

Chehalem Glenn Golf Course

Clubhouse Advisory Committee monthly meeting
August 21, 2024, 5 PM to 6 PM * 125 S. Elliott Road in Newberg.

Zoom Mtg: To join Zoom Meeting:
<https://us02web.zoom.us/j/2641913432>
Meeting ID: 264 191 3432

Flag Salute.....

In attendance: _____

Liaisons: _____

- * Kat: Induction of new committee members (If any).

Induction to begin meeting. (All sworn in).

Approval of last month's minutes (with corrections, if any): Corrections, Motion, Second, Approved.

Agenda:

Staff Report

- * Don Clements - History of Golf Course and Clubhouse

Committee Members Report:

- * Bob Travers – Chair: Request for Approval of proposed Clubhouse Advisory Committee ‘Mission Statement’. Read both, discuss, Choose, and approve. (Both MS attached)

- * Tom Sheridan – Asst. Chair: Explanation of RFQ and RFP proper procedures for both.

- * Jeff Dillon – Secretary: General information of ‘walk-around’ Chehalem Glenn with Kellan.

- * Roger Kuhlman: 1) Explain the reason for the questionnaire, asking the golfers at CGGC to participate. (See below).

- * Dennis Lewis: 1) Exploring other local clubhouses is important for gaining a comprehensive understanding of the offerings provided. Reflect on your visit to Michelbook and outline the crucial questions to ask and aspects to observe when visiting other clubhouses.

- * Joe Fischer: Open

New Business:

- * Kellan—Under Finances, explain how much the ‘Clubhouse Improvement Fund’ has accumulated since the beginning. Confirm that these funds will go towards the initial cost of the RFQ and RFP for hiring an architect firm.

- * Set up a day to travel to other clubhouses before next month's Committee Meeting.

- * Open discussions:

Next Meeting: _____ **Adjourned time:** _____

Mission Statement #1

WHY AND HOW COULD CPRD BUILD A NEW CLUBHOUSE THAT WOULD MEET THE NEEDS OF THE COMMUNITY AND ALSO ACCOMMODATE THE ADDITION OF A 3RD NINE HOLE GOLF COURSE.

The existing clubhouse at Chehalem Glenn Golf Course is several years old and consists of a modular structure and a temporary tent structure. Between the two structures they show signs of deterioration and provide minimal support for golfers, members of the community for dining and recreation opportunities and large events such as tournaments and community events. There would be significant logistical problems to accommodate an additional 9 holes with the existing facilities. The addition of a 3rd nine holes would provide additional revenue, more flexibility of scheduling events and maintenance of the golf course.

The committee will use the members experience and knowledge to explore needs and interest of CPRD staff, users of the golf course and the community for options of a new clubhouse. The committee will also look at options of how the new facility could be built.

Mission Statement #2

The mission of the Chehalem Park Recreation District Golf Clubhouse Advisory Committee is to gather comprehensive and diverse information to guide the planning and construction of a new golf clubhouse.

We are committed to engaging with community members, stakeholders, and experts to ensure the clubhouse meets the needs and expectations of all users. Our goal is to provide well-researched recommendations to the Board of Directors, reflecting the community's vision for a state-of-the-art facility that enhances the recreational experience, promotes inclusivity, and supports the long-term sustainability of the Chehalem Glenn Golf Course. Through transparent and collaborative efforts, we aim to create a welcoming and functional space that fosters community engagement and enjoyment for years to come.

Questionnaire:

Clubhouse Preferences Survey

Dear Golfer,

We are delighted to request your input regarding the features and amenities you want to see in our upcoming clubhouse. Your feedback is crucial in aiding us in developing a space that caters to your requirements and enhances your golfing experience. Circle those that apply

Personal Information

1. How long have you held patronage at our golf club?

- Less than 1 year
- 1-3 years
- 3-5 years
- More than 5 years

2. How frequently do you visit the current clubhouse?

- Daily
- Weekly
- Monthly
- Rarely

Clubhouse Design and Ambiance

3. What kind of atmosphere do you prefer in the new clubhouse?

- Modern and sleek
- Traditional and classic
- Cozy and rustic
- Other: _____

4. How pivotal is the clubhouse's incorporation of an outdoor seating area?

- Very important
- Important
- Neutral
- Not important

Dining and Refreshments

5. What dining options would you like to see in the new clubhouse? (Select all that apply)

- Full-service restaurant
- Casual café or bistro
- Bar and lounge
- Snack bar
- Other: _____

6. How critical is having a variety of healthy menu options?

- Very important
- Important
- Neutral
- Not important

(Over)

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(Over)

Facilities and Amenities

7. Which of the following facilities would you utilize?
(Select all that apply)

- Locker rooms with showers
- Pro shop
- Fitness center
- Meeting/event rooms
- Game room (e.g., pool, darts)
- Kids' play area
- Spa or wellness center
- Swimming pool
- Other: _____

8. How significant is having a designated space for social events and gatherings?

- Very important
- Important
- Neutral
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Technology and Services

9. What types of technology would you like integrated into the clubhouse? (Select all that apply)

- High-speed Wi-Fi
- Charging stations for devices
- Smart lockers
- Digital booking system for facilities
- Other: _____

10. How crucial is having a knowledgeable concierge or staff to assist with bookings and information?

- Very important
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General Feedback

11. What do you like/dislike most about the current clubhouse? _____

12. What enhancements or new features would you like to see in the new clubhouse? _____

13. Do you have any additional comments or suggestions?

We sincerely appreciate your valuable input and eagerly anticipate creating a clubhouse that enriches your golfing experience and provides an embracing environment for all patrons.

