BOCA WEST
COUNTRY CLUB

MINUTES

MEETING:	Board of Governors
DATE:	April 24, 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:	May 26, 2020

Chairman's Report – Phil Kupperman

Approval of the Minutes

Motion: On a motion made by Mr. Macher and seconded by Mr. Echenberg, the Board unanimously approves the March 27, 2020 minutes.

General Managers Report – Matthew Linderman

Financial Flash Report

Although business is not what we consider normal, here are some highlights from Food & Beverage.

For the period of April 1st through April 21st Panache and Grand Central takeout orders totaled 11,125 generating $185,615.00 in revenue, this includes 1,099 meals prepared for Passover. Since takeout orders began on March 16th there have been 20,513 orders generating $321,192.00 in revenue.

For the period of April 1st through April 21st Pantry orders totaled 3,109 generating $126,725.00 in revenue. Since the Pantry began on March 25th there have been 4,057 orders generating $160,499.00 in revenue.

Delinquent dues, downgrades and foreclosures

There are currently 66 delinquent members, 38 of those have been delinquent for more than one year. Last year at this time there were 50 delinquent members and three of those have been delinquent for more than one year.

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

As of April 22, 2020 golf is down 21 players compared to up 13 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

The National Club Association continues to work with the government on including private clubs around the country in the relief stimulus package.

Nothing to report on the Club's Business Interruption insurance policy. Our application is pending approval.

Palm Beach County has begun discussions on outside operations reopening. City Commissioners, City Managers and Club Managers have been asked to provide input for the County orders. We are working on our reopening plan and will open in phases and steps. Phase one, step one will be outside operations. When we are able to reopen the golf courses we will only open two courses for play, one course will allow walkers and one will complete the aerification that has already begun.

The Fitness department is going through an Infection Prevention training program and all personal trainers will be certified. Our training program will be revised to include new protocols.

We are working toward allowing credit cards for dues and monthly charges. The dues statement will be updated to include this information including the service fee that will go with it.

All our International staff are home safe. We have received some beautiful emails with heartfelt messages from the staff thanking us.

There is a change in the employee 401K plan allowing staff to take distributions without penalties as allowed by recent congressional changes.

Boca West Realty internet traffic is up even though we slowed down our marketing efforts when the COVID-19 pandemic started. Cotton came on site yesterday to film a new video with the focus on behind the scenes operations. Focusing on the Boca West lifestyle and how we are here to protect our members.

We are still hoping to move forward with work at Mr. D's and the entrance of the Social Building this summer with completion by September/October.

We are exploring onsite COVID and antibody testing with third party health companies. We are working with Baptist Health to identify the right tests.

Foundation Report – Pamela Weinroth (written report provided)

Boca West Children's Foundation 10th Anniversary Gala

Almost 900 guests attended to celebrate ten years and over ten million dollars raised to support the kids through the 24 granted charities.

The foundation board of director's chose to honor its Chairman Arthur Adler. Jay Leno was the entertainment for the evening.

The evening raised just under $700,000.00 and the foundation has begun to distribute $315,000.00 to 11 of its partner charities. Discussions are underway for more grant distributions in the coming days.

Foundation Golf Challenge

They were estimating 400 plus golfers with dinner and live auction for the Golf Challenge. It has been rescheduled for November 9, 2020.

Legal – Jerry Glassman

The Club and BWMA are working together on members who are delinquent with Club dues but current with HOA dues.

Task force to interview member applicants continues to work and will work on the membership prescreening process and will develop a process that can eventually be put in place.

Audit – Paul Echenberg

An Audit committee meeting is scheduled for April 29, 2020. An update will be provided at next month's Board meeting.

Finance – Joel Macher

Thanked to the entire Accounting department led by Kathy Campbell. Her team has been working in overdrive to provide projections on many different "what if" scenarios, while working with management on upcoming budget work to be performed. The scenarios all indicate at least a breakeven for this fiscal year.

The February finances reflected a pre-covid shut down. The March financials are not ready. We are focusing on current operational issues and we will provide additional financial data as we have it and we move forward with this process.

