OSOYOOS GOLF CLUB

BOARD MEETING MINUTES – Mar 28, 2024

Held on (April 2nd) 2024 10:00 am.

Board Members in Person upper Lounge.
Alan Bajkov, Brenda Hendrickson, Rob Coulter , David Peterson, Doug Booth, Tim Alder, Gary Stead
Absent: Bev Newton

Staff:
Doug Robb, General Manager

1. Call to Order 9:55 am
a. Agenda Changes or additions. None.
b. Adoption of Agenda
Moved and Seconded:
THAT: The Agenda be approved.
CARRIED

2. Consent Agenda
Consent Agenda Items
a) Board Meeting Minutes – February 29, 2024
b) Consent Agenda Approval
c) Business arising from Minutes.
d) Club Captain's committee agenda/Minutes – March 18, 2024
e) Greens Meeting Minutes – March 25, 2024
f) Food & Beverage Meeting Minutes – March 27, 2024
g) Marketing Meeting Minutes – March 27, 2024

Consent Agenda Approval
Moved and Seconded**:**
THAT the Consent Agenda be approved
CARRIED

3. Reports
a. Presidents Report
Alan provided an update regarding the strategic planning session and the meeting last week that was arranged to prepare for the session. Planning session is booked at Spirit Ridge April 15th 9am to 3 pm.

Next Monday April 8th at 9am is the Governance session for the new Board members to help prepare them for the session on April 15th. It will go until 12:00 noon in the upper lounge. All Board members are welcome to attend on an optional basis.

b. GM Report

Ryan's report regarding winter preparations for the courses this coming winter is very comprehensive and informative regarding our options. Both Roger and Ryan are available to meet with members who have questions about our approach. We may distribute Ryan's report to members through a link in an email to help educate them.

Park Meadows opens tomorrow April 3rd. There are a number of greens that have winter damage. We will likely keep the green fees reduced until mid-April and it will depend on the recovery of the course conditions.

Green fee revenue for March this year was about double from March 2023.

Firefighter appreciation day is in the works. It will be a 9-hole event with Herman providing a BBQ meal afterwards. It will likely be in the next 4 or 5 weeks on a Wednesday. Dorothy will be involved in providing some social media coverage to inform the community of this event in support of the Club's brand.

Jamie Higgins started in the office this week as Moira's replacement. She will be working about 20 hours per week.

The kiosks are open and their status will be dependent on weather and golf bookings to help keep staff costs in control.

Additional kitchen staff will be arriving soon to assist Herman. He has been working 7 days a week.

Lithium cart conversions are continuing but are dependent on availability of the batteries. We are hoping to convert about 10 carts but may do more. Tyler and Jim are managing the cart conversions.

Great feedback regarding the club sponsored events on the website. Golf Genius is working well for the registrations, and we are pulling in good numbers for our event calendar.

We've had an uptick in new members joining, especially Intermediates. We have around 500 members now.

Wayne Hachey has approached the club regarding non-club teaching pros using the practice facility to teach lessons. We previously accommodated this a number of years ago but the club made no revenue. His request was declined.

There are issues with the upper deck railings. An inspector recently expressed concern regarding the space below the glass panel and the potential for small children to be able to crawl through. The deck has been open since 2022 so not sure why this inspector is raising an issue now when the previous inspector did not. Further updates will be forthcoming.

HR Consultant discussion. We got a few quotes and Doug has chosen a consultant in Vancouver who charges by the hour. She has done some work already on our new employee information package which is now up to date. She will bill on an hourly basis as we need her assistance.

- **Finance Report: for the Month ended February 29,2024**
  David commented on the improving revenues but expressed caution regarding food and beverage. We will need to keep an eye on costs with a view to a break-even position overall. Hopefully it won't get to a point where our approach with F&B will need to pivot to a less costly approach. Time will tell.
- **Balance Sheet**
- Cash and cash equivalents were $231K compared to $962K for same period last year.
- Current Liabilities were $236K; $65K increase from last month and an increase of $105K over same period last year. The majority of the increase is a result of the collection of the $200 membership spend which accounted for $69K of the increase.
- **Income Statement**
- Revenue for the month was $337K; $209K below budget and $127K lower than in the same period last year. YTD revenue is $943K; $138K below budget and $78K below same period last year. The shortfall is largely attributable to membership dues and power cart leases. Memberships got off to a slow start this year but have had some positive momentum going into March and although they may fall short of the whole year budget of $1,050K the variance will likely be reduced.
- Wages for the month were $83K; $12K below Budget but $26K over the same period last year. Wages YTD were $185K which is $10K below budget but $101K over 2023. Several factors attributed to the year/year increase, including the hiring of Chef Herman and Alana, the smoothing out of some pro shop salaries (i.e. now calculated over 12 months as opposed to 10) and additional F&B activity (Valentines Dinner etc.).
- Expenses for the month were $146K; $41K over budget and $31K higher than the same period last year. YTD expenses were $217K; $41K over budget and $42K higher than the same period last year. The year/year increase in expenses was impacted by Grounds expenses, including wetting agents, fertilizer, and irrigation maintenance. These expenses are within their whole year budget and the variance should be reduced over the course of the year.
- Net Income for the month was $108K; $238K below budget for February. YTD Net Income was $542K; $169K below budget and $221K below the same period last year. As noted above this is due to the decrease in membership revenue over the first two months.

4. <u>Committee Reports</u>

a) **Building**: Just the upper deck railing issue discussed above. If we cannot get an inspection passed, who will pay for any construction costs to modify the railing? Further updates will be coming.
The sound system in the clubhouse needs some work as the reliability of the microphone declines as the user moves away from the bar where the amplifier is located. The technology will be reviewed and upgraded as needed.

b) **Club Captains**: Nothing in addition to what is contained in the Club Captains Committee report.

c) **Finance:** covered above.

d) **Food & Beverage**: nothing to add to the report.

e) **Health & Safety:** There will be a meeting this month now that Ryan has all his staff back.

f) **Long Range Planning.** Governance workshop April 8th and Strat Planning session on April 15th.

g) **Marketing –** There has been good engagement with social media outreach. Lines of communication have been established between Dorothy and Alana/Herman and with the Pro-Shop with a view to taking an agile approach to our social media strategy. Vince will be providing Dorothy with a monthly schedule showing plans for Pro-Shop sales, golf course events etc. to support a pro-active social media campaign.

h) **Membership –** discussed above. Doug was asked to gather historical member category numbers so we can compare our current numbers with where we have been in the past. This will be useful for our Strat planning meeting on April 15th.

i) **Nominating:** Nothing new.

5. <u>Reoccurring Business</u>

None.

6. <u>New Business</u>

a) Governance Training session

b) Strategic Planning Session April 15th 9:00am to 3:00pm

c) AGM – April 29, 2024
Doug provided the format for the meeting. Notice goes out 21 days prior to the event. Main function is to share the outcome of the KPMG audit with the members. Members need to approve the financials. Doug, Alan and Dave will be presenting, and Ryan will be present to field any questions regarding the course conditions and course planning.

d) Welcome Back Party – April 22, 2024
Annual tradition. All attendees receive a name tag. Board members and new members will get unique tags to help identify them to the other attendees. Herman will prepare some food. Usually a great turnout with over 150 people.

7. <u>On Table Items</u>

8. Adjournment: 11:05.

9. **<u>in Camera</u>**

a. With General Manager: Not recorded.

b. Without General Manager: Not recorded.

10. <u>Next scheduled Board Meeting</u>

9:00 am April 25th, 2024