

PALO ALTO GOLF CLUB GENERAL MEETING

MINUTES

Date: April 5, 2015
Time: 5 pm
Location: Palo Alto Golf Course
Attendees: Gordy Cole, Ross Erickson, John Frykland, Ed Barkley, John Osness, James Kaku, Bob Booth, Dennis Barbata, Rich Bin, Jim Breedlove
Absent: Peter Malloy, Ryan Kim, Ray Piontek

- The meeting was called to order by President Bob Booth. Minutes from Mar 2015 were approved.
- Presidents Report
Bob made the following committee appointments according to club bylaws: Assistant Treasurer, Ed Barkley; Chairman of Communications Committee, Ross Erickson; Assistant Secretary, John Frykland.
- Treasurer
Net income in March was (\$1,282) leaving a cash balance at the end of the month of \$14,280.
- Handicap
No posting changes requested.
- Membership
Four new members joined the club in March bringing total membership to 251.
- Tournament
We discussed designating the tournament at Monarch Bay on September 12th as "Directors Cup". We also discussed adding a 2nd day on August 9th at Palo Alto to the August 8th tournament at Popular Creek to serve as our 2 day Stroke Play Championship.
- Course Update - Rich Bin
The golf course will remain open throughout 2015. Rich Bin was given permission to upgrade our computer in the clubhouse as needed.
- Business
An audit of the clubs financial records was conducted by Bob Booth and James Kaku. An audit report was prepared and distributed to the board. We discussed eliminating the requirement for two signatures for checks unless deemed necessary by the board.

A motion was made and carried to accept the audit report (see attached addendum).

A motion was made and carried to amend the club bylaws to remove requirement for two signatures on checks.

A motion was made and carried to add \$1 to new tournament signups beginning in May to recover additional costs associated with our new payment system.

A motion was made and carried to add a "Junior Executive" member (ages 18-29) category to our membership in agreement with the NCGA designation. The meeting adjourned at 6:30 PM. The next BOD meeting is May 7th at 5:00 PM at the Palo Alto golf course.

ADDENDUM

Palo Alto Golf Club

April 2, 2015

Report of Audit Committee of Board of Directors

Process

1. The BoD appointed an Audit Committee of Board members Bob Booth and James Kaku with instructions to conduct the annual audit of the Club books as called for in the Club By-Laws.
2. The Audit Committee met with Ed Barkley, Assistant Treasurer, on March 12, 2015 in Santa Clara.
3. Ed B produced paper files and showed electronic records he utilizes for both 2013 and 2014. The electronic files shown were:
 - a. QuickBooks
 - b. Wells Fargo club account
 - c. NMI
 - d. Harbortouch

Findings

4. A random sample revealed (1) funds received were properly deposited and (2) funds expended were done so in furtherance of Club obligations. Not all paper records or disbursements were reviewed.
5. The approved process for disbursement of funds and check signing is not being performed in accordance with the By-Laws. Specifically, Article VI Section 4 calls for 2 signatures for any disbursement. At present, Ed disburses all funds on his signature (except for direct withdrawals by the Palo Alto Golf Shop).
6. The following processes were identified as areas for improvement to accomplish better record keeping.
 - a. Maintenance by the Treasurer/Assistant Treasurer of copies contracts for tournaments. At present Ed may or may not see the contracts before they are signed and returned to the various courses and copies are not retained.
 - b. The process of determining how many players actually participated in a tournament is manual and oftentimes involves verbal coordination between Ed and the tournament chairman.
 - c. Implement use of the Club Wells Fargo account debit card to pay for away tournaments. The current practice is for individual tournament chairmen to pay and receive reimbursement. Use of the Club debit card enables better record keeping and review. (Note: payments for tournaments at Palo Alto Golf Course are drawn directly from the Wells account to the Brad Lozares Golf Shop.)
 - d. Investigate electronic transfer of records in NMI and/or Harbortouch to QuickBooks