

**Wicomico Shores Golf Course Advisory Board  
Special Meeting of  
Thursday, February 23, 2012**

**MEMBERS PRESENT:** Robert Richardson, Chairperson; David Phalen, Gloria Tippet, Bob Collier, Everett "Ebie" Cooper, Gerald Slagle, Don Nolan and Tom Schumacher.

**R&P STAFF AND OTHERS PRESENT:** Phil Rollins, Director, and Pat Meyers, Golf Course Manager. Several citizens also attended the meeting.

**CALL TO ORDER**

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

Chairperson Richardson introduced new Board member David Phalen as the Recreation and Parks Board representative.

**APPROVAL OF MINUTES**

**Gloria Tippet motioned, seconded by Don Nolan, to approve the minutes of January 19, 2012; motion carried with all in favor.**

**ELECTION OF OFFICERS**

**Tom Schumacher nominated Robert Richardson as Chairperson for 2012 and Gloria Tippet seconded the nomination; Jerry Slagle nominated Tom Schumacher as Vice-Chairperson and Don Nolan seconded the nomination; and Bob Richardson nominated Gloria Tippet as Secretary; and Don Nolan seconded the nomination. The nominations carried with all in favor.**

**REVIEW OF FY13 PROPOSED BUDGET**

Pat Meyers, Golf Course Manager, referred members to the WSGC Operating Budget Summary handout. She reviewed the six categories within the budget; they included golf operations, greens and grounds, restaurant/banquet facility, clubhouse, administration, golf shop and supplemental reserve. Expanded breakdowns were provided for each category.

Mr. Rollins noted the FY10 actual budget reflected a deficit of \$213,560; the FY11 actual budget reflected a deficit of \$138,114; and as of January 2012 the budget to date is reflecting a deficit of \$100,916. Hopefully, once the spring season starts, the deficit can be reduced even more. The operating budget has been reduced about 2% overall to try and keep expenses down.

Mr. Rollins explained the concept of the supplemental reserve. A supplemental reserve must be offset by revenues and provides additional budgetary authority in the event new programs or unexpected purchases are needed and were not previously specified in the budget.

Mr. Slagle asked if a Pro Shop manager would be hired; Ms. Meyers stated that position will not be filled. The Board was briefed on that during both the December and January Board meetings. The recommendation was to hire an hourly employee at a lower rate of pay to replace the vacant Pro Shop Manager position as a cost saving measure. Mr. Rollins stated that the intent is to continue to provide lessons through a private contractor. An hourly employee/attendant will be hired to work in the Pro Shop.

Mr. Schumacher asked Mr. Farren to provide an equipment replacement schedule in light of the fact the some replacements have been deferred as cost saving measures. He also asked for a copy of the monthly restaurant and banquet facility revenue and expense reports; Ms. Meyers will provide that. It was noted that the restaurant banquet facility “broke even” in FY11.

It was asked if SMECO had evaluated the facility for an energy audit; Ms. Meyers stated that Building Services evaluated the building and didn’t think it would make a big difference to change the programming of the thermostat. She will talk to Building Services again regarding cost saving measures.

Mr. Schumacher asked for an explanation of the two lines for the clubhouse building principal payment. The reason it’s shown on two lines is that the entire payment is not shown as an expense at the end of the year. The interest is the primary expense on one line and the principal and depreciation are taken into account on the other line. The entire amount needs to be shown in the R&P budget for budgetary authority; the county’s audit report will show the true expense at the end of the fiscal year.

Cart rental revenue was \$329,195; the lease payment is \$26,184. Ms. Meyers will look at the expenses and develop report on the net revenue from cart rental.

Mr. Schumacher noted that even though rounds of golf were down last fall due to storms, the course is almost back to where it was in FY11; Ms. Meyers noted that the warm winter months have increased rounds considerably. However, the winter rates are lower, so the revenues aren’t up as much. February 2012 looks like a very good month so far.

Mr. Rollins referred to the proposed fee schedule and noted that a fee increase is not proposed for the upcoming fiscal year.

Ms. Meyers referred to the Golf Outings sheet which detailed fees for three options for tournaments/outings. These fees are also the same as last year. She also provided a sheet on Banquet Room rental fees.

Ms. Myers also provided the FY11 Annual Report statistical information; this represents calendar year statistics. About 37,000 rounds of golf is the target to break even.

**Don Nolan motioned, seconded by Tom Schumacher, to endorse the FY13 Wicomico Shores Golf Course proposed budget as presented by staff; motion carried with all in favor.**

## **MARKETING UPDATE**

Ms. Meyers briefed the Board on her recent meeting with Economic Development staff. Some ideas to explore included:

- Recommend rejoining the National Golf Foundation. DECD suggested exploring the idea of having the NGF do a critique of the entire facility; Calvert County is doing this now with the NGF. In the late 1990’s the USGA was hired to review the golf operations section.
- Checking into a shared “gateway to St. Mary’s” billboard; perhaps MIR, Tourism, the golf course and others could partner on this.
- The weekly DECD newsletter can be used to get info out to about 1,600 businesses.
- Insert golf course brochure in the contractor’s welcome packet for Pax River NAS.
- An online customer survey (via Survey Monkey or other online service).
- Joint marketing with Charles and Calvert county public courses.
- Plans are in the works for a Southern Maryland Junior Golf tour.

A citizen stated that he would not recommend letting parties/outings bring in their own caterers. He stated the condition of the greens has gotten better over the years.

#### **MR. ROLLINS' RETIREMENT**

Mr. Rollins informed the Board that this will be his last Board meeting before he retires effective April 1, 2012. Ms. Meyers invited all the Board members to the drop-in dessert reception for Mr. Rollins on March 15<sup>th</sup>, from 3:00 – 5:00 p.m., in the Patuxent Building in Leonardtown.

#### **SCHEDULING THE NEXT MEETING**

The next regularly scheduled meeting of the WSGC Advisory Board will be held on Thursday, April 19, 2012 at 6:00 p.m. at the Clubhouse.

The meeting adjourned at approximately 7:00 P.M.

*Kathy Bailey*

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Kathy Bailey, Recorder (from tape recording)