Next meeting is scheduled for Monday, August 7 at 12:00 pm in RS Conference Room Meeting was adjourned at 2:30 pm	