

Hanover Seaside Club



601 South Lumina Avenue
Wrightsville Beach, NC 28480
910.256.2726

P. O. Box 434
Wrightsville Beach, NC 28480

Board of Directors Meeting Minutes 10.23.2013

Date: October 23, 2013

Location: Hanover Seaside Club

Call to Order: 6:58pm

Board Members in Attendance:

Officers - Eddie Lawler, President
Sally Godwin, Vice President
Linda Tinga, Treasurer

Board members (6) -

Chris Furr	Jake Wessell	Elise Beall
Jim Morgan	Tommy Cheatham	John Cockrum

Quorum: Yes

Appointed Recording Secretary for the meeting: Janet Warren

Adoption of the Board Mtg. Agenda: Approved

Adoption of Minutes: Motion to approve revised minutes as submitted: Called by President Eddie Lawler.
Seconded by: Linda Tinga Approved: Yes.

Reports of Officers.

President : Eddie Lawler
President's Report at end of Committee Reports.

Vice President: Sally Godwin
Report under Membership Committee.

Treasurer: Linda Tinga
Financial Statement: (As of 10.23.2013)

PNC Operations/Checking	\$ 26,851.08
PNC MM	219,346.34
TD Bank (CD)	<u>17,096.02</u>
Total	\$263,293.44

Great information being generated with the POS System thanks to Steve Lee.
Steve Lee will temporarily serve as POS operator for several months.

Loss of \$4,000.00 in Parking Lot Income so far this year.

Some of the loss might be related to no income from the film corporation this year.

Total Food income down, as of today, by \$53,000.00 from last year.

Party Income down by over \$32,000.00.

Snack Bar income about the same.

Dining Room income up. ????

Utilities down overall.

Gas, water & telephone down.

Electricity has a little change.

Board questioned error in Karatech's statement regarding mortgage payments.

No mortgage payment reflected on page 2/line 5201

No year to date payment recorded.

No September payment recorded.

Posting error also for insurance payments.

601 & 605 Lumina insurance payments need to be flipped.

Clarification/correction needed, report back to board.

Finance Committee Report: None.

Point of Sale /POS Report by Steve Lee:

Quick Book on server.

Company file installed on server.

Some changes made to TAM for dining room charges.

Crystal of Karatech, will transition to HSC internal controls on October 31, 2013.

No additional posting will be done by Karatech with the exception of the year end cleanup work.

Steve Lee will take over all HSC POS operations on November 1, 2013 as the transitional POS operator.

Molleen will be trained to answer member's questions regarding account balances allowing her to answer questions on Sunday or at anytime TAM is running.

Reports from Committees.

House Committee –

Chair: Elise Wessell

Party Committee met prior to this evenings meeting. The following changes are being proposed to the Private Party Policy:

Hanover Seaside Club

Private Party Policy - Revised ~~September 2013~~ October 23, 2013

In an effort to standardize services for private parties held at the Club and in order to help defray overhead expense resulting from such events, your Board has adopted the following policy:

1. A party occurs whenever more than twelve (12) non-member guests are in attendance. All parties should be booked with the Club Manager. The non-refundable party fee is due at the time the event is booked. In the event that the date changes and the club is available, the party fee will be transferred to the new date. If the Club is not available or the event is canceled, the retainer will be refunded only if the Club is rebooked for an event of equal or greater value.

