



# Moorestown Field Club

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## Minutes of BOT Meeting on September 24, 2024

The monthly meeting of the MFC Board of Trustees was held in person. A quorum was present, and the meeting was called to order by Brian Deam, President, at 7:00 pm

Board Members in attendance: Pat Fowler, Stephanie Morrison, Lisa Paparone, David Ricci, Tom Morris and Paul Gilhool. Also attending were John Carpinelli, GM and Susan Hession, Business Manager.

- **President's Remarks:**
  - None
- **Minutes:**
  - **Motion to approve minutes from 8-20-24:** Tom Morris, Second – Stephanie Morrison. All approved
    - **Action:** Susan will post on the Website.
- **Committee Reports:**
  - **Long Range Planning: Audrey Brisson**
    - See Attached
  - **House Committee: Steve Piro**
    - See attached
    - **Motion:** Request for proposal for board to approve architect L&G Architects for \$16,750 Ben Blank, Tom Morris second. Approved, Dave Ricci against.
  - **Membership and Marketing Committee: Paul Gilhool**
    - 1 member resigned
    - Exit Survey going out to resigned members.
    - There were 1 new members in August.
    - Continue to drive social membership, getting only 1-2 new people per quarter for social membership.
    - Important to be positive about the club to attract new members

- We need to do a better job of getting information to Joe DiMarino so he can post both info and pictures. Joe is working on getting more board members to submit photos. Trying to increase social media footprint of the club.
- **Old Business**
  - **Annual Survey**
    - Reviewed by board, will send to membership by the end of this week.
  - **Election Process**
    - See attached
- **New Business**
  - **2025 Budget Planning**
    - Pat Fowler, Brian Deam, John Carpinelli, Tom Morris, David Ricci, Jon Greer and Stephanie Morrison to start meetings for 2025 budget.
  - **Request for a member event during open hours**
    - A member requested to rent the club October 17, 2025, a Friday night.
    - **Motion to approve: Pat Fowler, second Lisa Paparone. All approved except Ben Blank opposed.**
- **Financial report: Treasurer's Report:** See attached document for particulars
  - Monthly Revenue is behind budget by \$11,301.
  - YTD expenses are \$1,446,302 under budget by \$12,745.
  - YTD revenue is \$1,677,752, under budget by \$34,491.
  - Profit is \$8,947 less than this time last year
  - A/R decreased to \$108,000 as of Sept 2
  - Bond Redemption
    - 147 Pending redemption (\$441,000)
  - Cash Account
    - Good operating cash/short term t bill in money market fund
  - Tom recommended that members be enabled to pay their dues quarterly. Will discuss at the budget meeting.
- **GM Report- John Carpinelli-See report**
  - John asked for permission to close golf course on Nov 5,6,7th.  
**Motion to Approve: David-First, Paul Gilhool-Second, all approved**

- Recommend George find alternative activities in the clubhouse to bring in members
- John recommends not moving forward with hvac replacement for now as clubhouse might undergo renovations in the next couple years and may need to change the hvac system placement  
David is opposed to this in 2025, he would like to see this in 2024
- **Member Comments**
  - None

Regular Meeting Adjourned at 9:48 PM

**Motion:** First Paul Gilhool, Second: Tom Morris All Approved

Respectfully Submitted Benjamin Blank

# Long Range Planning Committee

## A. Objective

- Provide budgetary and financial planning for MFC BOT
- Maintain prioritized list of necessary and desired capital improvements
- Five years rolling
- Rough cost estimates
- Suggested timing for implementation

## B. Committee Members

Audrey Brisson - Chair     John Carpinelli  
Ben Blank (BOT liaison)     Mark Hansinger  
Jerry Miller     George Morrison

## C. Overall Strategy

### ***Maintain, Retain, and Attract Members***

- Golf
  - Tennis
  - Facilities: Clubhouse, Tennis Shop, Maintenance Shop
  - Grounds
- 
- **Improved Member Experience**

## D. 2024

- Golf
  - Irrigation – will commence Q4/Q1 2025
- Tennis
  - Court vacuum
- Clubhouse/Grounds Focus
  - Fence along #4 – decision to be made Q3
  - Defibrillator

