



# MEETING MINUTES

## New Prague Golf Board

On site, New Prague Golf Club  
Tuesday, May 23<sup>rd</sup>, 2023

---

The meeting was called to order at 6:30pm by outgoing Golf Board President Tom Mach. The following Board Members were also present: Den Gardner, Rich Carlson, Bob Cunniff, Jen Berglund, and Councilmember Shawn Ryan. Board Member Adam Brister was unable to attend. Also present: GPE Owner/Manager Kurt Ruehling and new Board candidate Adam Gill.

- **Approval of April 25<sup>th</sup>, Meeting Minutes:**
  - A motion to approve April 25<sup>th</sup>, 2023 Meeting Minutes was made by Cunniff, seconded by Gardner. Motion carried (6-0)
  
- **Approval of Claims for Payments (\$56,307.19):**
  - A motion to approve Claims for Payment was made by Mach, seconded by Carlson. Motion carried (6-0)
  
- **Review Monthly Income Statement and Balance Sheet (April 2023):**
  - Ruehling was asked to check with Financial Director Robin Pikal on Private Cart Fees and the debt service amount.
  - A motion to approve the Income Statement and Balance Sheet was made by Gardner, seconded by Berglund. Motion carried (6-0)
  
- **Capital Equipment Update:**
  - TORO 4700 Rough Mower has arrived
  - TORO Sand Pro has arrived
  - (2) additional greens mowers remain on order
  
- **Grounds Operation Update...Jeff Pint, Superintendent:**
  - Board would like Pint to provide them with quotes on his "Top 4" Special Projects for next meeting. Quotes to include numbers from (2) vendors and (1) number that reflects "in-house" costs...and include updated quote for #5 path
  - Board discussed the cost of path on #5 and agreed that they would rather see quotes to rebuild tee boxes.
  
- **Food & Beverage Update...Holly Werner-Pomije, Food & Beverage Coordinator:**
  - Food & beverage operation continues to get great reviews
  - Clubhouse is keeping busy with meetings, luncheons, and now golf event dinners
  - Kurt will try to clear up questions regarding account charging in the bar

- **Golf Operation Update...Kurt Ruehling, GM/PGA Professional:**
  - Ruehling reported that the Membership numbers are at the highest level since he has been involved with management...currently 339 memberships sold. The increase in membership has also increased the rounds, number of league players, bookkeeping, reporting, and general organization
  - POS system is working well and staff is becoming more comfortable with it. However, there are items that need attention every day and it has been very time-consuming for Ruehling
  - Ruehling continues to work with City Hall to resolve some system reporting issues
  - Outside events are approaching and the busy event season will be here very soon!
  
- **Marketing Update...Kurt Ruehling:**
  - Ruehling is very happy with the new tee sheet and communication capabilities...mainly the ability to send emails and text messages to the players
  
- **Golf Scholarship...Den Gardner:**
  - Committee will get together soon and start promoting the 2023 event...more than likely promotion will begin in July
  - Gardner asked Board members to each register a team for the event, if possible.
  - In 2022 there were 15 team...the goal for 2023 is 18 teams
  
- **Miscellaneous:**
  - Board recognized Tom Mach for his 10 years of service on the Golf Board. Mach was presented with a plaque.
  - City Hall reported that the 2022 Audit went well
  - New Lightspeed Reports must be accurate for City Hall, Ruehling to work closely with Pikal
  
- **Adjournment:**
  - A motion to adjourn the meeting at 7:29pm was made by Gardner, seconded by Mach. Motion carried (6-0)

**Next Golf Board Meeting – Tuesday, June 27<sup>th</sup>, 2023, 6:30pm**

Respectfully submitted by,

*Kurt Ruehling, PGA  
General Manager*