

REGULAR  
BOARD  
MEETING



**Meeting Minutes**  
**August 15, 2024**  
**4:00pm**

**Board Members Present:**

Jeff Cirka  
Kimberly Eimers  
Glenn Jefferson  
Stewart Warner  
Linda Hall

**Board Members Absent:**

Brent Russman  
Gordy Gregg

**Supervisors Present:**

Roben, Business Operations  
Paul, Greens  
Tyler, Head Pro

**Supervisors Absent:**

Lori, Restaurant

**CALL TO ORDER**

Meeting called to order by Jeff Cirka at 4:00pm at the Lewiston Country Club Clubhouse.

**APPROVAL OF PREVIOUS MONTH'S MINUTES**

Minutes approved as presented  
Move to accept minutes with changes by Glenn  
Seconded by Stewart  
Motion passed unanimously

Next regular board meeting: **September 16, 2024 @5:00 pm @ Clubhouse**

**MEMBER COMMENT:**

none

**AMMEND AGENDA:**


Under Miscellaneous add the topics:

Roof

By-Laws Committee

**DEPARTMENT REPORTS:**

Golf Operations – Tyler

- Scorecards
    - Discussed whether or not to have ads on the scorecards. The company we had used in the past kept all the money, so the Board saw no return on having that company print our scorecards. The Board discussed using a local printing company when we need to order new cards for next season with no ads. This allows the money to stay local and gives us room to put the map of the course and other course related information on the cards.
  - Social Members
    - Pro Shop is tracking the rounds of social members and charging those who have either used all their rounds or did not bring their member cards to redeem when playing.
  - League Play
    - Discussion regarding those playing league having to pay green fees. At this time, there is no green fee charged. Discussion about whether or not to charge the guest nine-hole rate for those playing league beginning with the FY25 league season. Will be discussed further with Men's and Women's League representatives.
  - Member Discounts
    - Currently members are getting a 10% discount on everything, including range and guest green fees. It was discussed to remove the automatic discount in the system and hand enter the discount when merchandise is being purchased. Currently the cost of sales tax is already included in the price displayed for the merchandise which many be causing some to think our prices are higher than other locations around us. Tyler will have the ProShop rework the prices to eliminate the sales tax on the price tag.
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**ACTION:**

Motion to eliminate all discounts in the POS system and hand enter when soft goods are purchased by Kim  
Seconded by Stewart  
**All approved**

- Hours of Operation
  - Discussion about setting actual hours rather than say “dusk” as many do not know how to interpret what “dusk” means or when it begins. The new times for September – December will be 7:30pm for closing. This will change with the season and be posted.
- Cart Shed Audit
  - Audit has been completed and there were some open cart sheds found during the audit. Tyler will contact those on the waiting list to see if they are still interested in having a cart shed.
  - Cart Shed Rental Agreement will be finalized and sent out to members.
- Trail Fees
  - There are many that are not being charged for trail fees. Tyler will conduct a Trail Fee Audit to determine who needs to be assessed for a trail fee.
  - Guests bringing their own carts will also be assessed a trail fee.
- Staffing
  - Tyler is interviewing for additional help. Ben will remain full time and Ethan will go to part time.
  - We will cross train employees to work in both ProShop and bar/restaurant.
- Couples League
  - Begins Sunday, September 8, 2024 and runs through October 27, 2024.
  - Shotgun start at 4:00pm
  - \$5/couple

#### Grounds –Paul

- Bunkers:
  - Reworked bunkers on #1, 2, 10, 12, 13. The rest are scheduled to be done.
- Air reliefs are being added to our high points on the irrigation system to bleed out existing air after the system has been shut off for a period of time. This will help eliminate irrigation breaks.
- Continuing to verticut greens and top dress tees on regular basis. Fertilizing and fungicide treatments are also being done.
- Replacing smaller sprinkler heads with larger ones to accommodate dry areas and also repairing several neglected sprinkler heads on the course.
- Spraying weeds and crab grass throughout the course and treating the ponds for weeds and algae.
- Trees are being trimmed and eliminating plants and shrubs throughout landscape areas and driving range. Crew will re-landscape the driving range during the slower months.

