

**ROCKPORT COUNTRY CLUB MEMBER'S ASSOCIATION
BOARD OF DIRECTORS MEETING
APRIL 27, 2017**

- 1. CALL MEETING TO ORDER AT 8:00 A.M.**
- 2. APPROVE PRIOR BOARD MINUTES**
- 3. MEMBER CORRESPONDENCE**
- 4. TREASURER'S REPORT/FINANCE REPORT**
- 5. GENERAL MANAGER'S REPORT**
- 6. COMMITTEE REPORTS**
SWIM/TENNIS/FITNESS
HOUSE
MEMBERSHIP
GOLF
GREEN
- 7. OLD BUSINESS**
 - **Birthday Meals - Discussion**
 - **Closing Books – Discussion**
 - **P & L Statements - Discussion**
 - **Membership Matters - Handout**
 - **Committees and Meeting Dates – Handout**
 - **Capital Expenditure Plans – Discussion**
- 8. NEW BUSINESS**
 - **Food & Beverage Finances and Operations - Discussion**
 - **Swim Tennis Fitness Finances and Operations - Discussion**
 - **Review and Updates to Rules & Regulations - Discussion**
- 9. ADJOURN**

ROCKPORT COUNTRY CLUB MEMBERS ASSOCIATION

BOARD OF DIRECTORS MEETING MINUTES

April 27, 2017

A regularly scheduled meeting of the Board of Directors of the Rockport Country Club Members Association was held at the RCC Clubhouse, 101 Champions Drive, Rockport, Texas.

PRESENT: Jon Heffron-President, Stan Davis – Secretary/Treasurer, John Wheeler-First Vice President, Charles Giesey, Mike Couvillion, Ric Young, Herb Sutter, Chet Cloudt and Tiffanie Hoover.

Also in attendance were: Mike Johnson and the General Manager - Rick DeLoach.

The President convened the meeting at 8:00 AM.

GUESTS: There were no other guests attending the meeting.

APPROVAL OF MINUTES: February 2017 Board Minutes, March 2017 Board Minutes and the March Special Board Minutes: Approved with no changes.

FINANCE REPORTS: Presented by Mike Johnson, Reports referenced.

- Balance Sheet and Income Statement
- Cash Flow
- Cash on Hand
- Projected Cash Balance
- Total cash projected for February 2018 is currently estimated to be \$296,599 based on no proposed capital expenditures and expected cash flow from operations.
- Jon advised that the capital expenditure plan by department was still being worked on but would be available soon. This is required so that we can more reliably assess capital requests.
- Mike Couvillion advised that the Finance Committee had again reviewed the "Service Charge" in the dining room and 19th Hole. It was recommended that members be advised that they are not obligated to leave an additional tip in addition to the service charge, but it would be appreciated by the wait staff.
- It appears that the monthly Summary Income Statement is not reflecting the old Department 9 (Lockers), expenses, due to a glitch in the programming. Mike and Rick will look into the problem and correct.

GENERAL MANAGER'S REPORT: Rick DeLoach

- Delinquent Accounts: The board agreed that Rick should write off the past due balances for \$1,456.43 Andy P. Moore, who had passed away last January, but Rick will also look into filing a

claim against the estate. Also, he will write off the account of \$757.74 Glen Heintschel, but will look into filing a claim in small claims court.

- Rick provided the Board with the March Financial Review. Total membership has gone from 485 in March of 2016 to 460 in March of 2017.
- Total Revenues are underperforming and expenses are above last year. Expenses include having a GM for the first three months as this position was vacant last year, and golf course maintenance is higher this year than last as a result of changes to the fertilization program.
- Dining revenue is below the prior years and expenses are under budget and less than the prior year.
- Rick advised the Board that he had acquired a washer and dryer to provide towels for the golfers and stopped the linen service which will result in a \$700 per month reduction in expenses.

SWIM/TENNIS/FITNESS COMMITTEE: Tiffanie Hoover

- Committee Meeting Report: There was no April committee meeting.
- There was some discussion regarding the STF area and the results of recent tournaments and activities at the tennis center.

HOUSE AND ENTERTAINMENT COMMITTEE:

- Committee Meeting Report: Report referenced.
- Mike advised that raccoons and squirrels were getting into the main building and dumpsters. Dan Holitzke and John Hitchcock will inspect the building to try to identify when and where the breach has occurred and will provide a report for the board.
- The committee is looking into a new phone system with Voice Over Internet Protocol. The current system needs to be upgraded.
- Karen has also identified some equipment issues in the bar area but feels that continued maintenance of the equipment would sustain it for a while.
- Karen and the committee will be looking for methods to lower payroll expense in the F&B area to more closely match other similar restaurant metrics.

