

To: NGCA Members
From: Bernard Caulfield, Chairman NGCA
Re: Minutes of NGCA regular meeting of January 20, 2021 conducted remotely via Turbo Bridge pursuant to Executive Order 7B-1

Members Present

Bernard Caulfield
Susan Dutilly
David DiBattista
Michael Driscoll
Charles Whitty
Richard Podurgiel
Bob Malouf
Ray Lathrop
Richard Strouse

Others Present

Mike Svab, Pro Manager
Eric Kundahl, Course Superintendent
Tony Madeira, Deputy Comptroller
Todd Lavoie, Member's Club
Bridget Pearson, Accountant

Call to Order

- Mr. Madeira commenced recording at 7:00 pm and Chairman Caulfield called the January 20, 2021 meeting of the Norwich Golf Course Authority to order.

Minutes

- A motion to accept the minutes of the November 18, 2020 meeting of the Norwich Golf Course Authority was made by Mr. Malouf, seconded by Mr. Lathrop and approved unanimously.

As there was no December 2020 meeting there were no minutes for the same.

Financial Report

A motion to receive and review the Financial Reports for November and December 2020 to be presented by Mr. Madeira were made by Mr. Malouf, seconded by Mr. Podurgiel and approved unanimously.

November 2020 Financial Report

Operating Revenues for the month of November 2020 were \$50,113, compared to budgeted Revenues of \$6,050, \$44,063 over budgeted Revenues, and \$31,845 more than November 2019 Revenues.

Expenses for the month of November 2020 were \$53,495, compared to budgeted Expenses of \$57,106, \$3,611 under budgeted Expenses and \$7,153 over November 2019 Expenses.

Expenses exceeded Revenues in the month of November 2020 by \$3,382, which is under budget (profit) by \$47,674.

Year to Date (YTD)

Operating Revenues YTD were \$1,195,489.26 compared to budgeted Revenues of \$981,946, \$213,543 over budgeted Revenues, and \$160,284 more than November 2019 YTD Revenues.

Expenses YTD were \$990,653 compared to budgeted Expenses of \$945,162, \$45,491 over budgeted Expenses and \$51,242 under November 2019 YTD Expenses.

YTD Total Revenues exceeded Expenses by \$254,720; and is over budget by \$263,427 and by \$210,167 compared to YTD November 2019.

Items of interest on the Balance Sheet include:

1. Accounts Receivable as of 11/30/2020 were \$10,463, all related to Golf Now.
2. The restaurant lease balance is paid for both November \$6050 and December \$1,100 leaving a credit of \$400 to be applied to the January 2021 rent.
3. The balance in Accounts Payable (product/services that have been received but not yet paid for as of November 30, 2020), is \$13,615.
4. Amounts due to the Member's Club as of November 2020 is \$110.
5. The Due to General Fund is the NGCA's cash balance as of November 30, 2020. An amount in the asset section means that the city owes the NGCA these funds.

In January 2020, the NGCA cash balance was in the red \$107,243, by November 2020 its cash balance was in the black by \$107,262. This represents a positive turn-around of \$214,505!

The Cash Balance at the end of November 2020 was \$107,262.

December 2020 Financial Report

Operating Revenues for the month of December 2020 were \$6,314, compared to budgeted Revenues of \$1,100, \$5,214 over budgeted Revenues, and \$6,938 more than December 2019 Revenues.

Expenses for the month of December 2020 were \$41,376, compared to budgeted Expenses of \$47,795, \$6,418 under budgeted Expenses and \$7,653 under December 2019 Expenses.

Expenses exceeded Revenues in the month of December 2020 by \$35,062, which is under budget (profit) by \$11,633.

Year to Date (YTD)

Operating Revenues YTD were \$1,201,804 compared to budgeted Revenues of \$983,046, \$218,758 over budgeted Revenues, and \$167,222 more than December 2019 YTD Revenues.

Expenses YTD were \$1,032,029 compared to budgeted Expenses of \$992,956, \$39,073 over budgeted Expenses and \$48,588 over December 2019 YTD Expenses.

YTD Total Revenues exceeded Expenses by \$219,658; and by \$217,105 compared to YTD December 2019.