- Dining Room furniture/Consultation for Clubhouse use, redesign, upgrades

### E. Looking Ahead -

- 2025: Golf course equipment; Har-Tru courts irrigation; 8<sup>th</sup> hole redesign/Bunker work; Pickleball patio; Dining Room noise abatement
- 2026: Bunker work; Patio reconfiguration; Gas tanks replacements
- 2027: Tennis Courts Resurfacing; Tee box/Bunker rework -TBD; Clubhouse improvements
- 2028: Parking lot resurfacing; 6<sup>th</sup> green changes
- 2029: Tee box-TBD;

### F. Key Decisions Ahead

- Golf course equipment: intention to acquire to reduce future expenditures by doing more in-house
- Clubhouse: How do we want to use clubhouse space?
  - Dining room, patio, kitchen expansions
  - Men’s locker rooms renovation
  - Basement space finished

JCarpinelli 2024-Sep Year Equipment needs/requests Estimated cost Annual Total Comments

2025 Triplex Mower	\$67,000	Delayed from 2024	2025 Sand Rake
	\$20,000		
2025 Zero turn mower for rough	\$10,000		
2025 Used Triplex mower for FRWYS	\$15,000		
2025 Pickup Truck	\$55,000		
2025 <b>Dump Trailer for construction</b>	\$10,000		
			2025 \$177,000
2026 648 Aerator/replacement	\$30,000		
2026 Pull behind blower	\$10,000		
2026 <b>Skid Loader</b>	\$50,000		
			2026 \$90,000

2027 Sprayer \$100,000  
2027 Walking tee mowers(3) \$30,000  
2027 \$130,000

2028 Carts - 2 \$20,000  
2028 Verticut reels \$10,000  
2028 Fairway aerator \$50,000  
2028 \$80,000

2029 2 Triplex mowers \$130,000  
2029 \$130,000

5-Year Total \$607,000



# House Committee – September, 2024

**Moorestown Field Club Needs  
Assessment and**

**Conceptual Design  
Request for Proposal**



# House Committee – September, 2024

**Moorestown Field Club Needs  
Assessment and Conceptual Design  
Request for Proposal**

**Assessment Needs:**

1. Reconfiguring/expanding the Clubhouse to better separate the dining and bar areas, providing additional dining capacity for events for up to 100 guests, upgrade the men's locker room, and better use the entirety of the first and lower levels
2. Relocate or expand outdoor seating/patio
3. Provide additional noise reduction treatments in Dining areas
4. Assess the Kitchen and its support spaces to accompany schemes for upgrade or expansion of the dining area
5. Incorporate an ice/water station accessible from the outside for the golf course



# House Committee

## – September, 2024

# Moorestown Field Club Needs Assessment and Conceptual Design Request for Proposal

## Influencing Factors:

- a. Minimize disruption to the Club operations as we undergo any major project
- b. Preserve the history and charm of the building and its surroundings, including old but healthy trees
- c. Acoustic treatment and/or sound attenuation within and across the social spaces to provide a pleasant dining experience regardless of other activities within the Clubhouse
- d. CAD drawings of the existing facility are not available, but hard and soft copies of the attachments are available upon request



# House Committee – September, 2024

## **Moorestown Field Club Needs Assessment and Conceptual Design Request for Proposal**

Scope of services and estimated  
timelines:

1. Conduct a Needs Assessment working directly with one or more members of the House Committee, who will provide data gathered from the surveys conducted in the past year, and who will provide other information relevant to the undertaking (1 month)
2. Provide two or three Conceptual Design in sketch form including 3-year, 5-year and 10- year outlooks (2-3 months) including listing of potential major impact issues due to code requirements (such as

elevator, expansion of the fire suppression system, etc.) and other consequences (e.g. landscape, relocations of existing equipment such as mechanical and kitchen, etc.)

