

**Wicomico Shores Golf Course Advisory Board  
Meeting Minutes  
Wednesday, January 13, 2010**

**MEMBERS PRESENT:** Jim Hodges, Chairperson; Phil Cranford, Patrick Dugan, Don Nolan, Wayne Pettit, Bob Richardson and Gloria Tippet.

**R&P STAFF AND OTHERS PRESENT:** Pat Meyers, Golf Course Manager.

**CALL TO ORDER**

The meeting of the Wicomico Shores Golf Course (WSGC) Advisory Board was called to order at 6:00 p.m.

**INTRODUCTION OF NEW BOARD MEMBERS**

Jim Hodges, acting Chairperson, introduced new Board members Patrick Dugan (Recreation and Parks Board representative) and Donald Nolan to the Board. He noted that Chairperson Chico Rivers resigned from the Board in December.

**APPROVAL OF MINUTES**

**Wayne Pettit moved, seconded by Gloria Tippet, to approve the minutes of October 21, 2009. Motion carried 4-0 (members not present at the October 21<sup>st</sup> meeting did not vote).**

**RECAP OF WSGC ADVISORY BOARD WORK FROM SPRING OF 2004 TO DATE**

Acting Chairperson Hodges thought a recap of the work of the Advisory Board would be beneficial for the new Board members. He provided the following information:

- A meeting was held in April 2003 to review plans and drawings for a replacement Clubhouse building.
- Soon after that, the Board of County Commissioners established a task force to study the feasibility of renovation versus constructing a new building.
- The BOCC appointed the WSGC Advisory Board in spring 2004.
- Mr. Hodges stated that the Board meets quarterly, on the second Wednesday of the month. Meetings are normally held at the Clubhouse at 6:00 pm; special meetings and Executive Sessions are called as needed. Robert's Rules of Order sets the policy for Executive Sessions, as ES procedures are not covered in the official bylaws.
- For the next few years, the Clubhouse project was the major item of discussion and work for the Advisory Board. The Advisory Board recommended to the BOCC that the existing Clubhouse be renovated and expanded.
- Food and banquet options were studied by staff and the Board.
- Staff recommended that the food, banquet and beverage services be self-operated. The Board agreed and supported that plan.
- A Food, Beverage and Banquet Manager was hired in April 2008 to manage the operation.
- The Riverview Restaurant opened to the public in October 2009.

**GOLF COURSE UPDATE**

Patty Meyers referred to the year-to-date FY09/FY10 revenue and expense comparison sheet

provided to Board members. This compared July 2008 – December 2008 to July 2009 – December 2009. The report details that revenues were up 7%; and expenses were down 15.7%. However, due to the economy, start up costs last year and other factors, expenses still exceed revenues by \$23,242.

Several measures have been undertaken to help with the situation. Staff has been doing some “belt tightening” on spending for supplies, materials, etc. The second part of the season pass revenue is expected within the next few months. Also, last year the Clubhouse payment was taken out for the entire year early in the season. It’s now being paid monthly. Costs for retiree health benefits have also been added over the last few years, which significantly affect the bottom line.

## **RESTAURANT BANQUET FACILITY UPDATE**

Ms. Meyers provided the Board with the Restaurant/Banquet Facility profit and loss statement. She noted that monthly revenues have been up and down over the past year. It has been a struggle to make a profit in this difficult economy. The salary line items (County and hourly) are the biggest expenses. This would represent the Food, Banquet and Beverage Manager, the Food and Beverage Supervisor and part-time, hourly employees. The Food, Banquet and Beverage Manager’s contract will not be renewed and he will be leaving in April. The Course Manager, Supervisor and part-time staff will pick up the Manager’s duties. As discussed during the last Board meeting, outside caterers will now be allowed to utilize the facilities. After one year of operation, staff has a better handle on what works and what doesn’t. Staff is working on a fee schedule for outside caterers for the banquet room for the upcoming season. The menu is also being reviewed. The Marketing Specialist for the Museum Division met with the Golf Course Manager to offer assistance and advice with marketing and advertising.

Chairman Hodges asked about banquet and party rentals for December 2009; Ms. Meyers stated that there were four holiday parties and some holiday luncheons. He asked about the number of banquet rentals for 2009; Ms. Meyers estimated about \$5,000 in rental fees for the past six months. Wayne Pettit and Gloria Tippett provided some feedback and suggestions on the breakfast and dinner menu.

## **HOMEOWNERS ASSOCIATION**

Chairman Hodges asked if staff has been communicating with the Property Owners of Wicomico Shores Association (POWSA). There are 500± homeowners in the community. Ms. Meyers stated staff has been in contact with POWSA and has placed items in their newsletter and is rehabbing the sign for advertising for the golf course and restaurant.

## **OLD BUSINESS**

**Golf Cart Fleet** – The project was bid both for purchase and rental. The bids came back and the decision was made to proceed with the new fleet on a leased basis. The new fleet is anticipated to be delivered by April 1<sup>st</sup>. The lease agreement will be for five years; after that, carts will need to be turned back in and another arrangement made. The total package includes 69 golf carts; that includes three work carts and an ADA accessible cart.

**Score Cards Ads** - Ms. Meyers reported that Burco recently paid the Golf Course \$750 for the score card ads. The new cards have been proofed and are ready to print. The contract for tee sign ads will expire in 2011; staff will explore revenue producing options during the contract renewal process.

## **NEW BUSINESS**

**Golf Rates** - A two-phase rate increase was approved in FY10 (the current fiscal year); staff is not proposing a rate increase for FY11 or FY12, at this time. The first phase of the rate increase went into effect in spring 2009 and the second phase will go into effect spring 2010 (about April 1<sup>st</sup>). The cart fees did not change.

**WSGC FY11 Budget Request** - Ms. Meyers provided an overview of staff's FY2011 budget request. The major increases in expenses include: bank charges (credit card fees) and increased costs for employee health insurance. The major decrease in expenses would be the costs associated with the Food, Beverage and Banquet Manager's salary. Other adjustments include increases in utility costs and a savings of about \$17,000 to lease golf carts instead of purchasing them. The total request is about \$57,000 less than last fiscal year.

**Enterprise Article** - Acting Chairperson Hodges referred to a recent article on the Golf Course and Riverview Restaurant published in the Enterprise newspaper. He asked if members felt the need to request a correction for any of the information. No one expressed that interest.

**Other Items** - Mr. Pettit stated that several patrons have approached him with the desire to have a few heated and covered golf carts; they would pay more to use those carts. Ms. Meyers stated that she will look into the fiscal feasibility of that.

## **ELECTION OF OFFICERS**

Gloria Tippett nominated Jim Hodges as Chairperson for 2010; since no other nominations for Chairperson were received, that nomination is effective for 2010. Phil Cranford nominated Gloria Tippett as Vice-Chairperson; Ms. Tippett declined the nomination. Wayne Pettit nominated Robert Richardson as Vice-Chairperson; since no other nominations were received, that nomination is effective for 2010.

## **SCHEDULING THE NEXT MEETING**

The next regular meeting of the WSGC Advisory Board will be held on Wednesday, April 14, 2010, at 6:00 p.m. The April meeting was subsequently rescheduled to April 8, 2010.

The meeting concluded at approximately 7:45 P.M.

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Kathy Bailey, Recorder