

Meeting Minutes

New Prague Golf Board

Tuesday November 27, 2012

New Prague Golf Club

The meeting was called to order at the New Prague Golf Club at 6:32pm by Curt Guerrette, with the following members present: Scott Johnson, Jenna Tuma and Mark Bartusek. Board Members Kallal, Mach and Stafne were not available.

Golf Staff present – Jeff Pint

City Staff present – City Administrator Johnson

- Approval of minutes from October 23, 2012 meeting
 - Board Member Guerrette made the motion to approve minutes per request to add board members that are not in attendance (M – Guerrette, 2nd – Scott Johnson), motion was carried 4-0
- Approval of claims for payment. Board Member Bartusek made motion to approve claims for payment (M – Bartusek, 2nd – Tuma), motion was carried 4-0
- October 2012 financial reports (Income Statement and Balance Sheet). Bartusek made the motion to approve the financial reports: (M – Bartusek, 2nd – Scott Johnson), motion carried 4-0
- 2013 Budget Review
 - Board Member Guerrette made the motion to move the Motor Fuels and Water budget line items from Golf Operations to Maintenance: (M – Guerrette, 2nd – Bartusek), motion carried 4-0
 - Board Member Guerrette made the motion to approve the budget with the discussed changes in Motor Fuels - increase \$4000 and Part-time Staff in Maintenance - reduce by \$4000: (M – Guerrette, 2nd – Bartusek), motion carried 4-0
 - Note – Brod also committed to further review of spending during the 2013 Golf Season. Brod committed to review financials with City Council after exiting CQ2'13 to amend the expense spending as required. Also, Brod noted the following as it relates to spending performance in 2011 and 2012 – 'The Golf Club and staff has been good stewards of the Budget'
 - 2011 – \$40,000 under budget in Golf Operations and Maintenance Spend (expenses)
 - 2012 – projecting \$15,000 to \$20,000 under budget in Golf Operations and Maintenance Spend (expenses)
 - Note – The financials are reviewed monthly at the Golf Board Meetings. The 2013 Review, at the exit of the month of June, is an additional checkpoint to further control spending as required.
- Account Write-offs
 - Board Member Scott Johnson made the motion to approve the proposed bad debt write-offs: (M – Johnson, 2nd – Guerrette), motion carried 4-0
- Capital Equipment Review was not addressed at the meeting and will plan to add to December Agenda
- AR Charging Policy was not addressed at the meeting and will plan to add to December Agenda

- Miscellaneous
 - Plan to address the following agenda items at up-coming meetings:
 - Food & Beverage Marketing Plan
 - Capital Equipment Plan for the entire facility

- Motion to adjourn at 7:33pm (M – Tuma, 2nd – Bartusek), motion carried 4-0

Respectfully Submitted,
Wade Brod
Kurt Ruehling