3. The proposal for the above services is due by the end of the day on August 9, 2024.



# House Committee – September, 2024

## **Moorestown Field Club Needs Assessment and Conceptual Design Request for Proposal**

### Solicitations Project Cost

1. McKernan Architects\* \$11,900
2. NKJ Architects Did not respond
3. L+G Architects\* \$16,750
4. Chambers Architects\* \$35,875

5. Stokes Architecture + Design Did not respond

6. ST Architects Did not respond

\*Proposals received



# House Committee – September, 2024

## **Moorestown Field Club Needs Assessment and Conceptual Design Request for Proposal**

### Next Steps

1. Site Visits - Complete
2. Proposal Responses – Complete
3. Proposal Reviews – Complete
4. Recommendation to the BOT –  
September 17th, 2024



## House Committee – Needs Assessment & Conceptual Design

Recommendation to the BOT

• **House Committee recommends proceeding with Lammey & Giorgio** •

Thorough walk-thru of MFC facilities...visited every room

- Familiarity with the Club and history
- Familiarity with MFC-like clubs (Merchantville)
- Reputation and relationship with Club members
- Cost reasonableness - \$16,750 (Cost estimate optional, Conceptual rendering add \$800/rendering)
- Three phased approach
  - Phase 1 – Collaboration and Data Gathering – Month 1

- Phase 2 – Recommendations and Strategic Planning – Month 2
- Phase 3 - Final Report and Strategic Plan – Month 3

- Not later than Aug 1, BOT advises Membership of the names of the Nominating Committee
- Not later than Sept 15, Nominating Committee shall file with Secretary its slate of nominees
- Not later than Sept 25, the slate of nominees shall be published to the membership.
- Not later than Oct 7, additional nominees may be made by written petition of any 10 voting members.
- Not later than Oct 15, ballots shall be mailed to the Membership ▪ By Nov 5, all ballots must be received or postmarked no later than Nov 5
- At November BOT meeting, ballots shall be opened and counted, and results entered into minutes

**Moorestown Field Club**

**Ben Blank**

**Treasurer's Report**

24-Sep-24

Period ending: 31-Aug-24

Key Statistics for:	31-Aug-24	Budget	Variance	31-Aug-23	YOY Variance
Revenues	\$ 199,389	\$ 210,690	\$ (11,301)	\$ 200,674	\$ (1,285)
Expenses	\$ 172,169	\$ 179,064	\$ (6,896)	\$ 176,272	\$ (4,103)
Profit (Loss)	\$ 27,220	\$ 31,626	\$ (4,405)	\$ 24,402	\$ 2,818

Key Statistics CY 2024 through:	31-Aug-24	Budget	Variance	31-Aug-23	YOY Variance
Revenues	\$ 1,677,752	\$ 1,712,243	\$ (34,491)	\$ 1,575,811	\$ 101,941
Expenses	\$ 1,446,302	\$ 1,459,047	\$ (12,745)	\$ 1,353,308	\$ 92,994
Profit (Loss)	\$ 231,451	\$ 253,196	\$ (21,745)	\$ 222,503	\$ 8,948

Membership Revenue Profit/(Loss):	New	(1) Resignations	Net	Budget	
YTD 2024	\$ 124,318	\$ (98,820)	\$ 25,498	\$ (57,418)	29 New Members vs 27 Resignations
2023 Total	\$ 206,938	\$ (80,445)	\$ 126,493	\$ (111,758)	42 New Members vs 25 Resignations

Aged Member Receivables (Active):	2-Sep-24	2-Aug-24	Difference	2-Sep-24	YOY Variance	As of the 2nd of the month
30 Days and less	\$ 75,786	\$ 61,107	\$ 14,679	\$ 78,521	\$ (2,735)	
31 - 60 Days	\$ 23,452	\$ 195,633	\$ (172,181)	\$ 24,419	\$ (966)	
61 - 90 Days	\$ 82,236	\$ 4,936	\$ 77,300	\$ 71,235	\$ 11,001	
> 90 Days	\$ 2,069	\$ 4,575	\$ (2,506)	\$ 4,228	\$ (2,159)	
Total A/R	\$ 183,543	\$ 266,251	\$ (82,708)	\$ 178,402	\$ 5,141	

Inactive/LOA/Resigned Members Outstar	2-Sep-24	2-Aug-24	Difference	2-Sep-24	YOY Variance
	\$ 29,404	\$ 34,019	\$ (4,615)	\$ 32,451	\$ (3,047)

