BOCA WEST
COUNTRY CLUB

MINUTES

MEETING:	Board of Governors
DATE:	June 24, 2021
MEMBERS PRESENT:	B. Winikoff, J. Macher, C. Wolf, B. Lerner, E. Hoffman, J. Banks, w. Berkowitz, P. Edwards, S. Forman, J. Glassman, P. Kupperman, F. Richard, C. Rosenblatt, R. Schwartz, D. Shifrin,
MEMBERS ABSENT:	
PARTICIPANTS:	M. Linderman, K. Campbell, L. Stefaniw
FOR INFORMATION:	The Board of Governors
ISSUED BY:	Bob Winikoff
ISSUE DATE:	September 23, 2021

Grievance Committee – Rick Chavis

Grievance Appeal 03-2021

Mr. Kupperman and Mr. Schwartz recused themselves from the grievance.

The Member joined the meeting with a friend to speak on their behalf. The Member appeared remorseful and apologized for their actions. The Member asked that the Board have some understanding for the circumstances and the length of time of the suspension.

The Member and their friend were excused and an in depth discussion took place.

Motion: On a motion made by Mr. Glassman and seconded by Dr. Edwards the Board affirms the final ruling of a one year suspension and will defer the decision to reduce the length of suspension and move the matter to a Special Management Intervention Group.
2 abstained.

Approval of Minutes:

Motion: On a motion made by Mr. Rosenblatt and seconded by Dr. Edwards, the minutes of the May 27, 2021 Board meeting are unanimously approved as amended.

Chairman Report – Bob Winikoff

New Member Nominees

Motion: On a motion made by Mr. Winikoff and seconded by Dr. Edwards, the Board unanimously agreed to ratify the electronic vote of the Board that it had approved the new Member nominees.

Nominating Committee

Motion: On a motion made by Mr. Winikoff and seconded by Ms. Hoffman, the Board unanimously ratified the three Board members to serve on the Nominating Committee as presented for the 2022 Board of Governors election: Joel Macher, Chairman; David Shifrin as Vice Chair and Chuck Rosenblatt.

Compensation Committee

A 457(b) plan was approved as an added benefit for the Department Heads.

Joint Venture

The Joint Venture meeting held yesterday, the atmosphere was collaborative and congenial between the Club and the Master Association. The Village Sub-committee presented at the meeting.

The Master Association provided an update on the Glades Road entrance and the Community lighting project. Progress has been made and they plan to present to the Residents in the Fall for approval with a Spring 2022 start date.

We have received two bids and we are waiting on a third bid for the renovation of the Welcome Center. We plan to begin demo in the next ten days. Once a contractor has been chosen, we will apply for permits. Our goal is to be completed by Thanksgiving.

The budget process is underway for Boca West Realty. A Staffing plan is in place as we build the team.

An agreement has been reached with Lemi Realty with respect to the sale of four units.

Motion: On a motion made by Dr. Edwards and seconded by Mr. Wolf, the Board unanimously approves the purchase of four Lemi units to be utilized for the Club's Stay and Play program.

General Manager – Matthew Linderman

Financial Flash Report

For the period of June 1 through June 30, 2021.

Golf rounds are 1,662 greater than budget and reflect a positive variance to budget. Trail Fee Membership is also greater than budgeted which contributed to the positive variance.

Golf Retail is experiencing a strong June with revenues in both equipment & clothing greater than budget. This is due to the easing of restrictions of the COVID-19 guest policy as well as the success of the Father's Day Flash Sale and Bugatchi Trunk Show.

Fitness and Spa are experiencing a strong June with all Spa & Fitness revenues greater than budgeted.

Delinquent Dues, Foreclosures and Downgrades

There are currently 53 delinquent Members, 38 of those have been delinquent for more than one year. Last year at this time, there were 60 delinquent Members and 36 of those were delinquent for more than one year.

As of today there have been 12 foreclosures compared to three last year at this time.

