

Yarmouth Golf Enterprise Committee
Minutes of Work Meeting
February 25, 2019

Attending Committee Members: Ellen Chapman, Ted Deckel, Wayne Kivi, Andy Martin, Kristen Seymour and Ralph Simonds.

Attending from the Golf Operations Department: Becky, Eric, Scott and Keith.

The meeting was called to order at approximately 5:00 PM at the Bayberry Restaurant.

Public Comments:

As this was a workshop meeting, there were no public comments. Nor were there were any attendees from the public.

Discussion Highlights:

1. Update of RFP submission and review process:
 - a. Ellen confirmed that 6 bids were received on Thursday, February 21st. The Yarmouth Procurement department. Although the Operational bids were opened at this time, they were checked by the Procurement Dept to verify that they all met the criteria specified in the RFP directions. Only three of the bids qualified and would be reviewed and evaluated on February 28th by the evaluation committee (Pat Armstrong, Chris Dwelley, Rich Bienvenue, Scott Gilmore and Ellen Chapman).
 - b. March 1 – 10: Possible interviews, phone conversations and reference checking.
 - c. As soon as any clarifications from the committee are processed, the recommendations will be made public, and the Enterprise committee will be allowed to review the three proposals that were submitted and evaluated.
 - d. Monday, March 11th: The committee will review the evaluations with the GEC.
 - e. Between March 11th and Tuesday March 26th when the GEC will present recommendations to the BOS, the GEC will hold a members' meeting to review the RFPs, the response of the evaluation committee and the recommendations of the GEC.
2. Discussion on Members' meeting and Recommendation to BOS:
 - a. Rich Bienvenue stated to Ellen on February 21st, that the GEC should be recommending what the GEC feels are the best interests at this time for Yarmouth Golf.
 - b. There was a discussion on the format for our presentation and whether this would be considered a proposal or a recommendation.
 - c. Keith, Becky and Scott were asked to update their resumes for the next GEC meeting.
3. Update on Food & Beverage for Yarmouth Golf.
 - a. Keith stated that a retired F & B manager had been engaged part time in order to help with the current staffing and management of the grills.

Meetings for March – Agenda Items:

Monday, March 4th, another workshop will be conducted at the Bayberry restaurant, hopefully, to hear about the recommendations from the evaluation meeting on February 28th and to plan the agenda for the March 11th GEC public meeting and to plan the Members' meeting.

The meeting concluded at 6:58 PM.