Items of interest on the Balance Sheet include:

1. Accounts Receivable as of 12/31/2020 were \$7,909, all related to Golf Now.
2. The restaurant lease balance has been paid to the end of January 2021.
3. The balance in Accounts Payable (product/services that have been received but not yet paid for as of December 31, 2020), is (\$2,859).
4. Amounts due to the Member's Club as of December 2020 is \$110.
5. The Due to General Fund is the NGCA's cash balance as of December 31, 2020. An amount in the asset section means that the city owes the NGCA those funds. These funds total \$77,177.

In January 2020, the NGCA cash balance was a negative (\$107,243). As of December 2020, the cash balance is a positive \$77,177. This is a turn-around of \$184,420 in favor of the NGCA. The most recent year in which the NGCA ended up with a positive cash balance was 2016, the balance being \$23,153. The last time a higher year end cash balance was achieved was 2013 with a year end cash balance of \$113,911. Net profits and losses over the last five (5) years are as follows:

2020 - \$227,172.67;
2019 - \$47,143.95;
2018 - \$-150,255.56;
2017 - \$-113,060.30;
2016 - \$-13,373.05

In response to a question from Mr. Svab, Mr. Madeira noted that the insurance payments do appear to be lower than expected. This may represent a difference in the billing cycle, and he will perform further review.

A motion to approve the Financial Reports as presented was made by Mr. Podurgiel, seconded by Ms. Dutilly and approved unanimously.

CORRESPONDENCE

Chairman Caulfield reported no correspondence received.

CADDY SHACK RESTAURANT

The Caddy Shack is current in its lease payments through January 2021.

COMMITTEE REPORTS

- **Chairman's Report**

Chairman Caulfield noted that a good deal of work has been done on the course this winter, particularly on the 3rd hole where clearing operations at the corner have been ongoing.

Chairman Caulfield indicated that he plans to do away with the subcommittees in 2021 and he may reassign Authority members to different committees. He requested that any member wishing to serve on a particular committee contact him.

- **Greens Committee**

Greens Chairman Strouse noted that there was very heavy play in 2020 including heavy cart use. COVID restrictions for a time required a limit of 1 person to a cart essentially doubling cart use. He recommends that attention be paid to the cart paths to eliminate uneven sections. In his opinion sections of cart paths could be cut out and resurfaced, as the Authority has done in the past, efficiently and at a relatively low cost.

- **Planning Committee**

No report presented.

- **Marketing Committee**

No report presented.

- **Beautification Committee**

No report presented.

- **Budget Committee**

No report beyond that presented by Mr. Madeira.

- **Subcommittees**

No report presented.

- **Course Superintendent**

Mr. Kundahl reported that all of the budgeted tree trimming has been performed at the 3rd hole and the results have been good. He suggests we consider cutting a few additional trees as there is still some overhang. He will obtain prices for this additional work.

- **Pro Manager Report**

Mr. Svab reported that all is moving along well, and he noted that the course has received more than the usual number of visitors for January. Some are there to play golf, some to watch the ongoing work, and some for the opportunity to get out.

Mr. Svab then reported on proposals for the restaurant and clubhouse. He and the Chairman had obtained prices for the flooring of the Caddy Shack. Some had suggested that a wood floor be installed. He recommends against this as it will require significant updates in the entire restaurant area as a new wood floor will likely call attention to other areas that might be updated.

He and Chairman Caulfield have priced new carpeting and feel that they can arrange to have the same installed within the budget of \$18,000 as well as an automatic door to the deck and also tile behind the bar. Based on their current figures it appears this work would cost approximately \$16,400 to complete. They

have also received some bids on painting and roof work but are not yet ready to bring them forward.

A motion to approve the improvements to the restaurant as presented by Mr. Svab was made by Mr. Strouse, seconded by Mr. DiBattista and approved unanimously.

Mr. Svab reported that with the current capacity limitations the restaurant may not open on Valentine's Day, but plans are to open no later than March 2021 assuming the rules and restrictions do not change between now and then.

Following Mr. Svab's report, Chairman Caulfield provided some additional information, then extended his thanks to Bob Malouf for all the work he did in supervising the pond project, particularly during the latter stages when the construction work was ongoing on site. The Authority joined with the Chairman in expressing its appreciation.

- **Member's Club**

Mr. Lavoie reported for the Member's Club noting that the members appreciated not only the pond project but the many other projects the Authority was able to complete during 2020. They look forward to a successful 2021.

Adjournment

A motion to adjourn the meeting was made at 7:35 p.m. by Mr. DiBattista, seconded by Mr. Malouf and approved unanimously.