MEMBERSHIP AND BY-LAWS COMMITTEE: Ric Young

- Committee Meeting Report: Report referenced.
- Allison Hicks has announced her resignation and she will be replaced by Stan Reeder. Stan will be starting on May 1, 2017.
- The Board discussed the pros and cons of allowing a voting membership to have two votes per membership. This was seen as a way to get more participation from the members. Because this would require a By-Law change, it was tabled until a more thorough analysis could be made.

- Ric advised the board that Allison has been promoting the Club to the Portland companies as a site to hold a company golf outing.
- Jon presented a list of items regarding the parameters of the current membership program that will cover some of the nuances concerning how the program operates. These additional rules were accepted by the Board.
- During the first quarter 2017, the club lost three regular members, five non-resident members and one Junior member and gained six dining members.

GOLF COMMITTEE: John Wheeler

- Committee Meeting Report: Report referenced.
- Total rounds of golf are above last year slightly.
- The golf course will be open Monday for Memorial Day, and closed the following Tuesday.
- John recommended that Thane and Rick advise the High School golf coaches that the participants and possibly the parents and guests assist in repairing divots on the golf course during the tournaments. The players carry their own bags and do not carry sand which resulted in some damage to the course.

GREEN COMMITTEE: Herb Sutter

- Committee Meeting Report: Report referenced.
- Jon advised that the GCS will be trying to improve the hole setting procedures as some mention of "high holes" has been brought to his attention.
- Also, more attention is being placed on improving the bunkers with regard to watering and raking.
- The committee will be evaluating the irrigation filtration system for maintenance and improvements as the filtering system is currently being by-passed because of failure to operate as needed.
- Jon advised that the seven pieces of maintenance equipment contracted for by a lease will be arriving soon.
- The committee will also be evaluating the cost/benefit of acquiring a backup motor for the irrigation system.

OLD BUSINESS:

- The notice in the Sandpiper news letter regarding Birthday Dinners will be dropped, and birthday dinners will continue for members for the remainder of the year. A determination will be made whether or not to continue the program in 2018.
- A review of accounting month-end close and the timing of the Finance and Board meetings was discussed. Our current policy is to pay the prior month invoices and current invoices by the tenth of the month, send out the checks and forward the information to our accountant. Department Heads will complete their monthly inventory changes by the fifth of the month.

The procedures will not be changed. However, dues income will be input into the month-end close on the first of the month so that data will be in the system as we begin the close process.

- It was decided to move the Finance Committee meeting up to the third Tuesday of the month and move the Board meeting up to the third Wednesday of the month beginning in May. This will facilitate the Board having the financial data earlier in the month for review.

NEW BUSINESS:

- Rick advised the Board that the recent wedding event at the club had gone very well and contributed additional revenue for the club.
- It was also decided that the club would again prepare Profit and Loss reports on special events, golf outings, weddings etc. Jon and Stan will work with the GM to set up a format for reporting the results of these events.
- Rick will do an analysis of Non-resident members to determine if they are properly being billed as a non-resident member.
- A survey was taken in April to determine if members would be interested in paying their monthly dues each month by having the Club direct-debit their bank account. There were twenty-three respondents with sixteen members indicating they would be interested, and seven against the plan. The club will send out an additional e-mail blast soliciting responses to the proposal, but at the current indication of interest from the members, the cost to establish such a program would exceed the benefit.
- The Board had a discussion regarding the sale of property near the tennis courts. We have currently not received any significant interest from a local builder in developing the property but there has been some interest from individuals wanting to purchase a building lot. It was determined by the Board to reduce the price to \$249,000 from \$279,000 to see if there was any interest at that price, and to continue the current listing until it expired at the end of May.
- Rick will check with the GCS to see if our maintenance crew could clean up the lots on that property to make it easier for prospective buyers to inspect the property.
- It was determined by the Board that the club should review and simplify our Rules and Regulations. The Department heads will be reviewing and making recommendations to the rules and regulations affecting their department.
- The Food and Beverage area and the STF area will be collecting data regarding member usage. Jon, Rick, Mike and Stan will be reviewing alternatives to securing the pool, fitness and tennis area and possible options to set up a key-card or some other way of electronically monitoring who is using these facilities. We are also looking at the cost of new signage and additional fencing in these areas.
- Jon prepared a list of all Board Member committee assignments and meeting dates and distributed to the Board Members.
- There was also a discussion regarding complaints about the dining room service and golf course etiquette. These matters have been addressed by the GM and improvements will be forthcoming.

CAPITAL EXPENDITURES:

- There were no new capital expenditures presented at the meeting.

ADJOURN: Upon a motion made and seconded, the Meeting was adjourned at 10:50 AM.