BOCA WEST
COUNTRY CLUB

MINUTES

MEETING:	Board of Governors
DATE:	February 28, 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 24, 2020

Opening Remarks by Chairman

Please rise for a moment of silence.

Today we mourn the passing of Cvi Frydman, husband and best friend of our colleague and friend Nancy Frydman, who this past week lost his battle with a horrible disease he fought for two years.

The eulogies delivered at his funeral describes Cvi as a man who came to the U.S. as a young man with virtually nothing, and grew to live the American Dream. His love of family was obvious as was his love of life. He will be missed by many, but not as deeply as by his beloved Nancy with whom he was to celebrate a fiftieth anniversary this year.

We wish Nancy and her family the strength to live through the pain of loss, and we pray that Cvi will rest in peace.

Approval of the Minutes

Motion: On a motion made by Mr. Forman and seconded by Mr. Boilen, the Board unanimously approves the January 29, 2020 minutes

Grievance 01/2020

The member involved in the grievance made inappropriate remarks to another member and his group on the Golf Course. Both members had no prior incidents noted in their member files.

Motion: On a motion made by Mr. Winikoff and seconded by Mr. Liebman, the Board unanimously approves the Grievance committee's recommendation of written letters of apology to the Board of Governors, and the three members involved.

Chairman's Report – Howard Liebman

Opening Remarks

The member meetings on the special project have been successful with a lot of positive feedback. We have held four presentations to date with 150 to 200 members present at each meeting. There are three more presentations coming up on March 5 and 6, 2020.

Mr. Liebman expressed his gratitude to Bud Baron and Nancy Frydman for their dedication and service for the past six years.

Leadership Development

There has been some discussion of including a BWMA module in the curriculum for next year's sessions.

On February 19, 2020 we held our final session for the year. The agenda covered an in depth overview of the committees throughout the club and a recap of the four prior session agendas of the program. We closed the meeting with an interactive discussion and question and answer session which was informative. We received constructive feedback on improvements and changes for the next program.

General Manager's Report – Matthew Linderman

Financial Flash Report

Golf Operations - Revenues up from budget and last year due to an increase in Guest/Offspring greens fee rounds and a very busy Presidents Week.

Golf Retail – As of February 23, 2020, Golf Merchandise revenue is down from budget and last year due to the special orders from Super Demo day not yet received. Those sales are not reflected in the revenues, but will be before the end of February. In addition there is a Taylor Made Demo Day taking place today, February, 28, 2020.

Food & Beverage - Food revenues in most outlets are up from last year and budget due to the current covers being over 1,600 higher than last year and budget. Catering revenues are up to budget due to additional unbudgeted events. House revenues are currently down to budget due to timing, revenues from men's golf member guest and member guest card party are not reflected in the current revenues.

Delinquent Dues, downgrades and foreclosures

There are currently 64 Delinquent Dues members. 37 of those have been delinquent for more than one year. Last year at this time there was a total of 56 Delinquent Dues members and 38 of those were from previous years.

As of today there have been two foreclosures compared to three last year at this time.

As of February 26, 2020 golf is down 21 players compared to up seven players last year and tennis is down 14 players compared to down three players last year. There are 27 players who took the Pickleball Membership.

It Project

The IT project was approved in December 2015. A full update will be given to the membership at the Annual Meeting later today.

General Business

At the Annual Meeting we will be honoring Jeff Baron for his dedicated service creating and maintaining what we now call the "Jeff Baron Library".

Boca West Realty is going very well. To date we have 19 listing and four pending closings.

Foundation Report – Pamela Weinroth

Our Super Bowl Raffle drawing was held on Friday, January 12th. We sold over 1000 tickets, half were sold from the BWCC Members and the other half sold from the supported charities. Total revenue exceeded $170,000.00.

The Palm Beach County Board of Commissioners honored Boca West Children's Foundation in chambers on February 4, 2020 for its tremendous impact on local children in a proclamation presented before an assembly during a regular session.

