



BEAR VALLEY SPRINGS ASSOCIATION
BOARD OF DIRECTOR SPECIAL BOARD MEETING
Joint Meeting with Finance Advisory Committee (FAC)
Annual Budget Review
Thursday, March 28, 2019, 12:00 PM – 5:00 PM
Oak Tree Country Club
MINUTES

Open to All
Members

A. ANNOUNCEMENTS

1. Call to Order @ 12:00 PM
2. Roll Call

Board Members: President Larry Thompson, Treasurer Guy Munday, Director Monique Herbst, Director Butch Reyburn.

FAC Members: Guy Munday, Monique Herbst, Porter Underwood, John Seaberg, David Lown

Board Members Absent: Vice-President Jim Panek

Staff Present: General Manager Cheramy Krueger, Assistant General Manager and Controller Wesley Shryock, Administrative Assistant Anita Bauer.

3. Intent to Tape the Meeting
4. Board Comments/Announcements:

Larry announced that Wesley Shryock will be our new General Manager as of June 1, 2019 at the departure of Cheramy Krueger. Her last day will be May 31, 2019.

B. ADMINISTRATIVE & PROCEDURAL MATTERS

Approval of Agenda for Special BOD/FAC Joint Meeting, March 28, 2019

Motion by GM to approve the March 28, 2019 Joint BOD/FAC Agenda.

2nd by MH

Motion Approved 4-0

C. MEMBER COMMENTS

D. BOARD BUSINESS / ACTION ITEMS

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| 1. | Discussion of 2019-2020 Budget Packet |
| 2. | Discussion of Budget Narrative Memo |
| 3. | Review of the 2019-2020 BVSA Manager Budget Presentations |
| | <p>a) 12:00-2:00 – Ross McKee (12, 15, 23, 24)</p> <p>Ross McKee addressed the Board of Directors referencing the budget for Dept. 12, 15 and 24. Department 23 was not representing an accurate number therefore everything will be under Department 24 beginning this fiscal year. Department 12: This department's budget changes are minimal. No fee schedule, revenue or cost of goods for Dept. 12.</p> <p>Dept. 15: Last year's budget was not an accurate representation of labor and payroll costs. This year he is working to provide an accurate number for labor, payroll, and cost of goods. Fee schedule has no changes except the cake cutting fee which was eliminated. Revenue has been significantly affected by the pass checking dilemma with the MR. There is no increase in revenue and there is no change in cost of goods. Discretionary spending is increased. Outside services have an increase due to hood cleaning intervals, increase for pest control due to changing to eco-lab. Other increases include Code-3, chemicals, non-consumable supplies. We are phasing out polystyrene</p> |

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| | <p>due to the state mandating coming in the near future. Linen costs have increased. Drug testing increased. Propane costs are showing an increase due to anticipating an increase at the Mulligan Room. License, fees and subscriptions are increased due to our new POS system. Payroll is showing an increase due to the previous budget not being a true representation of what is necessary to run the restaurant.</p> <p>Department 24: RM reported the budget shows a lot of increases due to combining Department 23 and Department 24, revenue is stagnant although there is room for more use of the OTCC. With a few changes in the dining room there is a possibility of hosting large parties up to 20 at a table. The weeknights are showing an increase in covers. The service has become more efficient due to managing the front of the house. Cost of goods is in line with revenue. Expenses have made a slight increase. RM stated they have been very conservative and cautious although this year there is a need to replace some equipment. Employee development is increasing the training line item. Further discussion occurred regarding the entertainment schedule and the amount of free food that is given away due to happy hour and the birthday promotion. The BOD came back to this section at 3:30 PM - LT asked to go back to discussing the free food section of his budget. These are items that are given away at no cost. The birthday promotion, the happy hour food as well as entertainment costs.</p> <p>JS made a motion to get rid of the happy hour food due to the great expense. Approx. \$800.00 per month.</p> <p>2nd by DL</p> <p>Vote taken 5-0 (Finance members) were in agreement to this proposal.</p> <p>Motion by JS to reduce the birthday promotion from \$22.00 to \$20.00 credit towards an entrée.</p> <p>Vote 5-0</p> <p>GM made a motion to continue with entertainment for a 6-month period Fridays Karaoke and DJ only. Saturdays to have live band twice a month. DJ or Karaoke on the other Saturdays. After that we will reevaluate with a cost analysis. Motion Withdrawn.</p> <p>Ross suggested a slight reduction in entertainment for the year would reduce the cost by \$12k.</p> <p>Last year's entertainment totaled \$39,400.</p> <p>WS asked Ross what cost parameter he would be able to work with. WS asked if 36k would be workable.</p> <p>GM (representing the Finance Committee) made a motion to approve an adjustment in entertainment expenses to 36k for 2019-20</p> <p>2nd by JS</p> <p>Motion Approved 4-1</p> |
| | <p>b) Break ½ hour</p> |
| | <p>c) 2:00-3:00 – Mark Gonzales (11, 26)</p> <p>Reconvened meeting at 2:50 PM. Mark Gonzalez gave an overview of the maintenance department including all construction in BVS. He stated there are not a substantial amount of changes on this budget. No revenue, no cost of goods. Discretionary has a change in office supplies. Minor equipment shows a small change for auto maintenance. LT asked about waste costs. MG answered he only has trash expenses, not green waste.</p> <p>Auto insurance had an increase. Auto registration has some increase as well. COLA increases were minor due to the size of his staff. MG would like to make a change to his one seasonal employee to a regular part-time employee.</p> |

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| | <p>d) 3:00-3:30 – Brandon Haynes (20, 30) Brandon gave a summary of IGM, International Golf Maintenance which services and maintains the golf course grounds and the other irrigated areas within BVS. IGM helps a lot of departments in the BVSA. Department 20: Non-discretionary has a small increase Insurance has an increase and minimum wage increase has slightly affected this. Department 30: Grounds maintenance and greens maintenance. Snow melt chemicals has an increase in price. Water is purchased as non-potable. The rain has allowed for a significant savings.</p> |
| | <p>e) 3:30-4:00 – Wesley Shryock, Controller (AB Report) WS addressed the Committee and BOD regarding the final budget numbers. The Anticipated Balance report was received as reported. The Finance Committee was dismissed to discuss the final budget numbers. The Finance Committee re-entered the meeting at 4:18 pm. The group is concerned with the range hours. Department 17&19. The request for an increase of 1000 labor hours is in question. The FAC are proposing no increase in sports league oversight. Debbie Papac addressed the Whiting Center staffing needs for Dept. 19. GM motion to eliminate the increase in 1000 hours from Department 19–Withdrawn. GM wants to know how many shooters have been at the range for the whole year. DP was tasked to look at the year’s numbers at the shooting range.</p> |
| <p>4.</p> | <p>Discussion: 2019-2020 Budget Development Joint Board of Directors and FAC Meeting – Wednesday April 03, 2019, 12:00 PM – 3:00 PM, OTCC Reception Area.</p> |

E. ANNOUNCE UPCOMING JOINT BOARD / FINANCE COMMITTEE MEETINGS:

F. ADJOURN SPECIAL MEETING @4:52 pm

Approved by the Board of Directors

Date: April 16, 2019

Signed: Anita Bauer

Anita Bauer

Secretary to the Board of Directors