

PJCCMAC MEETING
MINUTES- Tuesday, April 21, 2020
Village Hosted Zoom meeting

Present: Lauren Sheprow, Ron Carlson, Jill Wagner, Charmaine Famularo, Dana Eng, Don Mackenzie, Lisa Perry, Kris Adams, Stan Loucks, Margot Garant, Brian MacMillan, Joe Dagrosa, Dave MacGilvray, Barbara MacGilvray, Renee Lemmerman.

I. Call to Order- L. Sheprow called meeting to order at 7:05 PM

II. Approval of Minutes

Minutes from February 25 meeting was approved. 9 in favor 2 abstain.

III. Public Comments

IV. Club Manager- B. MacMillan

- A. Course maintenance while closed: B.MacMillan reported that the maintenance proceeds as if we are open. The course is in good condition. Tennis courts are ready as well.
- B. Spring Budget revenue: Golf is set to re-open on May 1st. We're not presently sure about Tennis opening. The Country Club management is now managing the Pro Shop and hoping that it will add to the revenue. Some ideas regarding this matter include whether to continue with the referral program. No decision was made.
- C. Club Reopening: Golf to reopen on May 1st. Due to outing cancellations related to COVID-19, Mondays will now be available for tee times until Mid July. Unanimous decision to apply Guest promotion on Mondays the same as normal Thursday promotion. L.Perry proposed a motion, B.McGilvray seconded.
- D. New Rules: New Rules for the reopening: Maintaining 6 feet apart will include closing the Driving Range and Practice Green. One person per cart. Tee time and payment to be made either online or over the phone only.
- E. Membership advertising: Question on whether it is appropriate to send out some membership advertising in light of the crisis. Lots of discussions, with three main points emerged: 1) To reach out to members who haven't joined and 2) to do some social media push and to advertise that the golf course is open 3) Send out appropriate message (in regards of the crisis and economic difficulties for people) and promote responsible golf playing
- F. Outing date changes/postponement: 7 out of 12 outings have been successfully moved to the later dates. First date of the outing will be on July 20th. Loss of around \$20K from 5 outings. B.McGilvray added that the Tuesday group does not start until June, so there are more open dates in the Spring. Brian asked whether we should still hold the non revenue outings on July 27th (Junior) and August 10th (MET association). Discussions followed with two main ideas emerged: 1) There will be no non-revenue generating outings for external organization (without approval) in the future and 2) To hold some kind of "PortJeff Open" tournament that also open for non members and/or to open it up to hospital workers as appreciation.

V. Village Trustee Liaison Report: S. Loucks

- a) The Village is on spending freeze. Village Center is closed. East Beach opens but for those with permits only and social distancing must be observed.
- b) Pickleball courts plan is on hold. However the bid process is still ongoing until April 26th. The Village will proceed as it deems necessary after the date. M.Garant reiterated that in light of the current situation it may not be a good look to proceed with the construction plan. She added that she will put aside \$153K (reimbursement from the State for the dump truck purchased few years ago).
- c) Budget shortfall is \$85k for Golf and \$31k for Tennis. Golf membership this year (as of 4/21) is 359 members (last year was 413). Tennis membership is 107 members (last year was 179).
- d) No pro-rates for membership dues. D. Eng added that for next year, the extra amount (\$50 for members who joined after a certain date (2019 date was Feb 15th) should be reinstated.

VI. Committee Updates

A. Financials- L. Perry

- Total revenues comparison: last year \$1,470,546.24 and this year \$1,352,079.17
 - Total expenses comparison: last year \$1,722,465.41 and this year \$1,741,518.04
- Financial handout attached.

S.Loucks added that the latest revenue number from Golf membership as of 3pm on 4/21 is \$838,554.00 and from Tennis is \$73,620.00

B. Tennis Association- D. Eng

R.Lemmerman reported that the tennis courts are done and ready. Awnings had been repaired and pro shop had been painted and cleaned up. Tennis is ready and only waiting for the start date. She especially thanked Dana and Brian for their help. The sprinkler system has some issues but Brian is working on it. Both Renee and Brian are rolling the courts as needed.

D.Eng reported that the Tennis Board is getting ready with the dates for the season calendar and also getting the bulletin board ready. She added that Tennis will need to come up with reasonable safety measures to be ready for reopening. After some discussions on what kind of activity that can be done online regarding tennis, she noted that maybe some contest online and sharing some home exercise will help to keep in touch with members.

C. Beautification- L Sheprow

L.Sheprow thanked everyone who had helped with beautification work. R.Carlson and S.Loucks had done with the chair rail installation. Old signage still on, need to work on it, hot water is working in women's locker room and TV to mount. TV was donated by L.Sheprow son.

There were some discussions to reduce the traffic for Crest Group in the members' only area. No conclusion and decision was made. Need more communication/discussion with the Crest group on whether they can move their extra furniture to their side of the building.

D. Greens Committee- R. Carlson

R.Carlson reported that the course is coming on great. This year, he added the course is in the best condition at opening. There is no full crew yet. On behalf of the Green committee he reminded everyone to replace/refill the divots on the course.

E. Tee Sign & Yardage Book- J. Dagrosa

- Currently there are 9 signs sold. These are for 8 holes and the driving range (5 signs for 1 year and 4 signs for 2 years). 5 holes ad sign and the driving range are done. 3 holes sign and 3 ads signs are in transit. Books were printed (\$3,442 still to be paid)
- Expenses: \$13,642
- Revenue collected so far is \$9900. Money owed to us is \$3850 + \$3000 that still need to be collected.
- 10 more holes to sell
- 8 of the 9 advertisers are members of PJCC.
- Full report attached.

F. Membership marketing –L.Sheprow

L.Sheprow asked B.MacMillan to look into forwarding Membership Office phone to the Pro Shop when D.Condia is not scheduled to work. This is important for fielding any enquiries, especially membership enquiry.

Discussion regarding membership marketing also took place in the previous section (agenda item IV-E)

VII. New Business

- A. General membership meeting: difficult to plan with current situation.
- B. Monday, June 22nd will be the date for the Membership Welcome Back Cocktail Reception (moved from April 30th)
- C. Mailing list coordination: M.Garant asked that she is added to the list and also to add J.Hildreth.

There is a backlog on the members' minimum spending card distribution from the Crest Group. M.Garant will help S.Loucks to check and follow up on the progress in both the Treasury office and the Crest Group office. Members can spend the minimum at other Crest Group property as well.

VIII. Date for Next Meeting is Tuesday, May 19, 2020

IX. Adjourn

L. Perry moved to motion to close the meeting and B.McGilvray seconded. The meeting was adjourned at 8.59pm.