

Meeting Minutes

New Prague Golf Board

Tuesday May 28, 2013

New Prague Golf Club

The meeting was called to order at the New Prague Golf Club at 6:34pm by Jeremy Stafne, with the following members present: Tom Mach, Scott Johnson, Jenna Tuma and Council Member Ryan. Board members Guerrette and Kallal were not available.

City Staff – Administrator Johnson and Mayor Nickolay were also at the meeting

- Approval of minutes from April 23, 2013 meeting
 - Board Member Johnson made the motion to approve minutes (M – Johnson, 2nd – Ryan), motion was carried 5-0
- Approval of claims for payment. Board Member Stafne made motion to approve claims for payment (M – Stafne, 2nd – Mach), motion was carried 5-0
- April 2013 financial reports (Income Statement and Balance Sheet). Johnson made the motion to approve the financial reports: (M – Johnson, 2nd – Mach), motion carried 5-0

- Reviewed incentive payment received by GME, LLC for performance in Calendar 2012
 - Plan September / October closure on contract for 2014 and beyond
- Reviewed GO Capital Equipment Bonds and Bid Results – Administrator Johnson reviewed the details with Golf Board

- Reviewed 2012 Golf Club Audit and Findings – potential areas to be addressed by Golf Board
 - Cash closing / deposits
 - Accounting software – upgrade timing and access. City Staff believes upgrade will eliminate a duplicate effort to upload data to City’s accounting software, which is not the case. With the FORE Sell Software upgrade, the reports delivered by the Golf Software will still need an extra upload into City’s accounting software. A VPN will be installed giving City Staff full access to the FORE Sell Software.
 - Inventory control – starting with the April 2013 physical inventory delivery to City Hall, part-time staff at the Golf Club will complete this task

- Miscellaneous
 - Question about a contract w/ Chameleon Coffee – there is no contract w/ Chameleon and no plan to pursue. We temporarily worked w/ Chameleon, in a effort to generate revenue through Friday dining, and that activity has stopped after a 3 month effort over the winter months. Chameleon will continue to provide catering service to the Golf Club and they have done an excellent job providing this service to date.
 - Marketing Plan – Council Member Ryan requested that this item be added to the June Golf Board Agenda and requested that Golf Board Members provide input to create a 2014 Marketing Plan.
 - Administrator Johnson noted that Sunday alcohol sales changes to 10am starting on Sunday June 23. This was a result of a city-wide change to Sunday alcohol sales.

- Motion to adjourn at 7:16pm (M – Johnson, 2nd – Mach), motion carried 5-0

Respectfully Submitted,
Wade Brod
Kurt Ruehling