

## BRIARBROOK COMMUNITY IMPROVEMENT DISTRICT

### MINUTES OF MARCH 17, 2014 (CLOSED MEETING – 5:30)

Karen Rutledge called the meeting to order.

ROLL CALL: Dave Englert, Adam Greek, Karen Rutledge, Toby Teeter, and Garry Church were present. Tim Huff and J B Brown were absent.

There was considerable discussion with Wendy Ginavan regarding changes that are needed to reduce employee costs. There were concerns that employee expenses for January–February were well over 50% and the Board would like to see this cost reduced to the 30% to 40% range. There is also a need for better communications between Mark and Wendy.

Wendy left the meeting and the Board continued to discuss other changes that might be made to bring personnel cost down for the coming months. No formal action was taken and the meeting was adjourned.

### MINUTES OF MARCH 17, 2014 (REGULAR MONTHLY MEETING – 7:00)

Karen called the meeting to order.

ROLL CALL: Dave Englert, Adam Greek, Tim Huff, Karen Rutledge, Toby Teeter, and Garry Church were present. J B Brown was absent.

An item concerning a Junior Golf Program was added to the Agenda. Toby moved to approve the amended Agenda, seconded by Adam Greek, 6–0. Toby moved to approve the minutes of February 10. seconded by Adam Greek, 6–0.

#### TREASURER'S REPORT:

Toby presented the Treasurer's Report. He reported that the Restaurant payroll expenses were running close to 60%. The goal for these costs need to be in the 30% range . Fund Balances were reported as follows:

SMB Operating Acct–	\$ 59,498.72
SMB Facility Manager Acct–	263.12
SMB Debt Service Acct–	713.57
SW Trust Co. Assessment Fund–	179,376.73
SW Trust Co. Debt Service Acct–	.08

#### OLD BUSINESS:

Doug Harvey presented a plan for leasing the Restaurant as Lumpy's which he currently owns. His information was well presented and dealt with some ideas that might increase local patronage and provide for special events and golf activities. He included a sample menu and indicated that he could be

ready to start by May 1. He was asked if he might be interested in a management contract with the CID still maintaining ownership which would help insure the identity of the Briarbrook Restaurant. He indicated that he might consider this possibility. The Board continued to discuss restaurant operations and agreed to maintain current operations and advertise for a manager or a management company and try to arrive at a decision by April 15.

The issue with the water tower was briefly discussed. Tim Old presented information about the condition of the tower and some possibilities regarding removal. It was decided to research some other possible options and to table the discussion to a future meeting.

The list of new Board candidates was discussed. It was agreed that there are some good candidates available to replace outgoing members, Karen, David, and Toby. Karen reported that J B Brown has indicated that he is going to resign from the Board. He has had some conflicts with work and travel obligations that have prohibited him from attending a number of scheduled meetings.

A proposal from Sign Designs for a new electric sign to be placed near the entrance to the main parking lot. It was not accepted and the Board decided to seek additional proposals.

There was discussion regarding membership in the Joplin Chamber of Commerce. It was decided that there was little benefit to this and to continue to maintain membership in the Carl Junction Chamber of Commerce.

#### NEW BUSINESS:

There was discussion regarding a Junior Golf Program as several parents have indicated an interest in a program. The Board felt that although there is a program in Joplin, Briarbrook should have a separate program for children and grandchildren of members. Garry will discuss this with Mark.

There was some concerns expressed by several Board members regarding the number of dead trees needing to be removed. This will lead to more stumps and there were some concerns voiced about old stump holes still needing to be filled. There was a question raised about liability when non Briarbrook personnel are allowed to cut down trees. It was suggested that Mark develop a Master Plan for future winter projects which could be done by staff over the winter months.

There was no Course Manager's Report as Mark was out of town.

#### ADJORNMENT:

Tim Huff moved to adjourn the meeting, seconded by Toby, 6-0.

The next regularly scheduled meeting will be April 14, 2014

Submitted by  
Garry Church, Secretary

## **BRIARBROOK COMMUNITY IMPROVEMENT DISTRICT**

### MINUTES OF APRIL 9, 2014 (CLOSED MEETING 6:00)

Karen called the meeting to order.

ROLL CALL: J B Brown, Dave Englert, Adam Greek, Karen Rutledge, Toby Teeter, and Garry Church were present. Tim Huff was absent.

More managerial applications were distributed in addition to those previously received. There was Board discussion of the applications that had been received. Following considerable discussion of current personnel, it was agreed that Karen would meet with Wendy as soon as possible and discuss the possibility of her continuing as Restaurant manager. However, this will be contingent on her accepting specific changes that are going to be made. These will include the following areas: (a) reduction of the number of hourly paid staff, (b) her being present during high volume nights or special activities, (c) implementation of a revised schedule of bar and kitchen hours, and (d) that she must communicate closely with Mark regarding restaurant operations and services as he is responsible to the Board for facility management and financial accountability.

There was no other formal action taken and the meeting was adjourned.

Submitted by  
Garry Church, Secretary