2. Fee structure for events held at the Club
 - A. Reserving the 2nd floor dining room
 - I. Weddings, Receptions, and or Wedding Rehearsals/Rehearsal Dinners
 - i. \$500 member fee (must be a member of the immediate family)
 - ii. \$1,000 non-member fee
 - II. Showers, Birthday parties, Family Reunions and similar gatherings
 - i. \$75 member fee
 - ii. \$200 non-member fee
 - B. 1st floor Picnic area (inside or outside) for weddings, receptions and or wedding rehearsal parties
 - I. \$250 member fee
 - II. \$500 non-member fee
 - C. 1st floor Picnic area (inside or outside) for small gatherings (birthday parties, family reunions, showers, etc.)
 - D. 1st floor Picnic area (inside or outside) for small gatherings (birthday parties and or showers)
 - I. ~~\$2.00 fee per person for member's reservations~~ to non-member guest (Revised 10.23.2013, Motion at end of this document.)
 - II. ~~\$5.00 fee per person non-member's reservation.~~ To: There is no fee for members attending functions in the picnic area (Revised 10.23.2013 , Motion at end of this document.)
 - III. A \$25.00 cleaning deposit will be added to events (if the event area is clean to the satisfaction of the Club Manager, the deposit fee will be returned).
 - IV. If a small event/party rents 5 or more rooms on the 2nd/3rd floor and purchases the required meals in the dining room, the fee for using the first floor picnic area will be waived.
 - V. Due to space restrictions, during the summer season (Memorial Day Weekend through Labor Day)
 - i. only members may rent the picnic area for parties
 - ii. parties will not be allowed on Saturdays, Sundays, or Holidays
 - iii. parties will be limited to 75 guests.
 - E. Functions that require tents to be set-up in the outside picnic area
 - I. \$200 member fee
 - II. \$500 non-member fee
 - F. Multiple function dates will be viewed as separate engagements.
 - G. The sponsoring member must confirm attendee number with the Club Manager seven (7) days prior to the event or the contract guarantee number will be charged for all catered meals.

Manager Initials _____ Member Initials _____

3. Any function that is serving alcoholic beverages of any kind must adhere to the following:
 - A. No attendee under the age of 21 will be allowed to consume any type of alcohol on Hanover Seaside Club premises.
 - B. The sponsoring Club member accepts full responsibility or insuring that (a) above is strictly adhered to.
 - C. Depending on the size and scope of the function, the Club reserves the right to require the following:

- i. That certified ALE bartender(s) be used for dispensing of alcoholic beverages.
- D. Any attendees consuming alcohol must be able to provide proof of age if requested by bartender(s), Club management, or sponsoring Club member.

Failure to comply with this section will be treated as a serious violation of NC State Law and Hanover Seaside Club Rules and could result in loss of membership for the sponsoring member(s).

I fully understand my responsibilities _____
Sponsoring Club Member's Signature

- 4. All parties at the Hanover Seaside Club must be sponsored by a club member, and that member must be in attendance. The sponsoring member must pay for all the expense associated with this event.
- 5. Due to insurance and safety reasons, no parties will be allowed at the pier or sound side. (See #1 for definition of party.)
- 6. During the season (Memorial Day weekend through Labor Day weekend), only functions for members and their immediate families will be approved for the dining room on Saturdays and Sundays, and no event may be scheduled to start before 4:00 pm due to the parking lot being monitored. Private parties will not be permitted in the dining room on any night of a regular scheduled meal served by the club or on any night of a Club function. No private party will be allowed on a holiday.
- 7. No ball teams/sports parties are permitted at the Club due to the number of teams/sports parties that are being requested.

Manager Initials _____ Member Initials _____

- 8. All parties in the Club dining room, must be catered by the club. Price per person will depend on the menu/services and number in attendance.

Manager Initials _____ Member Initials _____

- 9. The Club shall have first right of refusal to cater parties in the picnic area. If the Club is unable to accommodate the catered meal, an outside caterer may be used. Kitchen/canteen facilities will not be available to an outside caterer. These parties may not interfere or restrict Club member use of the picnic area.
- 10. Decorating for all parties or Club function must have approval of the Club Manager.
- 11. Any damage will be the responsibility of the member signing this agreement.
- 12. This policy does not apply when bringing guests to the Club for meals in the dining room since this is controlled through the reservation process with the manager.
- 13. Any violation of the Party policy will be turned over to the HSC Board for their consideration and or action.

Date of Event _____ Member Sponsor _____

Event Type _____ Time of Event _____ # To Attend _____

Area of Party _____ Fee Amt _____ Date Pd _____

For events catered by the club:

Guarantee Number to Attend _____ Price per Person _____

Cater Total _____ Event Total _____

(Manager Initials)(Member Initials) (Date)

I have read the above policy, understand my responsibilities, and agree to all terms and conditions herein.

(Signature of Responsible Member)

(Date)

Note: Hanover Seaside Club party policy is subject to change at any time by the Board. All events are subject to approval by the Club Manager and Board and may be accepted or denied at their sole discretion.

(End. Of Document.)

MOTION: The House Committee moves to accept changes to the Private Party Policy, date September 2013, from \$2.00 fee pp for member's reservation, Line 2.D.I, to "\$2.00 fee pp non-member guest" and change 2.D.II. from \$5.00 fee pp non-member's reservation to "There is no fee for members attending functions in the picnic area".

