



**Incline Village General Improvement District  
Golf Advisory Committee**

*Michaela Tonking  
Todd Wilson  
Harry Swenson  
Robert Riccitelli  
Jay Simon*

**MEETING MINUTES**

**INCLINE VILLAGE GENERAL IMPROVEMENT DISTRICT GOLF ADVISORY COMMITTEE  
HELD IN INCLINE VILLAGE ON January 25, 2024**

\*Viewing available by clicking the link and choosing BOT Meeting 01.25.2024 at <https://livestream.com/accounts/3411104>

**GOLF COMMITTEE MEMBERS PRESENT:** *Michaela Tonking, Todd Wilson, Harry Swenson, Robert Riccitelli, Jay Simon*

**A. PLEDGE OF ALLEGIANCE\***

Interim General Manager Bandelin led the Pledge of Allegiance.

**B. INITIAL PUBLIC COMMENTS**

Zoom Caller 4577 - Cliff Dobler, provided public comment regarding the job description of the Director of Golf position. He provided feedback on the summary where it doesn't include Golf duties facilities and events (possibly the catering events).

He also provided feedback on the section regarding the following items under duties and responsibilities:

Item 8 - performs long range strategic Planning for current and new facilities and programs

Item 16 - inputs and monitors employee time and pay records using an automated system, to ensure that the records are accurate each month.

**C. APPROVAL OF AGENDA**

Trustee and Chair of the Committee Michaela Tonking requested that the meeting have a flexible agenda and move General Business Item E.2., to the first Item of the meeting and Item E.1. to follow.

She also requested that the original agenda posted with Item E.3. should be taken off of the website.

With no other comments from the Committee, the Agenda was approved.

#### **D. CONSENT CALENDAR**

No Items on the Consent Calendar

#### **E. GENERAL BUSINESS (for possible action)**

##### **E.2 Verbal update on recruitment progress of the Director of Golf Job description; discussion and possible direction to staff. (Requesting Staff Member: Director of Human Resources Erin Feore)**

Erin Feore, Director of Human Resources, provided a brief update on the Director of Golf job description and provided an update on the recruitment and interviews of the Director of Golf.

Committee member Todd Wilson asked about the job description and the expectations for this position and how that would play into the recruitment.

Director Feore provided additional information regarding the ongoing ideas.

Trustee Michaela Tonking read comments provided by Committee member Harry Swenson (**Below**) (***By Committee Member Swenson***).

*After reviewing the job description for the job, I was very concerned that we are still looking for a Director of Golf that also includes a major focus of Food and Beverage. I don't believe that there are many individuals that have both experience in Food and Beverage and Golf operations. This is exasperated by the fact that most of the job description describes golf operations and management including training and background but nothing regarding what is expected or experience in providing hospitality management or training. If this position is for both the management of the golf operations and the Château's food, beverage, and venue operation then the job requirements in the description are severely lacking. So I would recommend, as we did in the Food and Beverage document that we break the job into two positions, 1 for golf operations and the other for the Chateau's food, beverage and venue operations.*

The Committee discussed how to find the balance between the expansive job description, and that Golf Professionals typically do not have experience in the food and beverage side of this job description.

Interim General Manager Bandelin explained that as a director of a venue such as ski or golf, that as the director, they would work cooperatively with the Executive Chef and assistant manager of Food and Beverage.

## **E.1 Discuss the goals and objectives of the Golf Advisory Committee.**

Chair Michaela Tonking opened the discussion regarding the goals and objectives of the Golf Advisory Committee, and advised that the Board of Trustees tasked this committee to provide service recommendations and possible operational pricing recommendations, to help the board with regard to the budgeting process and funding process.

She opened the floor for discussion.

Committee member Robert Riccitelli asked the committee, "what are the problems that this committee is trying to solve?" He also asked about the financial information and operational metrics utilized by the course, and how this would assist with the committee's research.

Committee member Jay Simon asked if there was a target date for Board recommendations. Chair Michaela Tonking provided a target for the end of March.

Interim General Manager Mike Bandelin informed the committee that staff is preparing the following reports for the committee: 5-year financial look; a financial report for the last fiscal year; June 30, 2023 actual to budget; and financials for the first part of FY 2024.

GM Bandelin also asked the committee, "What key performance indicators would the golf community like to see?"

Trustee Michaela Tonking read comments provided by Committee member Harry Swenson **(Below)**

### ***(By Committee Member Swenson).***

*I believe that the original position description that we applied for generally describes the goals and objectives of the golf advisory committee. At the highest level, it is to assist the trustees by providing our collective knowledge and experience in golf operations to move the IVGID golf operations and associated businesses towards more profitability and sustainability for the IVGID community. Due to the limited understanding of golf operations and associated businesses by the IVGID Trustees, our goals are also to provide timely feedback and recommendations to the Trustees regarding Director of Golf Operations budgets, priorities and operational plans.*

*I believe that we should also be a sounding board for the Director of Golf operations on her/his strategies and approaches to achieve a more profitable and sustainable operations. As well as review and provide advice to the Director of Golf on presentations and recommendations to the IVGID Trustees. I believe that in any presentation or recommendations that are made to the board by the Director of Golf should include either our advisory board's consent and support or specific objections. This would be highly beneficial for a more efficient utilization of the Trustees time to approve or respond to materials and recommendations provided by the Director of Golf.*

*Last year we observed the Director of Golf go before the board three times to just present a budget, and the last time he had to work extensively with a*

*trustee and Director of finances to supply a budget and operation plan to start the beginning of golf operations for the 2023 year. This would not have been necessary if a committee such as ourselves would been able to provide advice to the Director of Golf prepare the budget and operational plan prior to the expected approval by the Board of Trustees.*

*With that said I had the understanding that we were to complete and vote on our recommendations for our Food and Beverage document. I would have expected that after we discussed it last meeting with consensus that we should go forward, except with some minor editing. I was hoping that this meeting we would complete it in a timely manner.*

Michaela went over the data being brought forward at the next meeting - Utilization rates from May through October, set hour rates for different hours of operation,

Robert Bruce and his team will put together a list of who is playing and the make-up of who is playing at the courses. Bobby Magee will provide a 5-year financial look.

Jay Simon requested that we get rates from other courses and include Tahoe Donner's Course.

Todd Wilson requested that detailed play data be included

## **F. LONG RANGE CALENDAR**

### **February 8th Meeting**

Utilization rates from May through October

Set hour rates for different hours of operation,

Robert Bruce and his team will put together a list of who is playing and the make up of who is playing at the courses.

Bobby Magee will provide a 5-year financial look.

Jay Simon requested that we get rates from other courses and include Tahoe Donner's Course.

Todd Wilson requested that detailed play data be included.

### **February 22nd Meeting**

Golf operations and the other for the Chateau's food, beverage and venue operations.

## **G. FINAL PUBLIC COMMENTS - Limited to a maximum of three (3) minutes in duration.**

No final public comments

**H. ADJOURNMENT (for possible action)**

The Golf Advisory Committee Adjourned at 4:07 P.M.

Example Draft