Special Projects – Howard Liebman

Akoya

Akoya has 64 units sold with 2 pending.

Renovator program

We are at 82 sold which includes seven pending. One of the pending transactions is a combination of two units.

BWMA continues to limit the number of outside people within the community, however on April 22nd a resolution was passed to allow construction to resume on units that had been in progress prior to March 20th, 2020. These units must have exclusive walkways and entrances that are not shared with neighboring units.

A meeting with a bulk renovator has been scheduled for Tuesday, April 28th.

Leadership Program

The name of the program has changed to the "Leadership Program". The committee met on April 16th to finalize the session dates and curriculum for the upcoming year. The curriculum will be similar to the previous year and we are hopeful for participation from BWMA. The first meeting on May 18th will be held virtually on zoom.

Membership – Harriet Moskowitz

New Member Approval

Motion: On a motion made by Mrs. Moskowitz and seconded by Dr. Edwards the Board unanimously approves the 16 new memberships for March 2020.

Membership Statistics

As of April 20th, closed and pending sales to new members were 102 (including 12 Akoya) compared to 130 (including 32 Akoya) last year. Closed and pending sales to new members excluding Akoya were 90 compared to 98 last year.

Bob Winikoff indicated that he has been charged to analyze the current leasing program to determine if the program as it exists today is in the best interest of Boca West that does not want to promote itself as a rental community

Communications – Howard Boilen

Nothing to report at this time other than the increase in use of technology due to the COVID-19 pandemic.

Budget – Bob Winikoff

The budget committee meeting dates have moved to June from May due to the additional financial review needed as a result of the COVID-19 pandemic.

Tennis – David Shifrin

Discussions have begun on reopening the tennis facility. New cleaning procedures and protocols will be put in place.

Golf Operations – Steve Forman

Mr. Forman presented an RFA for approval.

Motion: On a motion made by Mr. Forman and seconded by Mr. Winikoff the board unanimously approves RFA 1681 for the unbudgeted expense of deck and handrail replacements on four bridges.

Nothing to report at this time other than the minutes already distributed.

House and Activities – Charlie Wolf.

The entertainment and duplicate bridge is continuing virtually. Thanks to Christina Guilianti for putting this together.

Fitness/Aquatics – Bob Lerner

Joe Barone and his team are evaluating guidelines and procedures throughout the facility for reopening. The cleaning and sanitation procedures are in the process of being revised and updated.

Retail – Enid Hoffman

Nothing to report other than the shop from home links were launched today.

Human Resources – Jeanine Banks

International Hiring & Flights

All flights have departed, the last group of 114 South African left on a chartered flight with South African airlines on April 14th and five Romanians flew home on April 20th. It has been very challenging to work with the South African government and South African Airlines to coordinate all of the details and obtain the proper permits for the flights to leave.

Once the staff landed in their home countries, both the South African and Romanian government had a mandatory 14 day quarantine. Both countries government are responsible for transporting and housing the staff during the quarantine.

Recruitment

Domestic recruiting is currently on hold as we wait for direction from state and county officials on reopening.

Project Search

Unfortunately the second year's program was interrupted by the pandemic and the participants were asked to stay at home until further notice. The new skills assessment for next year's participants and the graduation ceremony for this year's group had to be postponed. We will re-evaluate the timing of future steps once the pandemic is resolved.

Staffing

The current number of employees is 394 vs 812 last year. The main reason the staff is significantly lower this year is due to the pandemic and closing of the majority of the Club.

BWMA – Philip Edwards

Nothing to report at this time.

Ombudsman – David Shiffrin

Many requests have come in regarding the reopening. Matthew has addressed those concerns in his letters to the membership.

Long Range Planning – Paul Echenberg

In the April 20th meeting we discussed the symposium held on March 9th and the next steps. At the next board meeting I will present recommendations for the board regarding the issues at hand.

The committee has been issued a new mandate to review the new member application process and the information we need to gather from prospective members before they are approved.

Adjournment

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