

To: NGCA Members
From: Barney Caulfield, Chairman NGCA
Re: Minutes of NGCA monthly meeting of October 16, 2019

Members Present

Bernard Caulfield
Bob Malouf
Richard Strouse
Michael Driscoll
David DiBattista
J.P. Mereen
Richard Podurriel

Others Present

Mike Svab, Pro Manager
Eric Kundahl, Course Superintendent
Sandra Kuchta, Finance
Ray Lathrop, Member's Club

Call to Order

- Chairman Caulfield called the October 16, 2019 meeting of the Norwich Golf Course Authority to order at 7:00p.m.

Minutes

- A motion to approve the minutes of the September 18, 2019 meeting of the Norwich Golf Course Authority was made by Mr. Malouf, seconded by Mr. DiBattista, and approved unanimously.

Financial Report

- Ms. Kutcha presented the September 2019 NGCA Financial Report narrative.

Revenues for the month of September 2019 were \$107,743.30 compared to budgeted Revenues of \$100,082, \$7,661.30 over budgeted Revenues and \$21,654.58 over September 2018 Revenues.

YTD Revenues for September 2019 were \$959,515.31, compared to budgeted Revenues of \$911,734, \$47,781.31 over budgeted Revenues and \$119,454.06 over YTD September 2018 Revenues.

Expenses for the month of September 2019 were \$83,266.25 compared to budgeted Expenses of \$80,537.37, \$2,782.88 over budgeted Expenses and \$1,459.01 over September 2018 Expenses.

YTD Expenses for September 2019 were \$818,587.68 compared to budgeted Expenses of \$829,557.48, \$10,969.80 under budgeted Expenses and \$188.18 under YTD September 2018 Expenses.

Revenues exceeded Expenses in the month of September 2019 by \$24,477.05, which is over budget by \$4,932.42.

Revenues exceeded Expenses YTD September 2019 by \$140,927.63, which is over budget by \$58,751.11.

Considered on a Cash Basis, YTD Revenues exceeded YTD Expenses as of September 2019 by \$162,402.88, which is over budget by \$51,222.94. This takes into consideration reducing revenues by the accounts receivable in the month, adding back depreciation expenses and subtracting out the payments for the Dime Bank financed lighting project and the water project.

Significant items on the Balance Sheet include:

- a. There are accounts receivable as of September 30, 2019 in the amount of \$8,036.54. These represent Revenues from Golf Now and the Rand Whitney Tournament.
- b. The balance of the Interfund Loan Obligations and Construction at the end of September 2019 is \$244,726.30.
- c. The Equipment Account on the Balance Sheet has increased by \$38,974.67. This is for the purchase of equipment from the John Deere company, which accrual was received in September, with the invoice not paid until October. This amount is included in the Accounts Payable at the end of September. Upon payment made in October a transfer will occur from the city's capital account to cover cost.
- d. A payment has been made on the Dime Bank financed lighting project leaving 5 months remaining on the loan.
- e. The Due from General Fund is the NGCA's Cash Balance as of September 30, 2019. The amount is listed in the asset's column indicating the cash balance is positive. As of September 30, 2019, this amount was \$19,920.58.
- f. The balance in Accounts Payable (Products/Services received but not yet paid for as of September 30, 2019) is \$60,369.10. This includes the purchase of equipment from John Deere.
- g. As of September 30, 2019, the Member's Club is owed \$55 from membership fees collected.

The Caddy Shack restaurant lease is paid in full through the end of October 2019 with a balance of \$114.46 towards the November payment.

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

Correspondence

- None reported.

COMMITTEE REPORTS

- **Chairman's Report**

No report.

- **Water Supply and Irrigation Project**

Mr. Mereen noted the application has been filed with the DEEP and at this point seems to be in good shape. Prospective contractors will be requested to attend a meeting at the site likely in early November to review the proposed project.

Mr. Strouse requested that the Authority obtain final design plans and review the same as soon as possible. This may require a special meeting. Mr. Svab indicated he would request the same and arrange to have them made available to the Authority members.

- **Greens Committee**

No report.

- **Planning Committee**

No report.

- **Marketing Committee**

No report.

- **Beautification Committee**

No report.

- **Budget Committee**

In the absence of Mr. Whitty, Mr. Podurgiel reported the Budget Committee has held several meetings with at least one more to be scheduled prior to presentation of the proposed budget to the Authority. He thought a subsequent special meeting of the Authority to approve the budget might be required.

- **Maintenance Subcommittee**

No report.

- **Water Project Subcommittee, no additional report.**

- **Superintendent's Report**

Mr. Kundahl noted that there are currently 2 full-time and 4 part-time employees working at the course.

Seeding around the greens has taken place with the seeding of the greens which, in his opinion, most required it. The middle portions of the 10th and 4th fairways were also seeded.

- **Pro Manager's Report**

Mr. Svab reported that a representative of the Department of Public Works had requested permission to remove a tree at the golf course to be placed outside of City Hall for the holiday season, with the understanding that the Public Works Department would cut the tree, grind or otherwise remove the stump, and restore the area. Recognizing that the Authority is the lessee of the course and the city the lessor, and with the understanding that this request has the approval of the Public Works Department, a motion was made by Mr. Mereen and seconded by Mr. DiBattista to note that the Authority has no objection to the proposed removal of the tree.

Mr. Svab also asked that a meeting be arranged for him to meet with the Marketing Committee to discuss proposals for the 2020 season.

- **Member's Club**

Mr. Lathrop indicated that the Appreciation Tournament went well with 98 players participating. The final Member's Club scheduled event for 2019 will take place on the first weekend in November.

Under new business Mr. Malouf noted that the Wildcat Scramble plans to return to the golf course in 2020. It proposes to hold the event on Saturday, June 27, 2020 to start at 1:00 p.m. with a member's shotgun in the morning. The Member Guest Tournament is scheduled for Sunday, June 28, 2020.

A motion to approve the request with respect to the Wildcat event was made by Mr. Podurgiel, seconded by Mr. DiBattista and approved unanimously.

Adjournment

A motion to adjourn the meeting was made at 7:30 p.m. by Mr. Malouf, seconded by Mr. DiBattista, and approved unanimously.