

Board of Governors Meeting
December 20, 2022

Attendance,	
Robert O'Brien	Present
Steve Valliere	Present
Karen Gray	Absent
Paul Coutinho	Present (recording secretary for this meeting)
Jeff Youngquist	Absent
Mike Phaneuf	Present
Steve Riley	Present
Kearny Kline	Absent
Jon Tabor	Present

Meeting was convened at 5:56 PM,

Reading of the minutes for the annual meeting in November waived, motion to accept, motion accepted.

House:

The exhaust hood in the kitchen has been steam cleaned. This is a requirement to pass inspection by the Town of Mattapoisett. The two doors in the bar, the one to the deck and the other entry from the porch must be replaced. Pursuant to new safety regulations these doors are required to have crash bars for emergency exiting. The outside door to the Pro Shop will be removed and re-installed as the door to the back deck near the bar. The projected cost to have this done is \$3,200. Using the door from the Pro Shop and moving this door to the exit to the deck at the bar will save the Club \$875 on the total project. There was discussion to see if we can utilize in house labor, this will be explored before a decision is made to hire an outside vendor. **Motion made to have doors upgraded to meet the requirements of the new safety regulations, motion accepted unanimously.**

There was a discussion regarding the need to paint the walls and trim in the hall. Cost will be minimal, and the colors will be discussed to keep the hall bright. There was a question about Mass Save for insulation purposes above the ceiling in the hall. This will be investigated.

The cart room and the hallway will be painted. Again, the cost for this will be minimal. There was a discussion to paint the outside foundation wall on the west side to give it a good cover from the weather. There are chairs in the bar room that need recovering, this will be explored to find a reasonable solution. We will be facing a needed project on the west side of building; the exterior shingles are in bad shape and this side of the building will need to be stripped and shingled to avoid future problems. The men's locker room ceiling will be addressed. There was a discussion on taking the ceiling down, but Steve believes we can reassess this and improve the ceiling in place.

There was a discussion regarding the lights in the hall so the Club can have the ability to dim them, this discussion was agreed to take place at another time. There was another discussion regarding the lockers in the men's room about reducing the number of lockers and making more room. This doesn't appear to be feasible at this point of time.

There were a few general topics that were brought up such as, water coolers on the golf course, or have smaller water bottles available on course in large coolers available to golfers. It was suggested that the bar is available to players to get any type of drinks they would need. We are not a huge golf course and golfers would have the ability to access the Club House at many points on the course. Benches were discussed and it was suggested that maybe hole 5 and 2 are good T spots to have benches. They should not be a hinderance to the operation of the grounds crew regarding the maintenance of the T areas. Bunkers, sand traps, was also discussed and need to be addressed. There was concern that we shouldn't overreact to make the course to easy by reducing the number of hazards we have. Although these are hazards incorporated into the game golf, maybe we should address this matter and find a way to improve the bunkers we already have. Having said this the 8th hole appears to be the worse, need a plan to address this properly. There was a discussion regarding stairs on some tees, and some dialogue regarding the installation of a score board for tournaments outside on the porch so scores can be visible to golfers outside. Motion to accept, motion accepted

Pro Shop,

Pro Shop is closed, Brian was unavailable for meeting, he is ill. The Pro Shop will remain closed until next season. The golf carts have been winterized except for 10 carts which have been selected to be utilized over the course of the winter. Motion to accept, motion accepted

Bar:

On behalf of the Club, we very much appreciate our bar staff who have done an outstanding job servicing our members, especially during the last weekend with the large parties that took place. Revenue was at 30% for this reporting period. Effective January 1, members will be required to have a credit card on file if they wish to use the services of running a tab at the bar. This was proposed by a member at the annual meeting, Arnie Boucher, and the Board has decided to move forward to establish this policy. This will cure the question of tabs becoming in default if the bill is not paid. On the 5th of every month, if there is an unpaid tab, the member's credit card will be charged the balance on his account. The 7th annual Chili cookoff will be held on Sunday, February 5th, 2023, from 3 pm to 5:30 pm. More information will be provided to the members on this event. The following report has been submitted by Steve Valliere, the Chairman of the bar.

Reservation Bar & Entertainment Report: December 2022

Bar Revenues October 1st through December 18th were \$72,696. Expenses for the same period were \$50,497. This gave us a net revenue of \$22,199 or 30%.

Hall Rentals October 1st through December 18th were \$4,100.

At this time of year, I want to give a special shout out to our phenomenal bar staff: Obie, Sarah, Katie, Olga, Jeannie, Kathy, and Kayla do an outstanding job of taking care of our members. They are the face of this club and always strive to make our members and their guests feel welcome. Thank you each for all of you for taking care of us at the 19th Hole!

