BOCA WEST
COUNTRY CLUB

# MINUTES

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| **MEETING:** | Board of Governors |
| **DATE:** | December 15, 2022 |
| **MEMBERS PRESENT:** | P. Edwards, J. Banks, C. Rosenblatt, F. Richard, E. Hoffman, A. Adler, B. Berkowitz, J. Glassman, P. Kupperman, B. Lerner, S. Roth, J. Schraub, R. Schwartz, D. Shifrin, C. Wolf, B. Winikoff (ex-officio) |
| **MEMBERS ABSENT:** | |
| **PARTICIPANTS:** | M. Linderman, K. Campbell, L. Stefaniw |
| **FOR INFORMATION:** | The Board of Governors |
| **ISSUED BY:** | Phil Edwards |
| **ISSUE DATE:** | January 24, 2023 |

Approval of Minutes

**Motion:** On a motion made by Bob Schwartz and seconded by Jeanine Banks, the minutes of the November 17, 2022 Board meeting were approved.

Chairman's Report – Phil Edwards

**Member Suspension Appeal**

The Member involved in Grievance 02-2021 has submitted a formal petition to have the last six months of the suspension lifted. The Member has complied with all requirements of the final Board ruling and has served 18 months of the two year suspension.

**Motion:** On a motion made by Mr. Rosenblatt and seconded by Mr. Kupperman the Board unanimously approves for the suspension of the Member involved in Grievance 02-2021 be lifted.

**General Business**

An anonymous letter was mailed to many Members. Dr Edwards will comment at the Membership Briefing.

Committee Charters are in final review. Legal committee has reviewed and recommendations will be included.

The Membership Briefing will be held in the Cypress Room at 3pm today. Dr. Edwards updated the Board on the format and agenda. Questions received from the Membership ahead of the meeting were reviewed and discussed.

Dr. Edwards reminded the Board of the Committees function as advisory. Committee Chairs are to report recommendations to the Chairman of the Board for discussion with Matthew Linderman.

Matthew Linderman was honored by the Boca West Chapter of Pap Corps at their annual gala held at Boca West on December 5. Dr. Edwards thanked Matthew for his tireless work and dedication to Boca West.

**Joint Venture**

A Joint Venture meeting was held on Monday, December 12. It was a positive and constructive meeting.

<u>General Managers Report – Matthew Linderman</u>

**Financial Flash Report**

For the period of December 1 through December 11, 2022.

Golf Operations and rounds are up from last year but less than budget due to timing; revenues and rounds are expected to increase towards the end of December as more Members and Guests start arriving for the Holiday season.

Golf Retail and Equipment revenue is currently less than budget for the month of December. This will improve towards the end of December as more Members and Guests start arriving for the Holiday season.

Fitness and Spa revenues are less than budget. This will improve as more Members and Guests start arriving for the season.

Food and Beverage Restaurant revenues are less than budget. This will improve as more Members and Guests start arriving for the season. Mr. D's and Grand Central average check is higher than budget as both outlets are currently open for lunch and dinner. Catering revenues are higher than budget due to the timing of the events.

**Delinquent Dues, Foreclosures and Downgrades**

There are currently 45 delinquent Members and 20 of those have been delinquent for more than one year. Last year at this time, there were 67 delinquent Members and 36 of those were from previous years. The reduction in delinquent Members over the past year is due to the Joint Venture lien initiative.

As of today, there has been zero foreclosed units compared to zero at this time last year.

As of December 11, 2022 there are currently 1,973 Golf players which is up 97 players compared to last year. This is 70 less players than in fiscal year 2008/2009. There are currently 234 Racquet Sports players which is up 20 players compared to last year. The Tennis community has not had this many players since fiscal year 2015/2016.

**General Business**

We have received a few requests to reinstate the Covid-19 reporting policy. Matthew reminded the Board that Members still report cases to the Executive office and contact tracing is conducted. This process has not stopped.

Boca West Country Club will be featured in Forbes Magazine as one of the top 15 Golf and Country Clubs in the world honored with platinum status.

The Fit for Sports Assessment program will be unveiled in January 2023. This is a new collaborative offering from our Fitness, Golf and Tennis departments. A complimentary 30 minute assessment administered by one of our fitness instructors will examine posture, balance, strength and joint mobility, all of which are integral parts within sporting movements.

The Annual Holiday Calendar of Events has been distributed. We have received positive Member feedback. Members are pleased with the vast variety of events and activities offerings that have been planned to compensate for no Aquatics facility.

**Club Improvement Program**

Matthew reviewed an updated timeline. The Aquatics Center is nearing completion with a goal of opening by Presidents week. We have tentatively scheduled the first installation of furniture for the lobby and pools for January 30, 2023. The second floor is the second phase of the opening, with a goal of March 2023. We will know more as we move into January.

Matthew reminded the Board that we started the project with an aggressive timeline of only eight months for construction; with permitting delays we are anticipating the project to be completed within a total of 14 to 15 months.

Construction for the Multipurpose Art and Culinary Studio will begin this summer.