Cash & Other Current Assets as of:	31-Aug-24	Last Month	Difference	31-Aug-23	YOY Variance
Payroll Account	\$ 24,443	\$ 28,428	\$ (3,985)	\$ 12,947	\$ 11,496
Merchant Account	\$ 32,121	\$ 88,336	\$ (56,215)	\$ 22,071	\$ 10,050
Operating Account	\$ 33,428	\$ 125,371	\$ (91,943)	\$ 45,443	\$ (12,015)
Money Market - Cornerstone	\$ 13,527	\$ 143,539	\$ (130,011)	\$ 39,567	\$ (26,040)
Fidelity Brokerage Acct	\$ 1,435,547	\$ 1,427,760	\$ 7,788	\$ 1,156,657	\$ 278,890
Treasury Bills - TreasuryDirect Acct	\$ 10,739	\$ 10,739	\$ -	\$ 191,434	\$ (180,695)
Total Cash & Current Asset Position	\$ 1,549,806	\$ 1,824,172	\$ (274,367)	\$ 1,468,119	\$ 81,687

Bond Account (2)	\$ 23,129	\$ 18,137	\$ 4,993	\$ 60,572	\$ (37,443)	Total of \$48K bond funds available for redemption, balance in the Fidelity MM Acct
Capital Account (3)	\$ 28,731	\$ 100,769	\$ (72,038)	\$ 21,860	\$ 6,871	\$285K add'l in the Fidelity MM Acct

**NOTES:**

- (1) Resignations include lost revenue of \$11K due to Membership Changes.
- (2) We have 147 bonds (\$441K) awaiting redemption. Funds available for bond redemptions total \$48K.
- (3) Available capital funds are \$314K. \$66K of this is allocated towards Long Term Capital projects.

Period Ending	Comments vs budget	Notes
31-Aug-24	Comments vs budget	Notes
Revenue	August revenue was \$199K vs \$210K budget. Main variances were Member Dues (+\$5K), Restaraunt Sales - Regular + Special (-\$9K), Unused Food Minimum (-\$5K), Tennis Clinic Fees (-\$3K)	2024 YTD revenue is \$102K higher than 2023 YTD.
Expenses	August expenses were \$172K vs \$179K budget. Over budget were: Wages-Grounds (\$12K), Interest Expense (\$4K). Under budget were: Fert/Chem/Seeds (\$6K), Restaurant COGS (\$3K), Tennis Clinic Wages (\$3K), Wages - Restaurant Staff (\$3K), Employee Medical (\$3K), Accounting (\$3K)	2024 YTD expenses are \$93K higher than 2023 YTD.
Aged Member A/R	For Aging Member Receivables (Active), we had \$108K past due and 121 members with a past due balance on September 2nd. Sent > 50 day letters to 16 members on Sept 20th.	Late fees billed in August were \$1325. Susan continues each month to charge late fees, contact members with past due balances, send 50 day delinquency letters, and post/suspend members when necessary.
Bond Account	We have 147 bonds (\$441K) pending redemption. As a point of reference, this was at 250 bonds (\$750K) in March 2021.	Available bond funds are at \$48K as of 9/17/24.
Cash, Current Assets	We continue to have a good operating cash / short term T Bill asset position	At the end of August, we had \$1,446K invested in our Fidelity money market fund and Treasuries. The Fidelity money market fund's (FIGXX) current 7 day yield is 5.1%. We have earned \$50K in dividend and interest income year to date, \$11K ahead of budget. Thanks to Susan for working through the various Bank of Princeton issues! Checkwriting setup on the Fidelity money market account was also completed.

# MFC General Manager's Report

September 2024

## Course and Clubhouse Maintenance

**Status:** On going

**Actions:** The iron dome over the Field Club continues to prevent any rain for the golf course. The weather has indeed been tricky this year with long dry spells torturing us along with hot, dry temperatures. To throw gas on the fire, irrigation leaks and repairs have not slowed down. It is typical to have more leaks and fitting failure when you use the system a lot, but this is ridiculous. The new system can't come soon enough, and we all need to be doing some rain dances. Regardless, the crew has done a fantastic job trying to keep up and make the golf course as good as possible. The crew has been dwindling since August and is now down to the bare minimum. We have lost our part time and seasonal workers who did a great job this year especially with divot repair and bunker maintenance. One of our newer employees, Dave, who started in April, has started his new career with PSEG so we are without him as well. We will do our best in the coming months to make it work with what we have. All roughs have been seeded and a lot of the seed has germinated, but we desperately need some help from mother nature to keep it going. We sprayed round up on the new #4 fairway and have aerated and seeded it with bent grass. This area has also come up fairly well and we have already begun mowing it. I hope to have the ropes down on #4 sometime in October. I will ask the Board to give permission to close on November 5,6, and 7 for drill and fill on greens along with fairway aerification. If approved, I will move forward with alerting the membership far in advance so other courses can be lined up for play.

