

Mount Pleasant Golf Club

141 Staples Street

Lowell, Massachusetts 01851

www.mpgc.net

Established 1910

(978)452-8228

Jason Howarth
President

Chris Green
Vice-President

Bob McLeod
Secretary

Brian Campbell
Treasurer

Board of Directors Meeting

Wednesday, September 13, 2017

President Jason Howarth called the meeting to order at 7:10 p.m. with board members Chris Green, Brian Campbell, Andrea Dutile, Phil Regan, and Bob McLeod present; member Jason Frediani in transit; and members Gerry Foley and Donna McMahon absent.

Brian Campbell left the meeting at 7:12 p.m.

FINANCE REVIEW COMMITTEE (Taken Out of Order)

As follow up from the previous meeting, Mike King presented a job description and a Lowell Sun classified ad proof (attached) that the committee developed for the proposed bookkeeper position. The committee's recommendation is to run the ad for five days in the Lowell Sun print edition, and online for thirty days, at a cost of \$384, with an application deadline of 9/26/17 – Agreed.

Jason Frediani joined the meeting at 7:15 p.m.

The committee will meet on 9/27/17 to review applicants, conduct pre-interviews as warranted, and develop a short list of candidates to present to the board by mid-October. Jason thanked Mike and the committee for their ongoing efforts.

Committee left the meeting at 7:20 p.m.

Brian Campbell returned to the meeting at 7:21 p.m.

SECRETARY

Secretary presented the minutes from the 8/23/2017 meeting for review,

Motion by Chris Green, seconded by Andrea Dutile to accept the minutes of the 8/23/2017 meeting. Vote unanimous - Motion passed.

Correspondence

- From Larry Howarth, resigning as Mount Pleasant's City Tournament representative for next year - accepted;
- From Danny Rogers 3rd Annual Memorial Golf Tournament, thank you for recent donation (Mike McLeod) – accepted;
- From the Francis Ouimet Scholarship Fund, thanking Mount Pleasant members for their support of the Ouimet Bag Tag Program, totaling \$15,060 for 2017 - accepted.

Seven (7) members currently on Leave of Absence will be sent letters requesting they declare their intentions to return to active membership by January 1, 2018. Also currently reviewing Youth/Junior members who may be aging out, and members who may become eligible for Senior/Senior + status.

Issue of Mount Pleasant's representative to the City Tournament to be tabled for now, and determined at a later date.

Motion by Jason Frediani, seconded by Phil Regan to accept the Secretary's report.
Vote unanimous - Motion passed.

TREASURER

Brian reported the following account balances: Operating Account \$9,022; Payroll Account \$1,154; Money Market Account \$275,817; Stabilization Account \$5,132; Total Cash \$291,125.

Account balances are almost identical to last year at this time: Operating was \$10,444; Payroll was \$1,715; Money Market was \$275,890; Stabilization was \$5,128; Total Cash was \$293,177.

Monthly report is in process but bar revenue for August was up \$7K over last August (\$52K versus \$45K); Greens Fees and Carts are about the same; Course salaries about \$5K over budget, two months remaining; Tournament slightly under budget; House about \$5K over budget; details to follow.

Motion by Phil Regan, seconded by Chris Green to accept the Treasurer's report. Vote unanimous – Motion passed.

HOUSE COMMITTEE

No report

GREENS COMMITTEE (Gerry Foley submitted a written report in his absence)

Gerry's written report (attached) includes a description and illustration of NGRID's proposal to relocate the gas main behind and along #4 green and fairway, and possible improvements to Mount Pleasant at NGRID's expense.

Motion by Andrea Dutile, seconded by Jason Frediani to accept the written report of the Greens Committee as submitted. Vote unanimous - Motion passed.

TOURNAMENT COMMITTEE

Phil Regan reported both outside tournaments, St. Patrick's and Alternative House, were very successful; the 2 Day Member/Member and the Thursday night Calcutta all went well, with live updates available via Golf Genius – special thanks to Jay Heelon, Leo Shaughnessy, Rick Gillis, Richard Jump, and all those who helped, especially Sean and Chuck and their respective staffs.

