

Gallatin Valley Golf Association

Headwaters Golf Course

9/13/2018

Members Present: Shawn Long, Scott Pitcher, Jon Kamps, Jason Combs, Bruce Felz and Crystal Turner. Jeff Strickland was excused to attend his son's wedding.

Others Present: Cathe Felz, Jack Rochford, Mable Deane, Kim Kanta Fink, Jeff Tomolavage, Jon & Joan Hessen and John Shampeny were also present.

President Scott Pitcher called the meeting to order at 6:02PM.

Approval of July and August 2018 meeting minutes. There were still no notes provided from July's meeting. August's meeting minutes were sent to the board electronically. Jon Kamps moved to approve August's minutes. Jason Combs seconded the motion. Motion Passed Unanimously.

Financials – Shawn Long read the bills to be paid. He has asked Nye Howey to close the Capital One account, as it is in Nye's name and they will not even talk to Shawn Long. Shawn stated there is roughly \$1,000 in payables remaining at this point, which looks good for the end of our fiscal year on 9/30/2018. There was \$12,345.54 remaining in checking, and \$60,008.16 in the money market account. The Tobacco Root account is as of 8/20 with \$5,211.26. Shawn believes there are some checks that have not cleared yet but he will check when the statement arrives.

He directed all to page 6 of the Financial Report package to review the Year-to-Date Comparison. Overall, the Course is looking really healthy financially. We sold more 18-hole rounds this year and had more cart rentals, but everything else was pretty similar to the previous years' income. Beer sales were up \$5,000, but our cost was the same so perhaps there was some not logged properly last year. We missed invoicing our t-sign income this year and this is a must to do in the winter to keep revenue coming in. We saved quite a bit in the clubhouse staff payroll since Tayler came on later in the year and has left us before the fiscal year end. Overall, our financials show a net income of just under \$40,000.

Scott Pitcher announced he and Bob made changes to the POS system to all quick access buttons for carts, back 9-holes, etc today. All employees have their own user name and passwords now too. Shawn said he talked to the employees about closeout documentation he needs for the deposit, the count sheet and then following it. Jack Rockford commented, "It all

looks good!” Shawn added the Course made around \$12,000 last week (gross) so it is still going pretty well even with the weather cooling off. Bruce Felz moved to approve the financials and bills. Crystal Turner seconded the motion. Motion Passed Unanimously.

Clubhouse Report – Scott Pitcher reminded all GVGA members present that the Board had hired a new clubhouse manager this past year. Tayler Noble was a great addition and the Board felt he did a fantastic job this year jumping in, and we constantly heard from customers how friendly and courteous Tayler was to everyone. Unfortunately, Tayler took another job and we are sad to see him go but very happy for the next step in his life. Scott thanked the clubhouse staff for picking up extra shifts and doing such a great job this past summer. Bob Cass, Joan Hessen and Sydney Rochford were great this past year and we thank Dawn Evans for picking up shifts (who previously helped operate the beer cart on Men’s League nights) and thank Sean Rochford for being versatile and moving from the Maintenance Crew to the Clubhouse. Sydney has returned to school now and we wish her luck and we are hopeful for her return next summer. The Board will look at refilling this position soon, but we will try to close out the year without a manager.

Clubs, clothing and golf balls are all on sale 30% for the rest of the fiscal year. Crystal will share this news on Facebook and was asked to put a sign on the door of the clubhouse too. Someone asked about a “blackbook” of anyone with outstanding amounts due on their account. Shawn Long will look into who still owes and send out statements to those account holders.

Scott explained why the coolers were moved downstairs from the back entrance way – and this is in hopes of starting to use that entrance as the main flow. A lot of people helped to get this golf course built – they provided a lot of sweat equity, company contributions, money to have bricks engraved – and we hope to show those supporters/sponsors off. Crystal will work on advertising the block sales harder as well.

Jack Rochford said he agreed Tayler did a good job, and Jack appreciated him giving the Course a nice amount of notice. He did, however, question the amount of time Tayler spent at the Course. Jack is very happy for the Course this year. He encouraged a schedule change, not to be sexist but to promote safety, but hoped women could be scheduled for earlier shifts and men scheduled to close. There were some nights when Sydney Rochford was very uncomfortable being alone at the end of the shift, or walking alone in the dark to lock the gate when people said told her “they had watched her close”. The Board agreed to take this into consideration. Scott mentioned he had spoken with Joan and Bob specifically about customers who violate the “no outside alcohol” law. This is a touchy subject and Scott does not wish the employees to be put in a difficult situation – he does not encourage confronting people who violate this law, but just make a note of it and inform the Board. Then the Board will handle

speaking with anyone who violates this law. Employees should only have to explain the rule, not enforce it.

Greens Committee – John Champeny reported it was a very good year. He struggled getting greens ready with the mold we fought early this spring, and it is always a learning curve with new summer employees to teach them the ropes. John commended Larry Laird, Jon Hessen, Ed Tharp and Sean Rochford for all their help and dedication. John spoke highly of the student summer helpers – teaching work ethic by example and by allowing them to make mistakes and figure out how to correct things with leadership, but not doing the job for anyone other than yourself.

Crystal asked if John had a chance to go inspect the Townsend golf carts which are to be lease returned soon. John said he had, and we do have the time to intercept the lease returns. The carts would be about \$1,800/each. Townsend has ten available, but John thought we could get away with replacing/adding five for now.

John noted it was an easy summer for irrigating since we were blessed so much rain. We had five inches of rain in June, and then about one each every other month this season.

