John P. Larkin CC

Board Meeting

February 8, 2014

A meeting of the Board of Directors of John P. Larkin CC, of Windsor, VT., was held on Saturday, February 8th, 2014 at Ellie Daniels’ home.

**Present:** President Paula Bugbee, Vice President Ellie Daniels, and 2nd Vice President Bill Flanagan. Treasurer Bob Clark was absent.

**Call to Order:** The meeting was called to order by President Paula Bugbee at 1:47 p.m.

**Approval of Minutes of the December 13, 2013 Meeting:** Bill Flanagan made the motion to accept the minutes as written and Paula Bugbee seconded it. So Approved.

**Treasurer’s Report:** Bob Clark was not in attendance. Because the Accountant has the Quick Books file, Paula has not been unable to post January and her report is for the 2013 year-end. She says the Accountant has the taxes almost finished. Paula noted that, before any adjustments made by the Accountant, we show a profit of $7,000.00. Last year this was a -$5,000.00 figure.

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| --- | --- | --- |
| YTD Net Income | November | 39,982.34 |
| YTD Net Income | December | 7,056.66 |
| Change |   | -32,925.68 |
| Reverse Prel Depr Exp |   | 26,000.00 |
| Actual December Loss |   | -6,925.68 |
| Capital Reserve |   | 2,692.18 |
| Checking |   | 2,530.58 |
| Cash in Drawer |   | 0.00 |
| Undeposited Funds |   | 0.00 |
| Total Operations Cash |   | 2,530.58 |
|   |   |   |
| Cash in Checking Acct. |   | 5,222.76 |
| Accounts Receivable |   | 0.00 |
| Accounts Payable |   | -323.66 |
| Credit Card Payable |   | 0.00 |
| Sales Tax Payable |   | -67.20 |
| Payroll Liabilities |   | -3,385.05 |
| Net Rec./Payables |   | -3,775.91 |
| Cash Needed (CRF not included) |   | -1,245.33 |
| Accounts Rec/Member Credit |   | 0.00 |
| LOC Balance 12/31/13 |   | 35,000.00 |

The Line of Credit application has been filled out, signed by her and presented to Mascoma Savings Bank. For 2013 we used $35,000 of the L.O.C. -- a much better figure than the 2012 year’s $62,000.

Paula also asked for the Board to help her determine what should be done. She has a couple that joined at the couples’ rate and they are eligible for the Grand Golfer’s rate. It was determined that Paula should calculate the difference and reimburse them that amount.

A motion was made by Ellie Daniels to accept the Treasurer’s Report as presented and it was seconded by Bill Flanagan. So Approved.

**Club Manager’s Report.** The Board is currently interviewing applicants and will be selecting a new Manager today. Bill Flanagan asked for the Boards approval in allowing him to work with Steve, hand mowing around the greens during the 2014 Season. The Board so approved.

**Course Superintendent’s Report.** Steve Ashworth was not in attendance.

**Old Business.**

1. **Clubhouse Manager**

We are interviewing applicants.

1. **Employment Contracts.**

Ellie Daniels is to type the new contracts for signing. The Board determined that we need to add to both contracts: “If after one week, the employee is either physically or mentally unable to perform the duties of this contract, the employer will no longer be liable for the employee’s payroll compensation.”

1. **Website**. Scott Daniels has the website working, but is waiting for pictures and information to finalize the website and have it fully working.
2. **Event Schedule 2014**.

This will be addressed at the next meeting with the new Clubhouse Manager.

**New Business.**

1. **2014 Rates Golf and Clubhouse Rental.** Paula has received a notice with a request to rent the Clubhouse during the 2014 season. It was decided that we need find out what the Clubhouse rental/per person allowance number is. Paula will speak with the new Manager for his or her input on the rental prices.
2. **Liquor License.** Paula has been in contact with the Vermont Liquor License officials and they are possibly going to fine the Clubhouse $200.00 for not keeping in compliance with their laws for the 2013 year. Whenever a new Director is appointed, or an old Director resigns, JPLCC is supposed to send them notice of the change. It seems that the previous Board failed to do so and now we are being fined. Paula is in hopes to escape the fine, as she is supplying up-to-date information to the Department officials.
3. **Tim Hebert’s Email Request.** Tim has emailed Paula with concerns regarding the communication between the Board and the members—in particular the hiring of a new Manager. It is the Board’s intention that once a new Manager is in place and the new website up and running, the membership will be fully informed in the future. Also, the Board is willing to respond to any members who have concerns or questions that they want answered or addressed.
4. **Committees.** We will be working on gathering committee members.

 Bill Flanagan (2nd V.P.) is Head of the Greens & Sports Committees. He feels he will have members willing to serve.

Ellie Daniels (V.P.) is Head of the House Committee. She is hopefully going to have members willing to serve on this Committee.

Bob Clark (Treas.) will be Head of the Social & Fundraising Committee. The Board is assured that he will find some members willing to serve.

1. **By-Laws.** It has been determined that the Bylaws need to be changed. Currently the Bylaws state that there needs to be a *Quorum* of 5 *Board Members* and that should be changed to a *Quorum of 3 Board Members*. This will be addressed at the Annual Meeting.

**Scheduling of Next Meeting.**

The next meeting of the Board is on Monday, March 8th, at 2:00 p.m. at Ellie Daniels home—weather permitting.

**Adjournment.**

A motion was made by Ellie Daniels to adjourn the meeting and 2nd by Bill Flanagan.

Meeting adjourned at 2:29 p.m.

Respectively Submitted

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*Ellen E. Daniels, Vice-President & Secretary*