BOCA WEST
COUNTRY CLUB

MINUTES

MEETING:	Board of Governors
DATE:	March 27, 2020
MEMBERS PRESENT:	P Kupperman, H. Boilen, B. Winikoff, J. Macher, H. Moskowitz, J. Banks, P. Echenberg, P. Edwards, S. Forman, J. Glassman, E. Hoffman, B. Lerner, C. Rosenblatt, D. Shifrin, C. Wolf, H. Liebman (ex-officio)
MEMBERS ABSENT:	
PARTICIPANTS:	M. Linderman, K. Campbell, D. Wright, L. Stefaniw
FOR INFORMATION:	The Board of Governors
ISSUED BY:	Philip Kupperman
ISSUE DATE:	April 22, 2020

Grievance 02-2020

The member involved in this grievance had an angry outburst that took place in the dining room during dinner service. He was reportedly rude and used inappropriate language towards staff members. The member was very apologetic during the meeting with grievance committee and volunteered to take an anger management course.

Motion: On a motion made by Mr. Rosenblatt and seconded by Dr. Edwards, the Board unanimously approves the Grievance committee's recommendation of written letters of apology to the Board of Governors and each of the staff members involved, as well as attending an anger management course approved by the Club.

Chairman's Report – Phil Kupperman

Approval of the Minutes

Motion: On a motion made by Dr. Edwards and seconded by Mr. Winikoff, the Board unanimously approves the February 28, 2020 minutes.

Special Meeting

We have received positive feedback on the Special Meeting that was live streamed on March 20th, 2020 regarding the Club Improvement Program. The project passed and the timeline for the majority of the project will be pushed back by at least one year due to the COVID-19 pandemic. Based on time, cash flow and the ability to get contractors, materials and furniture and fixtures here in time to do and be completed this summer will dictate whether we move forward on Mr. D's and the build out of the Art and Demonstration Studio.

Leadership Development

A list of 17 potential attendees were recommended to the committee and are being considered for next year's program. The committee is reviewing resumes and has followed up with the potential attendees and two so far have declined to participate for this upcoming year.

On a Personal Note

I would like to note that I have never witnessed more dedicated, compassionate and talented leaders as we have in our President, Chief Operating Officer and General Manager, Matthew Linderman, his entire management team and his executive assistants, Darlene Wright and Lironne Stefaniw. During the Coronavirus pandemic they do what has to be done, mostly with a smile and even with a bit of humor.

General Manager's Report – Matthew Linderman

Activities around the Club are changing on a daily basis, as we follow the orders issued by State and Local authorities.

Financial Flash Report

For the period of March 1st through March 15th.

Golf Operations - cart revenues and rounds are up from budget mainly due to an increase in greens fee rounds.

Golf Retail - golf equipment revenue is up from budget due to the success of the Asics Golf Footwear fitting day and the remaining special orders from February Super Demo day being charged out in March.

Fitness and Spa - services are down from budget due to member cancellations as a result of the early impact of the COVID-19 pandemic.

Food & Beverage - Prime Cut revenue is down from budget due to cancellation of the dinner wine night. Mr. D's revenue down from budget due to the cancellation of the DDQ. Catering revenues up from budget due to the high attendance and success of BW Children's Foundation Gala, 850 covers, budgeted for 400 covers.

Delinquent dues, downgrades and foreclosures

There are currently 66 delinquent dues members. 37 of those have been delinquent for more than one year. Last year at this time there were a total of 50 delinquent dues members and 13 of those were from previous years.

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

As of March 25, 2020 golf is down 20 players compared to up nine 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.

General Business

We are investigating the Club's Business Interruption insurance policy with our agent.

We are following the National Club Associations daily updates. In the most recent relief package, 501(c)7 organizations are not included. The National Club Association has assisted club managers in sending letters to our senators to include 501(c)7 private clubs to be part of the relief package.

We are making financial adjustments with vendor partners as necessary.

To date we have not had to reduce salaries. Although it is a fluid situation our goal is to continue on this track.

We are averaging 900 takeout meals a day. The new pantry is doing very well, we sold over 400 rolls of toilet paper on day one! We continue to train the staff on quality control to ensure our standards are consistent.

Passover dinner orders have started to come in. Pick up will be from 1:30pm – 5:00pm. Each order will include a Seder plate and Haggadah.

To date we are not aware of any confirmed COVID-19 cases within Boca West.

Committee meetings will continue on Zoom. The Executive Office will schedule the meetings and all committee members can sign on from home.

Golf, Tennis and Aquatics will continue to be closed.

Capital improvements are on hold until we see where the Club stands financially.

Congratulations to Howard Liebman who is one of 24 nominees chosen by Boardroom magazine for the Chairman of the Year award.

In the last two weeks business has continued; however, Boca West Realty traffic has slowed. Home closings continue.

Renovations are being approved by BWMA on a case by case basis. Regular work has been suspended, however emergency repairs and renovations will continue. BWMA is the contact for these issues.

Legal – Jerry Glassman

Nothing to report at this time.

Finance –Joel Macher

Nothing to report here as the February financial report has not been completed.

Special Projects – Howard Liebman

Akoya

Akoya has 64 units sold with two pending. To date one unit has been resold.

Renovator Program

All renovator work has been placed on hold by BWMA to limit the number of outside people within the community. The meeting for the two bulk renovators and Boca West Realty has been postponed.

We are at 90 sold which includes eight pending. 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 nine new memberships for February 2020.

Membership Statistics

As of March 25th, closed and pending sales to new members were 101 (including 12 Akoya) compared to 118 (Including 32 Akoya) last year. Closed and pending sales to new members excluding Akoya were 89 this year compared to 86 last year.

Board Approvals Needed

Motion: On a motion made by Mrs. Moskowitz and seconded by Mr. Winikoff, the Board unanimously approves the two 75-mile rule requests made. Both have signed affidavits that they will not be renting their Boca West unit and both have requested membership other than limited social.

Communications – Howard Boilen

Nothing to report at this time.

Tennis – David Shifrin

Nothing to report at this time.

Golf Operations – Steve Forman

Nothing to report at this time.

House and Activities – Charlie Wolf

Nothing to report at this time.

Fitness/Aquatics – Bob Lerner

Nothing to report at this time.

Retail – Enid Hoffman

Nothing to report at this time.

Human Resources – Jeanine Banks

International Hiring & Flights

Given the current situation with the COVID-19 pandemic, it has been a top priority to evaluate business operations and ensure the safety and well-being of our staff and membership. As further updates were received from the President and the Governor, with an uncertain future, we determined that it would be best to end the H2b program. It was a difficult decision to make. We have managed to fly 163 to their home countries and we are still trying to obtain flights for the 158 remaining.

Project Search

The second year of our partnership with Unicorn Village has been very successful. Normally, we would be evaluating to see how many may be able to be hired in a full time functional capacity but that has been put on hold at this time. We were scheduled to have a special skills assessment day on April 15th for the 2020/21 school year but that has been postponed at this point.

BWMA – Philip Edwards

Dr. Edwards reported that he attended the Annual Meeting held via conference call on March 24, 2020. The proposed changes to the bylaws was approved by 75%. There is no change in officers. The majority of meeting was related to the COVID-19 pandemic.

Long Range Planning – Paul Echenberg

Nothing to report other than the Symposium which took place on March 9th was a great success. The resources that participated had great input and will continue working with us on the issues at hand. There will be further information to come as a result.

Adjournment

There being no further business to discuss, the meeting adjourned at 11:17pm.