Motion from Committee, requires no second. Passed unanimously.

HANOVER SEASIDE CLUB RULES

Revised ~~September 2013~~ October 23, 2013

The following rules have been formulated by the HSC Board in the best interest of all members of the Hanover Seaside Club. Each member, his/her family, and their guests shall comply with these rules and willful disregard of the rules may result in loss of membership or fines. Members acknowledge that this is a family friendly club with an entrenched tradition of creating a comfortable environment for its members. Therefore members shall not engage in inappropriate, disruptive or offensive behavior. The following sectional breakdown is supplied to make it easier for all to understand their responsibilities.

- (A) General (includes safety, security and property)
- (B) Guests, parties and groups
- (C) Parking Lots
- (D) Sound side facilities
- (E) Rooms
- (F) Meals

A - General

1. No one will be allowed to sit or stand on any table, counter, banister or rail on any club property (including the pier). Leaning back or standing in chairs or rockers is also prohibited.
2. For safety as well as insurance reasons, no skate boards, roller blades, skates, etc. will be used on club property which includes the pier and parking lots.

3. No person under 21 will be allowed to consume any alcoholic beverage on club property which includes the club pier.
4. Horse play or running in the club house, on porches or on premises will not be tolerated. Loud talking or yelling, particularly at night, is not appropriate
5. No pets will be allowed on club property from April 1 through September 30. From October 1 through March 31:
 - a. Dogs must be on a leash at all times while on club property.
 - b. ~~You must leave your car and go straight through the gravel lot and over the boardwalk and return to your car immediately after leaving the beach.~~
You must leave your car and go straight through the gravel lot and over the boardwalk or directly to a boat at the pier and return to your car immediately after leaving the beach or boat. (Revised 10.23.2013. Motion at end of document.)
 - c. No pets will be allowed on any porches, decks, piers or inside the facility at any time.
 - d. You are required to clean up after your pet and have the means to do so at all times, and ~~dispose of pet waste in available cans.~~ remove pet waste from the Club property. (Revised 10.23.2013, Motion at end of document.)
 - e. ~~Violation of these regulations may result in a \$100 fine for the first offense and you will lose your right to bring your pet on club property.~~ Violation of these regulations may result in the loss of your privilege to bring your pet on club property or a monetary fine to be determined by the Board. (Revised 10.23.2013. Motion at end of document.)
6. No club furniture will be allowed on the beach.
7. Beach chairs, surf boards, bikes, toys, and other personal property will be stored in designated areas and under no circumstances may be stored in any bath house cubicle or the picnic area. If found out of place or if left, they will be disposed of. Chair storage on north side of club can be used only by those members/guests while renting a room at the club.
8. Defacing walls, furniture, or any other club property will not be tolerated. All decorating for parties or club functions must have the approval of the club manager.
9. Hanover Seaside Club will not be responsible for money or any article that is lost or stolen.
10. The elevator on the north side of the club building will not to be used by children unless supervised by an adult member. All children under the age of 16 must be accompanied by a responsible adult at all times on club property. The Hanover Seaside Club cannot be responsible for their safety.
11. A sprinkler system is in place for fire protection. Damage by any member, member's dependent or guest, will be billed to the member.
12. Rented lockers must be locked at all times. The club will place a lock on any locker not in compliance and the member will be assessed a \$5.00 fee.
13. Anyone wearing a bathing suit or a garment used as a bathing suit, wet or dry, is prohibited from use of the second floor (includes the porches, lobby area, and the dining room). Guests in Room 109 are an exception to this rule but should use the front steps to access their room. Cover-ups are allowed provided the swim suits are covered.
14. Smoking is not allowed in the Hanover Seaside Club building or on the porches, in the snack area, or any other covered areas under the club building.
15. All suggestions and complaints regarding the Hanover Seaside Club should be address to the Hanover Seaside Club Board in writing.
16. Playing with the boardwalk and the sound side water hoses resulting in wasting expensive water is not allowed. It is the parents' responsibility to supervise their children.
17. Annual dues are due and payable by April 1. A member must be in good standing to utilize club facilities.
18. Paid dues and fees are non-refundable.

B - Guests, Parties and Groups

1. No guests are allowed on club property unless accompanied by the responsible adult member(s) or a members' family unless prior arrangements have been made with management. A member may extend

the privilege of the club to a person, couple or family. This also includes day privileges. Family members must obtain their own membership when they marry or reach the age of 24.