Boca Raton Commissioner, Robert Weinroth, recognized the Foundation for its 10th anniversary and for having raised over $9 million to fund programs benefiting 25 local charitable organizations that provide food, clothing, medical and dental services, abuse shelters, and summer camp programs.

Our diaper drive this year has far exceeded last year's numbers, collecting more than 52,000 diapers from a record number of donors for the Junior League of Boca Raton's Diaper Bank, during an incredibly successful one-day drive on February 18. In 2019, the Foundation collected 40,000 diapers.

As you know we will be celebrating 10 years and $9 million for projects serving at-risk youth at our gala this Sunday. Boca West Country Club will be hosting 850, a record number of attendees, for the three course sit down dinner

We are thrilled to be printing a 132-page Commemorative Book producing over $100,000 in revenue. Our income forecast for the evening exceeds $1 Million.

We have been told this is the largest charitable organization three-course plated dinner ever at Boca West Country Club. The staff has been unbelievable to work with. We wish to thank the Board of Governors for all their considerations in making this such a successful endeavor.

The 8th Annual Boca West Children's Foundation $100,000 Golf Challenge will be taking place on March 30th, 2020.

Legal – Jerry Glassman

Nothing to report at this time.

Audit – Paul Echenberg

We have finalized a new arrangement with RSM and a new three year agreement was signed. The fees are satisfactory with a minimal increase. Thanks to Kathy Campbell and her accounting department for their hard work behind the scenes. Bob Salmore has retired from RSM.

Finance –Joel Macher

Financial results for the month ended January 2020, before $180,600 of timing differences, were $195,700 higher than budget. Non- operating items netted to a $276,200 negative variance, and operating results came in $471,900 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 four months, Food and Beverage gross profit (excluding catering) was $145,300 higher than anticipated. Food and Beverage covers and average check are higher than budget. In addition, a second night was added for Moroccan Nights as well as increased attendance during the December holidays. Catering Gross Profit was $28,000 higher than budget. Overall Food and Beverage cost was 52%, which is equal to budget and 1% lower than last year.

The positive operating results are due to a $183,000 favorable variance in Wages and Benefits. Wages were $168,700 favorable as key positions in several departments were not filled and more vacation was taken lowering wages by another $27,200. Foreign Subsidy was under budget $87,000 with savings in Airline Tickets, Health Insurance and Visa Fees for the International Staff.

Total cash as of January 31, 2020 was $7.9 million with no outstanding balance on the Line of Credit. As of January 31, 2019 total cash was $5.3 million which included $5.0 million outstanding on the line of credit. Cash balances, excluding borrowing, were $7.6 million higher than last year.

Special Projects – Phil Kupperman

Akoya

Akoya has 62 units sold.

Renovator Program

Renovator program was 163 acquired compared to 133 last year. Sold and pending is at 96 compared to 67 last year. The purchase price versus the sold price has increased home values in the community.

Membership - Harriet 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 January 2019.

Membership Statistics

As of February 21st, closed and pending sales to new members were 79 (including 11 Akoya) compared to 95 (Including 29 Akoya) last year. Closed and pending sales to new members excluding Akoya were 68 this year compared to 66 last year.

Mrs. Moskowitz reported there is a request for approval of a six month extension to hold the equity refund for a member while they seek a new residence within Boca West.

Motion: On a motion made by Mrs. Moskowitz and seconded by Mr. Winikoff the Board unanimously approves the six month extension.

Mrs. Moskowitz reported there were three downgrade requests. The Board agrees to follow the clubs policy of no downgrades.

Mrs. Moskowitz reported there are two requests for the $8,300.00 refundable deposit. The requests do not qualify as they are Internal Transfers. The Board agrees to follow the Clubs policy on Internal Transfers.

Communications – Howard Boilen

Nothing to report at this time in addition to the committee minutes already distributed.

Tennis – David Shifrin

Nothing to report at this time in addition to the committee minutes already distributed.

