

To: NGCA Members
From: Barney Caulfield, Chairman NGCA
Re: Minutes of NGCA monthly meeting of July 15, 2020 conducted remotely by telephone pursuant to Executive Order 7B-1

Members Present

Bernard Caulfield
Michael Driscoll
David DiBattista
Bob Malouf
Susan Dutilly
Richard Podurgiel
Charles Whitty
J.P. Mereen

Others Present

Mike Svab, Pro Manager
Eric Kundahl, Course Superintendent
Tony Madeira, Finance Department
Ray Lathrop, Member's Club

Call to Order

- Chairman Caulfield called the July 15, 2020 meeting of the Norwich Golf Course Authority, which meeting was conducted remotely, to order at 7:00 p.m.

Minutes

- A motion to receive and adopt the minutes of the June 17, 2020 meeting of the Norwich Golf Course Authority was made by Mr. Malouf, seconded by Mr. Podurgiel, and approved unanimously.

Financial Report

Mr. DiBattista made a motion to accept the financial report which was seconded by Mr. Podurgiel. The motion and second were withdrawn in response to an inquiry by Mr. Malouf as to whether the report should be accepted prior to presentation.

Mr. Madeira presented the financial report commencing with the June 2020 Financial Report Narrative.

Current Month (CM)

Revenues CM for the month of June 2020 were \$121,853 compared to budgeted Revenues of \$125,835, \$3,982 under budgeted Revenues, and \$11,574 less than June 2019 Revenues.

Expenses CM for the month of June 2020 were \$122,012 compared to budgeted Expenses of \$134,552, \$12,510 under its budgeted Expenses and \$6,219 over June 2019 Expenses.

Expenses exceeded Revenues in the month of June 2020 by \$159, bettering budgeting expectations by \$8,258.

Year to Date (YTD)

Revenues YTD were \$618,697 compared to budgeted Revenues of \$545,501, \$73,196 over budgeted Revenues, and \$37,878 more than June 2019 Revenues.

Expenses YTD were \$546,294 compared to budgeted Expenses of \$549,978, \$3,684 under budgeted Expenses and \$18,823 over June 2019 Expenses.

YTD Revenues exceeded YTD Expenses by \$72,403, bettering budgeted expectations by \$76,153. It is \$19,054 more than the comparable figure for June 2019.

Items of interest on the Balance Sheet include:

- a. Accounts receivable as of 06/30/2020 were \$20,470 owed from GolfNow (Mr. Madeira noted that he had received a check in partial payment of this amount).
- b. The balance in the Accounts Payable (products/services that have been received but not paid for) as of 06/30/2020 is \$13,058.
- c. Amounts due the Member's Club per June 2020 is \$14,520.
- d. The Due to General Fund (the NGCA cash balance as of June 30, 2020) is in the amount of \$6,801. This amount, a liability, reflects the sum owed by the NGCA to the city.
- e. Lease has been paid to the end of June 2020. (Mr. Svab reported that he had received a check on June 15, 2020 paying the lease through the end of July 31, 2020)

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

Correspondence

The Authority has received or will receive through Chairman Caulfield, an e-mail communication from Mr. Mereen advising that he is resigning from the Norwich Golf Course Authority effective July 15, 2020 at the end of the meeting.

Chairman Caulfield expressed his appreciation to Mr. Mereen for all the work he has done in connection with the Authority, as well as for the City of Norwich over his many years of public service. The members of the Authority joined in that sentiment.

COMMITTEE REPORTS

- **Chairman's Report**

Chairman Caulfield presented no report.

- **Alternate Water Conservation Project**

No report.

- **Clubhouse Committee**

No report.

- **Greens Committee**

No report.

- **Planning Committee**

No report.

- **Marketing Committee**

No report.

- **Beautification Committee**

Mr. Podurgiel reported that in his opinion the course looks fabulous and is in great shape. He also noted that the flowers and ornamental shrubs enhance the course.

- **Budget Committee**

No report.

- **Pro Shop Subcommittee**

The committee has not met since the last meeting.

- **Maintenance Department Subcommittee**

The committee has not met since the last meeting.

- **Water Project Subcommittee**

The committee has not met since the last meeting.

- **Course Superintendent**

Mr. Kundahl had no report. Both Mr. Podurgiel and Chairman Caulfield went on record as recognizing the hard work that he and his staff have done, and the excellent results obtained.

- **Pro Manager's Report**

Mr. Svab reported that the tee time confirmation system had been down for some time and is now back up and running. He also indicated GolfNow has been somewhat difficult to communicate with as it is headquartered in Florida which is experiences COVID 19 issues at the present time.

- **Member's Club**

Mr. Lathrop noted that the Member Guest Tournament had gone off well although not conducted as a shotgun start tournament. Approximately 80 golfers participated. Mr. Lathrop also reported that the Norwich Invitational is scheduled to start on Friday, July 17 and for the first time in a long time has a full complement of golfers with 20 golfers on a waiting list.

Chairman Caulfield inquired if any member had further business to report.

Mr. Malouf reported that there were items on the social media regarding the city's proposed bond issue which were inaccurate and incorrect. He responded to the same and also answered questions proposed to him by a city alderman.

Mr. Madeira noted that the city's audit had been moved to early September to take place from September 8 to September 18. The budget committee is contemplating starting its work at the same time and it will be difficult to provide assistance to the budget committee during that 10-day period. His plan is that he would assist the budget committee and hopefully mentor Ms. Sandra Kuchta's replacement in the process.

Prior to meeting adjournment, J.P. Mereen expressed his thanks to the Authority for its support and the members of the Authority members uniformly extended their thanks and appreciation to him for his many efforts.

Adjournment

A motion to adjourn the meeting was made at 7:26 p.m. by Mr. Mereen, seconded by Mr. Malouf, and approved unanimously.