

**MINUTES OF THE MARCH 5, 2019 MEETING,
OF THE COUNTRY CLUB MANAGEMENT COMMITTEE (CCMC),
HELD AT THE SOUTH SHORE COUNTRY CLUB (SSCC).**

Members Present: Christine Smith, Chairman, Susan Sullivan, and William Friend.

Others Attending: Kevin Whalen, Executive Director of the SSCC.

The meeting was called to order at 8:03 AM. The members present constituted a quorum. This quorum remained throughout the meeting.

The first order of business was a review of the minutes of the February 5, 2019 CCMC meeting. Revisions to the minutes presented were proposed by Christine Smith and Susan Sullivan. The revised minutes were then approved and accepted. Thereafter, the Committee authorized William Friend, secretary/clerk of the meeting, to make any additional corrections to the minutes he subsequently deemed necessary and appropriate and to forward the final corrected minutes to the Town Clerk for posting.

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

Kevin Whalen opened his report with a review of SSCC's discussions with Frank and Elio Ricci concerning the anticipated extension of the SSCC/Vista Verde Lease, pursuant to Section 3.3 of that Lease.

During his lease extension report, Kevin Whalen noted that there was a limited number of matters to be clarified with Vista Verde which would then be included in the final confirmation of the lease extension. He then reviewed the matters needing clarification, adding that it was his expectation that these matters would be resolved quickly and amicably. He also added that, once SSCC's discussions with Vista Verde are completed, the Town will review the agreed upon clarifications and a Town attorney will prepare the necessary extension agreement, which will be submitted to the Committee and Town's Board of Selectmen for approval.

Kevin Whalen's Report also included a review of the SSCC's revenue and expenses for the month of February and compared these results for the same period in the prior fiscal year. In addition, Kevin Whalen provided the Committee with a detailed assessment of the SSCC's year-to-date revenue and compared the current year's revenue to the SSCC's revenue for the same period in the prior year. The financial review also included an update on the number of permit holders presently signed-up for the upcoming golf season.

The Executive Director's Report continued with a short review of the SSCC's current marketing approach. Kevin Whalen first reviewed SSCC's ongoing marketing approach. He added that he expects upcoming marketing efforts will have a more local focus and that he will be working with SSCC's marketing contractor to facilitate this approach.

The SSCC golf simulator business was the next matter discussed by Kevin Whalen. He noted that this business was up approximately 15% and that he believes there is room for more growth. He added that the simulator room (The Tour) was repainted and upgraded this year, at minimal expense, and that he is working to further expand the business. He then outlined what he was considering and advised the Committee that, when he has completed his analysis and determined the costs and benefits, he would report back to them, before making any plans to proceed.

Kevin Whalen continued his Executive Director Report, informing the Committee that the deadline for completion of the CCMC section of the Town's Annual Report was approaching. He then presented a working-draft of the CCMC report that he, Christine Smith and William Friend had prepared and

requested corrections or sign-off, by everyone by the end of the week, to meet the Town's filing deadline.

The next matter presented by Kevin Whalen was his new written policy covering SSCC employees and their free access to the course. He explained that there has been considerable confusion concerning employee golf course privileges. To avoid this, he worked with the SSCC Pro-shop staff and prepared a policy that specifically sets forth the golf course privileges of SSCC employees and the requirements and limitations tied to these privileges. After a short discussion, the Committee unanimously approved the policy presented by Kevin Whalen.

The Executive Director Report was concluded by Kevin Whalen, with updated information regarding: his creation (with the assistance of Hingham's police and Fire departments) of an SSCC Emergency Action Plan; his efforts to restore the SSCC's weather alert system and his recommendations to the Committee concerning recent donation requests (generally requests for free golf foursomes) submitted to him.

Christine Smith followed the Executive Director Report with information on other pending matters important to the Committee.

She commenced with a review of the latest information concerning installation of a cell phone/data transmission center on the SSCC's property. Kevin Whalen added that, while there are clearly public safety reasons supporting development of the transmission center, there are also many environmental, zoning and other issues that must be addressed before the transmission center can even be proposed for licensing and development.

Christine Smith continued with an update on the Friends of the SSCC, which included the current balance of donations and pledges and the fundraising efforts and upcoming events being planned by the Friends of the SSCC

Christine Smith and Kevin Whalen then provided the Committee with information on the maintenance work to be done on the existing pool and the status of the funding for this work. Specifically reviewed were the scope and timing of the work, as well as the expected source of the funding.

The final matter discussed, was the open position on the CCMC. Christine Smith advised the Committee that there were several very qualified individuals interested in serving on the Committee and she was assured by the Town Board of Selectmen that they would review the candidates and promptly make an appointment.

Thereafter, on motion duly made and seconded, the Committee voted unanimously to adjourn.

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