As of June 21, 2021 golf is down 75 players compared to down 15 players last year and tennis is down 13 players compared to down 17 players last year. There are 41 players who took the Pickleball Membership which is up 14 from last year.

Human Resources

Kaitlin Garske, newly hired Director of Catering was introduced to the Board.

The Club is facing significant staffing challenges. We are adjusting wages to compete with neighboring Clubs and we are looking into giving Staff bonuses.

The 401k audit is underway with RSM.

The Project Search Unicorn graduation was held last week. Both interns were offered part time jobs and they started work on Monday.

Kopplin Kuebler and Wallace will present candidates next week for the Assistant General Manager search.

General Business

Kronos, the Payroll and HR system, will be rolled out in the fall and Cedar Creek, the purchasing and receiving system will be rolled out at the end of July.

The Boca Raton Regional Hospital Golf tournament will be held on October 18. The Board has been invited to play.

The Country Club and Mr. D's renovations and construction are on target. We have had challenges with lead times on material but we are adjusting.

A meeting with the Palm Beach County Planning and Zoning department is scheduled for July 7.

Legal – Jerry Glassman

Rules and Regulation Update

Mr. Glassman proposed Section II A 1b of the rules to be modified.

Motion: On a motion made by Mr. Glassman and seconded by Mr. Macher, the Board unanimously approves and accepts the rule change as stated below:

b. Prior to closing on the sale of an equity unit, the selling Member is required to: (i) notify the Membership Department in accordance with Section II.M; (ii) obtain a written affirmation from the Chairperson of the Membership Committee confirming that the buyer's nomination for membership has been approved by the Board of Governors; and (iii) ensure that the contract for sale and purchase of the selling Member's unit includes a clause which expressly provides that obtaining such written affirmation from the Chairperson of the Membership Committee will be a condition precedent to closing. Any contract which does not conform to the foregoing requirement shall be deemed a non-bona fide offer to acquire the selling Member's unit.

Motion: On a motion made by Mr. Glassman and seconded by Dr. Edwards, the Board unanimously approves and accepts Section II M as stated below:

m. Seller Notification Requirement. In order to expedite the closing and equity refund processes, Members shall provide written notice to the Club's Membership Department prior to listing their Boca West residence on the MLS or any other sale or auction platform.

Foundation Report – Pam Weinroth (written report provided)

Thank you from the Boca West Children's Foundation. This was a year like no other.

Your support of our eighth Annual Golf tournament, our first Bikes For Tikes and My First Bike programs, the Members Appeal, our pass through and directed donation programs, our annual raffle, our diaper drive and our newly minted Partnership project all helped to raise close to $2,000,000 distributed to thousands of families though these most frightening times.

In just a few months we will start our Fall programs, Members Appeal in October, the Boca West 500 Golf tournament, theme NASCAR, this year's Bikes For Tikes/ My First Bike Program in November and our initial "Walk The Walk Funfest" at the Palm Beach Marathon Weekend and the return of Adopt a Family/Old Navy Holiday Shopping Spree and Pancake Breakfast in December.

We have made it through the worst and now need to make sure that "our" kids have the better life; the one we have spent the last year fighting for them to have.

Your support of the Foundation makes all of this imaginable and allows us to think broader, dream bigger and challenge ourselves to do better every day.

Thank you, Boca West Board of Governors, staff and membership, for all you helped with this past season look forward to an equally successful next season.

Save the Date, November 1, 2021 for our ninth Annual Golf Challenge, December 11, 2021 for our Walk the Walk Funfest and December 18th for our Adopt a Family/Old Navy Holiday Shopping and Breakfast.

Mr. Macher recognized the Clubs continued effort and support of the Unicorn Academy

2021/22 Budget – Enid Hoffman

Ms. Hoffman expressed her appreciation to the Committee and Professional Staff on an outstanding job working on the budget.