Golf Operations – Steve Forman

We are expecting good participation for the ladies members guest tournament on Monday March 9, 2020.

The decline in golf numbers has been down this year but it is related to bad weather. The January 2020 and February 2020 rounds have increased.

Nominating Committee Task Force – Jerry Glassman

The newly formed task force met on February 11, 2020 and discussed the nominating procedure and will make recommendations for the next election. Communications from the Chairman of the nominating committee task force to the membership will be transparent in terms of process and in line with the Club's by-laws.

House and Activities – Charlie Wolf

Mr. Wolf presented an RFA for approval

Motion: On a motion made by Mr. Wolf and seconded by Mr. Macher the Board unanimously approves RFA 1679 for the budgeted expense to replace the existing Omnipoint refrigeration rack on the Main kitchen roof.

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

Nothing to report at this time in addition to the committee minutes already distributed with the exception of complimenting Nancy Frydman for her hard work and dedication to the committee.

Retail – David Shifrin

Golf Retail continues to do very well and we have seen an improvement in the Tennis retail outlet due to the great partnership with Emily Gifford and the Retail committee led by Nancy Frydman.

HR – Bud Baron

International Hiring & Flights

We are already working on the recruiting plans for next year. Tentative dates have been set for South Africa at the end of July into the beginning of August. The employees from Ireland, Portugal and Italy worked out well this year so we would like to go back there to recruit again.

We have worked closely with Workaway International to place a number of our current international staff members at northern clubs on the H2B visa for the summer. The intention is for those employees to come back directly to Boca West in October 2020.

Florida Atlantic University

We have been in contact with Dr. Peter Ricci, the Dean of the FAU School of Hospitality regarding the scheduling of the Country Club Management class. He will be teaching the Club Management class in the Summer & Fall sessions again. Part of the curriculum includes country club professionals going into the classroom to teach different topics which has worked out well.

George Snow Scholarship

We had three dependents of employees apply for the scholarship this year. We will be notified of any winners at the end of April and the student will be notified in the middle of May.

Project Search

Skills assessment testing for next year's potential group of Project Search interns will be held on April 16th. The first two years have been very successful and we are looking forward to continuing this mutually beneficial relationship.

401-k Annual Reporting

All of the 2019 earnings information was compiled and sent to Vanguard. The annual testing was finalized and the plan passed in all categories except the Highly Comp ADP testing. As a result, there were three department heads that had to receive a refund in order to place the plan in a passing status. All Highly Comp employees have been maxed out at a 9.31% deferral so those contributing above that amount have been notified and their deferrals were changed to the lower amount of 9.31%. The Investment Committee meeting is still in the planning phase. We are waiting to hear back from our Vanguard representative for a summary for 2019. The Morningstar POLICE report as of 9/30/2019 did not show any concerns with the fund line-up. We will continue to monitor the fund report to determine if any changes are needed.

Staffing

The current number of employees is 839 vs. 815 last year at the same time. We will continue to monitor staffing levels against business demands and make the necessary corrections, if needed

BWMA – Bud Baron

Both boards are coming together for the upcoming symposium to be held on Monday, March 9, 2020.

Ombudsman – David Shifrin

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

Long Range Planning – Paul Echenberg

Mr. Echenberg reported that PBSO and AMR will be in attendance for the upcoming symposium. Part of the objective is to bring the Club and BWMA boards together to find consistency in how issues are handled between the Club, BWMA and the Villages. Danielle Hartman, the CEO of Jewish Family Services will be the facilitator.

Unscheduled Topics

Jerry Glassman reported that Baptist Health has developed a Standard Operating Procedure on handling situations that may arise with the Coronavirus and they have gathered a task force of doctors. The official CDC reports that initial symptoms are very light, making it hard to identify. The hospital has started to look at their supply chains so they will be ready for a possible pandemic.

Adjournment

There being no further business to discuss, the meeting adjourned to executive session at 12:30pm