**Dates:** 09/1 thru 10/01

## Food Service

**Status:** Jen's improvement

**Actions** I don't think there is any doubt that Chef Jen has improved the dining experience at the club. She is still truly short staffed,(although we were able to hire 2 promising line cooks last week), and Jen has worked very hard to accommodate our members. With these two new employees, we hope to release the Fall menu and get some additional entrees into the rotation. With Jim Anderson out for an extended period of time with ankle surgery, Carly has stepped up to not only help with managing the bar. But to assist with booking of parties. Hopefully, this will alleviate some of the workload that George has taken on. Our weekly finance meetings about the restaurant were extremely eye opening and will really assist with budgeting for 2025. I believe with a team effort; we can cut some of the unnecessary expenses and most importantly drive more people to dine at the club. If people come out and try the club again with our new

chef and they have a pleasant experience, it will go a long way to improving our bottom line. Our busy season is upon us and we need to slay it to gain back our member's confidence.

**Dates:** 09/1 to 10/1

## Direct Install HVAC/LED

**Status:** Recommendation is to put the project on hold(has not changed)

**Actions** The Board asked me to have the provider run the numbers without replacing the 2017 equipment. In a nutshell, it didn't lower our monthly commitment much at all and wiped out much of our incentive. I brought the new figures and proposal to the House committee and their opinion has not changed, as they believe we should put this project on hold. I sent the Board the newest figures without 2017 replacement about 4 weeks ago, and I will post it again to the drive. I would like to move on canceling this project asap so not to waste anyone's time any longer.

**Dates:** 09/1 to 10/1

## Irrigation Replacement

**Status:** Components Delivered

**Action :** As I reported last month, most of the equipment for irrigation replacement had been delivered. As of right now, all of the equipment has been secured and paid for. By paying within a 10 day window, we saved 2% on the purchase which was over \$6000. All of the sprinkler heads and valves are stored in 2 large Sea boxes outside the carts building. Pipe is laid out on the ditch side of #9 so when it is welded together, it can just be pulled right out onto the course. I am waiting for the final diagram for the pumphouse so we can rebuild part of it to contain the new VFD and control panels. It looks like we will have to break out the back wall and extend the building about 7 feet along with replacing the roof and doorway. This will be done in house sometime in October/November. The contractor is still on schedule to start here sometime in the late Fall/ early Winter.

**Dates** 9/1 to 10/1

## Tennis Operation

**Status:** Mike Perrone's retirement

**Actions** Since the last Board meeting, Mike Perrone has informed me on his decision to retire. Brian and I met with Mike to discuss his decision and his recommendations going forward. Mike provided much information along with flexibility of working with the club to make our transition smooth. Right now his plan is to retire in January but Mike is open to staying on for longer if needed. I truly believe that Mike will be very difficult to replace, so I am not excited about the assignment to fill his shoes. We need to put together a search committee with some tennis members and a Board member or 2 to begin looking for a new pro.

**Dates:** 9/1 to 10/1

## 2024 Capital Budget

**Status:** Triplex mower

**Actions** The triplex mower we ordered in 2023 will not be here in 2024. The manufacturing of equipment is beyond slow at this point. One can expect to wait 6months to 2 years for most golf course equipment at this point. We should keep this in mind going forward when it comes to budgeting. Right now the 3 most expensive items on the Capital list for 2024 that have not been spent are: Triplex mower for greens \$68000, fence for #4 \$50000, and new furniture/architect for clubhouse

\$40000. I believe Steve Piro will be looking to spend some of the \$40000 available to house for architects but the furniture Has been put on hold for now. I think the Board could look at this \$140000 to \$150000 unused Capital to bridge the gap for the irrigation system, preventing the need for an outside loan.

**Dates** 9/1 to 10/1.