

Hanover Seaside Club



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Hanover Seaside Club
Board of Directors Meeting – Draft Copy
July 18, 2013

Attendance: Eddie Lawler, Tom Cheatham, Chris Furr, Jake Wessell, Jim Morgan, Sally Godwin, John Cockrum, Elise Beall, Linda Tinga, Sherry McCarley

Guests: 6

Meeting was called to order at 6:34pm by Eddie Lawler, President

The Agenda was approved as distributed.

Minutes were approved as amended.

Financials – Crystal Ahumada

The Board had received the Financials by e-mail. Crystal Ahumada passed out a copy of the Snack Bar activity. She also pointed out that we are on target as far as budget figures Year-to-Date are concerned. The Board discussed the number of reports being generated and sent to the Board. It was noted that prior Boards had requested detailed records which produce some of the volume of reports going to the Board. Others were generated at the request of this Board. Crystal stated that the P&L by Class Collapsed gives the more immediate and frill-free information the Board wants to know. Several reports were discussed in relation to how necessary they were monthly. It was noted that the Finance Committee should look at the day-to-day operations and let the Board know if there is a problem. The Board then could focus on the P&L by Class Year-to-Date Collapsed and answer any questions that may arise from that document. No resolution, as to how many reports should be provided the Board monthly nor what Committee should make that decision, was made.

Timeliness of reporting was discussed. Reports are getting to the Board the night before the Monthly meeting, which does not give the Board any time to go over the reports prior to the meeting. It was allowed that between being in the middle of the season and trying to implement the POS system, train the staff, etc. the report information is sometimes getting to the bookkeeper late the night before the Board meets. This should resolve itself when the POS is fully functional, all bookkeeping functions are handled in-house and the Management staff has time to work with the new system over the winter. Eddie Lawler and Linda Tinga will meet with the Club Manager to see what can be done to get the information to the bookkeeper in a timely manner.

Chris Furr, Chairman of the Ops/Mgt. Committee brought to the Board's attention that the week after the 4th of July there were three rooms vacant. The Board discussed why that might have happened, how it could be prevented in the future and who needs to be responsible for seeing that when rooms are not paid for by the May due date prior to occupancy, the Club Manager is notified immediately so she can notify people on the waiting list.

The Board then discussed the need for standard operating procedures and job descriptions. Expectations and consequences need to be spelled out clearly and explicitly for each job description. There also needs to be a contractual agreement with the bookkeeper, spelling out cost of services, duties and time lines. It was noted that as of the end of June, the Club was at 142% of the budget for Professional Services. Tom Cheatham made a motion to turn the search for a bookkeeper over to the Finance Committee and, if necessary, the Board is to come up with the criteria for the job. Linda Tinga seconded. There was no vote on the motion. Motion died. Clarification was made that the job under discussion would be for a part-time bookkeeper. There has been one application for part-time bookkeeper received by the President to be presented to the Board for consideration.

John Cockrum said he would support the motion, if amended, which would also clearly define the duties of the Bookkeeper, Secretary/Treasurer and Club Manager. Tom Cheatham moved the Finance Committee be charged to clearly define the roles and responsibilities of Secretary/Treasurer, Club Manager, and Bookkeeper and make recommendations on a contracted part-time bookkeeper and present their recommendations to the Board. John Cockrum seconded. Approved. It was agreed the Finance Committee should be ready to present their recommendations to the board at the August 15, 2013 Board meeting.

Finance Committee - Linda Tinga

Linda Tinga provided the board with a report on Current Assets. She brought the Board up-to-date on combining three Club parcels into one for tax relief. Linda Tinga and Patsy Weinel met with Robbie Collins, Atty. He told them he could combine the parcels and there would be no charge. The Club needs to obtain a Surveyor in preparation for combining the three parcels. Patsy Weinel has contacted three Surveyors for estimates.

Linda Tinga and Patsy Weinel met with Mr. Kelly, head of the Tax Dept. for New Hanover County. Chris Furr made a motion to authorize the Finance Committee to spend up to \$2,000.00 for getting the survey done to combine the three parcels. Tom Cheatham seconded. Motion approved.

Linda Tinga advised the Board of problems with Sun Fish boat slips. There are three boats with outdated stickers and two boats with no stickers. The Board discussed what action should be taken to either bring the stickers up-to-date or have the boats removed. Elise Beall will Blog that boats must display current stickers by August 15th or they will be removed on August 20th. There are currently Kayak spaces available.