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MEETING MINUTES

CHEHALEM CLUBHOUSE COMMITTEE

IN

Date: 7/15/24
Time: 5:00 PM
Meeting called to order by: Kat

ATTENDANCE

See Inaugural Meeting Agenda for Roll Call list of committee members, board and staff liaisons

APPROVAL OF MINUTES

NA – This was inaugural meeting; no minutes to approve

DISCUSSION OF AGENDA

- Board liaison (?) requested signed committee volunteer policy agreements and signed rules forms
 - Clarification of the terms of volunteers (2 years vs 3). It was determined 2 years on the latest signatory form was correct.
- Confirmation that applications are open until 8/16 to add additional committee member to have odd number (2 applications received thus far).
- Review of the Purpose of the Committee – “to provide recommendations to the Board of Directors regarding the new construction of a clubhouse at the golf course”. This was again reiterated when Chairman was named.

ELECTION OF OFFICERS

- Chairman - Bob Travers nominated; seconded; and approved without discussion
- Vice Chairman – Tom Sheridan nominated; seconded; and approved without discussion
- Secretary – Jeff Dillon nominated; seconded; and approved without discussion

DISCUSSION OF TOPICS:

- Do we need community support from the committee for the clubhouse and 9 holes
 - Bob mentioned he had over 300 signed petitions in support of a clubhouse
 - Jason Fields mentions he would like for this to become a “destination spot” with a ballroom, restaurant, spot to hangout; potential to work with The Allison.
 - Motion to adjourn was made at 3:15 p.m. and was passed unanimously. What is the financial viability of this project – feasibility study?
 - There was a lot of hard work done on the Aquatic Center and it is now paying for itself.
- Discussion of establishing a mission statement and what is expected by the Board?
 - Dennis Lewis – could we put together a RFP for a private/public collaborations?
 - There is a potential private entity could help manage
 - Would love to have it be a tax free venture

- How long has this discussion been going on – Jeff Dillon question
 - Approximately 2-3 years
 - 1st phase – 9 holes; 2nd phase – 2nd 9; 3rd phase - clubhouse, etc.
 - Bob – “We’re here because Don approved the concept”
- Architecture firm
 - Board – we need to have a minimum of 2 RFPs from firms
 - Dennis – is it feasible to visit other clubhouses to see what they have done?
 - Jim – discusses Warm Springs Golf Course and the Parks & Rec of Idaho
 - Built in 1974 - similar to Chehalem; has a large biking community
 - Approx. \$3M to start and \$9M to finish
- Who Uses the Golf course – question for Kellan
 - Kellan – 50/50 resident/non resident
 - Come from Portland, Salem, Vancouver, and local
 - Tournaments Avg. 12-15/yr.
 - Kellan believes this # could double if there was an expansion
 - Participation has held steady since COVID (was up 35% during)
 - Similar expected to continue
- Potential 3rd 9 course:
 - Would go in tandem with the clubhouse
 - “If you build it, they will come”
- Hospitality Component – what else do we have in the area to go in tandem with?
- Phasing
 - Bob – would phasing be an option? Or, is it the 3rd 9 or the clubhouse
 - Told by Don that the land was plotted for the clubhouse
 - It is in Yamhill County and not the city
 - Don said collateral would be there after 2 years
 - Kellan – 1st 9 paid off this year; back 9 next year (2025).
- Renditions of clubhouse – from 2 years ago
 - Renderings were passed around for committee members to review
- Objectives & Challenges:
 - We will not discuss the size of the clubhouse at this point
 - Cart facility – where would extra carts be stored now?
 - Kellan – potential mess if clubhouse is away from 1st tee
 - 1 employee currently opens
 - Dennis – there was extensive travel done when creating the Cultural Center
 - Priceless knowledge and couples with what the community wanted.
- Mission Statement – is there anything the Board is looking for?
 - This will be primary objective moving forward.
- Community Meeting
 - Question to the Board – what do we need to call one?
 - We can work with Chehalem staff to help organize
 - Suggestion to wait until committee has additional 1-2 members
 - It will probably be more of a regional meeting since the impact reaches beyond the immediate area.
- Email Database
 - Joe Fischer (Zoom) – perhaps use the Chehalem Glenn email database
 - Send an email blast to email list and solicit comments
 - What might they like to see with this project?
 - What would the golfers like to see?
- Questions posed to Kellan as head pro (7 years in) and to CPRD:
 - Would it be beneficial to hear from the staff?
 - What has the staff done up until now – proposals, planning, ideas, etc.?
 - Can we put these questions from staff as part of the next meeting?
 - Discussion of having Don come to the next meeting
- Naming clubhouse/fundraising
 - Possibility of naming the clubhouse after Don Clemens
 - Bob discussed with Don – if anything, he would prefer a wall of appreciation.
 - Possible donations for the community to buy a small plaque as support
 - Clarification needed if we can phase in projects
 - Board – if we do one, we will do the other
 - Bob’s estimates would be \$3-5M for 9 hole course
 - Irrigation, moving of land, etc.
- Potential impact to revenue with new course

- Kellan - \$200K taken away In food/beverage income if concessions are privatized.
- Discussion of next meeting/agenda:
 - Staff presentation of history of clubhouse, 3rd 9, etc.
 - What is the mission of the clubhouse committee?
 - We will meet publicly at Chehalem admin building
 - They will provide staff support
 - Committee can potentially travel to other clubhouses - no decisions can be made
 - Meeting with contractors – okay, as long as there is not a quorum .

NEXT MEETING

- Next meeting will be held on the 21st of August 2024
- Motion to adjourn was made unanimously approved.