



# MEETING MINUTES

## New Prague Golf Board

(Online via GoToMeeting)

Tuesday, September 22<sup>nd</sup>, 2020

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The online meeting was called to order at 6:33 pm by Golf Board President Tom Mach. The following Board Members were online: Chuck Nickolay, Kevin Cassidy, and Joe Halbmaier. Others online: GPE Owner/Manager Kurt Ruehling and Superintendent Jeff Pint, who joined the virtual Meeting at 6:59. Not present were Board Members Rich Carlson, Den Gardner, Jen Berglund, and City Administrator Mike Johnson.

- Approval of August 25<sup>th</sup>, 2020 Meeting Minutes:
  - Board Member Halbmaier made motion to approve minutes, seconded by Board Member Nickolay. Motion carried (4-0).
- Approval of Claims for Payment:
  - GPE Owner/Manager Ruehling added an invoice for the elevator telephone (\$95.80) that was not on the list of claims...to avoid late fee, Board approved addition.
  - Nickolay made motion to approve Claims for Payment, seconded by Board Member Mach. Motion carried (4-0).
- Review Monthly Income Statement and Balance Sheet ( August 2020):
  - Numbers are holding strong for the year!
  - Ruehling indicated that \$18,000.00 of the \$21,000.00 in accounts receivable was from two golf events that have not paid yet. He also highlighted that staff is keeping expenses down and the Facility is showing steady revenue. Ruehling also indicated that at this time last year we were at 79% of budget vs. 98% this year!
  - Credit has been issued from Wilson for practice range balls and will be incorporated into next month's financials.
  - A discrepancy was located regarding the portable toilet account. Ruehling to investigate.
  - Ruehling highlighted that the watering budget had been cut vs. previous years but will need to be restored moving forward.
  - Mach made motion to approve Monthly Income Statement and Balance Sheet, seconded by Cassidy. Motion carried (4-0).
- Marketing Update:
  - Ruehling spoke to the New Member Promotion and indicated that 9 new members have already taken advantage of the marketing situation! He will have an update at the next meeting.
- Golf Operation Update:
  - Ruehling mentioned Fall Rates as needed. Board agreed that Ruehling can price them as he sees fit.
  - Ruehling also reported that the accounts receivable was at a NEGATIVE number for the first time in a long time!
  - Per Gardner's suggestion last meeting, Ruehling will author a letter to be sent to all 2020 New Members, thanking them and inviting them back in 2021

- Grounds Operation Update:
  - Valve is fixed near clubhouse...turf was suffering
  - The Maintenance FUNraiser raised over \$3,000.00!! Ruehling will double check with Superintendent Pint to see what his immediate needs are. Pint had mentioned push mowers may be on the list for that amount.
  - All in attendance agreed that the flowers have looked great this year and thanked Sandy Eaton and Corky Kehrwald for their hard work.
- Food & Beverage Update:
  - Mach commented on how all events have been “excellent” thus far...even with all of the COVID-19 restrictions. Ruehling was thankful and assured the Board that remaining events will all take place under same guidelines.
  - Staff continues to do a great job with inventory.
- COVID-19 Update
  - Ruehling is continuing to assemble a list of invoices and charges caused by the pandemic, to submit to City Hall for reimbursement. Mach stressed that a list must be compiled.
- Miscellaneous:
  - Items that the Board had were all answered and documented above.
  - Ruehling explained to the Board that his rotator cuff surgery has been scheduled for October 21<sup>st</sup>. He will be absent for about 1 week as he recovers.
  - Nickolay will work with Ruehling and Pint to get necessary numbers for developing the 2021 budget.
- Adjournment:
  - Nickolay made a motion to adjourn the meeting at 7:47pm, seconded by Halbmaier. Motion carried (4-0).

Respectfully Submitted,

*Kurt Ruehling, General Manager*