

To: NGCA Members  
From: Barney Caulfield, Chairman NGCA  
Re: Minutes of NGCA monthly meeting of March 16, 2016

**Members Present**

Bernard Caulfield  
J.P. Mereen  
Richard Podurgiel  
Michael Driscoll  
Richard Strouse

**Others Present**

Mike Svab, Pro Manager  
Bruce Morse, Superintendent  
Sandy Kuchta, Finance Department  
Bob Malouf, Member's Club

**Call to Order**

- Chairman Caulfield called the March 16, 2016 meeting of the Norwich Golf Course Authority to order at 7:05 p.m.

**Minutes**

- A motion was made by Mr. Podurgiel, seconded by Mr. Strouse, to approve the minutes of the February 17, 2016 meeting, and approved unanimously.

**Financial Report**

Ms. Kuchta presented the financial report.

Revenues for the month of February 2016 were \$48,505 compared to budgeted revenues of \$35,860.40, \$12,644.60 over budgeted revenues and \$30,300 over the February 2015 revenues.

Year to date revenues for February 2016 were \$64,194.10 compared to budgeted revenues of \$46,075.09, \$18,119.01 over budgeted revenues and \$37,027.60 over year to date February 2015 revenue.

Expenses for the month of February 2016 were \$57,176.45, compared to budgeted expenses of \$57,715.20, \$538.75 under budgeted expenses and \$3,772.90 under February 2015 expenses.

Year to date expenses for February 2016 were \$112,308.96 compared to budgeted expenses of \$115,217.50, \$2,908.54 under budgeted expenses and \$1,116.79 under year to date February 2015 expenses.

Expenses exceeded revenues in the month of February by \$8,671.45. Expenses exceeded revenues year to date through February by \$48,114.86. Expenses were budgeted to exceed revenues year to date through February 2016 by \$69,142.41, the actual figure by which expenses exceeded revenue through February 2016 being \$21,027.55 better than the budgeted figure.

Cash balance at the end of February 2016 was (\$18,253.80), covered by the city pending March revenue receipts.

A motion to accept the financial report was made by Mr. Mereen, seconded by Mr. Driscoll, and approved unanimously.

### **Caddy Shack**

Ms. Kuchta reported on the Caddy Shack lease which has been paid in full through the end of March 2015 with a credit of \$750 favoring the Caddy Shack.

A motion to accept this report was made by Mr. Mereen, seconded by Mr. Strouse, and approved unanimously.

### **COMMITTEE REPORTS**

- **Chairman's Report**

Chairman Caulfield reported that he had received no correspondence.

There was no report on the Caddy Shack beyond the financial report.

Chairman Caulfield asked J.P. Mereen to report on the assessment of water availability at the course. Mr. Mereen reported that the evaluation had not yet started but he expects work to commence shortly.

- **Clubhouse Committee**

Chairman Caulfield reported that "Call Before You Dig" had marked out an area at the maintenance building for removal of the storage tank. The oil in the tanks at the maintenance building and the clubhouse have not yet been removed. The work should be done in the near future.

- **Greens Committee**

Mr. Strouse reported that work is planned to improve the cart paths on the 6<sup>th</sup> and 7<sup>th</sup> hole.

- **Planning Committee**

No report presented.

- **Marketing Committee**

No report presented.

- **Beautification Committee**

Mr. Podurgiel indicated the work was likely to be done this spring. Mr. Morse suggested attempting to coordinate the striping of the parking lot with the aeration of the greens scheduled for May 2, 2016 as the course will be closed on that day.

- **Budget Committee**

No report presented.

- **Superintendent's Report**

Mr. Morse thanked Sandy Kuchta for her assistance with respect to issues he had recently had with the computer.

Mr. Morse reported that the tees and greens were closed at the course from January 4, 2016 through March 4, 2016, the shortest closure in his experience. He also indicated that it had been a good winter from a damage point of view with no or minimal winter damage to the course. As one consequence, however, the maintenance of the machinery is probably a month behind schedule as mowing equipment was being used in January 2016 and has been used several times in March of 2016.

Mr. Morse indicated that, weather permitting, the greens would be aerated on May 2, 2016 with the course entirely closed, and on May 3, 2016 nine holes would be open for play.

- **Pro Manager's Report**

Mr. Svab presented a membership revenue and category comparison report noting that there are 167 members to date in 2016 with membership revenue received of \$241,660. He has had verbal commitments to join by a number of

other individuals whose membership dues would total \$65,000. In 2014 we had received membership revenues of \$104,000 to this point.

Mr. Svab presented a request by the coach of the NFA girls' golf team to use the Norwich Golf Course for the team this year. The standard fee for a high school team is \$1,500.

A motion to allow the NFA girls team to play at the Norwich Golf Course for the standard fee of \$1,500 was made by Mr. Mereen, seconded by Mr. Strouse, and approved unanimously.

Mr. Svab reported that the sales of the 10-pack golf play special have been strong.

- **Member's Club**

Mr. Malouf stated that on April 1, 2016 the Member's Club will draw the name of two junior to be winners of the free junior memberships. The Member's Club would like to make this an annual donation.

Chairman Caulfield concluded the meeting by extending his thanks to the maintenance staff for its work in getting the course ready for the early March opening. Chairman Caulfield reported that the course in his opinion is in excellent condition.

## **Adjournment**

A motion to adjourn the meeting at 7:35 p.m. by Mr. Podurgiel, seconded by Mr. Mereen, and approved unanimously.