It appears we will finish the 2020/21 fiscal year without a deficit, even though there was a significant loss in revenue, including catering revenue.

The Management Team, in consultation with Committee Chairs, went through their individual departmental budgets first and made suggestions on items they believed could be deleted as well as anything they had on their wish list for adding. There is uncertainty on events and activities that will take place given the uncertainty of COVID-19.

This budget presents a proposed increase of $845 which equates to 6.3% on social dues and 4.7% on social plus golf dues.

Motion: On a motion made by Ms. Hoffman and seconded by Dr. Edwards, the Board unanimously approves the 2021/22 budget as presented.

Capital Project Presentation – Matthew Linderman

Matthew Linderman gave an in depth review of the Club Improvement Program video.

Nominating Committee – Joel Macher

The three Board members on the Nominating Committee have chosen the following six members, in good standing of our Club, to serve on the 2021/22 Nominating Committee as members at large: Camille Bauer; Stephen Blank; Lela Cannon; Nancy Frydman; Stephen Spaeth and Richard Zenker.

Motion: On a motion made by Mr. Macher and seconded by Mrs. Banks, the Board unanimously ratifies the Nominating Committee as presented for the 2022 Board Governors election.

Finance – Bob Lerner

Financial results for the month ended May 2021, before $31,600 of timing differences, were $1,659,400 higher than budget. Non- operating items netted to a $105,100 negative variance, and operating results came in $1,764,500 ahead of budget.

The year to date negative variance in non-operating items represents the timing of prorated dues from new Members compared to budget.

Covid restrictions continue to impact Club operations. Staffing levels have been adjusted to reflect our current business requirements and Member activities throughout the Club have shifted from large in person events to smaller gatherings including virtual. Outside venues have been popular with the addition of Tavern on the Court.

Revenues have been negatively impacted in all areas. Gross profit is down $3.9 million of which $3.1 million is Food and Beverage.

Salary and wages were $3.8 million lower than anticipated as we were unable to secure our International Staff due to Covid restrictions, Catering events were cancelled and positions in several departments were not filled.

Housing and transportation costs for our International Staff were also lower than anticipated by $333,600.

Although revenues are down throughout the Club, operating expenses were $1.9 million under budget. Several large member events including Carnival, March Theme Night, Tanglewood and Member Guest were cancelled and operating expenses in Food & Beverage, Card Rooms and Valet remain lower and consistent with a decrease in Club usage.

Total cash as of May 31, 2021 was $6.3 million with no outstanding balance on the line of credit. As of May 31, 2020 total cash was $9.6 million which included $10.0 million outstanding on the line of credit. Cash balances, excluding borrowing, were $6.7 million higher than last year.

Strategic Planning – Steve Forman

The Committee has completed a SWOT (strengths, weaknesses, opportunities and threats) analysis. The Committee continues to discuss real estate and is currently researching Club Trends. The new features in the Club Improvement Program are in line with current Club Trends within the industry.

Audit – Steve Forman

The Committee is in the process of reviewing the Clubs Code of Ethics. It is the Committees responsibility to review annually.

The Committee reviewed and approved the Clubs 2020 tax return.

Mr. Forman commended Kathy Campbell and her team for their work in the preparation of the tax return.

Special Projects – Phil Kupperman

Akoya

Akoya has 101 units sold and pending

Renovator

To date the Renovator Program is at 173 total acquisitions. The purchase price versus the sold price has increased home values in the Community by over $20 million.

Bulk Renovator

The three Bulk Renovators have acquired a total of 18 units with one sold.

There is a possibility of adding a fourth Bulk Renovator.

Leadership Program – Frank Richard and Jeanine Banks

The second session was held and Club Governance was the topic. Matthew Linderman presented the Club Improvement Program.

Some participants were referred to the Nominating Committee.

JV Villages Sub-Committee – Phil Edwards

Meeting for the Village Presidents and Representatives have been scheduled for October 2021. The goal of these meetings is to find ways to help the Villages.

