



BEAR VALLEY SPRINGS ASSOCIATION BOARD OF DIRECTOR SPECIAL BOARD MEETING

Open to All
Members

Annual Budget Review

Wednesday, March 29, 2023, 10:00 AM – 4:00 PM

Oak Tree Country Club

MINUTES

A. ANNOUNCEMENTS

1. Call to Order @10:00 am

2. Roll Call

Board Members Present: President Butch Reyburn, Vice-President Peggy Bergman-Smith, Treasurer Guy Munday, Director Adam Tiefenthaler, Director James Panek

Staff Present: General Manager Wesley Shryock, Staff Acct. Gina Silva, Admin. Asst. Anita Bauer

Finance Advisory Committee Members – Don Branson, Mark Poindexter, June Burcham, Ron Wilson, Richard Bissell.

3. Intent to Tape the Meeting

4. Board Comments/Announcements: BR stated he appreciated the BOD handling last night's meeting with decorum.

B. ADMINISTRATIVE & PROCEDURAL MATTERS

Approval of Agenda for Special BOD/FAC Joint Meeting, March 29, 2023

Motion by JP to approve the 3/29 Special Joint BOD/FAC Annual Budget Meetings

2nd by PBS

Motion Approved 5-0

C. MEMBER COMMENTS - None

D. BOARD BUSINESS / ACTION ITEMS

1.	Discussion of 2023-2024 Budget Packet – Wesley explained the process of today and tomorrow's meetings with the managers and their analyzation of their 2022-23 departmental budgets and the necessary changes requested for the 2023-24 budget. This process is how we get to the bottom line for next year's assessments.
2.	Discussion of Budget Narrative Memo – Increased expenses include Natural gas, fuel, very minimal cola (>1%), minimum wage increases, insurance increase and no luxury expenses. Cost of goods has increased but our revenue has also increased in the F&B department.
3.	Discussion of 2023-2024 Fee Schedule- Cost of use for above and beyond expenditures such as horse boarding, weddings and events, guest fees, special interests, pool rental for off-season, arena fees for large events, departmental fees such as sports leagues, fishing licenses, etc. AT asked about the reserve deposit requirement. Wes stated the process would be us following the specific departments and discuss the reserve amount at the end of tomorrow's meeting.
4.	Review of the 2023-2024 BVSA Manager Budget Presentations
	a) 10:30-11:30 – Ashley Krempien (19) – Ashley stated all the recreation departments have been combined. This allows us to share employees and supplies across the whole whitening center. Ashley shared new programs she has created such as Trail Run and Mommy and Me classes. A new event will be a small beer and wine festival in BVS this summer and live music, Hot August Nights. A discussion about the fee schedule

	included removing Dog Tag Fees, and keeping Boat Tag Fees. Annual fish permits are being added. Further discussion occurred regarding sports and the rec desk process for sign-ups.
	b) 11:30-12:00 – Doug Slavin (18) – Doug presented his recommended increases and reductions in the Equestrian Center, Department # 18. EC and Trails have been divided out. Operationally this last year but fiscally in 2023-24 trails will not be in this department. Department #17 will be Trails in the future. Hay has increased and continues to. There are adjustments (decreases) in his budget this year which Doug believes is a more accurate annual budget number for the Equestrian Center. Fee schedule shows a couple of adjustments in dept. 18. Continued discussion occurred regarding fees charged for events that have not been charged in past years. Outside organizations and large events will need to be charged so the entire membership is not subsidizing for these events.
	c) 12:00-12:30 – Cole Raymond (17) – The newly formed Trails department does not have revenue. Simply payroll and expenses. Cole stated the signage is in need of refurbishing or replacing. He asked for money in the budget for a laser engraver for sign replacement. Trails have expenses for small engine repair for the weed whackers and chain saws. Meeting recessed at 12:30 pm
	d) Lunch Break Reconvened at 1:30 pm
	e) 1:30- 2:00 – Duane Gore (16) - Duane stated the golf shop is being reduced due to construction. Merchandise sales are reduced by about 25%. Duane stated he increased his revenue for this coming fiscal year due to a projection of a good weather year. Non-member guest fees increased substantially last year so DG did not choose to increase the fees this year. Discussion occurred regarding the need for small increases to green fees due to the increase in expenses overall.
	f) 2:00-2:30 – Gina Silva (10)- Gina reported the admin fees lowered. We took a decrease in revenue for fees. Increase of payroll for additional part-time person and an IT person as well as a social media admin. brought an increase to department 10.
	g) 3:00-3:30 – Jim Panek (13)- Jim addressed the BOD regarding the ECC department 132. The have acquired the rangers which is why there is an increase in the salaries. The reductions in fines is due to a decrease in new home builds. Jim stated he is trying to reduce the gas consumption of the rangers by using an electric golf cart on the weekends. He is proposing a reduction of fuel prices by about 20% if possible. Further discussion occurred regarding ECC fees for new construction and accessory structures.
5.	2023-2024 Budget Development BOD Annual Meeting – Thursday, March 30, 2023, 10:00 AM – 4:00 PM, Oak Tree Country Club.

E. ANNOUNCE UPCOMING JOINT BOARD / FINANCE COMMITTEE MEETINGS:

- Special Joint Meeting BOD/FAC, Thursday, March 30, 2023, 10:00 AM – 4:00 PM, at the Oak Tree Country Club

F. ADJOURN SPECIAL MEETING @ 2:45 pm