

FOOD AND BEVERAGE COMMITTEE

MAY 4, 2017

Members in Attendance: Bernie Kowalski, Ricki O’Keeffe, Bill Carpenter, Ben Davis

Telephonic Attendance: N/A

Absent members: Marty Neilson, Elaine Dover

Board Liaison: Gay Zawatski

Management: Brian Shaw, Marshall Reichert, Danielle Ipe

Guests: Kieran Murphy, Zack Carson, Bud Jenssen, Kathi Jenssen, Allan Gustafson, Joe Harris

Call to Order: Vice Chair, Bernie Kowalski, called the meeting to order at 9:01 a.m.

Approval of Minutes: Bernie called for a motion to approve the Minutes of the April 6, 2017 meeting. Ben moved to approve the Minutes, Bill seconded it and the motion was approved by all members.

Introduction of Committee, Guests & Board Liaison: All attendees introduced themselves.

Financial Report: Bernie gave the March Financial Report.

1. Overall CWPV operated approximately \$27,000 ahead of last year’s actuals and approximately \$5,000 behind budget.
2. CW operated approximately \$30,000 ahead of last year’s actuals and approximately \$28,000 behind budget.
3. PV operated approximately \$3,000 behind last year’s actuals and approximately \$23,000 ahead of budget.

Board Liaison Report: Gay Zawatski, Board Liaison, updated the committee on the Board’s actions and/or approval of the following items: purchase of 2017 Cushman Hauler gas cart with tool box and ladder rack for facilities maintenance; replacement of tennis courts 2, 3 and 4 with tension concrete, new fencing and thirty-six (36) new LED court lights; replacement of a six (6) burner range for CW; replacement of Saguaro Room ice machine; approved leveling of tee boxes at CW and PV, replacement of one (1) POS system in the CW Grill and the addition of three (3) new POS systems in the San Tan Ballroom. Also, there were twenty-eight (28) homes sold in April, totaling eighty-two (82) homes YTD sales creating HOA revenues of \$110,208.

HOA Management Reports: Brian Shaw had no comments.

Club Management Reports:

1. **PALO VERDE:** Marshall reported the following **Short/Long Term Goals:** the steamer is on order and the Cutting Edge Program application has been submitted.

Recent/upcoming events are:

- Battle of the Chefs, 04/08/17 @ \$29, 255 attendees, \$3,000 net;
- Easter Brunch, 04/16/17 @ \$39, 623 attendees, \$9,000 net;
- Cinco de Mayo, 05/05/17 @ \$13; 150 reservations;
- Derby Day, 05/06/17 @ \$16, no reservations required;
- Mother's Day, 05/14/17 @ \$39, anticipates 300 reservations;
- Country Western night, 05/20/17, no reservations to date;
- Summer Wine Pairing, 06/10/17 @ \$22, no reservations to date, and
- Father's Day, 06/18/17 @ \$20, no reservations to date.

Marshall reported the following on **Venue Performance**: Revenue is up \$58,218 or fourteen (14%) percent over 2016 YTD. Logs and active management have been successful. Trivia will remain at PV until further notice due to successful marketing of Sunday banquets and private parties at CW. Several issues arose from the Easter buffet; i.e., certain food shortages, less "no shows" so more attendees and less desserts eaten. All these issues have been addressed, the problems resolved and these issues will be taken into consideration in planning similar events in the future.

Marshall reported the following on **Staff Changes/Training**: Staff count is at forty-four (44). Staff training on 04/28/17 focused on homeowner carding. Marshall has implemented a surprise audit system similar to the county's health inspections at both clubs.

2. **COTTONWOOD**: Marshall reported the following **Short/Long Term Goals**: two (2) new soup wells installed; a six (6) burner range installed; four (4) bottle coolers requested; the Saguaro Room ice machine installed; one (1) keg cooler requested for the Saguaro Room; four (4) computer terminals installed; two (2) POS computer carts installed and small wears (stemware, flatware, etc.) have been replaced. Pool and patio service beginning to slow with seasonal residents departing. Marshall has also developed and placed seventeen (17) staff logs, with more to come. The Cutting Edge Program application has been submitted.