**Human Resources**

We received excellent results on our annual Workers Compensation review. The Safety Committee has been active and we have seen a big reduction in work related accidents. We will receive savings in next year's renewal.

The Director of Golf search is ongoing. We engaged with a top national search firm and we will begin to interview candidates next week.

Barbara Crowley, Director of Human Resources is departing in January. She has been offered an incredible opportunity. Tianna Postle, Assistant Director of Human Resources, has worked side by side with Barbara for over two years and is doing a great job. We will continue to watch her progress in the next couple of months.

The search for the Director of Food and Beverage has begun. We will receive resumes for review in early January 2023.

Human Resources has begun the summer recruitment. We are looking to bring in 30 interns for the Hospitality Management Internship program. Additionally, there are ten candidates from the Institute of Tourism and Hoteliers Quebec that have committed to the J1 program for this summer.

The Annual Employee Holiday Party was well attended. Thank you for allowing us to host this.

Foundation Report – Pamela Weinroth (written report provided)

**Motion:** On a motion made by Jeanine Banks and seconded by Jonathan Schraub, the Board unanimously approves the Boca West Children's Foundation to hold the March 27, 2023 Golf Challenge at Boca West Country Club.

The Boca West Children's Foundation enters its 13th year having distributed over $16,000,000 to over 30 charities to help feed, clothe, educate, and make safe those children in our county who are most vulnerable. With help from the Board of Governors, club members and staff, we have made a tremendous difference in their lives and in our community.

On November 15 we took a field trip to three of the JAFCO campuses with over 60 Boca West Members. Members commented how JAFCO is transforming lives and giving children a chance to thrive in a safe and nurturing environment. Services it provides to children and families in need is incredible.

On Saturday, December 17, the 13th Annual Boys and Girls Club Holiday Shopping and Pancake Breakfast Event will take place beginning at Old Navy and culminate at the Club for breakfast. There will be over 100 volunteers assisting 250 kids in receiving new clothes, holiday gifts and a harvest basket.

Jay Leno will return to Boca West to headline our gala on January 8. We are thrilled that Jay, a true friend of the Foundation, will be able to take the stage after a major health scare just a short time ago. Jay will pick the winning raffle tickets for the "Super Bowl and more." We are expecting over 800 guests and our goal is to raise over $1,000,000 as in the past.

We are very proud to be a contributor of over $350,000 to the Boca West Country Club's catering revenue annually.

Legal Report – Jerry Glassman

Jerry Glassman gave an update on various legal matters.

The updated Rules and Regulations will be presented to the Board for review at the January Board meeting.

Finance Report – Bob Lerner

**Motion:** On a motion made by Mr. Lerner and seconded by Mr. Kupperman, the Board unanimously approves the transfer of $615,080 from the Operating Fund to the Board Discretionary Fund leaving $1,000,000 in the Operating Fund as has been the Club's annual practice.

Bob Lerner reviewed his finance presentation that he will give at the Membership Briefing. Mr. Lerner recognized Kathy Campbell, CFO and Kris Nielsen, Controller for all their work and assistance.

Bob Lerner reviewed and summarized the October financials.

Nominating Committee – Bob Schwartz on behalf of Bill Berkowitz

Dr. Edwards thanked the Nominating Committee for their work.

Bob Schwartz reported that the Nominating Committee has presented a slate of seven candidates: Jeanine Banks, Philip Edwards, Mark Haberman, Chuck Rosenblatt, Bernie Schlifke, Arthur Schwartzman and Robin Shulman.

Special Projects – Phil Kupperman

**Akoya**

As of November 30, 2022 Akoya has 110 sold with two pending. One unit remains available.

**Renovator Program**

As of November 30, 2022 the Renovator Program is at 169 with three pending acquisitions.

As of November 30, 2022 there are 158 renovated units sold sales.

Total increase in Market Value is $28.5 million, $500,000 more than last month.

**Bulk Renovator**

As of November 30, 2022 the Bulk Renovator Program has a total of 57 closed and pending acquisitions.

As of November 30, 2022 there are 29 renovated units sold with four pending sales.

Total Market Value appreciation is $7.2 million.

**Combined Units**

To date, there are six combined unit applications approved with three completed combinations that have passed the Club's inspection.

Leadership Program – Jeanine Banks and Frank Richard

The Leadership Program met on November 29, 2022 for its fourth session. The agenda consisted of the Club's Business Model and Financial Reporting with Operational highlights presented by Howard Liebman; the Club's Budgeting Process presented by Enid Hoffman; and Monitoring and Managing Operations presented by Matthew Linderman.

Session five is scheduled for January 30, 2023.

JV Villages Sub Committee – Bob Schwartz on behalf of Frank Richard

The Committee has been renamed: Joint Venture Committee on Villages.

Two seminars were held in December: Board Certification (which is required by Florida law), and Insurance. The January seminars will cover a review of Condo Association Legal Docs, New Florida Condo Inspection, Reserves, and Structural Repair Law and Property Insurance Reforms.