Membership – Phil Edwards

Motion: On a motion made by Dr. Edwards and seconded by Mr. Rosenblatt, the Board unanimously approves the 35new Memberships consisting of 28 new Members and seven new homes.

Membership Statistics

As of June 21, 2021 closed and pending sales to new Members were 222 compared to 120 last year, including 29 new Members in Akoya this year compared to 12 in Akoya last year.

Board Approval needed.

Dr. Edwards presented and recommends approval of a Member nominee who had previously been convicted felon.

Motion: On a motion made by Dr. Edwards and seconded by Mr. Wolf, the Board denies the exception approval of the Member nominee previously convicted of a felony. The motion is not passed.

Dr. Edwards reported the new Member nominee interview process will begin on July 15. Board Members will be asked to assist in the interview process.

Legacy Membership

The current Legacy Membership program offers Members children and grandchildren to purchase equity units, non-performing units or Membership without purchasing a home.

With the program, the total joining fee is offered at $60,000 for homeowners who purchase equity units, and $50,000 for homeowners who purchase non-performing equity units; this gives the program participants a price break compared to the original $70,000 joining fee.

Dr. Edwards proposes to merge the Performing and Non-Performing options for the Legacy Membership, which would make the joining fee for both types $60,000.

Motion: On a motion made by Dr. Edwards and seconded by Mr. Forman, the Board unanimously approves to merge the Performing and Non-performing options for the Legacy Membership, and the joining fee for both will be $60,000.

Dr. Edwards gave an in depth overview of the Membership department.

Communication and Marketing – Jeanine Banks

Nothing to report at this time.

Tennis and Pickleball – David Shifrin

Motion: On a motion made by Dr. Shifrin and seconded by Dr. Edwards, the Board unanimously approves the renewal of the Tennis incentive program for the 2021/22 fiscal year.

Golf Operations – Chuck Rosenblatt

Chuck Rosenblatt gave a comprehensive overview of the Golf Committee.

House & Activities – Joel Macher

Nothing to report at this time other than a detailed article will be in the August/September magazine.

Fitness/Aquatics –Charlie Wolf

Nothing to report at this time.

Retail – Bill Berkowitz

Nothing to report at this time other than low inventory in all retail outlets.

Human Resources – Bob Schwartz

H2B Update

The payroll information and supporting revenue documentation is in the process of being compiled and sent to the attorney for next season's H2b visas. Job advertising ads will run in the third week of July. After the local candidates interviews are complete, a report will be sent to the DOL with the final results. The final recruitment report is due on September 10th.

All offer letters have been sent out. We are receiving numerous phone calls from staff that have gone up north asking for higher wages. We are prepared to fill those positions with new staff from overseas, if needed.

A recruiting trip to South Africa has been scheduled for the end of July through the beginning of August. Ireland is not allowing in-person gatherings in the hotels so we will be conducting Zoom interviews for any of those candidates that are interested in working here. We extended offers to a large number of returners this year along with those staff members that we cut last year.

To date, there are 350 openings that will be recruited internationally with approximately 246 re-hires (from South Africa, Ireland and Romania) and 104 new hires.

Securing apartments will be the big challenge for next season. There is limited availability and any open apartments are commanding very high rental rates.

Managers in Development/Country Club College Class

The seven interns in our inaugural class are working out very well. They are being scheduled for Management classes taught by our Department Heads along with intensive rotation of positions primarily in the Food and Beverage department but also in Golf, Tennis and Fitness.

Staffing

The current number of employees is 490 versus 445 last year.

Ombudsman – David Shifrin

Nothing to report at this time.

BWMA – Charlie Wolf

Nothing to report at this time.

Unscheduled Topics

The role of the Committee Chair meeting with Members before issues going to the Grievance Committee was discussed.

Adjournment

There being no further business to discuss, the meeting adjourned to executive session at 1:45pm.