BOCA WEST
COUNTRY CLUB

MINUTES

MEETING:	Board of Governors
DATE:	January 29, 2020
MEMBERS PRESENT:	H. Liebman, H. Boilen, J. Macher, A. Baron, P. Echenberg, S. Forman, J. Glassman, E. Hoffman, P. Kupperman, B. Lerner, H. Moskowitz, D. Shifrin, B. Winikoff, C. Wolf
MEMBERS ABSENT:	N. Frydman
PARTICIPANTS:	M. Linderman, K. Campbell, D. Wright
FOR INFORMATION:	The Board of Governors
ISSUED BY:	Howard Liebman
ISSUE DATE:	March 2, 2020

Chairman's Report – Howard Liebman

Minutes Approval

Motion: On a motion made by Mr. Macher and seconded by Mr. Forman, the December 19, 2019 minutes are approved.

Opening remarks

Mr. Liebman updated the board on Nancy Frydman's husbands health.

Mr. Liebman updated the board with the discussions planned for the Annual Meeting to be held on February 28, 2020. Consistent with the sense of the Board, he will repeat last year's format of a "State of the Union" type report which will include updates on many functional areas of the Club.

General Manager's Report – Matthew Linderman

Financial Flash Report

Golf revenues and rounds are up compared to last year and the budget, mainly due to weather, more cold and rainy days this time last year. Rounds are currently 395 higher than last year and over 1,000 higher than budget.

Golf Merchandise is experiencing a very successful January with clothing and equipment revenue higher than last year and Budget. This is due to the success of XX10 Eleven demo day, the Cleveland demo day and the Truespec three day custom fitting event. In addition the Tzu Tzu Sport trunk show and the Semi-Annual Super Flash Sale were both very successful.

Fitness services are up compared to last year and budget, mainly due to an increase in all Spa services, especially massages and personal trainings.

Food revenues in all outlets are up compared to last year and budget, due to this year's covers being over 3,200 higher than last year and budget.

Catering revenues are down compared to budget and last year, due to timing of events. There are still a number of high revenue private events that have not occurred yet in January and by the end of the month the revenue will be flat or greater than budget.

Delinquent Dues, Foreclosures and Downgrades

There are currently 77 Delinquent Dues Members. 39 Of those have been delinquent for more than one year. Last year at this time there were 58 and 39 of those were from previous years.

This fiscal year there has been one foreclosure compared to 1 last year.

As of January 28, 2020 golf is down 24 players compared to up 5 players last year and tennis is down 18 players compared to being down 3 players last year. There are 27 players who took the Pickleball Membership.

Employee Guest Invite

Pam Elders, Head of Golf Instructions, was introduced to the Board. Pam was congratulated for being recognized as the High School Coach of the Year by the Sun Sentinel. Pam is the Head Coach at St. Andrews High School in Boca Raton.

Project Search

Club and Resort Business featured an article in the January 2020 edition on the Project Search program at the Club.

Golf Operations

The relationship between Nanna Koerstz Madsen and Boca West has been a great success. She has been on property and participating in various activities throughout the month of January and feels as though Boca West is her home away from home.

Operations

Volume in all of the restaurants has increased with numbers up 30% more than pre-construction of the Golf & Activities Center.

Carnival ticket sales were 8,000 more than last year. Feedback from the membership on moving the carnival to the evening has been positive.

The new volume of Healthy Living Lifestyle magazine is available

Matthew, Thomas DeLouise and Emily Gifford will be attending the PGA show in Orlando on January 22 and 23, 2020.

Matthew is scheduled to attend the CMAA annual conference in Grapevine Texas from February 8 - 11, 2020.

The annual election mailing is going out to the membership today.

The Video on the proposed Club Improvement Project will begin airing around the club tomorrow. Boards of the renderings and site plans will be placed in three areas around the Club. The booklet with the Project details will be mailed out to the membership the week of February 17, 2020.

We will be meeting with the Wells Fargo and Fifth Third bank on February 3, 2020 to review proposed term sheets for the Project.

IT Project

The Project Manager has been replaced with an IT consultant company, HGGI. The president, Reuben Martinez, will be on property to see the project to completion. Reuben has extensive experience in IT, opening high end hotels and working as the IT Director at large high-end hotel properties.

Audit – Paul Echenberg

Nothing to report at this time.

Finance – Joel Macher

Financial results for the month ended November 2019, before $90,600 of timing differences, were $2,500 lower than budget. Non-operating items netted to a $229,100 negative variance, and operating results came in $226,600 ahead of budget.

Non-operating items include dues related to the number of non-paying members being in excess of the numbers anticipated in the budget.

