

To: NGCA Members
From: Bernard Caulfield, Chairman NGCA
Re: Minutes of NGCA regular meeting of March 15, 2023

Members Present

Bernard Caulfield
Susan Dutilly
Richard Strouse
Ray Lathrop
Richard Podurgiel
Bob Malouf
Michael Driscoll

Others Present

Mike Svab, Pro Manager
Eric Kundahl, Course Superintendent
Mitchell Nixon, Finance Department
Mickey Busca, Member's Club Representative
Ed Nevins, Member's Club

CALL TO ORDER

Chairman Caulfield called the March 15, 2023 meeting of the Norwich Golf Course Authority to order at 6:02 p.m.

MINUTES

A motion to approve the minutes of the January 18, 2023 meeting was made by Mr. Lathrop, seconded by Mr. Malouf, and adopted unanimously.

No Authority meeting was held in February of 2023.

FINANCIAL REPORT

Mr. Nixon presented the NGCA Financial Reports for February 2023.

OPERATING REVENUES for the month of February 2023 were \$41,845 compared to budgeted revenues of \$37,010, \$4,835 over budgeted revenues, and \$6,676 more than February 2022 revenues.

EXPENSES for the month of February 2023 were \$65,210 compared to budgeted expenses of \$84,384, \$19,174 under budgeted expenses and \$29,786 under February 2022 expenses.

NET LOSS for February 2023 was \$23,365 compared to NET LOSS for February 2022 of \$59,827. This is after depreciation of \$12,080 in 2023 and \$12,227 in 2022.

CASH BALANCE for February 2023 was \$21,170, in comparison to the CASH BALANCE for January 2023 of \$28,989. This is a decrease of \$7,819.

YTD OPERATING REVENUES were \$74,605, compared to YTD budgeted revenues of \$66,094. This is \$8,510 over the YTD Budget, and \$12,515 more than the prior year.

YTD EXPENSES were \$136,608 compared to YTD budgeted expenses of \$176,898. This is \$40,291 under the YTD budgeted expenses, and \$29,084 less than the prior year.

YTD Total Revenues were less than Expenses by \$62,002; which is under budget by \$48,801 and \$41,599 under YTD February 2022.

Items of interest on the Balance Sheet:

- An outstanding balance of \$3,000 due on the restaurant lease, being \$1,000 per month for January, February and March.
- The balance in Accounts Payable (products/services received but not paid for as of 02/28/23) is \$12,872.
- The Due to General Fund is the NGCA's cash balance as of 02/28/23. An amount in the Asset section means the City owes the NGCA those funds of \$21,170.

NOTE: January Cash Balance less Accounts Payable equals Cash (Shortfall):

$$\$21,170 - \$12,872 = \$8,298$$

A motion to receive the Financial Report was made by Mr. Podurgiel, seconded by Ms. Dutilly and approved unanimously.

CORRESPONDENCE

Chairman Caulfield reported no Correspondence was received.

CADDY SHACK REPORT

Mr. Svab stated that Jason Bromley has a check for \$3,000 to cover the rent through the end of March, but he was unable to pick up the same and will do so.

CHAIRMAN'S REPORT

Chairman Caulfield reported he had no report.

COURSE SUPERINTENDENT

Mr. Kundahl noted he had no specific report to give but in response to questions addressing cart use off the cart paths on the 15th and 9th holes. He noted that the fairways were roped off to prevent carts from leaving the path but generally an opening is left for those players with restricted abilities to walk distances.

Consensus was that golf carts should be limited to the golf paths on the 9th, 13th, and 15th holes with exceptions for those who have medical or physical issues limiting their ability to walk. Rangers and other course staff should take reasonable efforts to prevent abuse of the policy.

PRO MANAGER REPORT

Mr. Svab noted that as of March 15, 2023 there were 150 season pass holders and he anticipates that many more may become season pass holders. Mr. Svab also reported that all of the positions at the course in the Pro Shop and in the Maintenance Department are filled.

Mr. Svab expanded on the discussion regarding medical issues at the Norwich Golf Course. He noted that the defibrillator has twice been used. In response to inquiries regarding other medical emergencies at the course, Mr. Svab described the procedure utilized if an emergency at the course is reported, preferably via a 911 call. Course employees with golf carts are dispatched to course entrances to meet an ambulance and lead it onto the course by the shortest route to the location of the party requiring assistance.

MEMBER'S CLUB

Mr. Busca reported that the Member's Club kick-off meeting will be during the upcoming weekend. Among other things it will be necessary to elect a secretary as the present secretary has resigned from the position.

Mr. Kundahl advised that he had ordered flags to be used in connection with the Norwich Invitational Tournament.

OLD BUSINESS

Mr. Malouf advised that CLA Engineering will be setting up a meeting with DEEP which hopefully will take place soon. He also discussed concerns of the manufacture of the pre-fabricated bridge regarding ADA requirements and the discussions which have ensued. Any remaining concerns will be addressed in the documents.

ADJOURNMENT

A motion to adjourn the meeting was made at 6:30 PM by Mr. Malouf, seconded by Ms. Dutilly and approved unanimously.