

***FOOD AND BEVERAGE COMMITTEE***  
***OCTOBER 5, 2017***

**Members in Attendance:** Marty Neilson, Elaine Dover, Bernie Kowalski, Ricki O’Keeffe, Bill Carpenter, Ben Davis

**Telephonic Attendance:** N/A

**Absent members:** N/A

**Board Liaison:** Roger Beagle

**Management:** Brian Shaw, Steve Nolan

**Guests:** Marshall Reichert, Kieran Murphy, Josh Blackburn, Andy Warren, Luis Roman, Kim Berk, Bob Carlson, Bud Jenssen, Marcia Hagen

**Call to Order:** Chair, Marty Neilson, called the meeting to order at 9:00 a.m.

**Approval of Minutes:** Marty called for a motion to approve the Minutes of the September 7, 2017 meeting. Bernie moved to approve the Minutes, Elaine seconded it and the motion was approved by all members.

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

**Financial Report:** Elaine gave the August 31, 2017 Financial Report.

1. Overall CWPV operated approximately \$4,000 behind last year’s actuals and approximately \$33,000 ahead of budget.
2. CW operated approximately \$40,000 ahead of last year’s actuals and approximately \$20,000 ahead of budget.
3. PV operated approximately \$44,000 behind last year’s actuals and approximately \$13,000 ahead of budget.

**Board Liaison Report:** Roger Beagle, substitute Board Liaison, updated the committee on the Board’s actions and/or approval of the following items: 08/31/17 Financial Summary; new fence for Winston Lake (Swan Lake) with two (2) gates for access; replacing (two) 2 Sand Pro’s for raking the sand at both clubs; replacement spa heaters for CW & Michigan pools; 2017-2018 exceptions to the Golf calendar; denied BP11-01 & 11-03 changes requested by Elections Committee; CW Couples Golf League and 2017-2018 golf rates to remain the same. Also, there were twenty-nine (29) homes sold in September, totaling two hundred forty-four (244) homes YTD sales creating HOA revenues of \$327,636. The Board and managers are preparing the 2018 budget and the annual budget meeting will be 10/04/17 at 4:00 p.m. in the San Tan Ballroom.

**HOA Management Reports:** Brian Shaw commented this year keeps getting better and better. Steven Nolan commented on CW’s new patio furniture now in place and also the LED lighting that is currently being installed in the parking areas at CW, PV and the PV gate.

## Club Management Reports:

1. **COTTONWOOD/PALO VERDE:** Marshall Reichert reported the following **Short/Long Term Goals:** CW's new patio furniture is in place, LED lights and misting system will also be installed on the patio. The remodel of the restrooms and the café/restaurant has been approved and the permits secured, but both projects will be on hold until Spring or early Summer. Kieran has developed a poolside service program for CW.

Marshall reported the following on **Venue Performance:** Revenue is up \$185,000 for CW/PV combined or five (5%) percent higher for CW and fifteen (15%) percent higher for PV. CW saw positive growth in August from liquor and food sales. Daily manager walks show high level of food safety in effect. PV has a new online RSVP system. Staff uniform changes are in effect moving from summer to "in season" uniforms, with Friday's remaining as "RED" Fridays. Expenses have been high due to repair, maintenance and replacement of kitchen equipment at both venues, particularly CW.

Marshall reported the following on **Staff Changes/Training:** Staff count is now at forty-six (46) at CW and forty-four (44) at PV and both venues are looking to increase their bus staff. This month's staff training focused on homeowner interaction and basic rules, safety in the kitchens and liquor liability issues. Marshall, Kieran, Andy and Chef Zach recently attended the Restaurant News Magazine seminar which focused on creating a "healthy eating menu". Also, the lobby hostess position has been eliminated and the servers are now charged with checking homeowner's cards.