2. All guests shall be registered in the guest book by the accompanying member under name of the member - not a dependent. Guest books are located at the parking lot entrance and the office.

3. Advising the guest of club rules and the conduct of the guest while on the premises is the responsibility of the member.

4. Any member who wishes to use the Hanover Seaside Club property for any event – party, celebration, meeting, or other social event - must comply with the Hanover Seaside Club Private Party/Meeting Policy as adopted by the Board. A copy of the policy and required forms may be obtained from the Club Manager and can also be found on the Club website, www.hanoverseaside.com. Final approval to hold an event will be granted by the Club Manager and/or the Board. This includes all club property including the beach access area. Please note that the sound-side area and pier cannot be reserved for any event.

C - Parking Lot

1. Only members' vehicles with valid parking stickers properly attached to the vehicle will be allowed on the club parking lot unless they belong to guests staying on the third floor or unless in conjunction with an approved member party as explained in the Hanover Seaside Club Private Party/Meeting Policy. Parking passes for guests may be obtained from the managers for any day (except the July 4th holiday) for \$5.00 (May thru September). The fee will be waived for guests with dining room reservations, but managers should be notified at the time of reservation if a pass will be needed. Other guests will be accommodated on a space available basis, and should be properly signed in and accompanied by the member unless prior arrangements have been made with the club manager.

2. The parking lot attendant is hired by and following the instructions of the Board. Any comments concerning the parking lot attendant should be directed to the Board in writing.

3. The parking permit sticker must be permanently secured to the lower part of the windshield on the passenger side of the vehicle.

4. Guest parking passes should be placed on dashboard on the passenger side of the vehicle. Guests will be given a parking pass valid only for the period of their visit.

5. Parking of any vehicle that requires more than one space is strictly prohibited on Saturdays, Sundays and Holidays. Parking of boat trailers must be approved by one of the club managers.

D - Sound-Side Facilities

1. Access to the boat ramp, gazebo, walkways, steps, floating dock, and picnic tables must not be impeded. Sound-side facilities are to be available to all members at all times.

2. No overnight tie ups are permitted unless renting a room at the club. Non-member or guest boats are not permitted to tie up at the pier at any time.

3. Members' boats must have boat sticker in order to have use of pier area and ramp.

4. The boat ramp is for members' use only.

5. The last person leaving the pier is responsible for turning off the lights and pulling ladder out of water.

6. No horseplay! Any activities which endanger others are strictly prohibited.

7. No swimming is allowed under the floating docks or the pier due to the danger and risk of injury.

8. Diving from the pier is prohibited due to shallow water.

9. No glass containers are allowed at the pier.

E - Rooms

1. When rooms are rented by the week, beginning with the week following Memorial Day to the week following Labor Day, the time of occupancy shall be from 4:00 PM Saturday to 12:00 Noon the following Saturday, except for Memorial and Labor Day weekends. When rooms are rented by the week during the off-season, the time of occupancy shall be from 4:00 PM Friday to 12:00 Noon the following Friday.

2. You may request a reservation for a 2 night or longer stay in the off season. All off season reservations may be handled with the club manager.