The Pro's Shoot Out and Patio Party is scheduled for 10/14 (moved back to accommodate Jack's Party on 9/14); the Wine & Nine Tournament, previously scheduled for 10/14, has been postponed (too many other activities); Friday, 9/15 is the Member/3 Guest (p.m. only, course will be open in the a.m.) and the Senior Cities at Vesper; Saturday, 9/16 is the Vaughan Cup Qualifier.

Motion by Brian Campbell, seconded by Chris Green to accept the report of the Tournament Committee. Vote unanimous - Motion passed.

COMMUNICATIONS COMMITTEE

Andrea Dutile reported there was a glitch on the web site with certain forms, working to make adjustments and updates; unclear who still has access to Mount Pleasant email account (?), agreed to reassign access privileges; LHS dates on web site are correct but subject to change, times are flexible – best to check with the Pro Shop for updates.

Motion by Chris Green, seconded by Brian Campbell to accept the report of the Communications Committee. Vote unanimous - Motion passed.

OLD BUSINESS

Finance Review Committee (Taken Out of Order)

Jack's Party

Jason reported the final committee meeting was held this week; outstanding invoices are Lenzi's, J. Botos (glasses and divot tools), Fitch's Brew (band); plaque received for tree, stone work and plantings to be done in-house; golf scramble (Superintendent's Revenge) being finalized; photo to be taken at start, followed by tree plaque dedication; Jim Young to provide refreshments at the drop hole; reception on the patio (weather permitting), with passed appetizers (no sit down meal), band under the awning – Agreed to accept the report of the committee.

NEW BUSINESS

October Greens Fees

Motion by Andrea Dutile, seconded by Jason Frediani, to reduce greens fees to \$25, effective October 16th, for the balance of the season. Vote unanimous. Motion passed.

Nominating Committee

Nominating Committee and alternates were selected, subject to confirmation.

Quotes for food for Jack's Party

Some confusion over the process to obtain quotes and select vendor – agreed to review.

Snow Plan

Brief discussion of Jack's new status, possibility of snow removal contract – agreed to have Gerry meet with Jack.

There being no further business,

Motion by Phil Regan, seconded by Chris Green, to adjourn. Vote unanimous. Motion passed. The meeting was adjourned at 8:45 p.m.

NEXT REGULAR MEETING

Wednesday, October 18th at 7:00 p.m.

Respectfully Submitted,

Bob McLeod, Secretary

Part-time Bookkeeper / Admin / Accounting

Mount Pleasant Golf Club – Lowell, MA 01851

\$20-\$25 an hour - Part-time based on experience

Responsibilities:

A) Financial

- Process accounts payable in an accurate and timely manner
- Perform payroll processing and reporting for all employees; maintain payroll records
- Process daily income reports, prepare & record bank deposits
- Reconcile Balance Sheet accounts as necessary
- Calculate and process MA State sales tax payments
- Generate annual bills for all members and lead accounts receivable process
- Lead the monthly closing process including all closing and accrual entries
- Generate monthly financial reports for monitoring against budget
- Assist the Treasurer with the Annual budget process
- Produce & Mail 1099's & W-2G's at year end
- Prepare & file MA State Sales & Use tax, Annual Report, IRS tax reports, Alcohol Excise Tax, etc.
- Interface with external auditor; assist with yearly audit activities

B) Administrative

- Maintain office in good working order
- Develop improved filing system and archive records as required
- Prepare and send all correspondence as needed
- Communicate with vendors, contractors, and MPGC Finance Committee as needed

C) Other

- Take direction from Treasurer
- Other miscellaneous duties as required

Qualifications:

- Bookkeeping experience
- Experience with payroll processing & tax filings
- Basic / Moderate knowledge of MS Office applications (Excel, Word, etc)
- Demonstrates organizational ability
- Works well without supervision
- Knowledge of Jonas Club Software is a plus

Hours: On average 20-25 hours per week

Job Type: Part-time

Salary: \$20-\$25 /hour

Interested candidates should submit resumes to: Dan Moynihan at dfmoynihan@gmail.com or mail to Mt. Pleasant Golf Club, c/o MPGC Board of Directors, 122 Staples Street, Lowell, MA 01851

THE SUN

YOUR AD PROOF:

**BOOKKEEPER /
ADMIN**

Part Time 20-25/hr/week
Mt. Pleasant Golf Club
Lowell, MA

\$20-\$25/ hr based on
experience.

