

**BOARD OF DIRECTORS MEETING  
ARROWHEAD COUNTRY CLUB  
FEBRARY 14, 2017**

Matt Wiesner called the meeting to order at 2:30 PM.

**MEMBERS PRESENT:** Matt Wiesner, John Mathewson, Harv Varness, Al Sabin, Shar Sabin, Jeff Waechter, Scott Gall,

**MEMBERS ABSENT:** Terry McKillip, Rich Firebaugh, Roger Lakin, Scott Mathson, Nick Venturi

**MANAGERS PRESENT:** Melissa Conley, Chad Robbins, Reid Koberg

**MINUTES FOR JANUARY 10, 2018:** A motion to approve as presented was made by John Mathewson, seconded by Al Sabin, and all approved.

No guests were in attendance.

**OPENING COMMENTS:**

The recent newsletter was well received and many positive comments were received. Melissa will be sending a newsletter around the first week of each month. Starting with the next letter items relative to the calendar, golf course, pool, and pro shop will be included.

Melissa is behind in updating the website, but will be working on that shortly.

Terry has asked for a special meeting to only consider the financial needs of the club. In particular, our list of capital projects/needs continue to grow. Priorities will have to be established and means of financing explored. Specific needs include: deck, HVAC, water heaters, cart shed roof.

A tentative meeting date of **WEDNESDAY, FEBRUARY 28, 2018 AT 5:30 PM WAS SET.**

**MANAGER/COMMITTEE REPORTS:**

SUPERINTENDENT (Reid Koberg) and GROUND AND GREENS (Matt Wiesner):

Nothing new was added to the written report Reid submitted earlier.

Jeff Waechter has been researching advertising options for our tee markers. He will follow-up on existing business signs first. Members will be advised that advertising is available, and the Chillicothe Chamber of Commerce will be contacted for possible local ads as well. A five-year contract, paid up front, will probably be utilized. He is working with Owens Design Group in Chillicothe on this project.

GOLF PROFESSIONAL (Chad Robbins) and GOLF COMMITTEE (Harv Varness):

The recommendation from the Golf Committee to change the time the pro shop opens on Tuesday—Friday in May through mid-September from 6:00 to 6:30 was passed on a motion from John Mathewson and a second by Al Sabin. The first T-time during that period will now change to 6:30 as well.

BUSINESS MANAGER (Melissa Conley):

Melissa reviewed her written report briefly and added her request for an additional ice machine to be added for the lower bar. Currently, bar personnel have to carry ice from upstairs, and could be a liability if one of them fell. This would also eliminate the need for the ice trailer and additional purchases of ice often needed for major events. Melissa indicated that the cost would be \$135 per month, but we save \$900 in rental of the trailer. She was told to go ahead with the request.

She reviewed the need for help on the Home Show. She has a few spots to fill, but overall feels that it can be covered. She is preparing info for handouts as well as laminated sheets for her use to show ACC membership options.

Melissa just met with Lee Hall from WEEK regarding an advertising promotion available to us. A brochure was passed around describing this option. She will copy this to a pdf. file and send it out to all members for closer scrutiny. We will need a decision no later than the March Bd. meeting.

Al Sabin asked about the ACC app from Gallas Golf. Our licensing is up in April, and we will need to decide if that purchase is worth the benefits. Melissa/Chad will provide more details for the March meeting regarding the app, the on-line t-times, the website, various means of access—phone, tablet, computer, etc. Melissa and Chad both indicated that there are many more benefits of this app than what we were aware of this past year.

**OTHER COMMITTEE REPORTS:**

FINANCE (John Mathewson):

Our line of credit has been paid. All of our records will be reconciled by the end of February. March 1 will then start with accurate balances and budget figures. This process has been very time consuming for John, Roger, and Melissa. It has been delayed some due to family deaths, thus lack of time to work on it.

John indicated that we have approximately \$38,000 due us from former (and a few current) members who simply have not paid their accounts. They have been contacted by phone, email, and letters. John asked for Bd. approval to notify these individuals that unless their accounts are paid in full within 30 days, we will turn them over to a collection agency. Harv Varness motioned to proceed with this collection process, Matt Wiesner seconded the motion, and it passed unanimously.

John also asked for approval of the following guidelines for all “in-house” charges:

- Members will be required to complete a form indicating which family members are allowed to use this charge.
- Members will only be able to use this option if they provide bank account information for EFT payments.
- All charge slips must be signed at the time of purchase.

Jeff Waechter moved and Harv Varness seconded the motion to approve this request. It passed unanimously.

Information regarding this procedure will be outlined in the next newsletter.

#### OTHER FACILITIES (Terry McKillip and Al Sabin):

Terry had sent detailed info regarding deck updates and costs, as well as cart shed repairs. Al is in the process of getting more detailed information and costs regarding the HVAC systems. Jeff is getting estimates on water heater options. Given that at the last minute, Terry was unavoidably unable to attend the meeting today, and that we will have the special meeting on February 28, it was decided to delay further discussion on these items until then.

#### MEMBERSHIP (Scott Mathson):

The committee did not meet this month.

#### LONG RANGE PLANNING (Rich Firebaugh):

This committee did not meet this month.

#### POOL (Shar Sabin):

Shar reviewed a list of pool needs as outlined to her from Chad Risinger. Most of these have to be completed to insure the pool is opened on time and doesn't experience any breakdowns over the season. The items include rebuilding the main pool pump, maintenance of the sand filters, repairing main pool crack, painting the dive well, and

repairing/replacing the ladders. Money has been allocated in the budget for these items.

“Wish list” items were put on hold. The cost of a pool cover will be obtained.

Umbrellas will be removed as wind often blew them over, and at least one injury occurred last year.

#### SOCIAL (AL SABIN):

Most of the details for the Appreciation Cocktail Party were outlined in the report submitted earlier. Date options were discussed, and Friday, May 11, was the best choice.

#### PERSONNEL (Terry McKillip):

Terry had prepared an updated “personnel policy” earlier for Bd. members to review. However, given his absence, this item was delayed to the special meeting later in the month.

**OLD BUSINESS:** None

#### **NEW BUSINESS:**

Scott Gall indicated that he had been contacted by the Hickory Grove Elementary School in Dunlap regarding a donation to their silent auction fund-raiser. A certificate for up to 4 golfers for golf will be donated. It was also decided that our standard donation for charitable organizations will be this same certificate. Melissa issues it and keeps track of them.

#### MOTION TO ADJOURN:

John Mathewson moved and Al Sabin seconded the motion to adjourn. Motion passed.