3. Rooms may not be reserved in advance for a period of less than one week or more than two weeks during the season, unless a room is available during the week. If a room is available during the week, it may be reserved after 7:30 PM the day prior to the day of occupancy. The exception is opening and closing weekends, however those renting for a full week will be given preference over those requesting only the weekend (the request must be postmarked for the first date reservations are allowed for the upcoming season). Please note - a two night minimum rental is required for these room rentals.
4. A member requesting their first week will be given preference over one that already has a week reserved and is requesting a reservation for a second week.
5. Reserved room fees will not be refunded unless the room is sub rented. Since the club maintains a waiting list, no one may sublet their room without the approval of one of the club managers
6. At check-in please confirm with the manager the names of all persons in each room, giving the ages of all children.
7. Before checking out, please settle your account with the manager, sweep out and tidy up your room, and take all trash to the dumpster.
8. No member may reserve more than one room at any time unless that member has more in their family than room will permit, or has guests. In such case, reservations may be made for a room for the guests and a room for the member. Reservations for rooms 5 & 6 will be awarded based on the number of occupants to stay in the room.
9. A member may request a room reservation for nonmembers/guests for a period not to exceed two weeks per season and shall assume full responsibility for the nonmembers/guests' conduct.
10. Any dependent children staying on the third floor must be accompanied by parents, grandparents or a designated adult member staying at the club.
11. All room fees are due and payable on the date designated in the reservation confirmation mailed to the member and are the responsibility of the member. Other reservations made directly with the club manager are to be remitted immediately. Rooms are subject to NC Sales Tax and New Hanover County Room Taxes.
12. The Board has final approval of all room rentals. In order to maintain a family-friendly club, members of the opposite sex occupying rooms must be immediate family. This does not apply to guests of children under 12 years old staying with an adult family member.
13. The manager shall be given ADVANCE notice for any additional overnight guests.
14. Only persons renting rooms and their invited guests are allowed on the third floor.
15. Persons renting rooms are to use the ocean-side steps when in wet clothing.
16. Do not hang clothing or towels in windows or on rails. Use the drying rack in the room or the clothes line downstairs.
16. Waxing of surf boards is prohibited in rooms, on tables, or boardwalks.
17. Cooking or preparing any type of food in rooms is strictly prohibited.
18. No towels or linens will be furnished by the club. Rental linens are available from an outside source for a fee.
19. Bicycles must be left in your vehicle or in the bicycle rack behind the cookout shed.

F - Meals

1. Season Meal times: Breakfast: 8:00 AM
 Dinner: 6:30 PM (Except Bingo Night and Board Meetings 6:00 PM)
 Sunday Buffet: 12:30 PM
 Off Season Meal times: Sunday Buffet: 12:30 PM Other meals/times to be determined by the Club Manager

- Check the club calendar on the website for other special meals and times.
2. All persons registered at check-in as residing in rooms will be charged for scheduled meals. These meals constitute a minimum that will be charged each person whether they eat or not. The rate for adults and children will be set each year by the Board. All meals are subject to NC Sales Tax.
3. Reservations for meals on Sunday should be made prior to 10:00 AM Saturday, and weekdays by 4:00 PM the day prior to date of reservation, unless otherwise acceptable by the club manager. Members are

responsible for payment of all meals reserved and for all no-shows. Cancellations must be 24 hours prior to the meal or payment will be required.

4. Guests may be invited into the club for meals in the dining room only when accompanied by a member of the club. Any special circumstances must be cleared with the club manager. Meal charges are the responsibility of the member.

5. Special groups and small parties may be invited into the club for meals in the dining room if space is available and reservations (see #3 above) are made in advance with the club manager. Meal charges are the responsibility of the member.

6. Food dishes and silverware are not to be removed from the dining area.

7. The kitchen is off limits to members and guests for personal use.

8. Senior meal prices are available to members 70 years and older if the manager is informed at the time the reservation is made. Otherwise all diners will be charged the regular price.

9. All guests in a party must be with the host member(s) before getting in the food line.

MOTION: The House Committee moves to accept the following changes to "The Hanover Seaside Club House Rules" dated September, 2013, Section A. General, Line 5b. as follows:

5b. ~~You must leave your car and go straight through the gravel lot and over the boardwalk and return to your car immediately after leaving the beach.~~

You must leave your car and go straight through the gravel lot and over the boardwalk or directly to a boat at the pier and return to your car immediately after leaving the beach or boat.

Motion from committee, requires no second. Passed with two (2) no votes.

MOTION: The House Committee moves to accept the following changes to "The Hanover Seaside Club House Rules" dated September, 2013, Section A. General, Line 5d. as follows:

5d. You are required to clean up after your pet and have the means to do so at all times, and ~~dispose of pet waste in available cans.~~ remove pet waste from the Club property.

Motion from committee, requires no second. Passed with two (2) no votes.

MOTION: The House Committee moves to accept the following changes to "The Hanover Seaside Club House Rules" dated September, 2013, Section A. General, Line 5e. as follows:

5e. ~~Violation of these regulations may result in a \$100 fine for the first offense and you will lose your right to bring your pet on club property.~~ Violation of these regulations may result in the loss of your privilege to bring your pet on club property or a monetary fine to be determined by the Board.

Motion from committee, requires no second. Passed unanimously.

(End of Motions & Revised Document.)

Elise Wessell, House Committee Chair, continued. Concerns over enforcing these changes will be discussed if the new policy becomes a problem. A no pet policy might be the last result.