Effective January 1s, 2023, any member who wishes to keep an open charge account at the bar, must place a credit card on file with the bar. All outstanding bar charges which are not cleared off by the 5th of the following month, will be automatically charged to the credit card on file. This was agreed upon at our November Annual Meeting and was proposed from the floor by Arnie Boucher.

Our 7th Annual Rassy Chili Cook-Off will be held Sunday February 5th, 2023, from 3pm to 5:30pm. More details to follow. Get your recipes ready.

Respectfully submitted,

Steve (Taz) Valliere

Motion to accept motion accepted.

Tournament,

Jon was the former Chair for the grounds and will oversee the position of Tournaments. In closing business as the Grounds Chairman, he informed the Board that Matt will remain at Reservation Golf Club as the ground's superintendent. All parties have come to an agreement which has been completed as of this date and time of this Board meeting. The employment contract has an NDA incorporated into the agreement, non-disclosure agreement, therefore there will be no further discussion except the news that we will retain Matt Emond who has done an excellent job maintaining our Golf Course. Jon will reach out to Jeff Youngquist and bring him up to speed regarding the irrigation project. We will be preparing for the upcoming season and working towards establishing a committee for tournaments, and a committee for handicaps. The Chair, Jon, is asking for volunteers to attend and assist in the tournaments and the committees. There is also a need to address scheduling and coordination with hall rentals and tournament events. We also need to focus on participation and satisfaction for our members regarding playing in our tournaments. Ressie days will remain as our main event, but we will look at a satellite group where higher handicaps can play within their group or division. Tournaments are a very important revenue generation method for our Club. A committee member suggested that a survey be conducted to see what members like and dislike to gauge what improvements could be implemented. This is just a discussion currently to see what feedback occurs. There was a discussion regarding Fund Raising, identify key vendors and solicit annual or one time donation such as \$500 or more. The Club has records of all the vendors we do business with and would be available for review. We could identify certain vendors, those whom we do a tremendous amount of business with, for donations. Motion to approve, accepted.

Membership,

The following are the current numbers of our members by membership category at Reservation Golf Club. We also wish to note that there was a change in the Social Membership numbers. According to our Treasurer, Paul Coutinho, he was expecting a reduction of at least 40%. This would be due to the changes made regarding the new billing cycle established for this membership. During COVID in 2020 and going into 2021 Social members had their dates of membership changed. Effective in 2022, the Social Membership has been reorganized to an

annual membership which starts on November 1 through October 31 of the following year which simplifies our billing in this grouping.,

Regular	195
Associate	41
Intermediate	15
Socials	132
Junior A	18
Junior B	22
Out of State	16
Honorary	12
LOA	12

The following are the changes that have taken place as of December 20, 2022.

New Members,

Tim Fernandes – Social
Brendan Maclean – Social
Kevin Berry – Regular
Nicholas Forcier – Regular
Gina Shorrock – Family
Laura Duncan – Social
Austin Koeppel – Intermediate

Change in Membership Levels,

Regular to Family
Steven Shorrock
Family to Social
Lisa Ratacik
Family to Regular
Tom Ratacik

LOA Status,

Tali Kwatcher

Resignations,

Victoria Beakes – Junior A
Catherine Beakes – Social
Bryan Beakes – Social
Thomas Kelleher – Social
Michael Fagan – Social
Alan Belong – Regular
Jennifer Daprato – Social
Colleen Cox – Social

James Harrington – Social
Deborah McBride – Social
Motion to approve, motion accepted.

Treasurer,

The Treasurer's report is rather lengthy, so a few details were brought up and discussed. The cash position dropped by 3%. The chemicals for next season have been ordered and we have initiated the payment plan to take advantage of discounts on certain invoices from 3 to 5% and managing this account to be paid off early in the season, probably by June. The first payment was for approximately \$13,500. We had a few year-end expenses for the holidays which included the food served at the Christmas Party. With the Club being in a good financial position this was expensed and paid from our revenue sources. There were tickets and a raffle which total approximately \$2,095, the food cost was \$2139, so the proceeds were moved into the savings account as a reserve toward the irrigation system. The Treasurer has pointed out that our mortgage balance is \$503,672 and in 2 months we will fall under an important threshold under \$500,000. There were 4 cases taken to small claims court. One defaulted and we will seek judgement for payment for approximately \$1,500, one settled he had moved out of town, the settlement was for \$750, another forced us to go to trial and lost, the judgement is for \$1,355. The Treasurer reached out to the fourth person. After long talks and meeting at the hall there was a resolution, and he has rejoined. It is my professional opinion that there were missteps and misunderstandings and to reunite and bring someone back is a win win for everyone. One more item was brought up, there is a line item on the P & L for O/S. This stands for over/short in the registers. The amount listed for the Pro Shop was \$559. Mr. O'Brien brought this up and looked into believing this represented a shortage. I will report back to him and the Board immediately regarding this issue. My official report is attached herein.

