

**RHGC BOARD MEETING
MINUTES
FEBRUARY 11, 2018 4:45PM**

PRESENT:

Ed Devlin	President
Les Hertlein	Vice President
Stephen Vezendy	Secretary
Jeff Meisner	Tournament
Kurt Janssen	Handicap
Marc Elasmr / Edward Kim	Pro Shop
Jeff Kotanchick	Clubhouse
Mel Rivera / Jane Kirk	Membership
Troy Thompson	Grounds and Rules
Coby Long	Junior Golf
Tamara Tahir	Social
Bruce Waldner	Media
Kerri Wethington	Ladies Golf
Not Present	
Franck Besseat	Treasurer

AGENDA ITEM	ACTIONS NOTED
1. MEETING CALLED TO ORDER	Meeting called to order at 4:45PM
2. APPROVAL OF PRIOR MEETING MINUTES	Jan 7, 2018 minutes approved
3. UPDATES & NEW BUSINESS BY OFFICERS ND DIRECTORS/COMMITTEES	
<p>Pro Shop (Marc Elasmr/Edward Kim)</p> <ul style="list-style-type: none"> • Update on open action items <ol style="list-style-type: none"> 1. POS Review (Open). Edward gave update and will send out short list of proposed systems for review and testing. • New Import Tax Implications (1000 SAR Limit). CEO Cup impact. This also impacts importing of large orders and high value stock items. • Storage Area Clean-out (Tournament Handout Stock) • Upcoming Events and Items 1) Demo day this Friday Ping & Titleist. Trying to get TaylorMade and Calloway later. 2) New Inventory (RTIC/Yeti, Premium Gift Items, Custom Orders for Shoes and Clubs) • Pro-Shop Inventory Budget/Limits – we need this information from Treasurer 	<ol style="list-style-type: none"> 1. POS Review - Edward will send out short list of proposed systems for review and testing 2. Ed to contact Material supply on solutions for import tax issue 3. Marc and Edward are going through Storage Areas for cleanout of old items 4. Franck to provide Pro-Shop Inventory Budget/Limits

<p>Vice President (Les Hertlein)</p> <ul style="list-style-type: none"> • Update the Board on CEO Cup organization progress <ul style="list-style-type: none"> ○ Feb 15 is deadline for enrollment. Should we hold or extend? Jeff Meisner will follow-up on signups and advise ○ Trophies are in, Jeff Meisner is picking up. ○ Reminder to Board members attending dinner – they need to pay will get refunded. ○ Les is meeting with Mel Knotts right after board meeting to discuss table seating, VIP arrangements, etc. CEO plans to attend. ○ Jeff Meisner ordered a bus ○ We need to meet with Security on logistics ○ Jeff Meisner to arrange for free range balls on driving range 	
<p>Treasurer (Franck Besseat) Ed gave Treasury Report as Franck is OOK until Feb 15th.</p> <ul style="list-style-type: none"> • Update on open action items – will wait on Franck <ol style="list-style-type: none"> 1. VAT work/impact being reviewed (Open) 2. Signature authorities need to be transferred (Done). President, VP, Treasurer and ProShop Director have signatory authority. 2 signatures from any of the 4 are required to commit money 3. Membership fees haven't been withdrawn from payroll (Open) – Ed met with Recreation and requested special payroll run. These have not been posted yet. Ed is meeting with Recreation on Wed. • 40,000 SAR in petty cash • We are trying to get machine from Gardening • Drafted 2 new guidelines 1) update of petty cash money guideline, 2) new guideline for payment of vendor/supplier via MPS. 	<ol style="list-style-type: none"> 1. VAT work/impact being reviewed 2. Membership fees haven't been withdrawn from payroll
<p>Tournament (Jeff Meisner)</p> <ul style="list-style-type: none"> • Update on open action items. <ol style="list-style-type: none"> 1. Pace of Play and Etiquette - Board member marshals with phone numbers & pace tracking to be implemented for tournaments (Open). We started this in January MM, but did not have volunteers for Feb. Pace of play still a big issue in Feb MM there was a 5 ½ hour round in PM session. We need volunteers for March MM, and the focus of Marshals should be on tracking pace of play. Marshals should not stay on one hole, they should move and focus on fixing bottlenecks. A suggestion 	<ol style="list-style-type: none"> 1. Pace of Play – need board member marshal volunteers for March MM

