



MEETING MINUTES

New Prague Golf Board

New Prague Golf Club
Tuesday, February 25th, 2020

The meeting was called to order at the New Prague Golf Club at 6:30 pm by Golf Board Vice President Jen Berglund. The following Board Members present: Chuck Nickolay, Den Gardner (via phone), Jennifer Berglund, Kevin Cassidy, and Rich Carlson. Board Members Tom Mach and Joe Halbmaier were unable to attend. Staff present: GPE Owner/Manager Kurt Ruehling, Superintendent Jeff Pint

- Approval of January 28th, 2020 Meeting Minutes:
 - Board Member Nickolay made motion to approve minutes, seconded by Board Member Carlson. Motion carried (5-0).

- Approval of Claims for Payment:
 - Nickolay made motion to approve Claims for Payment, seconded by Board Member Gardner. Motion carried (5-0).

- Review Monthly Income Statement and Balance Sheet (January 2020):
 - Nickolay will check with Patty Solheid to clarify a 'Promotions' line item, an AP claim from CIT Computers, and a claim from True North Consulting
 - Carlson made motion to approve Monthly Income Statement and Balance Sheet, seconded by Board Member Cassidy. Motion carried (5-0).

- Marketing Update:
 - Ruehling indicated that the website is being 'cleaned up', Facebook is being used for posting employment requests, rates have been given to GolfNow for the 'dynamic pricing' plan, and an ad will be placed in the New Prague Times for employment.
 - Gardner, with Ruehling's input, compiled a Marketing Strategy Plan document at the request of City Council. This document will keep the Council updated throughout the season on strategies and outcomes
 - Cassidy discussed Facebook opportunities and Ruehling is to contact the City to provide us with payment options to boost posts
 - Other social media options were discussed. Carlson will assist with Twitter feeds along with Cassidy and Ruehling's help

- Golf Operation Update:
 - Ruehling explained that he is starting to receive merchandise, former employees are being contacted, and website organizing is continuing.
 - Ruehling is setting up tee sheet and contacting outside events as season approaches

- Grounds Operation Update:
 - Pint explained how staff is way behind in servicing equipment due to the January layoffs. He also explained that as the equipment ages it encounters more and more small issues that result in more service needed
 - Pint has engaged the City with some needed tree removal

- Food & Beverage Update:
 - Chamber Bingo is going well! Nickolay presented a summary sheet of P/L reports Ruehling is keeping with each event. He will also present to Council.
 - Ruehling introduced the new menu, well received. He also indicated that we will schedule a few Friday dinners, featuring fish, during the 'Lent Season'

- Miscellaneous:
 - Ceiling replacement in 2nd floor kitchen was discussed. Nickolay will work with City Inspector to schedule work to be done following Chamber Bingo season
 - City Hall is to be contacted to better understand the agreement for computer services moving forward
 - Pint supplied a summary of department revenues/expenses, dating back to 2011, for review. Pint noted that the Maintenance Budget has been 'under' each of the last 9 years with the exception of 2017, when Grounds Committee asked for additional tasks to be completed

- Adjournment:
 - Carlson made a motion to adjourn the meeting at 7:43 pm, seconded by Cassidy.
 - Motion carried (5-0).

Respectfully submitted,

Kurt Ruehling, General Manager