

Hanover Seaside Club

601 South Lumina Avenue
Wrightsville Beach, NC 28480

HSC
1898-2008
Wrightsville
Beach, NC



Reply To:

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Board of Directors Meeting
April 19, 2012

Attendance: Mike Lewis, Jean Lawler, Linda Tinga, Tom Cheatham, John Cockrum, Elise Beall, Chris Furr, Brad Walls, Duncan McFadyen, and Sally Godwin.

Guests: Crystal Ahumada, Evan Trawick, Dan Hickman, Henrietta Godwin, Eddie Lawler, and Janet Warren.

The meeting was called to order by Mike Lewis, President at 6:15pm.

The agenda was approved as presented.

The minutes of the March 15, 2012 Board meeting were e-mailed out. A correction was made in the Budget section, under number 3. The motion for the Assistant Managers position become hourly was voted on with 3 approving and 4 not approving, so the motion did not pass. The P.O Box will be changed in June. Brad Walls moved we accept the minutes as corrected. Elise Beall seconded. Motion passed.

The Annual Meeting minutes were e-mailed out. Elise Beall asked that the minutes be a draft so she could put them on the web site and they can be voted on by the Regular membership at the Annual meeting. Tom Cheatham moved we accept the minutes as a draft. Jean Lawler seconded. Motion passed.

We are buying queen mattresses for the third floor.

1. Port City Mattress Co. gave a presentation of what they recommended as well as full cover mattress covers. The company quoted a price of \$500 with \$36.00 for the mattress cover if we purchased the mattresses and \$38.00 if we do not order the mattresses from them.
2. Mattress Factory of Kernersville gave us a quote of \$465.41 a set with no mattress covers.
3. Custom Home Furnishing gave a quote but the Board was not sure if there mattresses were comparable to the other 2 quotes. Mike Lewis will talk with them.

Evan Trawick, owner of Cape Fear Seaford Restaurant talked to us about a Point of Sale system.

1. He went over what a Point of Sale system did for him.
2. 10%-20% need to be added to cost to break even and plan a small profit in the charge.
3. Decide what you need to evaluate.
4. Use food companies for better prices.
5. Do weekly inventory.
6. He suggests the price of meal should be 34-37% food cost, 12-15% labor cost, and 20% total labor of sales.

Manager's Report-Mollene Smith

1. A fax, copier, scanner and printer machine was purchased for the club. The phone company will come Monday to put an adapter on to hook it up to a dedicated line.
2. Elise Beall made a sheet to use to keep up with the Assistant Managers hours. It should show the hours that are used in the kitchen and in the office, and what the time was spent doing.
3. All employees are on a time card.
4. A question was asked about a Board member accessing the security camera system from home. At this time it cannot be done. Tom Cheatham will look into this.
5. The hood suppression system is ready to be installed by BFPE in the snack bar. It needs to be done before the fire inspection.
6. It was suggested that a dry run be done in the snack bar before the season starts. Mollene agreed.
7. A member, who had postponed her wedding, is getting married in October. At the time she booked the reception the deposit was \$100. It is now \$500 for members. There was no policy in place the first time. The Board discussed the situation. Chris Furr moved under the circumstances of the situation, the Board accept the \$100 that was paid 2 years ago being acceptable. Brad Walls seconded. Motion passed. Mollene will get in touch with the person.

Budget-Linda Tinga

1. Her goal is to get accountability and not raise dues.
2. The accounting costs are more than budgeted. It has taken longer than expected to get things in place. Initially incomplete information compiled was given to the accountant and treasurer and it has taken additional time to complete tasks.
3. Cost analysis of a Sunday dinner and a luncheon were gone over.
4. Profit and Loss document was gone over.
5. A Board member asked for a 6 month forecast.
6. 2012 dues-
 - A. Several members still owe on their dues.
 - B. 20 members have dropped their membership.

