

## BRIARBROOK COMMUNITY IMPROVEMENT DISTRICT

### MINUTES OF AUGUST 11, 2014

Adam Greek called the meeting to order.

ROLL CALL: JB Brown, Jim Hackney, Tim Huff, Bob McAfee, Howard Smith, Adam Greek, and Garry Church were present.

Tim Huff moved to approve the Agenda, seconded by Jim Hackney, 7-0. Tim Huff moved to approve the Minutes of July 14, 2014, seconded by Jim Hackney, 7-0.

#### TREASURER'S REPORT:

Bob McAfee and Mark presented the Treasurer's Report. It was recommended that separate categories were needed for the July 4th events (Golf tournament and other activities). These should also list all income and expenses. It was discussed and recommended that there should be a separate sheet or category for all special events held annually. Some concerns were also expressed about how negative balances were listed and a need to be able to better compare monthly incomes. Howard Smith indicated he will send recommendations for showing comparisons. The Board emphasized that monthly P & L reports be sent out to Board Members prior to the meeting. It was reported that \$1,500 had been refunded from recent election costs. Fund Balances were reported as follows:

SMB Operating Acct-	\$139,323.37
SMB Debt Service Acct-	221.28
SW Trust Co. Assessment Fund-	130,635.98
SW Trust Co, Debt Service Acct-	.08

#### EMPLOYEE REPORTS:

Vi reported that she has been working with Mark to better understand the financial reports. She has also been able to cut back on labor costs. There was discussion about using food tickets for tournaments to make sure that only participants are eating tournament meals. She and Jim Hackney discussed that beginning and ending food inventories are deceiving due to when events are scheduled. Vi asked that the Board consider closing on Monday as there is little profit. It was decided that the Communications Committee should make a recommendation for weekly hours of operation.

Mark reported that the Beauty and Beast Tournament had 62 teams of four. The building was crowded and the service was slow but comments about the food were good. He indicated that couples tournaments are growing in popularity. Pro shop revenues should increase due to prize certificates. The golf course is in good shape and plans are being made to clean the ponds on #11 and #16. There are plans to take out more stumps and fill stump holes. Cart paths are complete on #3 and #4. Some work being done on #1 and #17. He reported that there is \$12,000 left in the Cart Path fund. It was

also recommended to Mark that he needs to categorize trail fees. Some concerns were expressed about a need to reorganize the accounting system. The new Finance Committee will need to work on this project. Mark also reported on the need for more tee boxes for both the women and seniors. Some long range plans for the golf course need to be developed. It was suggested that Steve McKenzie and Phyllis Sanders might serve on the Golf Committee.

#### OLD BUSINESS:

JB had some concerns about the Pro Shop and golf course but when it became apparent that some personnel issues were involved, Adam suggested that these issues should be discussed in a closed meeting. It was decided that a closed meeting of the Board would be scheduled the following week. Board members will be notified of the date and time of the meeting and a notice will be posted.

Several items regarding the golf course were discussed. The need for blocking off the culvert on #18 was mentioned as well as repairing the locks on the restroom. JB suggested that a former employee (Frank Tilley) of Ray Schmidt be hired to do small general repairs. The Board also talked about needing better maintenance and cleaning in the restrooms. Howard Smith moved that green fees and cart rental be offered to Mr. Tilley for handyman and maintenance work, seconded by Adam, 7-0.

Jim Hackney discussed information about a Directors and Officers Liability insurance policy. Tim Huff moved that the Board take out the policy with \$1,000,000 liability for Board Members, seconded by Garry Church, 6-0-1 with Jim Hackney abstaining.

Howard distributed information regarding new committee responsibilities and organization. This included a draft Master Plan and copies of suggested outlines for other Board committees. He also suggested that the Board schedule a "Committee Night" at the restaurant with opportunities for patrons to experience and discuss the purpose of the various committees. This would allow patrons to decide on which committee they might want to participate.

It was decided that the core of each committee needs to get lined out and report their progress back to the Board at the next (September) meeting. Committee chairs can use Howard's outlines or can make any changes they determine are appropriate.

The pool problem continues with a possible broken suction line on the northeast side of the pool. This has caused an increase in chemical usage due to adding more water which has also caused a discoloring of the water because of the hard water. Tim also reported some vandalism in the pool with drain covers being forced off. He has had to replace these covers several times.

Jim Hackney moved to have American Leak Detection to come out and determine the location of the leak after the pool is closed for the season, seconded by Howard Smith, 5-2.

The change in extended pool hours are posted and are determined by availability of life guards. Tim Huff moved that the pool close for the season on September 15, seconded by Jim Hackney, 7-0.

NEW BUSINESS:

It was suggested that the meeting day and time for the CID Board be changed. Jim Hackney moved and Bob McAfee seconded a motion to begin meeting on the 2nd Thursday of the month at 6:00 pm, 7-0. This change will start in September, 2014, with the meeting on September 11 at 6:00 pm.

Howard Smith presented some recommendations for By-Law changes that need to be made to conform with current practices of the CID Board. Two of these changes are listed below and probably should be discussed and acted on at the next meeting. Other By-Law changes proposed by Howard need to be discussed further before any action is taken.

*The Board of Directors shall elect the following officers: Chair, Secretary, and Treasurer. Election of officers shall be held in June. Terms of officers shall begin July. Officers shall serve until their successor is elected by the Board and assumes the duties of the office. In the event of an officer vacancy, the directors shall elect an interim officer to fill the vacancy for the unexpired term.*

*The Board shall meet regularly on the second Thursday of each month. Special meetings may be called with one-day notice by the Chair of the Board of Directors or shall be called upon written request of a quorum, providing the meeting is posted pursuant to the Missouri Open Meetings law.*

ADJOURNMENT:

Jim Hackney moved to adjourn the meeting, seconded by Adam Greek, 7-0.

The next regularly scheduled meeting will be Thursday, September 11, 2014

Submitted by  
Garry Church, Secretary