

BOARD OF DIRECTORS MEETING MINUTES

Rockport Country Club Members Association

April 29, 2020

A Regular Meeting of the Board of Directors was held on April 29, 2020. Board members in attendance were: President Craig Bohn, Charles Marsh, Elyce Kahn, Bruce Hood, Glenn Kliebert, Red Hunt, Jerry Foust, Arno Penschorn, and Jeff Hulse.

Others in attendance were: Rick DeLoach, General Manager and James Creekmore of Johnson & Creekmore, CPA's.

Craig Bohn called the meeting to order at 4:00 PM.

**Approval of Prior Meeting Minutes:**

Craig noted that the Tennis/Swim Committee has been combined with the Membership Committee and that Board Members would serve on the following Committees. This action would require a change to the minutes for the March 28, 2020 Board meeting. Also included in the list below are other members which have agreed to serve on the various committees.

- Golf Committee
  - Red Hunt (Chair)
  - Gerry Foust (Co Chair)
  - Jeff Hulse
  - Charles Geisey
  - Sterling Frank
  - Mike Whitney
  - Betty Lamb
  - Shelly Gatlin
  
- Greens Committee
  - Bruce Hood (Chair)
  - Red Hunt (Co Chair)
  - Jeff Hulse
  - Belinda Hulse
  - Dan Holitzke
  
- House Committee
  - Elyce Kahn (Chair)
  - Arno Penschorn (Co Chair)
  - Jeff Hulse
  - Jackie Brennen

Lisa Bibeau

- Membership/STF Committee
  - Arno Peshorn (Chair)
  - Glenn Kliebert (Co Chair)
  - Charles Marsh
- Finance Committee
  - Charles Marsh (Chair)
  - Bruce Hood (Co Chair)
  - Rick Carothers
  - Lee Jones
  - Lynn Powers
  - Blake McDavid
  - Jeanie Arnold

**A motion was made and seconded to approve the minutes from the last Regular meeting held on March 28, 2020 as amended. A vote was taken, and the motion carried.**

It was noted by some of the board members that it was difficult to identify members that were willing and were eligible to serve on committees. Many of the members contacted had previously served on committees as well as on the Board of Directors. Rick DeLoach suggested the Board reconsider the policy of not allowing Provisional members to serve on committees. Craig asked Rick to review the requirements and report his findings at the next board meeting.

**Member Correspondence:** None

**Financial Reports as of March 31, 2020 (James Creekmore):**

- **Balance Sheet:** James provided a summary review of each item on the Balance Sheet. The following key figures were reported. Total Assets of \$10,197,042 Total Liabilities of \$1,849,537 and Total Equity of \$8,347,505. James pointed out that the Current Year Profit (Loss) is (\$790) for the year. He also mentioned that the Current Portion of Long-Term Debt now stands at \$175,138.
- **Income Statement:** James briefly went over each department's activities and reported the following key income figures: MTD Total Income of \$223,759 vs a budget of \$264,872; Total Expenses of \$174,932 vs budget of \$214,088; Net Operating Income of \$26,031 vs budget of \$13,870, and Net Income after amortization and depreciation of (\$4,092) vs. budget of (\$16,252). Overall, James stated that he is pleased with March 2020 results.
- **Cash Flow Report:** Cash Flow Forecast – No report.

### **General Manager's Reports (Rick DeLoach):**

- **Summary of Operations:** Rick provided a brief summary of the Club's business activities. He said he was pleased with the results overall given the current Covid-19 situation. Rick did point out that many of the outside events, which would generate revenue for the Club, has been cancelled and will have a negative effect on our overall budget. He stated that we had received the Paycheck Protection Program (PPP) Loan/Grant funding in the amount of \$280, 000 along with \$10,000 Economic Injury Disaster Loan (EDIL) funding. The above funding is provided primarily for employee payroll; however, up to 25% can be used for utility payments. James explained that based on what he had experienced that it would be difficult for the Club to get all the funding converted to a grant. To give the Club the best chance to use the funding to the maximum extent possible, a special account has been set up to capture all cost that are chargeable to those funds. This method of funds tracking will be like that used during Hurricane Harvey.
- **Membership Reports:** Rick referred to various membership reports (attached), which show the change in membership for all member categories from August 31, 2018 to the present, the number of new members added since March 31, 2020, including the upgrades and downgrades and a report that shows all categories of membership with total dues revenue for each for the periods ending February 1, 2020 and March 1, 2020.
- **Past Due Report:** Rick reported that there are four members of concern on the aging report. All of these have been suspended from charging at the club until their accounts are brought up to date. He also said individuals listed on the report have been contacted and that he does not see any other troubling issues at this time.

### **Committee Reports:**

Due to the current Covid-19 and the need for social distancing, no committee meetings were conducted during April 2020. Red Hunt reported that the number of golf rounds for the month of March was excellent. The number of golf rounds played during the first quarter of this year has surpassed that of the last several years. Red stated that they would be attempting to reschedule those tournaments which have been cancelled due to Covid-19.

### **Old Business:**

The Paycheck Protection Program Loan/Grant Status and the Economic Injury Disaster Loan Status was discussed above.

### **New Business**

- Committee Members Status/ Update: Committee assignments are discussed above; additional committee openings are available and will be filled in the future.
- Employee Update: Jerry asked if the Club was paying staff to stay home? Rick stated that none of the staff were being paid to stay home. Rick further advised that every effort would be made to provide work for the previously employed staff; however, he was doubtful if all staff would return which will require the Club to hire new staff members as the Club fully opens.
- Club Opening Procedures: Rick reviewed the Re-Opening Guidelines (see attached) with the Board Members and indicated that these guidelines are subject to change based on state and local directives. Some of the major points effecting Club operation include: No more than 4 in each group playing golf, Limited non-member guest rounds, single cart riders unless with family member, Strick reservations in dining room to maintain social distancing, Carry out orders will continue, No card games or mah jongg. All staff will be required to sign a health certificate prior to commencing work. Those not feeling well will not be allowed to work. Employee temperature checks will also be conducted. Rick stated that he would send an email blast out to all members advising them of the above. Partial opening will start May 1, 2020.

**Adjourn:** No further business coming before the Board, the meeting was adjourned at 5:10 PM.