



## **Minutes: Golf Course Advisory Committee**

February 12, 2024

The regular meeting of the Middle Smithfield Township Golf Course Advisory Committee was held on February 12, 2024 at 8:30 AM with Craig Wetherbee presiding and with Chris Rain as recording secretary.

Committee Members: Craig Wetherbee, John Pinto, Mike McDermott, Mike Yesunas On Zoom: Paul Suhrie, Mark Oney Township Staff: Township Supervisor Annette Atkinson, Pro Shop Manager Todd Brown, Maintenance Superintendent Bill Parr, Committee Liaison Chris Rain.

**Meeting called to order at 8:33 am by Craig Wetherbee.**

### **Agenda**

- A motion to accept the agenda for the meeting was made Mike McDermott, seconded by John Pinto. Motion passed 5-0

### **Committee Reorganization**

- Craig Wetherbee was appointed chairperson of the committee by the Board of Supervisors at their reorganization meeting on January 2, 2024.
- Craig Wetherbee motioned to appoint John Pinto as vice chair and Mike McDermott as secretary for 2024. Mike Yesunas seconded the motion. Motion passed 5-0.

### **Minutes**

- A motion to accept the minutes from the December 2023 meeting was made by Mike Yesunas, seconded by John Pinto. Motion passed 5-0.

### **Whispering Pines—Holly Dennis**

- Holly Dennis was not present. Chris Rain stated that Ms Dennis had reported that there were three events booked so far for 2024 and that she was getting calls from other potential renters.
- Annette Atkinson reported that one cleaner has stated that they are willing to clean up after banquet hall events. There was no update on finding more bartenders or event monitors. Todd Brown stated that he has received some applications for seasonal positions and that at least two applicants have RAMP certification.
- Annette Atkinson stated that there would no longer be discounted rates for renting the banquet hall.

### **Grounds—Bill Parr**

- Bill Parr reported that they are working on equipment and called in a seasonal employee to help repair the carts. Mike Yesunas asked about snow mold. Bill Parr stated that if coming storms are

just snow, then there is no problem.

- John Pinto asked Bill Parr if he had spoken to Bonnie Winters about the pumphouse electric. Bill Parr stated that he had and that the only thing running there in the winter months last year was a space heater. That was removed for this winter.
- John Pinto asked if the pond valve was repaired. Mark Oney stated that he was not sure if the plate was put on. Annette Atkinson asked Bill Parr to follow up with Cory Lyon.

#### **Pro Shop—Todd Brown**

- Todd Brown stated that he had received calls about potential outings. The YMCA asked about a weekday outing in June. There have been no winter players due to snow cover.
- Annette Atkinson asked Todd Brown about contacting organizations that have held tournaments at the golf course in the past. Mr. Brown stated that he would rather wait until after the bid round closes in March as it's not certain if the course will sell or not.

#### **Financials—Bonnie Winters**

- Bonnie Winters was not present. Chris Rain provided the committee with several reports from Bonnie Winters regarding course financials.

#### **Marketing – Chris Rain**

- Chris Rain stated that we would continue to do all of the marketing from past years including magazines, website and social media, Google ads, and eblasts.
- Todd Brown asked whether we would do the golf around card again. Chris Rain stated that he would leave that up to Mr. Brown's recommendation.

#### **Old Business:**

- Annette Atkinson reported that the course is currently out for bid and the Township has received interest. Bids are due by March 13.

#### **New business:**

- Todd Brown provided the committee with the approved course rates and membership rates for 2024. The committee discussed the possibility of having graduated memberships, or allowing members to pay for part of the year. Mike McDermott stated that it could increase summer membership and help the Township reimburse members in the event of a sale of the course. Annette Atkinson stated that the Board of Supervisors were not worried about reimbursing members. Mark Oney agreed.
- Opening day is Friday March 29, weather permitting.
- Annette Atkinson and Todd Brown discussed the process of handling payments at the bar, which is as follows:
  1. Cash & Credit Card Sales are processed through POS System.
  2. The ProShop staff working that day will close out the register every day, print close-out reports and reconcile to cash/credit card sales for the day.

3. The cash and receipts (both cash & credit card receipts) are placed in a receipts envelope and sealed. The person who closed out and reconciled puts total cash amount on the envelope and signs the envelope.
  4. The envelope is then dropped in a locked safe.
  5. Budget and Finance Manager retrieve the envelopes from the safe weekly or Pro-Shop Manager will bring the envelopes to Budget and Finance Manager. (Budget and Finance Manager and Pro Shop Manager are the only parties with a key to the safe.)
- Annette Atkinson asked Chris Rain to speak to Alura about the credit card machine not being able to print receipts for customers.

**Public Comment:**

- None

**Meeting Adjourned**

- John Pinto made a motion to adjourn the meeting at 9:32am, seconded by Craig Wetherbee. Motion passed 5-0.

The next meeting will be held on March 11, 2024 at 8:30 am at the Middle Smithfield Township Building.

Respectfully Submitted, Chris Rain  
Recording Secretary