

**MINUTES OF THE MEETING of the
BOARD OF DIRECTORS HILLCREST GOLF CLUB
Tuesday September 15, 2020**

The meeting of the Board of Directors was held at Hillcrest Golf Club on Tuesday, September 15, 2020. President Bryce Fauble called the meeting to order at 5:30 PM. A roll call was taken and the following Board members were present: Bryce Fauble, Marcia Baxter, Jesse Larson, Bob Therrell, Michael Anziano, Brian Dommer, Bill Warren. Jeff Thompson and Britt Bassett.

The following Hillcrest staff members were present: Ken Kirby, Amy Moody, Karen Gallegos and Michael McCloskey. Bryce welcomed new Board member Britt Bassett who was recently appointed upon vote by the Board to fill the vacant position.

MINUTES:

Bryce asked if there were any revisions to the August minutes as written. As there were none, Michael A. motioned to approve them, 2nd by Jeff T. Approved and to be filed.

PUBLIC PARTICIPATION:

This is the time set aside for members to ask questions, share concerns or give ideas to the Board and the Hillcrest staff. One member attended via Zoom.

Bryce read a couple emails with proposals for tee changes for the Blue/Gold combination and the reasons behind the suggestions. Board discussed it and agreed this is for the General Manager to evaluate and decide.

GENERAL MANAGER'S REPORT: MICHAEL MCCLOSKEY

- No changes this past month to COVID-19 procedures.
- Operations and staffing levels are transitioning to a fall schedule however there has been no decrease in the amount of play. Staff in the golf shop will be reduced next week from 4 to 3. F&B dining level ordering station will continue through end of September.
- The office manager hiring committee will review the drafted job description with the goals to post the position by end of September, interview candidates in October, and hopefully have the new person in place end November to December so Karen can be doing training. Karen has been very helpful in detailing all of her job duties for this process.
- The Club passed its fire inspection on September 11th. Forthcoming are other regular inspections.
- KPI report was presented and tee time utilization remains high and well above the average for a public course. Michael shared a few of the positive comments received from members and players.

FINANCE MANAGER'S REPORT: AMY MOODY

- End of month cash balance is \$355k. Long term debt is \$989K.
- Total income is \$1.23MM which is 13% higher than budget. Operating expenses are \$1.15MM which is 7% higher than budget. \$35K of expenses are attributable directly to COVID which were not in the budget, otherwise expenses would be on target with budget. Net income is \$80K which is \$65K higher than budget.

- Net cash provided is \$281K, including PPP debt proceeds of \$146k. Long term debt principal payments are \$81K.
- Capital Expenditures – A utility cart was replaced for \$8,500 in August which was an approved capital budget item.
- PPP/SBA Loan Update – The application process will soon be available online with TBK. For loans under \$150K the certification process may be all that is required. Lenders are waiting on further guidance.
- Internet / Phone Update – A bid from CenturyLink has been received and has no upfront costs with a 3 year contract. This includes fiber optics to the clubhouse and 8 phone lines. We are waiting on bids from other providers. The plan is to implement the new system during the off season. Our capability and speeds are well below what is needed to run our operations effectively.
- Procedural Update – The agreed upon new procedures were revised per the finance committee's recommendations and the review will begin the third week in September. FredrickZink & Associates has been engaged for the 2019 AUP and tax return.
- Amy addressed the questions from the prior Board meeting which was appreciated.

GOLF SUPERINTENDANT'S REPORT: KEN KIRBY

- August was a very busy and dry month. The recent rain has really helped the course.
- Green aeration was accomplished September 7-11 despite the 2 inches of rain received during the week.
- Grounds crew will be fully staffed until the end of September.
- The range has also been extremely busy and the grass has suffered as a result.
- Friday September 19 there will be a cross country meet on the course.
- The location and placement of the upcoming trees from the city are being evaluated.

COMMITTEE REPORTS:

- Finance – No report however Brian D. reminded all committee heads that their "wish list" for capital expenditure projects for next year is due to the committee by end of September.
- Tournaments – Jesse L. handed out the year's report for tournament participation and payouts as compared to last year. All but one had increased participation as compared to 2019. There have been already 173 more players this year and all the sponsors are excited about the increased participation.
- Golf Operations – Michael A. reported in addition to M. McCloskey's report that the survey was published and as of the 10th, there have been 54 responses. The survey link is sent to all tee time registrants in their email confirmation. Everyone agreed another email blast would be helpful with the link at the top of the email. The club may reach 45K rounds this year which is an incredible accomplishment. Merchandise will be ordered in the coming months direct with vendors as Michael will forego attending the upcoming Denver show.

UNFINISHED BUSINESS:

- Bylaw Revisions: Bob T. reported the membership was given notice of the proposed bylaw changes that were agreed upon at the last meeting and there were no comments. Bob T. made a motion to accept the revisions as proposed, 2nd by Bill W. Motion carried unanimously by show of hands.
- Simulator Update: Michael reminded the Board it was agreed to review the purchase of a simulator at the September meeting. Interest seems very high in using it if available and considering the renewed enthusiasm in golf, now is a great time to capitalize on it by keeping those new golfers engaged as the season winds down. Michael's research has resulted in recommending the purchase of the SIM in a BOX by ForeSight Sports. It can be set up in 4-5 hours with teardown of 30 minutes, and used outside for club fitting and instructional swing

analysis. He also recommends buying the additional cage to minimize any errant ball damage during inside use. Cost will be \$28.8K including shipping with a lead time of around 2 ½ weeks. Payback is estimated to be around two years. The Board asked many questions and after discussion Jeff T. made a motion that the club purchase the simulator as proposed, 2nd by Brian D. Motion carried by show of hands.

- Nominating Committee: Michael A. mentioned the committee is himself, Bill W., Daphne D'Agostino and Marcia B. 6 potential candidates are interested so far. Bios and photo have been requested from all by Oct. 1 in order to prepare the ballot and electronic voting as well as the paper ballots for those without email addresses. The election will start approximately 3 weeks before the November meeting.

CONSENT AGENDA: APPROVED WITHOUT DISCUSSION

- The Adaptive Golf Program will be added under the club's insurance policy. Since it is a regular part of Hillcrest programming it was done to provide them with the same coverage as the other program activities. There was no additional cost to the club to add them.

NEW BUSINESS: NONE

CALENDAR ITEMS:

Next regular Board Meeting Tuesday October 20 at 5:30PM.

ADJOURNMENT:

A motion to adjourn the meeting and go into executive session was made by Bill W. and seconded by Jesse L. Meeting adjourned at 7:12 PM. The meeting came back into session at 7:39 PM at which time Jeff T. made a motion to adjourn, 2nd by Bill W. Meeting adjourned at 7:40 PM.

Respectfully submitted,

Marcia Baxter, Board Secretary