<p>was made that flags or signs should be on Marshals carts, so players can easily identify them.</p> <ul style="list-style-type: none"> • McDermott is premier sponsor for Oilman’s • Upcoming Tournaments Feb/Mar <ol style="list-style-type: none"> 1. Golf Social Event – Feb 15 2. CEO Cup – Feb 23-24 3. Mar 10 MM – will be on ForeTees for sign up soon 4. Golf Social Event Mar 15 - will be on ForeTees for sign up soon • Wants to get a Projector for Clubhouse to replace television for streaming USGA TM results 	
<p>Handicap (Kurt Janssen)</p> <ul style="list-style-type: none"> • Update on open action items <ol style="list-style-type: none"> 1. Needs updated membership list (Closed) Membership maintains updated membership list on Aramco cloud for board members to access. 2. Course rating, need official documentation of course rating (Transfer to Grounds & Rules) 3. Wants to revisit hole indexing (Deferred). May revisit later in year 4. Golf Hits software to compare Foretees to GHIN to report missing scores \$800/year (On hold). We need approval from TGA to access GHIN data before using 5. Handicap information mandatory sessions, 4 nights in a row. 4 times in Feb, etc... if you cannot do it, then can’t play in tournaments. E-learning? (Open). Looking into e-learning options for later this year. <ul style="list-style-type: none"> ○ New scorecards with updated hole indexes and course ratings - Order new scorecards based on updated hole indices and course ratings finalized earlier in 2017 (Closed). Kurt gave update that new scorecards (16,000) are coming in soon. He passed around the final print and gave Stephen Vezendy soft copies for saving on eWay 	<ol style="list-style-type: none"> 1. Handicap information sessions – Looking into e-learning options for later this year 2. Golf Hits software to compare Foretees to GHIN to report missing scores @ \$800/year (On hold).
<p>Clubhouse (Jeff Kotanchick)</p> <ul style="list-style-type: none"> • Lights are working, all good • We requisitioned 4 new lights for old cart shed and putting green area • Biggest issue is storage, even some lockers are being used for storage. We plan to use new cart sheds 60/61 for storage, and as noted in Pro Shop update, Marc and Edward are looking at cleaning out old storage room. • Falafel night on Wednesdays has been discontinued • Recreation working on some changes to new cart shed area, including more signs, trimming down hedges, etc • Troy brought up a good point that the new cart shed area has lots of nails on ground, Recreation should address. 	<p>Info only</p>

Membership (Mel Rivera/Jane Kirk)

- Update on open action items
 1. New Member Welcome/Recruiting - Play with a member (board?), monthly lunch, something to welcome and introduce new members (**Open**)
 2. New Cart Sheds - Should be released to us as Loss Prevention has released sheds to recreation. Waiting on numbering (**Open**) – Jane gave update that cart sheds have been released to us, and last weekend 81 cart sheds were handed out to members. For the 16 available, 11 will be handed out shortly. An updated Cart Shed Waiting list will be posted for members review before handing out the other 5.
 3. Maintenance and upkeep of the Club’s Official Mailing Lists - Internal Aramco Email Distribution list : *RHGC (Rolling Hills Golf Club) External Email Distribution Lists (**Closed**) - ask Mel if any questions
 4. Club Storage - Plan to retain 2 new sheds. Need to confirm with Recreation. Renovate locker room instead of cart sheds? Still with Rec. (**On Hold**) – we need Recreation input on this
- Mel gave update on Membership stats, membership up 17% 2018 vs 2017.

Jan-18

Year	2018	2017	2016	Status	
Singles	258	212	307	46	18%
Family (Pr)	100	85	108	15	15%
Junior	5	6	2	-1	-20%
Retiree	7	3	3	4	57%
Total	370	306	420	64	17%

- Kurt proposed in next meeting we discuss updating Cart Shed Policy regarding current requirement to pay green fees on-time to stay on Cart Shed Waiting List. He suggested policy should be requiring paying green fees on-time only after you are assigned a cart shed. Requirement to pay membership fees on-time remains the same.

