



**CLUB NAME**  
**STAFF MEETING MINUTES – [MEETING DATE]**

**ATTENDEES:** Mike, Sean, Jon, Nick

**AGENDA:** General Information  
Food & Beverage  
Golf Shop  
Outside Services  
Maintenance  
Marketing

**GENERAL INFO**

- Staff party wed. at 4pm Fairfax.
- Meeting w/ American lung assoc. 8/9 need input for what all outside books offers would work best (not leaving money on the table / best times / etc.)
- Meeting with Chubb insurance 8/15 re: workman's comp/safety issues.
- Need to hire additional f&b staff ASAP!
- BCGM annual meeting coming up!
- PPP (Preferred Players Program) selling it / input needed / possible incentives.
- Employee of the month voting - Rust Hawkins - Maintenance
- End of the Month Revenue #'s - WOW
- We need to get better with our in house communications!

**FOOD & BEVERAGE**

- Nick will now do the schedule / inventory.
- Clean , Clean, Clean, Clean.
- New counter and condiment area looks great
- Continue to stay on top of orders (don't want to be out of anything)
- Need to call coke to get plastic 32oz cups
- We now have Styrofoam cups more cost effective
- Did I mention Cleaning?

**GOLF SHOP**

- Focus on inventory and accurate counts!
- Tee Book new sheets in 4 ring binders we need input on what works what needs to be improved on before we spend \$ to get books made.
- Need to get more accurate on deposits and Monthly income report
- Registration Cards 15% mtd is good but could be better (20%)

- When closing the safe and petty cash should be counted first to eliminate over/under problems.
- Jon is to establish a written policy for receiving mdse
- Things needed in the pro-shop: signs, cleanliness, new carpet, up selling
- Tee times, mdse, memberships, etc,

### **OUTSIDE SERVICES**

- Nick is to do the schedule and should be done and to me by wed. pm
- Nick will also supervise the outside staff including: cart/starters/course advisors.
- Starters speech – update and create starter cards
- Hourly checklist in the bathrooms
- August competitive course study
- Fill literature organizer in the office with appropriate information as well as have it accessible for counter staff.
- Vector Security to come out and fix cart barn bypass problem

### **MAINTENANCE**

- Schedule for employees
- Meet w/ mf Tuesdays & Fridays to ride the course
- Practice area - what do we need to do to get it going?
- Scoreboard up at the deck area
- Merchandise display will take two trips to get schedule next week
- Sean going away for the weekend
- Water coolers seem to run out quickly on the hot weekend days lets put more out - figure out location while we do our weekly ride
- Keep the round up going in the parking lot and clubhouse areas.
- Tees and cups on the weekend need to get easier for pace of play
- Payroll issues I need to know before called into pay America!

### **MARKETING**

- Upcoming Outings
- Early Bird special – 15% rounds July
- Other Promotions

**NEXT MEETING MONDAY AUGUST 7<sup>th</sup> @ 10am.**