Recent/upcoming events are:

- Louisiana Bye You, 04/07/17, @ \$35, 140 attendees, \$1,300 net;
- Easter Sunday buffet, 04/16/17, @ \$10.95, 200 attendees, broke even;
- Cinco de Mayo, 05/05/17, @ \$19, anticipates 70 attendees, with buffets in the Café and Ballroom;
- Mother's Day, 05/14/17, @ \$11.95 and \$12.95, no reservations required;
- Mixed, 06/15/17, @ \$19, 2 course and 2 drink meal, and
- Father's Day, 06/18/17, @ \$11.95 and \$12.95.

Marshall reported the following on **Venue Performance**: Revenue is up \$49,000 or ten (10%) percent over 2016 YTD. The Sunday buffet and the Thursday pasta station will be discontinued for the summer months only beginning in May.

Marshall reported the following on **Staff Changes/Training**: Staff count is now at fifty-one (51). The Sous Chef attended the Serve Safe and Active Manager class this month. Staff training on 04/28/17 focused on homeowner carding.

Marshall has implemented a surprise audit system similar to the county's health inspections at both clubs. All staff documentation on food handler's cards and liquor training has been updated. The Hostess position has been eliminated and the servers are now responsible for homeowner carding.

Committee Member Comments:

1. Bernie presented an issue regarding BP 8-15 A, Food & Beverage Outlet Regulations. This regulation, written in 2003, states that "Homeowners and non-food employees must use **only the front entrance** to access the Cottonwood Café." This policy has become unenforceable due to the multiple and unmanned entrances into the club area. Marshall has requested that this committee suggest that BP 8-15 A be removed and that BP 8-15 B becomes BP 8-15 A, the only restriction. Ricki moved to present this to the Board for action, Ben seconded it and the motion was approved by all committee members.
2. Bernie read a memo that was sent to our committee Chair, Marty Neilson, from Bill Wright, Security, Safety and Access Committee Chair regarding several issues their committee deemed to be of importance. The first issue regarded table placement at PV during the Happy Hour buffet and falls that might have been caused by close table placement. Marshall responded that the recent falls had nothing to do with table arrangement, and is a non issue in his opinion. The second issue regarded possible ADA non compliance due to the PV bar exit doors not being navigable. Marshall was already aware of this issue and took pictures to insure that this was also a non issue in his opinion. The third issue regarded the lack of an exit sign over the east bar door. If management deems this an issue, then it should be referred to the Facilities and Grounds Committee for action. Marshall further stated that none of these items have been deemed an issue during their regular fire inspections.
3. Ricki reported that the quarterly comment card report indicated that CW provided more cards than PV, which is a first. The ratings were overall very good with very low "poor" percentages. She also complimented both Marshall and Kieran for a job well done under extremely difficult conditions during this last month having to monitor both club venues.
4. Bernie complimented Danielle Ipe and her staff on the recent church catered dinner. And he complimented Marshall for quickly taking care of the complaints that were a result of the Easter buffet issues addressed above.

Guest Comments:

1. Bud Jessen complimented Gay and Marshall on the recent farewell party for longtime PV residents.

Recommendations to the Board: This committee recommends to the Board that they revise BP 8-15 A and strike the following sentence: "**A. Homeowners and non-food employees must use only the front entrance to access the Cottonwood Café.**" The remaining item "B" would then become "A". (Revision in red)

Recommendations to Management: There are no recommendations at this time.

Next Meeting: The next meeting is scheduled for Thursday, **SEPTEMBER 7, 2017** at 9:00 a.m. in **THE SAGUARO ROOM**. If you are unable to attend, please e-mail Chair, Marty Neilson, at mneil62002@mac.com.

Adjournment: The formal meeting was adjourned at 9:50 a.m.

Submitted by:

Marty Neilson

Marty Neilson, Chair

Ricki O'Keeffe

Ricki O'Keeffe, Secretary

Bernie Kowalski

Bernie Kowalski, Vice Chair