

Executive Summary Board of Governors Meeting Minutes
February 14, 2022

Attending: Karen Adair, Mark Bonner, Art Camiolo, Claire Comstock, Mike Meersman, Mark Mitchell, Ron Rosselot, Tom Spaeth, Beth Wardlaw; Staff Joseph Iafe (GM) and Dan Newman (Dir. of Finance)

Mrs. Comstock called the meeting to order at 1:27pm

President's Report – Claire Comstock

- Board of Governors Meeting minutes approval for January
Motion made to approve the January 2022 minutes, seconded, approved.
- Confirmation of E-mail Board Motion and Votes
 1. **1-19-22: Motion made to approve Change Order #17: Custom-made restroom partitions, seconded, approved.**
 2. **1-27-22: Motion made to cancel the Gala on 1/31 and replace it with guided tours, seconded, approved.**
 3. **2-1-22: Motion made to adopt the operational changes outlined in Joseph Iafe (GM) email in order to stop the spread of COVID amongst staff, seconded, approved.**

Finance Committee Report – Mark Bonner (Presented by Dan Newman)

- Review January 2021 Financials

Audit

Nathan Phillips and David Phillips from Phillips Harvey group presented their final draft of the 2021 audit to the Finance Committee.

- Presentation and discussion of October 31, 2021 and 2020 audited financial statements.
- Discussion Points:
 - IRS issued final regulations for changes in the required calculation of non-member net income or loss requiring the calculation to be performed separately with respect to each business segment within a club and prescribing new methods for a “reasonable” allocation of expenses
 - Upcoming accounting pronouncement ASU 2016-02 Leases- the way capital leases are recorded on the books
- Other discussion points included the lack of separation of duties, due to the size of the Accounting staff. The timing and recording of capital and operating dues.

January 2022 Financials

The cash balance on the Balance Sheet was \$797,136 in operating and \$52,241 in Capital. The Balance in Prepaid Other of \$189,155 is a lot higher than in the past. This is due to Golf Maintenance taking advantage of Early Order Programs (EOP's).

Summary Income Statement

The total revenue for the month of \$587,089 was \$75,881 less than budget, mainly due to food and beverage. The Net Operating Income for the month of \$17,206 included \$13,000 of invitational deposits, therefore was \$4,206 which was \$40,599 below budget and \$15,835 year to date is \$159,566 below budget.

Departmental Income Statements

The departmental P&L's were reviewed. Question included why taxes were high in Administration (due to owing sales tax on the Quad monitor purchased over the internet) and a discussion on Pro Shop inventory and sales. There was also a discussion regarding the lower than expected revenue in Golf Greens Fees and Cart Rental. These were due to a higher percent of Trail Fee Rounds 4,330 versus a budget of 4,155. Cart rounds were down from a budget of 1,445 to 976. In addition, Guest rounds were 99 less than budget but Family rounds were 24 more. This created a net difference of \$10,500 in revenue in January.

Forecast

The current forecast has a deficit of \$138,815 and still needs a few more revisions.

MOTION: The Finance Committee recommends the Board of Governors to approval the 2020-2021 Audited Financials Draft as presented.

- Cash Flow Summary
- Review Clubhouse renovation summary
- 2021-22 Projections, dated 1/31/22
- Committee Motion: To approve the 2020-21 Audited Financial Draft as presented. **Motion made on the above, seconded, approved.**

Operations Report – Joseph Iafe

- Construction Update - will continue through the project t- Phase 1 of the project is completed and it will be open on Wednesday.
- Staffing Update - retention is a priority - golf ops is 1 employee short- GCM is short 1 employee- F&B back of house is 1 short and we won't hire that position – Front of House is 12 employees short to budget 9 servers and 3 bartenders. We have hired Brian Leach as a new interim F&B Dining room manager starting Wednesday.
- Clubhouse Opening Schedule & Ribbon Cutting Ceremony
- Main Dining Room Carpet Cleaning tonight
- Questions/comments on General Manager Report

Membership Committee Report – Tom Spaeth

- January Membership Changes for Approval
Motion made to approve changes, seconded, approved.

Golf Committee Report – Beth Wardlaw

- **Committee Motion: Board remove the requirements that the Golf Shop must keep groups with multiple requests together.**
Motion made on the above, seconded, approved.

Enhancement Committee – Presented by Claire Comstock

- Osprey Platform in Carole Berger's memory
Motion made and seconded to approve the project, approved.

Racquet & Activities Committee Report – Ron Rosselot (n/a)

Nominating Committee Report – Ron Rosselot (n/a)

Ad Hoc -COVID-19 Task Force – Tom Spaeth (n/a)

House and Entertainment Committee Report – Karen Adair (n/a)

Grievance Committee – Art Camiolo (n/a)

Greens Committee Report – Mark Mitchell (n/a)

Long Range Planning Committee Report – Mike Meersman (n/a)

Ad Hoc Construction Committee Report – Mark Mitchell/ Mike Meersman (n/a)

Old Business (n/a)

New Business (3:30 – 3:40)

- VCA Bar Code Usage Fee for Non-Resident Members of ECC
- The band from the Gala has been rescheduled to April 16th

Adjourn – Motion made and seconded to adjourn, approved.

Next scheduled meeting: Monday, March 7 at 1:30am (Annual Meeting to follow at 3:00pm)