A/P, A/R, payroll, tax,
month end, year end,
general office .

Knowledge of Jonas Club
Software a plus
Email Resume to
dfmoynihan@gmail.com

For assistance or to place an ad call

248-745-4727

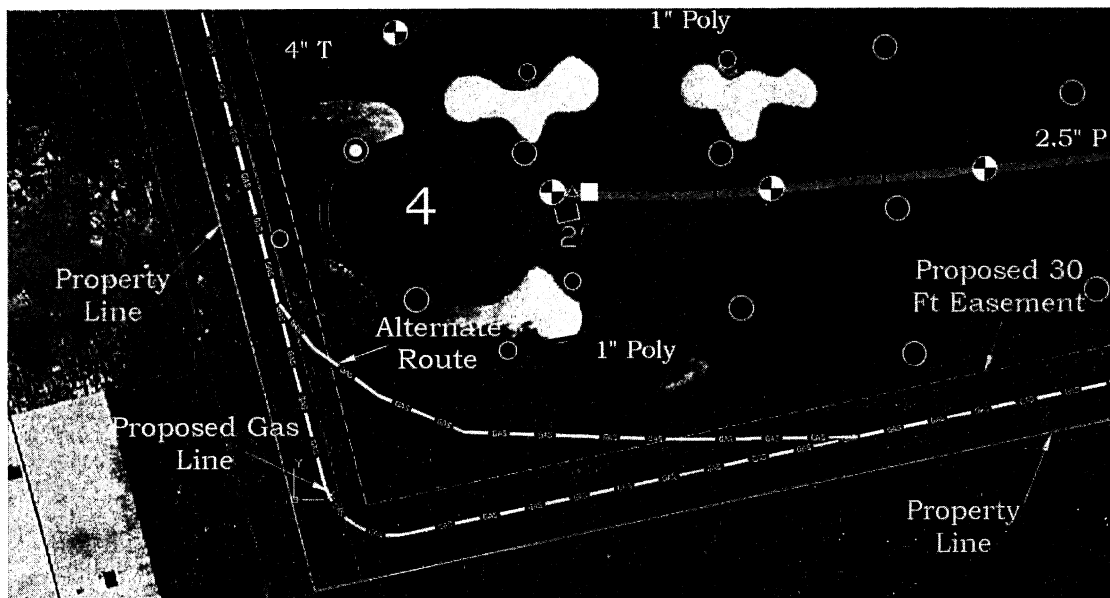
Celeste Stimmel

**ACCOUNT EXECUTIVE
CLASSIFIED & RECRUITMENT
ADVERTISING**
Digital First Media

cstimmel@newspaperclassifieds.com

Greens Committee Report
September 13, 2017

- The course will be closed September 18th for aerating
- Two pine trees near the weather shed on Number 6 are dying or dead. We plan to take the dead one down and see if the other one bounces back in the spring. We are also looking at cutting down some trees to the left of Number 7 and doing some limb removal along the left of Number 1. We will need permission from some neighbors on Westview Road.
- We met with Bob Watjen from NGRID regarding the gas main relocation. They hope to have their permits processed by the end of 2018 and start construction during spring and summer of 2019. The abutter behind 4 green has become noncooperative with NGRID. In an effort to avoid working with him, NGRID would like to relocate the Gas Easement onto our property. In exchange, NGRID would do the plumbing and construction work required to build a new pump station that is 100% on our property. That way we won't have to deal with this guy either. Additional work at NGRID's expense will be the expansion of the No. 5 tee toward the front. The graphic below shows the options under consideration.



- In case you haven't heard, Chuck got married last weekend.
- Through Brian's initiative, we will be meeting with Cheryl Bonin tomorrow to discuss the establishment, maintenance and cost of planting areas.
- The Greens Committee Meeting was cancelled this month due to scheduling conflicts.
- The crew is getting the Hassett Totem Pole area spruced up for Saturday.