

**MINUTES OF THE FEBRUARY 5, 2019 MEETING,  
OF THE COUNTRY CLUB MANAGEMENT COMMITTEE (CCMC),  
HELD IN THE "CLUB ROOM"  
OF THE SOUTH SHORE COUNTRY CLUB (SSCC).**

**Members Present:** Christine Smith, Chairman, Roderick Gaskell, and William Friend (Sue Sullivan also participated in the meeting via telephone).

**Others Attending:** Kevin Whalen, Executive Director of the CCMC and Robert Curley, Town Advisory Committee (ADCOM) liaison to the CCMC.

The meeting was called to order at 8:12 AM. The members present at the meeting constituted a quorum. This quorum remained throughout the meeting.

The first order of business was the Committee's discussion of the pending resignation of Rod Gaskell. Rod Gaskell commenced this discussion with a statement announcing that he was reluctantly resigning from the CCMC and explaining his reasons for doing so. A discussion followed, in which the Chairman and the rest of the Committee noted Rod Gaskell's many contributions to the Town, CCMC and the SSCC during his tenure as a CCMC Committee member. Rod Gaskell was then thanked for his years' of volunteer service and accomplishments as a CCMC member.

The next order of business was a review of the minutes of the January 8, 2019 CCMC meeting. Revisions to these minutes were suggested by Christine Smith and Rod Gaskell. The revised minutes of the January 8, 2019 CCMC meeting were then, on motion duly made and seconded, unanimously approved and accepted. Thereafter, William Friend, secretary/clerk of the meeting, was authorized by the Committee to make any additional corrections to the minutes he subsequently deems necessary and appropriate and to forward the final corrected minutes to the Town Clerk for posting.

The approval of the minutes was followed by the Executive Director's Report.

**Kevin Whalen opened his report with a review of the SSCC's January, 2019 financial results. As, part of this review, a written report reflecting the revenue received in the month by each of the SSCC departments and a report comparing the detailed monthly sales receipts, by department, to the sales in the same month in 2018 were presented to and reviewed by the Committee. Kevin Whalen concluded his financial review with an assessment of the SSCC's year-to-date revenue compared to the SSCC's revenue for the same period in the prior year.**

**Kevin Whalen next reviewed materials provided to him by Salute Military Golf Association (SMGA) and summarized his recent discussions with the organization. Following a discussion of this review, the Committee agreed that a program allowing golf discounts for members of the SMGA was appropriate and authorized Kevin Whalen to work out the details and implement the program.**

**After the SMGA discussion, Kevin Whalen updated the Committee on the status of his efforts to enable the existing SSCC pool to be opened for the upcoming summer season. He explained that he had obtained estimates of the cost for needed maintenance and repairs to the pool area and that he Christine Smith and Bill Friend would be attending meetings with the Towns' Board of Selectmen and Advisory Committee to request a reserve fund transfer of the necessary funds (\$37.5K) to complete the necessary work. He added that it would be helpful if all CCMC members attended these meetings to support the funding request.**

**Kevin Whalen continued his Executive Director Report with information on the number of Permit holders that have signed up and paid their fees for the coming season, commenting that the enrollment process is progressing nicely. He also advised the Committee that he was very pleased with the recently completed Harbor Media Series covering the SSCC facilities and the activities and programs available at the SSCC. He added that the first show will be on local TV very soon.**

**The next matter reviewed by Kevin Whalen was the audit report received from the Town's auditors, based on their review of the SSCC operations in the summer of 2018. He noted that the auditors had only two comments/recommendations relating to the SSCC operations and he**

**summarized the two issues for the Committee. He then assured the Committee that he had addressed the issues raised by the auditor and reviewed his responses with the Committee.**

**Kevin Whalen finished his Executive Director Report by commencing a discussion regarding the SSCC's golf-simulator business. He advised the Committee that, while this business is operating profitably, he believes that an investment of additional funds could make it a larger profit center for the SSCC. He then out-lined a long-term approach he felt would enhance this operation and asked the Committee members to consider it.**

**Christine Smith followed with a report on other pending matters important to the Committee.**

**Her report commenced with an update on the status of the research into the installation of a cellphone transmission facility at the SSCC. Christine Smith and Kevin Whalen then reminded the Committee of the public safety needs for the facility-because, depending on the season, the SSCC and the neighborhoods surrounding it are located in either a "dead" or slow transmission area. They further advised that their research and discussions concerning the cellphone facility are continuing, but that the Board of Selectmen have suggested that any town-meeting request relating to the project not be made until the following year's town meeting. Kevin Whalen added that there are many more steps and considerably more information to be gathered regarding the facility and that work on these matters would proceed, so that we are prepared to "go-forward" with the project immediately following receipt of town-meeting approvals.**

**Christine Smith continued with an update on the plans and activities of the Friends of the SSCC. She commented on the funds that had been raised by the group and advised the Committee of the next meeting date Friends of the SSCC's. She also discussed the next scheduled fundraising event, a Kentucky Derby party to be held at the SSCC on May 4<sup>th</sup> (Derby Day), and summarized the ideas they were considering to make this party successful.**

**Christine Smith also noted that Kevin Whalen and his Staff had done considerable work painting and improving two bathrooms and the men's locker-room at the SSCC. She added that each of these areas look significantly better following this work and, since the work was kept "in-house", the improvements were completed at minimal cost to the SSCC. She then thanked Kevin Whalen and suggested that the Committee stop and see the areas after the meeting.**

**Christine Smith then asked Kevin Whalen to review the policy he was considering with regard to employee access and use of the golf course. Kevin Whalen stated that, currently, it is not in writing nor is it clear whether or not SSCC employees are permitted to play golf at the SSCC without paying a fee. He noted that it makes sense and is appropriate to allow employees limited free use of the course. However, with no written policy, this right could be misunderstood and abused. He then outlined some of the considerations that he felt should be included in the policy. Following the Committee's discussion of the need for an employee golf policy and the listing of matters that should be addressed in the policy, the Committee authorized Kevin Whalen to prepare the policy as discussed.**

**Thereafter, on motion duly made and seconded, it was unanimously agreed that the meeting should be adjourned.**

**Respectfully submitted,  
William Friend  
Secretary/Clerk**