**FINANCIAL REPORT
BOARD OF GOVERNORS MEETING
December 20, 2022**

Eastern Bank	
Operations Account	\$104,371
Savings Account	\$121,600
Capital Improvement Fund	\$109,361
Lottery Account	\$ 5,524
Bay Coast Bank	
Operating Account	\$ 6,688
Money Market Account	\$ 5,412
CD Account	\$ 15,672
Total Cash Available	\$368,628
Line of Credit (unused)	\$170,000

Cash Liquidity**\$538,628**

The cash position of the Club dropped by \$18,338 from November which reported a total cash position of \$556,966. The reduction is specifically related to payments for chemicals and supplies for the grounds department. The Club orders in advance for the upcoming season and we breakdown this expense into monthly payments. The recent payment issued was for approximately \$13,500, and payments are scheduled every month thereafter through June. The difference of approximately \$5,000 is related to end of year expenses. The payment plan allows the Club to take advantage of discounts for paying in advance before the season begins. These discounts will average, depending on the specific invoice, between 3 and 5%, which is a considerable savings over time. The total order and invoices are approximately \$75,000 for the upcoming season, which will probably be adjusted either higher or lower depending on the needs of the course as the season approaches.

The mortgage balance as of this date is \$503,754. The mortgage is paid through a direct deduct out of the Money Market account at Bay Coast Bank. Currently, we have one payment remaining in escrow for January in this account. We will be transferring 3 months of payments in the account to ensure the mortgage is covered through the next billing cycle. The CD with Bay Coast Bank in the amount of \$15,672 will not be renewed. The funds will be moved to set up a money market account to hopefully take advantage of a higher yield in interest. The funds will be established as the base for equipment purchases and labeled the Reservation Equipment Fund. When this account is established, we will also move \$5,000 from the operations account in Eastern Bank bringing our reserve for equipment reinvestment to \$20,672. It is my hope that we will be able to move a minimum of \$5,000 every year into this account.

Although our cash position dropped by 3%, our reserve for the irrigation project has increased as we work on capitalizing our revenue for this investment. The Capital Improvement Fund and Savings Account represent our reserve which totals \$230,961. We will continue to move funds from activities such as hall rentals and future fundraising events into the Savings Account that take place in the next few months. I want to remind the Board that our initial investment for the supplies, parts and piping for the irrigation project will be approximately \$290,000, and the labor contract should be approximately \$241,000. It is my hope that we increase the amount in reserve by \$20,000 in January once we assess the end of year expenses that will have to be paid. This amount would be transferred from the operations account in Eastern Bank, the balance is currently \$104,371.

The balance in the payroll account is \$31,280, and this is not inclusive of the payroll that will be processed this week. Our payroll account will be sufficient for the remainder of the month. On the 27th of December we will start the billing process for the next quarter. The invoices will be mailed on December 30, 2022, and payment is expected by February 1, 2023.

Reservation Golf Club took legal action against 4 members who had not completed their membership years and never notified us of their intent to resign. There were 4 cases. One settled in mediation to avoid a trial, one did not show resulting in a default, one chose to go to trial and lost, the judgement issued by the court is for \$1,355. I reached out to the last individual and had a long discussion about memberships, his experience, his connections, and relationship to others in the Club, and in the end, he decided to rejoin. Based on his decision to rejoin the Club withdrew the claim filed in 4th District Court without prejudice.

I am currently working on a budget for 2023, and a draft for a 5-year plan for Reservation Golf Club. This should be ready for the meeting in January, and I will probably send out drafts to the Board early before the meeting.

New Business

There is a networking group that uses the downstairs on Wednesday mornings. Mr. O'Brien had a discussion with them informing them that as a private Club we may not be able to allow them to use the Club after December. There was further discussion and they offered to pay \$50 a week to use downstairs. The Board discussed and made a motion to accept, Board voted unanimously to accept.

Meeting adjourned 7:30

FOOTNOTE TO THE MINUTES,

On Wednesday, December 21, at 7AM I, as the Treasurer and Recording Secretary for this meeting studied the P & L and met with Z, the bookkeeper. First the amount discussed in the meeting, \$559, is not a shortage, but an overage. Our accounting system with T Snap tracks the over and shorts in a cumulative manner, therefore the amount, \$559, was a cumulative number. I met with Mr. O'Brien and he will be receiving a monthly report regarding this issue and we will be moving this into the revenue account as income earned.