Both the Boca West Board of Governors and Boca West Master Association Board of Directors are encouraged to attend seminars.

Hope Week – Jeanine Banks

Hope Week will take place on January 23 through 28 and February 5. The Brochure with event details has been printed and distributed. The Board is encouraged to participate and spread the word. Members can sign up to volunteer through the Member App, and the deadline to register is January 13, 2023. Additional reminders have been scheduled to be sent out.

Audit

The Committee and Club representatives met with RSM to receive the results for the annual audit for fiscal year end 2021/22. RSM rendered the Club with a clean opinion on the financial statements of the Club and the results of the audit reported issues. No adjustments were recommended.

Enid Hoffman commended the work of Kathy Campbell, CFO, Kris Nielson, Controller and the Accounting staff.

Membership – Enid Hoffman

**Motion:** On a motion made by Enid Hoffman and seconded by Steve Roth, the Board unanimously approves 13 new Member nominees presented.

**Motion:** On a motion made by Ms. Hoffman and seconded by Mr. Richard, the Board provisionally approves one new Member nominee pending further clarification.

**Membership Statistics**

As of November 30, 2022, closed and pending sales to new Members were 41 compared to 75 last year. Including two new members in Akoya this year compared to two last year.

**Board Approvals**

Ms. Hoffman reported there is a request from a Member asking for a refund of the guest fees charged in addition to the discount the Board has approved for the Offspring fees through February 2023.

The request was not approved by the Board.

Enid Hoffman gave an overview and status update on the Membership Committee goals.

Trendz Committee – Enid Hoffman

The first meetings were successful. A report will be given in January.

Communication and Marketing – Bob Schwartz

Bob Schwartz gave an overview and status update on the Communication and Marketing Committee goals.

Racquet Sports – David Shifrin

The morale in the Racquet Sports community is very high and positive. The new Pickleball courts have been well received. The lights will be installed in the next few weeks.

The Pickleball Glow night is sold out.

Golf – Chuck Rosenblatt

The Annual Play for Pink week is scheduled for January 23 through 29. We have raised $17,000 with a goal of $100,000.

The Twi-Night event on December 14 was successful. The South Florida PGA Section presented Mike Bove with his award, Assistant Golf Professional of the Year.

Chuck Rosenblatt gave an overview and status update on the Golf Committee goals.

House and Activities – Jeanine Banks

**Motion:** On a motion made by Mrs. Banks and seconded by Mr. Kupperman, the Board unanimously approves RFA 1821 for the budgeted expense to upgrade IT IDF UPS's.

The Annual Holiday Calendar of Events brochure has been distributed and posted.

The Character Breakfast and Lunch have received over 1,200 reservations combined. Pre-pandemic numbers were around 600 for breakfast only.

Jeanine Banks gave an overview and status update on the House and Activities Committee goals.

Fitness, Aquatics and Spa – Charlie Wolf

Charlie Wolf thanked Joe Barone and Bob Lerner for their collaboration and work on the committee. There has been some difficulty for the committee this year due to the construction.

Matthew Linderman reported that he has recently received some comments from Members on the low usage for certain pieces of fitness equipment. Our vendor has since shared a report on the usage for each piece of fitness equipment and the report shows that every piece of equipment is very well used.

Charlie Wolf gave an overview and status update on the Fitness, Aquatics and Spa Committee goals.

Retail – Jonathan Schraub

Jonathan Schraub gave an overview and status update on the Retail Committee goals.

The new social media campaigns have been well received and generating a great commentary.

IT Report – Steve Roth

The Committee is scheduled to meet tomorrow, December 16, 2022.

Human Resources – Arthur Adler

**H2B Update**

All of our international staff has arrived.

**Employee Trips and Events**

The trips to Sawgrass Mills Mall in Sunrise, Miami South Beach and the Boca West Holiday Party were very well received by the staff. The Holiday Party had over 500 in attendance. Communications is working on a Commemorative book for all the staff to relish. Everyone looked lovely in their holiday attire.

We are taking sign-ups for the one-day trips to Universal Studios and Disney World in January and March.

**Employee Benefits - 401-k Plan**

We are in the process of finalizing the year and get a summary from Vanguard on how the plan performed during the 2022 calendar year. Vanguard sent out all of the annual disclosures that are required directly to the plan participants. We are encouraging everyone to review their accounts and investments to make the necessary changes.

**Staffing**

The current number of employees is 861 compared to 635 last year, 594 in 2020 and 848 in 2019 at the same time.

Ombudsman – David Shifrin

Many comments received on the anonymous letter sent out to Members.

BWMA – Bob Schwartz

Nothing new to report.

Unscheduled Topics

Matthew Linderman gave an update on the depth of the new teaching pool.

Adjournment

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

**Motion:** On a motion made by Dr. Edwards and seconded by Mrs. Banks, the Board moved out of Executive session.

**Motion:** On a motion made by Dr. Edwards and seconded by Ms. Hoffman, the Board unanimously approves the motion passed in Executive Session.