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**MPFC Board Meeting
Minutes, OCTOBER 12, 2009**

**I. CALL TO ORDER AND QUORUM DETERMINATION AND OPENING
COMMENTS – BOARD PRESIDENT**

President Charles Burlison called the meeting to order at 6:02 PM declaring that the required quorum was present at the Meadowlakes Municipal Building in Totten Hall, 1777 Broadmoor, Meadowlakes, Texas. Members present were: Charles Burlison, Patti Wray, Dale Fixsen, Paige Lechler, and Dave Dostal. Jeff Wilson will be arriving at approximately 6:30PM.

II. PLEDGE OF ALLEGIANCE – PRESIDENT

President Charles Burlison led the Pledge of Allegiance.

III. HFCG STATUS AND ACTIVITY REPORT – GM/CCO JEFF WILSON

No report at this time as Jeff Wilson has not arrived at meeting.

IV. APPROVAL OF MINUTES

a. MINUTES FROM BOARD MEETING – 9-14-2009 - PRESIDENT

President Charles Burlison asked for a motion to accept the minutes from the September 14, 2009 meeting as written. Dale Fixsen made a motion to accept the minutes as written. Dave Dostal seconded the motion. The motion carried by unanimous vote of Board members.

**b. MINUTES FROM RECONVENED BOARD MEETING – 9-16-2009 –
PRESIDENT**

President Charles Burlison asked for a motion to accept the minutes from the September 16, 2009 reconvened meeting as written. Dave Dostal made a motion to accept the minutes as written. Dale Fixsen seconded the motion. The motion carried by unanimous vote of Board members.

a. MINUTES FROM BOARD MEETING – 10-1-2009 - PRESIDENT

President Charles Burlison asked for a motion to accept the minutes from the October 1, 2009 meeting as written. Dave Dostal made a motion to accept the minutes as written. Dale Fixsen seconded the motion. The motion carried by unanimous vote of Board members.

V. ITEMS FOR ACTION/DISCUSSION –PRESIDENT

47 **a. ACTION/DISCUSSION: ADOPTION OF MPFC FY 2010 BUDGET –**
48 **TREASURER**

49 Dale Fixsen asked that this item be tabled until our next meeting as he and Jeff
50 Wilson have not been able to get together to make changes to the budget. Patti
51 Wray made the motion that this item be tabled until our next meeting. The
52 motion was seconded by Dave Dostal. The motion carried by unanimous vote of
53 Board members.
54

55 **b. ACTION/DISCUSSION: ADOPTION OF FINANCIAL**
56 **MANAGEMENT SYSTEM AND PROCEDURES – TREASURER**

57 Dale Fixsen explained the four phases of this plan. After some discussion Dave
58 Dostal made a motion that the Board accept the Financial Management System
59 and Procedures as written. Patti Wray seconded the motion. The motion carried
60 by unanimous vote of Board members.
61

62 **c. ACTION/DISCUSSION: JOB DESCRIPTIONS TO BE INCLUDED IN**
63 **THE PERSONNEL MANUAL – TREASURER**

64 Dale Fixsen took the job descriptions from the City and changed them to apply for
65 Corporation needs. There are a few red ink changes which are just editorial that
66 need to be made and the copies with these changes made were given to the
67 Secretary, Patti Wray, for inclusion in the Personnel Manual. These need to be
68 reviewed by the GM/CCO Jeff Wilson. A motion was made by Paige Lechler
69 that these job descriptions be tabled until the next meeting after review by
70 GM/CCO Jeff Wilson and after the corrections are made to individual job
71 descriptions. Dave Dostal seconded the motion. The motion carried by
72 unanimous vote of Board members.
73

74 **d. ACTION/DISCUSSION: TRAIL FEES/MEMBERSHIP PAYMENTS –**
75 **PRESIDENT**

76 The Treasurer and GM/CCO will draft up procedures for Trail Fees and
77 membership payments and bring to the next board meeting in November for
78 approval and after approval by the Board it should be included in the next
79 newsletter for the members. Dale Fixsen made the motion that this item be tabled
80 until the next Board meeting. The motion was seconded by Dave Dostal. The
81 motion carried by unanimous vote of Board members.
82

83 **e. ACTION/DISCUSSION: APPROVAL FOR DEBIT/CREDIT CARD**
84 **FOR MPFC – TREASURER**

85 A credit card gives the Corporation more control in reporting and tracking
86 features than a debit card. These cards are used for daily expenditures of nominal
87 charges. The GM/CCO would retain possession of one card and the Treasurer
88