- C. 6 members have reduced their membership because of age and Honorariums.
- 7. All the original surf lockers are rented. Deak Walden has the list of who needs to pay the fee.
- 8. Wilson Horton purchased the MAC computer.
- 9. Jim Morgan's Report-
 - 1. Jim Morgan suggests that the club stay route with the maintenance of grounds, chairs and 605.
 - a. The grounds would cost \$200 a month for maintenance. He will need a minimum duty lawn mower.
 - b. R.E. Corbett is maintaining rocking chair repair. It will cost \$1200 to work with the chairs for material and labor.
 - c. Keep the rent on 605 Lumina at the same winter rental price. It has been rented from August 15, 2012 through May 15, 2013. It is full this summer except for 3 weeks.
 - 2. His Budget will be \$4,700. Discussion was held. Duncan McFadyen moved we accept Jim Morgan's budget for his projects. Jean Lawler seconded. Motion passed with 5 for and 3 against. Jim Morgan was asked to get a 1099 form for the person who is doing the work.

Old Business:

- 1. Approve Club Calendar-Jean Lawler- Everyone had a copy of the Club Calendar. Jean Lawler moved we accept the calendar. Brad Walls seconded. Motion passed. Jean Lawler will reserve 2 tents for the 4th of July.
- 2. Report from CPA- Mike Lewis-The financial has been sent to Ned Marable at the bank to work on refinancing the loan on 605 S. Lumina.
- 3. Mold Remediation Update-Duncan McFadyen and John Cockrum- The repair work is on schedule. It will be completed by Memorial Day. When members are staying on the third floor they need to encourage not opening the windows because it may cause more mold. Duncan McFadyen will check to see if windows need to be operable. Brad Walls moved the louvered doors be removed and pin the windows pending the safety and fire issues. Duncan McFadyen seconded. Motion passed. Paint colors will be picked out for the upstairs.
- 4. New Surf lockers- Mike Lewis- The town of Wrightsville Beach shut the construction of the new lockers down. An architectural engineer needs to be consulted. Duncan McFadyen will contact Mike Saieed to see if he will look at the situation. \$2000 has been paid to the builder.
- 5. The printer, fax, scanner, and copy machine has been purchased.
- 6. Mattresses for third floor- Jean Lawler- We are getting queen mattresses for the third floor. They will fit in the rooms but will not allow changing the configuration.

New Business:

1. Work day-Jean Lawler has scheduled a work day for March 24, 2012. Bed frames need to be pressure washed and painted. Some work at the sound needs to be done.
2. The printer, fax, scanner, and copy machine has been purchased.
3. 2 applications for children of members were voted on and were accepted. One is the daughter of a regular member and one a seasonal member.
4. Report from House and Operations Management Committee- Brad Walls- There will be a meeting on April 29, 2012.
5. Report from the Finance Committee-Linda Tinga-
 1. In order to go cashless the finance committee recommends the Board approve 2 Sam's charge cards, one for the Treasurer and one for Mollene Smith. There will be no cash advance, not for personal use, and a credit limit of \$1,000. Brad Walls seconded. Motion passed.
 2. The Finance recommends the Club with a Point of Sale system. One has been looked into that costs \$14,700 cash or can be leased for \$499/mo. for 3 years. A member would have a key card to buy something. The Finance Committee moved that the club go cashless using credit cards or being billed for meals on the second floor and third floor rooms. Discussion was held. Bingo was a concern since it is mostly small cash. Motion was voted on 3 for and 5 against. Elise Beall moved we accept credit cards for payment of meals on the second floor and rooms. Brad Walls seconded. Motion passed.
6. The Assistant Manager's work time was presented and discussed. She is working 20-25 hrs. a week. The Board will review her time in July.
7. Chris Furr wants to get copies of the cable and internet bills to see if he can compare them to other companies.

Future meeting date: May 3, 2012 at 6:30pm at the Club.
June 6, 2012 at 6:30pm at the Club
July 12, 2012 at 6:30pm at the Club

There being no father business the meeting was adjourned at 11:00pm.

Sally Godwin, Recording Secretary