For the two months, Food and Beverage gross profit (excluding catering) was $36,600 higher than anticipated. Food and Beverage covers and average check are higher than budget. Catering gross profit was $34,000 higher than budget. Overall Food and Beverage cost was 51%, which is 1% lower than budget and equal to last year.

The positive operating results are due to a $130,900 favorable variance in wages and benefits. Wages were $57,900 favorable as key positions in several departments were not filled as well as more vacation was taken lowering wages by another $48,900. Foreign subsidy was under budget $79,300 with savings in airline tickets, health insurance and visa fees for the international staff.

Total cash as of December 31, 2019 was $11.3 million with no outstanding balance on the line of credit. This is $6.7 million higher than the same time last year.

Special Projects – Phil Kupperman

Akoya

Akoya has 64 units sold or pending sale. All 9th floor penthouses are sold in all three buildings. Real Estate traffic has been steady.

Renovator Program

We are still at 159 acquired with 89 sold or pending sale.

Membership – Harriett Moskowitz

New Member Approval

Motion: On a motion made by Mrs. Moskowitz and seconded by Mr. Winikoff the Board unanimously approves the eight new memberships for December 2019.

Membership Statistics

As of January 28th, closed and pending sales to new members were 61 (including 10 Akoya) compared to 69 (including 29 Akoya) last year. Closed and pending sales to new members excluding Akoya were 51 this year compared to 40 last year.

Jerry Glassman arrived at the meeting.

Communications – Howard Boilen

Nothing to report in addition to the minutes already published.

Tennis – David Shifrin

Nothing to report in addition to the minutes already published with the exception of commenting that Tennis participation appears busy.

Golf Operations – Steve Forman

Mr. Forman presented an RFA for approval.

Motion: On a motion made by Mr. Forman and seconded by Mr. Kupperman the Board unanimously approves RFA 1676 for the budgeted expense to purchase a dump truck.

The new Golf Studio has been successful selling high end equipment. In January the Club hosted True Spec, and held private, one-on-one fitting appointments with our members. True Spec is the foremost Club-fitting company in the Country.

Overall Golf Course care has deteriorated over the holiday period with an increase of divots and tire marks.

Mr. Forman interviewed Nanna Koerstz Madsen for the March magazine golf article. Management is in discussion with Nanna regarding her willingness to carry a bag with the Boca West logo while playing on tour.

House/Activities – Charles Wolf

Holiday events and activities were a huge success. An in-depth discussion took place regarding the dress code in dining areas during holiday periods.

Fitness/Aquatics – Paul Echenberg (in Nancy Frydman's absence)

Nothing to report in addition to the minutes already published.

Retail – David Shiffrin (in Nancy Frydman's absence)

Nothing to report in addition to the minutes already published.

Human Resources – Bud Baron

International Hiring & Flights

All of the international employees have arrived. To date, we have had very few employees leave compared to past years.

Project Search

This year is moving along smoothly. The three participants are doing very well. We hope to have a higher participation rate in the 2020/21 school year.

401-k Annual Reporting

All of the 2019 earnings information has been compiled and sent to Vanguard. Contributions for 2019 were 4% higher than contributions made in 2018 which is a very positive upward trend.

Staffing

The current number of employees is 859 vs. 835 last year. We will continue to monitor staffing levels against business demands and make the necessary corrections, if needed.

BWMA – Bud Baron

There is nothing to report at this time since the January meeting was cancelled

Ombudsman – David Shifrin

Issues continue to be handled promptly and properly by appropriate committees/departments.

Long Range Planning Committee – Paul Echenberg

A symposium with Jewish Family Services is being planned for the near future. Jewish Family Services continues to be an invaluable resource and partner on the subject of health issues.

Legal – Jerry Glassman

RSM is no longer handling ballot counts for their clients. Therefore, Hafer CPA has been selected for the Annual Meeting and February elections, as well as the upcoming Special Meeting for the capital improvement project.

We won summary judgement for Good Old Days. Olga asked the court to postpone the upcoming court date due to the illness of her counsel, to which the court agreed. The court granted and cancelled the hearing.

Nominating Committee – Steve Forman

In-depth discussion took place regarding a number of complaints received by the Club about being approached by petitioners during club activities. The committee believes that the current rules and regulations regarding the petition process needs to be revised. Some believe that petitioners have an unfair advantage with being permitted to approach members regarding their candidacy while on Club property.

A task force will be formed to review the process, and if necessary have discussions with outside counsel, and make recommendations.

Adjournment

There being no further business to discuss, the meeting adjourned to executive session at 12:15pm