Communication Committee-
Chair Elise Wessell

Some updates still needed to the website.

Blog will be going out tomorrow.

Committee reports will be posted to the website.

Constitution Committee –

Chair Jake Wessell

Committee: Elise Wessell & Ann Hutterman.

No additional committee meetings have been held since last month. The Constitution Committee has copied you on their proposed changes to the HSC Constitution. The paper copy of this document will be placed on file as the first reading of the proposed constitution changes allowing all board members the opportunity to review the changes. Discussion and a vote will be taken at the November 2013 HSC Board of Directors Meeting.

The proposed constitution changes will be included in the November 2013 Board of Director's Meetings Minutes if approved by the Board at that time.

Article III, Section 2, one of the proposed changes was discussed, revised and voted on but the Board & Committee will determine if this vote stands or should be readdressed at the November 2013 Meeting. (Vote Passed with objection of three (3) board members – Jim Morgan, Linda Tinga, Tommy Cheatham).

Jake Wessell reported to the Board that the Secretary of State does not maintain a copy of Constitutions on file in his office. A copy of the constitution is only filed with the New Hanover County Register of Deeds. The Constitution Committee will file a HSC Constitution (or revised) with the NHC Co. Register of Deeds following the HSC Annual Meeting in February 2014.

Operations Committee –

Chair Chris Furr

Beth Cammilleri, HSC Assistant Manager, owes the HSC two (2) weeks of unearned salary.

Recommendations for improving the snack bar operations have been received from Molleen and Beth. These recommendations will go to the Operations Committee for review. The Committee will provide the recommendations to the Board at the November 2013 Meeting.

Fountain Drink Machine has been removed from the HSC. Can drinks available only.

Some of the recommendations from Molleen and Beth are:

Add second food warmer (approx.. \$150-\$200)

Add new cooler for ice. (approx.. \$30.00)

Add shelving for food supplies.

Major Operational changes –

Switch window between taking orders and delivery from current plan.

Computer data drop might need to be moved.

Supervision suggestions have been provided to the committee.

Staff should talk with food vendors on how to have a quicker turn around time.

Estimate Costs: Max. \$1,000.00

Board Member Jim Morgan asked for recommendations on staff gratuities.

Operation Committee will recommend using formula based on staff/hours, etc..

Summertime help leaving in good standing will receive gratuity.

Requests from membership for gratuities should be included in the annual bill mailed in December 2013. The staff needs to be informed that the gratuities will be paid after the holidays.

Long Range Planning Committee –

Chair Tommy Cheatham.

The Committee will have their thirty year plan for the HSC at the November 2013 Meeting.

Social Committee –

Chair Tommy Cheatham

Next social function on the calendar:

Oktoberfest to be held on Friday, October 18, 2013 at the HSC was cancelled.

Oyster Roast – November 16, 2013.

Committee recommends not doing the function.

President Eddie Lawler will look into having it outside the committee's scope.

NC Flotilla & Dinner .

Saturday, November 24, 2013 - Thanksgiving Weekend will be held as in previous years.

Status of 605-

Chair: Jim Morgan

A discussion was held with the new tenants at 605 Lumina regarding a few issues.

There are no problems at the rental unit.

The Committee recommends prior to next season a two week renovation/updates will be needed.

Membership Committee

Chair: Sally Godwin

All requests for membership considerations from Seasonal to Regular should be done in writing.

Written letters need to be sent to all members stating the boards decision regarding their membership status, whether being accepted or rejected as a regular member, and a copy of the letter placed on file in the minutes.

The Board agreed.

Nominating Committee –

Chair: John Cockrum.

No Report.

_____ Committee.

Chair John Cockrum ??????

Each committee needs to prepare their budget needs to the Board for the next meeting.

This information should be released to Linda Tinga, Treasurer, by Nov. 15, 2013.

November Board Meeting will be Thursday, November 21, 2013.

President's Report –

President Eddie Lawler

Received letter from The Starbon (?) Family which was very complimentary regarding their private party at the HSC.

Eddie Lawler called for an Executive Session to discuss Recording Secretary fee.

Above Minutes respectfully submitted by,
Janet L. Warren (Nov. 2, 2013.)

Executive Session called at 8:45pm – Minutes taken by others.

New Business.

Old Business.

Meeting Adjourned at _____.