



# MEETING MINUTES

## New Prague Golf Board

On site meeting at NPGC  
Tuesday, November 26<sup>th</sup>, 2024

The meeting was called to order at 6:30pm by Board President Den Gardner. The following Board Members were present for the meeting: Den Gardner, Adam Brister, Adam Gill, and Bob Cunniff. Board Members Jen Berglund, Graham Kuehner, and Councilmember Shawn Ryan were unable to attend. Also present: GPE Owner/Contract Manager Kurt Ruehling.

- **Approval of October 22, 2024 Meeting Minutes:**
  - A motion to approve October 22<sup>nd</sup>, 2024 Meeting Minutes was made by Cunniff, seconded by Brister. Motion carried (4-0)
- **Claims for Payment (\$67,815.34):**
  - Recent utilities bills were very high, Ruehling to address
  - A motion to approve the Claims for Payment was made by Cunniff, seconded by Gill. Motion carried (4-0)
- **Review Monthly Income Statement and Balance Sheet (November 2024):**
  - Numbers look good...no further discussion
  - A motion to approve the Monthly Income Statement and Balance Sheet was made by Brister, seconded by Gill. Motion carried (4-0)
- **Capital Equipment Report**
  - City Administrator Josh Tetzlaff is working to set up a meeting with Pint to discuss the specifics of the new equipment purchases for 2025
- **Grounds Operation Update...Kurt Ruehling, GM/PGA Professional:**
  - Ruehling explained that the Council and City Hall would like to use cash reserves for the majority of the new equipment purchases...bonding approximately \$150,000.00 vs. \$319,000.000
  - Brister asked Ruehling to check and see if Council would be willing to bond additional funds for cart path repairs
- **Food & Beverage Update...Kurt Ruehling GM/PGA Professional:**
  - Ruehling accepted the formal resignation of Holly Werner as Food & Beverage Coordinator. All present were very thankful of the service she provided to the Club!
  - Ruehling is finalizing the assigning of Michelle Mulvihill to become the new Food & Beverage Coordinator, she is very excited for the opportunity
  - Ruehling is working with Mulvihill, Jill Kes, and Joyce Cassidy to organize upcoming holiday parties...Parade of Lights, NPFD, and Parkview Clinic
  - Holiday Open House planned for Saturday, December 21<sup>st</sup> to show appreciation to members and patrons, while selling food, beverages, clothing, and 2025 Memberships
  - Chamber Bingo is scheduled to begin in January

- **Golf Operation Update...Kurt Ruehling, GM/PGA Professional:**
  - Ruehling informed Board that he is in the best position in 13 years regarding returning staff for the 2025 season
  - Golf Course closed for the season following play on Sunday November 17<sup>th</sup>
  - Numbers were very good in 2024
- **Marketing Update...Kurt Ruehling, GM/PGA Professional:**
  - New Member Incentive is going well, currently 10+ memberships have been collected
  - Parade of Lights evening was posted with Facebook and New Prague Happenings
  - December 21<sup>st</sup> Open House information was sent in an email...with more follow up
  - Ruehling said to expect more event and marketing communications in 2025!
- **Golf Scholarship Event Summary...Den Gardner:**
  - No report
  - Gardner will secure actual 2025 date with Ruehling following meeting
- **Miscellaneous:**
  - No items
- **Adjournment:**
  - A motion to adjourn the meeting at 6:42p was made by Cunniff, seconded by Brister. Motion carried (4-0)

**Next Golf Board Meeting –Tuesday, December 17<sup>th</sup>, 2024, 6:30pm**

Respectfully submitted by,

*Kurt Ruehling, GME  
PGA General Manager*