1. New Member Welcome/Recruiting - Play with a member (board?), monthly lunch, something to welcome and introduce new members
2. New Cart Sheds – Jane is working with Ed on updating Cart Shed Waiting list, and releasing the remaining 16 cart sheds
3. Club Storage - Plan to retain 2 new sheds. Need to confirm with Recreation. Renovate locker room instead of cart sheds? Still with Rec. (On Hold)

Grounds and Rules (Troy Thompson)

- Update on open action items
 1. Green reshaping proposal - On hold due to new equipment/maintenance contract (**Dropped**)
- Would like a questionnaire be sent to members asking for input on priorities. Bruce mentioned we did a survey in prior years and will send to Troy
- Biggest issue is the overgrowth on course, we need equipment for clearing out brush. Troy is meeting with several higher ups internally to gain support

<ul style="list-style-type: none"> • Second priority is driving range improvements • Foxes are becoming a bigger problem on course, Recreation is aware of issue 	
<p>Junior Golf (Coby Long)</p> <ul style="list-style-type: none"> • 10 kids last tourney, we are getting great turnouts • All-Aramco tourney planned in April 	Info only
<p>Social (Tamara Tahir)</p> <ul style="list-style-type: none"> • Update on open action item <ol style="list-style-type: none"> 1. Golf equipment swap (Closed). The couple of folks who sold their stuff at the MM Saturday said it was a good opportunity for both buyers and sellers. We'll plan to do it again for the March MM. Only members can have a table, we should not open up tables in Clubhouse for members to sell their stuff outside the MM. 2. Foot Golf – Sub-committee to gather info and make suggestion to the board. Tamara to head committee. Jeff M. and Troy to support (Open) - update via email - wrote Jason regarding Foot Golf January 11th and his response was he was waiting on his contract 3. Golf Ball - Book the Crowne Plaza and stick with a DJ for 2018 Golf Ball (Closed) – update via email: The Crowne and DJ have been booked. Jim Schultz has sent the contract to Franck for signature and payment of deposit. 	<ol style="list-style-type: none"> 1. Foot Golf – Sub-committee to gather information and make suggestion to the board. Tamara to head committee. Jeff M. and Troy to support
<p>Media (Bruce Waldner)</p> <ul style="list-style-type: none"> • Club Communications – Bruce can't send emails to external emails with attachments going forward. 	Info only
<p>Ladies Golf (Kerri Wethington)</p> <ul style="list-style-type: none"> • 18 Ladies tournaments scheduled, mainly during weekdays 	Info only
<p>Secretary (Stephen Vezendy)</p> <ul style="list-style-type: none"> • SDG Appreciation Program - Club Documents requested by Recreation were emailed to them on Feb 8. Only pending item is 2017 audited financials. As re-capped in Jan 31 email to Board, annually around April Recreation recognizes <ul style="list-style-type: none"> ○ SDG's with exceptional performance based on their efforts to complete SDG obligations in accordance with Rec Manual. ○ Exemplary volunteers, based on nominations from SDG boards for volunteers who provided outstanding contributions for 2017-2018. 	Info only
<p>President (Ed Devlin)</p> <ul style="list-style-type: none"> • A big thank you to all the officers and directors on the efforts so far in 2018. • I don't have many updates, it is clear there are a lot of things going on and getting accomplished from hearing the 	<ol style="list-style-type: none"> 1. Document Roles and Responsibilities - Need to gather descriptions of roles and responsibilities from all board members to solidify/document (Open)

<p>monthly updates. My focus is on supporting each area. Keep up the great work.</p> <ul style="list-style-type: none"> • Update on open action items <ol style="list-style-type: none"> 1. New scorecards with updated hole indexes and course ratings (See Handicap update) 2. Document Roles and Responsibilities - Need to gather descriptions of roles and responsibilities from all board members to solidify/document (Open) – will do later this year 3. End RHGC year in November - Form sub-committee to review impact (Closed). This was agreed earlier. Financial year will still be Jan-Dec, but for tournaments, Dec-Nov will be the year. 	
<p>4. OTHER BUSINESS</p>	<p>None noted</p>
<p>5. MEETING ADJOURNED</p>	<p>Meeting adjourned at 6:20PM</p>