

Lake Limerick Inn Committee Minutes

January 8, 2022

Attendees: Lisa Wilson, Mitch Robinson, Nancy Dudacek Milliman, Bonnie Morrow, Mary Ann Wagner, Paul Wagner, Mary Berni, Mitch Robinson, Stacie Stoney, Sharon Hadsall, Sheila Nokes, Kyle Skinner

Excused: Jon Huus, Kristine Anderson, Dorothy Powter

Staff: Roger Milliman

Guests: John Ingemi, Josh Stoney

Meeting called to order by Kyle Skinner at 9:30am

Minutes: Motion made by Bonnie Morrow to approve November's (last meeting's) minutes, second by Sharon Hadsall.

Motions Made:

- The Inn Committee meetings will move to 10am at the Cafe starting with the next meeting on 2/12/22. The Committee also motioned to cover any guests' issues/concerns in meetings first to be considerate of their time.
- A motion was made by M. Berni and seconded by M.A. Simpson to submit the attached Project Approval Request for the sandblasting of the Great Hall's fireplace.

Financials: Roger noted revenue for the restaurant is up 70% YOY for Q1 and 193% for the lounge. Café is up 1% despite having inclement weather limiting public/golf traffic.

Operations: Staffing is stable. Brian Marx is the new Café cook. Financial results are pleasing and the addition of Trivia Night, Bingo and the Sunday Family Specials are driving incremental revenue at the Inn.

Family Holiday Social was incredibly successful. Look for it to happen again in 2022.

Carpet cleaning is occurring on 1/12/22 for the Inn and Café. Norm is currently working on ADA bathroom for the restaurant. New security system is going up at the Café and Inn that will cover the facilities internally and externally.

Goal Setting and KPIs: Inn committee members had a discussion looking at goal setting and KPIs. Examples were provided based on revenue, # of servings, servings/week, income, etc. Roger and Kyle will touch base during the month on what type of data can come from the POS systems of the Inn and Café and develop then present various types of KPIs for the February meeting. Committee will discuss and vote on KPIs, then in the March meeting set goals for the Inn/Café to achieve.

Events: Per Mary Ann's suggestion at the last Inn Committee meeting, we have developed a working copy of an Events Calendar for 2022. It assigns a project manager for each event and describes the "Who? What? Where? When? How" of the event. At the next meeting, we will review our events and then share with the Green's committee, Magpies, Café/Pro-Shop staff and Inn staff. We will all work in conjunction to provide the community with an events calendar that we can post for 2022.

Design Sub-Committee: Disbanded. All design ideas will be shared amongst the Inn Committee at the meetings with one member assigned as the project manager. Mary Berni will project manage the Sand Blasting. Nancy Dudacek Milliman will project manage the Painting. Project managers for follow-up projects will be assigned at a later date.

Marketing Sub-Committee: 20% Coupon off Food & Beverage (no alcohol) to Café to be mailed to community members with monthly billing statements. They are valid until 4/3/2022.

Calendar sales are happening right. 210 calendars remain; however, all sales are profitable as the sponsorships covered production costs.

New Business: Mitch is going to work on drafting a Rental Policy for the Great Hall to be reviewed by the Inn Committee and sent to the Board for approval.

Mitch and a few other members of the community have been working on determining interest for a series of Town Halls. It appears that F&B operations at the Restaurant, Lounge and Café are a topic that is of interest to the community.

Will wait until Board approves to establish town halls and then work on developing a presentation from there.

Motion to adjourn was made by Bonnie and second by Nancy at 11:40am.

Minutes submitted by Kyle Skinner

Next Meeting – 2/12/22 – 9:30am – Café

PROJECT APPROVAL FORM

Date: January 10, 2022

1. The person or Committee proposing the project: [Inn Committee](#)
2. The project's description/scope including:
 - a. Narrative description of the project. [Great Hall – blast fireplace bricks to remove all paint and bring back to original surface and color. The project would include all labor and clean up.](#)
 - b. The project's purpose and the value LLCC members will receive from the completed project, including any health and safety improvement aspects.
 - [This project is the first step in renovation of the Great Hall](#)
 - [Renovation of the Great Hall will improve the appearance and create better ambience for membership, increase the longevity of the associations assets, and increase the ability for rentals to association members and the general public in the future \(creating revenue stream; nicer backdrop for wedding photos, etc.\).](#)
 - c. Drawings and sketches as necessary to understand the project. [n/a](#)
 - d. The approximate cost for the project, and the basis and assumptions for that cost estimate. [Cost estimate not to exceed \\$2,500. Cost is dependent on the exact type of paint currently on the brick, which will dictate the type of blasting used - wet sand \(abrasive\), soda \(mildly abrasive\), or dry ice \(non-abrasive\).](#)
 - e. A recommendation as to whether the project should be delivered in-house with LLCC staff, use outside contractors or consultants, or be carried out by a combination of in-house and outside resources [Vendor – Advanced Sandblasting out of Olympia. \[advancesandblast.com\]\(http://advancesandblast.com\)](#)
 - f. An approximate schedule, including any time constraints regarding project activities or completion date. [Once approved by BOD, vendor would schedule within the next two months; possibly when he had other work in this area The process is messy so any activities in the Great Hall would not be able to take place for one full day while the job is in process \(exercise class, meetings\).](#)
3. The budget status of the project
 - a. Has a Committee, and/or the Board, already included the project in the current year's budget? [Yes, approved by BOD as part of 2021/2022 Inn Committee budget at semi-annual meeting held October 16, 2021.](#)
 - b. Is it in a longer-range capital improvement plan? Is it a new idea outside the current year budget cycle? [n/a](#)

4. Additional considerations the Board may need to consider, including any foreseeable project risks or liabilities. [As part of the Great Hall renovation, the fireplace blasting needs to be the *first* task completed prior to any painting or the laying of new floors, due to the messy nature of the blasting. Care will be taken to minimize resulting dust.](#)
5. Proposed project manager. [Mary Berni, Inn Committee](#)
6. Evidence of coordination with the appropriate staff departments and management and the staff's recommendation. [PAF and quote shared with Inn Committee for review and approval. Roger Milliman to coordinate with office staff as needed.](#)