

# PORT HURON GOLF CLUB

## Minutes of a Regular Meeting of the Board of Directors

Held: March 20, 2024

### Members Present:

In Person: Glen McCoy, John Adair, Kathy Hayman, AJ Armbruster, Dale Vos (phone), Jon Ryan, Paul Kraklan (phone), Devin Smith

Absent: Frank Partipilo

Others Present: Ray Reyes, GM  
Joel Peattie, Golf Professional (phone)  
Jeremy Shay, Superintendent  
Danielle Warren, Admin.

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The meeting was called to order at 5:00 p.m.

### 1. **Welcome & Opening Remarks.**

- a. President McCoy welcomed everyone. We are well on our way to the 2024 Season!

### 2. **Approval of Minutes.**

- a. The minutes from the February 21, 2024, regular meeting were presented. Motion by Armbruster, seconded by Smith to approve. Motion carried.

### 3. **Finance and Capital.**

- a. February 29, 2024, financials were presented. February was a good month considering the time of year. The actual Carrying Charges are high; there are a few members a couple of months behind. Ray Reyes is looking into a collection process, working with Danielle Warren. A letter will be included with this month's statement regarding their arrears. There will be approximately 3k in bad debt at 10/31/23. Devin Smith continues to monitor bar and dining room COGS. Motion by Armbruster, seconded by Hayman to approve. Motion carried.
- b. The PHGC Capital Fund report was presented. The unaudited Capital Fund balance is \$275,693.00 at March 20, 2024. Moving forward, transaction dates will be included with the line item in the Pending Capital Project section. Formula modifications will be made in the top section. The cost for the drainage repair for Fairway Drive at \$13,650.00, and drainage for #12 and #15 ponds at \$9,600.00, may be increased. We are looking for another contractor to do the work. Engineering needs to be done on the Fairway Drive project also.

### 4. **General Manager.**

- a. Ray Reyes reported that he's doing a comprehensive review of the food and beverage inventory. Order guides and receipt cards that include COGS are being updated. He's also doing a bar inventory, with Ann Marie, and breaking out COGS. He's getting in tune with the inventory and costs. Jon Ryan is helping with process efficiencies and making recommendations on Point-of-

Sale options; and is also researching lease options to reduce costs. Ray is sharing a Remarkable Training program with staff and the employees are buying in.

- b. Ray has obtained painting quotes from two vendors and one asphalt quote.

#### 5. **Membership Report.**

- a. The Membership Class Count and 2024 Membership Changes & Financial Impact as of March 20, 2024, were presented.
- b. Six membership applications were presented:
  - 1) Chad and Andrianna Schwabauer, Regular Golf Family,
  - 2) Nate and Meghan Zuzga, Regular Golf Family,
  - 3) Pam Ritter and Daniel Vinch, Non-Resident Regular Golf Family,
  - 4) David and Charlene Lomp, Regular Social,
  - 5) Judy Hall, Regular Social,
  - 6) Alexis Alexander, Intermediate – Social.

Motion by Adair, seconded by Ryan to approve. Motion carried.

#### 6. **Greens Committee.**

- a. Greens Committee Report provided.
- b. Currently working on pin location and mapping. Jeremy Shay will coordinate with Joel Peattie on pin sheets for tournaments.
- c. April 6<sup>th</sup> will be the Membership Clean-up Day. Hot Dogs to follow.
- d. The St. Clair County Road Commission requires engineering be done on the Fairway Drive drainage project before commencing with work. Jeremy Shay will contact an engineering firm.
- e. Work is delayed on #12 and #15 pond drainage and irrigation pump, need to find a different contractor and get the work done as soon as possible.
- f. The 5-year Capital Equipment Plan will be examined with Ray Reyes' input.
- g. Seasonal re-staffing has been delayed due to the weather.
- h. The committee is looking for a couple of other members.

#### 7. **Membership Experience Committee.**

- a. The committee has met, and the calendar is filling up. The Opening Party is 4/27/24 and the Derby is planned for 5/4/24. Ideas being implemented- employee name tags, menu, and menu rotation, and our wine selection, among other items.
- b. The coyote team came in and there have been no captures.

**8. Pro Shop / Tournaments Committee / Handicap Committee**

- a. Matt Alexander and Justin Fuhrman will open / set up the Pro Shop on April 2<sup>nd</sup>. Jeremy Shay will handle day-to-day carts. Joel Peattie will return on April 15<sup>th</sup>.
- b. Joel Peattie has secured carts for the 2024 season.
- c. We are looking for a chair for the Handicap Committee. Dale Sweeney, stepped down as Chair, will not be back in Michigan until June but wants to remain on the committee. Diane Tomiuk has resigned, and Judy Wilton will take her place. The committee is reviewing score posting programs / apps, i.e. Cap Patrol, etc. Joel Peattie has asked that we give it one more year before moving forward with a program.

**9. Long Range Planning Committee.**

- a. The Long-Range Planning Committee is recommending the board approve the repair, patch, seal, and striping of the parking lot = not to exceed 1 17k. Motion by Armbruster, seconded by Hayman to approve. Motion carried.
- b. The committee, with the assistance of Ray Reyes, is working on how to fund future projects and the best way to communicate information with membership.

**10. Policies Review.**

- a. Next month, PHGC's top 5 policies will be reviewed.

**11. Old Business.** None

**12. New Business.**

- a. Discussion on Matt Alexander's pop-up shop at Tee It Up.
- b. Our next meeting will be Wednesday, April 17, 2024. The May 15<sup>th</sup> meeting will include dinner for the board and their guest.

**13. Adjournment.** The meeting was adjourned at 6:45 pm.

Submitted by:

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Kathy Hayman, Secretary