- One of John Deere Gators has a blown motor and out of commission.

#### Bar/Restaurant – Roben

- Discussion to split shifts of cooks in order to reduce hours worked by the same staff.
- Stewart brought up topic of closing the restaurant completely on Mondays. That is our least busy day, especially since we already open later on Mondays. This would help reduce staff needed, reduce overtime hours, and ensure all employees have at least one day off. Board discussed and will continue with discuss at next meeting.
- Staffing – Mariah has given her notice, which leaves the three (3) bartenders. There is an position posting for another bartender.
- New employee shirts have been ordered and they will be required to wear them along with their nametags.
- The bar/restaurant has been closing early without permission. Roben will address with staff.
- New Fall/Winter hours will begin after Labor Day with things closing down at 8:00pm.
- Still some electrical issues that need to be addressed in the kitchen area.
- Would like to hire one more part time cook for kitchen to help reduce Lori’s hours.

#### FINANCIAL REPORTS


The Board discussed the financials for review.

##### Highlights:

- Lost revenue in July 2024
  - Perhaps contributed to lack of use within restaurant
- Budgeting Committee will begin meeting to set the budget for FY25.

**ACTION:** Motion to approve financials by Glen  
Seconded by Kim  
All approved

#### EVENTS:

- Whing Ding – Labor Day Weekend
  - PK Metals
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## **OLD BUSINESS:**

### **Pending Legal Case Update**

Guilty plea entered and sentencing will be held October 30, 2024.

**ACTION:** None

### **Security Cameras and Upgrades Update**

Cameras ordered and should be installed in latter part of September.

**ACTION:** None

### **Member Behavior Issues**

Member that is disputing residency will present at next board meeting. Kim has recused herself from this issue.

Jeff will meet with the family that is refusing to abide by the license requirement for using carts on the course. There will be sanctions assessed if they do not abide by the requirements.

### **Cart Sheds – Review Lease Agreement**

Brent sent the Board the updated agreement. Board discussed parts of the agreement and will further review the document and give input to Brent. Legal has reviewed the terms and approved as written. There is a need to do a cart audit to make sure we know where there are openings or if there are additional items in the sheds that are not allowed. This needs to be done prior to the agreement going out to members.

**ACTION:** None

## **NEW BUSINESS:**

### **Review Member Cart Rental Agreements (Monthly)**


Discussed issue of the decision to eliminate the monthly cart rental to members. Board read letters from members who were asking Board to reconsider the decision. No action taken.

### **Pool Closure for Season**

Pool will close for the season on September 3, 2024. During off season, pool will be drained for any painting and repair work necessary.

### **Whing Ding Tournament**

Max teams is 100 and we are getting close to the limit. Board wondered if there were some PR we could do based on Joel and Gino's participation.



### Budget Working Group

First meeting will be August 20<sup>th</sup> at 4pm at clubhouse to set criteria and review previous financials. Meetings will be conducted until such time the budget has been set. Need to be ready for the annual meeting.

## COMMITTEES

### Membership

Nothing to report, however, the committee will go over the membership roster to ensure it's been updated based on the new rates.

**ACTION:** None

### Greens

Backhoe attachment has been ordered  
Working up bids for new bunker rakes  
No fall aeration of greens

**ACTION:** None

### Tournament

Boys and Girls Club are wanting to lock in date for 2025  
CCI has asked us to host again in 2025  
Stewart will work with Tyler on tournament schedule

**ACTION:** None

### Social

No report.

**ACTION:** None

### Financials

No report.

**ACTION:** None

## MISCELLANEOUS ITEMS

### Roof Repair

Jeff has a bid from JM Roofing, however, it's an old one and he will get a new one soon. The company did say they could get the work done prior to winter setting in if we are able to sign the contract.

**ACTION:** None



