

1. December 2022 meeting

- a. Meeting held in person Wednesday January 4, 2023.
- b. Location Agronomy lunchroom.
- c. Manager: Connie Rose
- d. Next meeting for the month of January 2023. Held in person Wednesday February 1, 2023. 1:00 pm in Agronomy lunchroom.
- e. Attendance for December 2022 meeting.
 - Agronomy – Doug in attendance.
 - Horticulture – Connie and Sue in attendance.
 - Golf front end operations:
 - Golf Shop – Jordan did not attend, email update.
 - Golf Services – did not attend, did not receive update.
 - Course Marshals – Jordan did not attend, email update.
 - F & B On Course Service – did not attend, did not receive update.
 - Tennis – Fred in attendance.
 - BMAC – did not attend, did not receive update.

2. Department Updates

- a. **Agronomy:** One first aid record filled out, worker was sprayed in face with oil in mechanics bay, this was found to be an error with a part being loose around the fitting. Therefore, EIR was not needed. No lost time or medical attention required. Second first aid record was due to a worker repeatedly shoveling for irrigation work, injury to shoulder, worker was put on light duty, no lost time however the injury has not recovered therefore a medical appointment is scheduled for January 2023. One incident report was filled out, worker shifted diesel workman in to reverse instead of first gear and the utility vehicle jumped forward and hit a tree, mechanics looked over utility vehicle, there was no damage, and it was approved to return to the field. Note, the gear shift pattern is different than a regular manual transmission. Monthly summary submitted. Thank you.
- b. **Horticulture:** One first aid record completed, due to nature of incident EIR was not needed. Worker was performing annual inspection at playground and while taking photos fell backwards into a test hole 12" deep. Ice was applied to ankle and elevated, tensor bandage was used for two days. No lost time and medical attention needed. One incident report filled out, describing worker and the fall into the test hole. Monthly summary submitted.
- c. **Golf Shop:** Nothing to report, monthly summary submitted. Thank you.
- d. **Golf Services Update:** Monthly summary not submitted.
- e. **Course Marshals Update:** Nothing to report, monthly summary submitted. Thank you.
- f. **F & B On Course Service Update:** Monthly summary not submitted.
- g. **Tennis Updates:** Nothing to report, monthly summary submitted. Thank you.
- h. **BMAC:** Monthly summary, not submitted.

3. Department inspections

Pro shop – Next inspection scheduled for May 2023.

Golf services – Next inspection scheduled January 2023. Follow up on golf bag weight. We have approval to order fire extinguisher, location to be determined.

Starters and marshals – Next inspection scheduled for May 2023.

Food and beverage

- Members lounge – fire extinguisher purchase approved, location to be determined. Nonslip anti fatigue mats purchased. Next inspection January 2023.
- Comfort station 10 mountain course – next inspection May 2023.
- HUB storage area – two step ladders purchased. Next inspection January 2023.
- Unable to talk to an on-course service worker this inspection. Next inspection January 2023.
- Unable to talk to BMAC kitchen worker this inspection. Next inspection January 2023.

Agronomy – Inspection found the upper mezzanine needs to be cleaned. This work is still in progress. Blood stoppers and alcohol wipes purchased. Additional size large ABD pads needed for each Chain Saw kit. Next inspection January 2023.

Horticulture - Office door is being repaired, at this time it now open and closes better. Next inspection January 2023.

Tennis – Next inspection May 2023.

BMAC – Next inspection May 2023.

Maintenance workshop – Next inspection scheduled March 2023.

4. Hearing tests – rescheduled for February 2, 2023, cancelled due to snow.

Departments required for hearing tests, Agronomy and Horticulture. Employees are already signed up.

5. Follow up required before next meeting please.

-Jason, if your team is using the backpack blower provided to your team from Agronomy, ensure PPE is being used by all staff.

-Russ, Fred had a question regarding pressure in the bubble and if there are any concerns tennis staff need to be advised about.