



BEAR VALLEY SPRINGS ASSOCIATION BOARD OF DIRECTOR SPECIAL BOARD MEETING

Open to All
Members

Annual Budget Review
Thursday, March 30, 2023, 10:00 AM – 4:00 PM
Oak Tree Country Club
MINUTES

A. ANNOUNCEMENTS

1. Call to Order @ 10:07 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: Guy Munday Wesley Shryock, Staff Acct. Gina Silva, Admin. Asst. Anita Bauer
Finance Committee Members: Ron Wilson, Richard Bissell, June Burcham, Don Branson, Mark Poindexter

3. Intent to Tape the Meeting
4. Board Comments/Announcements: Jim Panek stated that he appreciates the employees that have worked very hard. He also stated the packets were not ready early enough this year but the employees work very hard to get things done. Guy stated there has been a lot of growth with the Staff Acct. She has done a great job this year. Jim Panek also thanked Mark Poindexter for his work during the audit this year.

B. ADMINISTRATIVE & PROCEDURAL MATTERS

Approval of Agenda for Special BOD/FAC Joint Meeting, March 30, 2023

C. MEMBER COMMENTS:

D. BOARD BUSINESS / ACTION ITEMS 5 items

1.	Discussion of 2023-2024 Budget Packet
2.	Discussion of 2023-2024 Fee Schedule Discussion regarding fee schedule will be during departmental.
3.	Discussion of Budget Narrative Memo Discussion occurred regarding budget process and calculations.
4.	Review of the 2023-2024 BVSA Manager Budget Presentations
	a) 10:30-12:00 - Malissa Rodriguez (15, 24)- Malissa reported to the Board the specifics of the F&B department. The budget revenue and expenditures for the Mulligan Room and for the Oak Tree Country Club. Malissa also reported to the Board how she came up with fees on the fee schedule for her departments. Malissa implemented a 10% increase to revenue which is fairly conservative due to the MR construction project, the closure and the communication needed to get the membership back to dining after the expansion is completed. She anticipates increased staff on the Mulligan Room patio this summer. She hopes to include QR codes to instigate more efficient ordering. MR entertainment is an added expenditure. Malissa stated the plan to increase revenue in department 24 has been a top priority. She has added a new program for POS. Questions came up regarding entertainment costs. The Department 15 and 24 fee schedule was discussed.
	b) Break 1 hour

	e) 1:30-2:00 – Casey (11, 26) - Casey was out sick. Wes reported that maintenance has less than 1% of a change on his budget. Expenses have gone down and payroll minimally increasing. Further discussion occurred regarding payroll expenses and the reserve dollars that are utilized for payroll for projects. Mileage and automobile expenses have stayed at actual budgeted dollars but should increase due to the increase in costs for fuel and cost of goods. Janitorial has very little increase (Department 26).
	d) 2:00-2:30 – Brandon Haynes (20, 30)- Brandon reported on department 20 and 30. He stated he is under contract through International Golf Maintenance until January 2024. Discussion occurred regarding the electricity costs showing under Brandon's department. It was discussed that some other departments should possibly show a percentage of these costs.
	e) 2:30-3:30 – Gina Silva, Staff Accountant (AB Report) – There is no anticipated balance since we are working on a negative balance right now. There is not a reduction of the balance coming which we have had the last 7 years. The reserve contribution requested by the reserve study has increased approx. \$335,000. This year should be a 1.2 million dollar deposit into the reserves. The operational increase of \$400,000.00. Right now the increase in assessments looks like a substantial increase in the assessment fees this year.
5.	Discussion: 2023-2024 Budget Development Annual Budget Meeting – Wednesday, April 5, 2023 is the next meeting date. 1:00 PM

E. ANNOUNCE UPCOMING JOINT BOARD / FINANCE COMMITTEE MEETINGS:

F. ADJOURN SPECIAL MEETING @ 2:45 PM