93 would retain possession of the other credit card. Dale has the application and
94 needs authority from the Board to have two credit cards approved based on our
95 bank account. Dale Fixsen made the motion that the Corporation make
96 application for two credit cards based on our bank account. Dave Dostal
97 seconded the motion. The motion carried by unanimous vote of Board members.
98

99 **f. ACTION/DISCUSSION: APPROVAL FOR DOING BUSINESS AS**
100 **HIDDEN FALLS GOLF CLUB - TREASURER**

101 The bank account was originally established with the name of Meadowlakes
102 Public Facilities Corporation. The bank cannot take checks made out to the
103 Hidden Falls Golf Club. The Corporation needs to set up DBA (doing business
104 as) and operate as Hidden Falls Golf Club. The bank account will then carry
105 both names: The Meadowlakes Public Facilities Corporation and doing business
106 as Hidden Falls Golf Club. Present bank accounts were established in the name
107 of the Meadowlakes Public Facilities Corporation. Charles Burleson asked for a
108 motion to set up this DBA. Dale Fixsen made a motion that the Corporation
109 apply for a DBA permit for Burnet County. The motion was seconded by Paige
110 Lechler. The motion carried by unanimous vote of Board members.
111

112 **g. ACTION/DISCUSSION: POLICY BOOK – PRESIDENT**

113 President Charles Burleson says we do need a Policy Book to give the GM/CCO
114 authority to make decisions. Dale Fixsen and Dave Dostal will get this Policy
115 Book written. Dale Fixsen made a motion that a 3-man committee (Jeff Wilson,
116 Dale Fixsen and Dave Dostal) set up policies to be incorporated in a Policy Book.
117 The motion was seconded by Patti Wray. The motion carried by unanimous vote
118 of Board members.
119

120 **h. ACTION/DISCUSSION: ORDER NUMBER 2009-02 AUTHORIZING**
121 **“CORPORATION” TO SELL ALCOHOLIC BEVERAGES AT HIDDEN**
122 **FALLS GOLF CLUB AND GRANTING CORPORATION PRESIDENT**
123 **AUTHORITY TO TAKE STEPS AS NECESSARY TO ACQUIRE THE**
124 **ASSOCIATED TABC LICENSE**

125 Discussion was held by Board. This requirement is from TABC and it is standard
126 operating procedure. The Corporation is in the process of applying for their
127 TABC license to sell beer/wine only at this time. If the Corporation wants to add
128 liquor later it can be done at the last minute. A vote by the Board should be added
129 to the Agenda for the next meeting to sell beer/wine versus beer/wine/liquor be
130 sold at the Hidden Falls Golf Club. This vote and decision needs to be made by
131 December 1, 2009. Every Monday an inventory of our liquor on hand will be
132 made by Dale Fixsen and Linda Weir. A motion was made by Dale Fixsen that
133 this Order 2009-02 be accepted as written. A second was made by Dave Dostal.
134 The motion carried by unanimous vote of Board members.
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i. ACTION/DISCUSSION: LIQUOR LICENSE – INTERIM OPERATIONS AGREEMENT BETWEEN CORPORATION AND CITY
This agreement identifies an executive supervisor which is the liaison between the City and the Corporation. In this case it is Linda Weir. On-line TABC training needs to be completed by all employees working behind the bar selling beer/wine or liquor. Dale Fixsen made a motion that this agreement be accepted as written. Dave Dostal seconded the motion. The motion carried by unanimous vote of Board members.

VI. BOARD ANNOUNCEMENTS - PRESIDENT

President Charles Burleson thanked the volunteers helping in the restaurant for special functions. Linda Weir will head-up volunteers for the restaurant and Patti Wray will head-up volunteers on the golf course. Volunteer hours have to be reported and coordinated with Jeff Wilson. We need to know if liquor would be able to be brought in by customers for special occasions? It was suggested that Linda Wendling would know the position of TABC on that matter.

For the Oct 1- Oct 9 period we are breaking even in the food/beverage service.

Over-seeding of the greens looks good and the golf course personnel think it may be able to be mowed on Wednesday afternoon.

VII. ADJOURNMENT

The President Charles Burleson adjourned the meeting at 7:32 PM.

APPROVED:

Charles Burleson, Board President

DATE: _____

ATTEST:

Patricia Wray, Board Secretary

DATE: _____