2. **COTTONWOOD:** Kieran Murphy reported on the following recent/upcoming events:
  - Kenny Hess, 09/13/17, 89 attendees, \$1,335 net;
  - Battle of the Chefs, 09/20/17, 102 attendees, \$742.58 net;
  - Pig Roast, 10/21/17, @ \$35, 159 tickets sold;
  - Halloween Party, 10/28/17, @ \$20, 79 reservations to date and
  - Bonfire, 11/25/17, tickets now available.
3. **PALO VERDE:** Josh Blackburn reported on the following recent/upcoming events:
  - Wine & Food Pairing, 09/16/17, 221 attendees, \$1,936.35;
  - Patio Dinner Dance, 10/07/17, @\$17, 96 reservations to date;
  - Oktoberfest, 10/13/17, @ \$14, 362 reservations to date;
  - Celebration of Golf, 11/07/17, @ \$60, 482 reservations to date;
  - Thanksgiving, 11/23/17, @ \$36, 211 reservations to date and
  - Holiday Dinner, 12/09/17, @\$29, reservations now available.
4. **CATERING/BANQUETS:** Andy Warren reported that banquet sales are ahead of the budget; CW is busy with banquets, but PV could use more. He's also working on putting together some additional holiday parties as well as New Year's Eve. A wedding scheduled for this month at CW.

### **Committee Member Comments:**

1. Ricki reported that comment card ratings were overall very good and CW continues to produce more comment cards than PV. Marshall commented that he has made a concentrated effort with his staff to make sure that the comment cards are in the check presenters and thereafter placed in the card boxes.
2. Ben announced his resignation from this Committee due to his and Tracy's move to northern Arizona. He enjoyed his time here in Sun Lakes and will miss everyone.
3. Bill complimented everyone on the staff for the recent Battle of the Chefs. He thoroughly enjoyed the event. Marshall commented that since this was the first time the "battle" has been held at CW and that it was so well received, he hopes that future similar events will bring greater attendance, hence increased revenues.
4. Bernie congratulated Luis on his promotion and move to PV. He was questioned by a homeowner re if the new patio furniture was the same as at PV. It is, per Steve Nolan. He was asked, with the new furniture arrangements, is it possible the "smoking" area may move? It is possible, per Marshall. He applauded the new online RSVP system. He also questioned whether or not the "auto door" in CW café is still in the works. It is Board approved, per Marshall, but on hold until the Spring/Summer. Bernie offered his congratulations to Zach and his team for the great Monday night buffets. Lastly, he asked whether or not there is a specific dress code for the F&B managers. Per Marshall, it is "business casual", and, of course, all staff members must wear their name tags.
5. Elaine expressed her appreciation of this Committee and, due to being termed out, will not be returning. She has enjoyed her time here and plans to attend all the meetings on a regular basis.

### **Guest Comments:**

1. Bud Jenssen commented on the wonderful Battle of the Chefs.

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

Marty Neilson had to leave the meeting due to an emergency and Bernie Kowalski, after a short break, re-opened a closed meeting at 10:00 a.m. for the specific purpose of interviewing four (4) applicants for the three (3) openings on the Committee. Those applicants are Kimberly (Kim) Berk, Robert (Bob) Carlson, Marcia Hague and Roger (Bud) Jenssen. Roger Beagle, Board Liaison, officiated over the interviews and conducted the voting process. Each applicant was interviewed and then voting took place.

Additionally, Marty had previously requested that an exception be made to allow Ricki O'Keeffe to serve an extra two (2) year term on this Committee.

Bernie moved to make these recommendations to the Board, Bill seconded it and the motion was approved by all members.

**Recommendations to the Board: This Committee recommends to the Board that they approve the first terms of Kimberly Berk, Robert Carlson and Roger (Bud) Jenssen as members of this Committee. Further, this Committee recommends to the Board that they approve an exception for Ricki O'Keeffe to serve a third two (2) year term as a member of this Committee.**

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

**Next Meeting:** The next meeting is scheduled for Thursday, **NOVEMBER 2, 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](mailto:mneil62002@mac.com).

**Adjournment:** The closed meeting was adjourned at 10:41 a.m.

Submitted by:

*Marty Neilson*

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Marty Neilson, Chair

*Ricki O'Keeffe*

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Ricki O'Keeffe, Secretary