POS – Steve Lee

Steve Lee gave each Board member a written status report on the Point of Sale Bookkeeping System. He noted that the Network installation has been completed; two POS machines have been fully installed, networked and configured. The bookkeeper's computer has been installed, networked and configured. TAM Retail POS software is installed on all three POS computers, the bookkeeper's computer and on the existing computer behind the front desk. The Club Manager and three snack bar employees have been trained in several modules of the back office functions. As of July 18th, 2013, all three POS stations are in use for cash transactions, check transactions, and credit-card transactions.

Still to be done is the coordination between the Finance Committee and Karatech on the workflow until the Club goes to in-house bookkeeping. Integration of QuickBooks onto the POS system, transfer of Club files from Karatech to the Club, clear and concise job responsibilities for in-house Accounts Receivable operations, training with staff on back office modules in TAM, hiring an in-house bookkeeper and finally, moving all financials to the Club.

Two things will require additional funds: the purchase of Quickbooks Enterprise which is required to meld Karatech data with the POS system. The board discussed other possible ways to input Karatech data to our new TAM system. Steve Lee assured the Board that we need Quickbooks Enterprise in order to complete our transfer of date.

The cost for Quickbooks enterprise is approximately \$1,000.00. Jake Wessell made a motion to purchase Quickbooks Enterprise. Elise Beall seconded. Motion approved.

The second necessary purchase is a specially designed cabinet and a task chair for the bookkeeper. Cost for both will be about \$500.00. Elise Beall made a motion to allow Steve Lee up to \$500.00 for the purchase of a cabinet and task chair for the bookkeeper. Jake Wessell seconded. Motion passed.

Steve Lee answered general questions from the Board on the difficulty involved in completing the transfer to in-house, how the system would work for pre-paid services such as room deposits, etc. and whether there will be a problem converting our present system to TAM software capabilities. He assured the Board that, while a bit of work, it can be done and the Club will have the system it needs. When we get all the data entries ready to be posted to POS, several members will help input.

Constitution Committee – Jake Wessell

No Report. The Committee is scheduled to meet.

Ops./Mgt. Committee – Chris Furr

No Report. The Committee will meet within the next two weeks. They will be looking at dinner numbers Monday thru Thursday since Memorial Day to detect any food preference trends. Bingo nights will also be evaluated.

Social /Long Range Planning Committee – Tom Cheatham

No Report.

A-Frame – Jim Morgan

There are several broken chairs on the Club porch and the parts are on order. The A-Frame is fully committed until the end of May 2014. New furniture will need to be considered when the house becomes vacant in May.

Facilities Committee – John Cockrum

No Report.

Communications Committee – Elise Beall

There was a table set up on Memorial Day to sign up members who were not able to access the Web Site or not getting the e-mail. Most members were already receiving the Club e-mail, however 13 new users were signed up.

House Committee – Elise Beall

The House committee met and reviewed the party policy, rules, and room and meal pricing. Special attention was paid to the description of who makes up a party and the use of the facilities for parties on week-ends during the season. After consideration, the Committee decided the Party Policy should remain as written. They also recommended no change in party pricing. The only change needed to the rules had to do with sound side facilities. Rule #1 was added addressing impediment of access to facilities on the sound side and reiterating that sound side facilities are available to all members at all times. The House Committee moves that the picnic tables be removed from under the gazebo and placed on the deck. After discussion, the vote was 6 approved and 2 opposed. The House Committee moved that Rule #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" be approved by the Board. Motion was approved. By November the House Committee will look at members with dogs accessing the beach via the Club pathway during off-season. The House Committee reviewed the room and meal pricing and decided to make no changes.

Membership Committee – Sally Godwin

The Membership Committee presented one application for membership. The applicant, the son of a member, met all requirements. Chris Furr moved to accept the applicant for membership. Jake Wessell seconded. Motion passed.

Presidents' Comments – Eddie Lawler

Eddie Lawler did a follow-up on the possibility of getting a life guard stationed at the Club. The town no longer contracts for life guards. Wrightsville Beach will not put one on the Clubs end of the beach in the near future and the next station will be put at the North end of the beach. The Club would have to hire their own life guard and assume the responsibility for that.

The Low Country Boil was a success with a hundred or more participating. Next year they will need more cookers to keep up with the demand.

Bingo has been very successful.

Chris Furr moved that the Board go into Executive Session. Elise Beall seconded.
Approved

Tom Cheatham moved the Board go out of Executive Session. Sally Godwin seconded.
Approved

Meeting adjourned