Joan Hessen commented many golfers came in to the clubhouse and complimented the condition of the course. John Champeny said, “Don’t thank me – thank my staff.” Jon Hessen commented this it “No little golf course anymore. I see total strangers everyday and we have kind of running joke to see what other county’s license plates are in the parking lot. There are lots of people coming to play here from other areas now and many of them have become pass holders too.”

GVGA Member Comments – Kim Kanta Fink questioned if it will become common practice to chain up all the golf carts nightly. Scott replied that it is not a nightly task yet, but the Course has installed cameras all over in hopes to minimize damage.

Kim also questioned if the Course had discussed switching from Republic Services to L&L Site Services, as Kanta Products did recently and L&L is offering them a lower rate. Crystal explained the Course did look into this last year and Republic lowered our rate to a non-profit rate.

Old Business – Scott noted the Board will be drafting letters to two pass holders regarding their bringing in alcohol and violating the law.

Jon Kamps stated it was a successful year in his mind as we received no major complaints.

New Business – Bylaw changes: Crystal distributed copies of the bylaws with proposed changes highlighted in track change mode (see attached copy). Her comment on “Article V, Item D”

where Crystal proposed omitting this section, she now understands this to mean that no quorum of the general membership needs to be present in order for the Board to hold a meeting. This item will not be deleted. Scott asked for additional language in “Article VI, Item E” to allow the Board to close a public meeting in order to discuss employee performance issues unless the employee is present and waives his/her right to privacy. In “Article VII, Item D” we will leave the language requiring two signatures on checks over \$2,500. Scott likes this checks and balance. Crystal also incorporated all previous years’ changes into the one document and noted the changes as footnotes at the end of the document. Shawn Long motioned to approve the amendment to the bylaws. Jason Combs seconded the motion. Motion Passed Unanimously.

The group talked about the change of bookkeepers from Mable Deane when she retired, to Tudor & Associates and how much it was costing the Course monthly. Scott informed those present the Board had hired Shawn Long to do the bookkeeping and to remove any question of his duties, the Board voted to remove Shawn (an Officer) as an authorized signer on the checking/savings accounts. Mable Deane stated the golf course is very dear to her heart and she believes Shawn Long is doing an excellent job as treasurer and bookkeeper.

FCCLA Cathe Felz of the Three Forks School FCCLA group said the Department of Transportation (DOT) has awarded the school a grant on traffic safety projects. The school has signs like “We are safe, we are respectful, we buckle up” posted at the parking lot exits to promote safety. In 2018 the DOT they are working to educate people on drowsy driving. FCCLA would like to utilize space on the fence along Hwy 2 to post witty signs the students would come up with to advertise the Golf Course as well as promote drowsy driving. Signs may say things like, “Save the ‘long drive’ for the fairways” or “Take a break at the golf course; rest up before you drive”. The signs would be professionally made and installed by SCS out of Bozeman. Crystal said that Hwy 2 is a State Highway which may require a sign permit. Cathe will investigate and speak with Shiela Kozer to find out if they need to obtain a permit. The Board realizes this will open the door for everyone to ask to use the fence to advertise, however this is promoting safety and advertising for our own golf course, not a local business. Cathe explained FCCLA would pay \$150.00 for each sign, and asked the Course to pay \$150.00 as well, and the grant would cover the rest of the creation/installation cost. The grant application is due by October 10th. If grant approval is received, the signs would go up around January/February. There was brief discussion regarding attaching the signs to the fence, making sure they do not blow away easily. Cathe explained they are durably built and attached in four locations on the sign. The school’s current signs are already three years old and holding up well. . The Board was agreeable to using the fence space, pending FCCLA obtains the proper permits from the State. Jon Kamps moved, pending MDOT approval, to spend \$600.00 on four signs for FCCLA. Crystal Turner seconded the motion. Motion Passed Unanimously.

Interim manager – Scott proposed skipping this item until the next meeting. Jason Combs said we do need an alternative plan for the current schedule, as it assumes no one needs a day off or will get sick. Perhaps board members could fill in? Scott added we will need to take inventory in the next week or so too before the year-end.

Election of Board Members – We have three terms expiring: Scott Pitcher, Shawn Long and Bruce Felz. All three are interested in remaining on the Board. Jeff Tomalavage introduced himself and said he would also be interested in serving on the Board. The group distributed paper and pencils and asked for each member present to write down three names. Kim Kanta Fink tallied up the votes (see attached) and announced Scott Pitcher, Shawn Long and Bruce Felz were re-appointed. Scott thanked Jeff for his interest and encouraged him to keep attending meetings to learn more. He added Crystal attended meetings for over a year to learn the Board's operation before volunteering her interest in serving. Jeff said he became a pass holder this past year and has thoroughly enjoyed Three Forks. He will try to attend more meetings as well.

Appointment of Officers – Jon Kamps motioned to appoint Scott Pitcher as President. Jason Combs and Crystal Turner seconded the motion in unison. Motion stands by acclamation.

Scott Pitcher moved to appoint Jon Kamps as Vice President. Crystal Turner seconded the motion. Scott Pitcher moved to appoint Jeff Strickland as Vice President. Jon Kamps seconded the motion. The group again distributed paper and pencils and asked for each member present to write down one name. Kim Kanta Fink again tallied the votes (see attached) and announced Jon Kamps as Vice-President.

Jack Rochford moved and nominated Crystal Turner as secretary and Shawn Long as Treasurer. Mable Deane seconded the motion. Motion Passed Unanimously.

Next Meeting will be October 11, 2018 at 6PM at the Clubhouse.

Crystal Turner moved to adjourn. Jon Kamps seconded the motion. Motion Passed Unanimously.