

# Hanover Seaside Club

601 South Lumina Avenue  
Wrightsville Beach, NC 28480

**HSC**  
1898-2008  
Wrightsville  
Beach, NC



Reply To:

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August 9, 2011  
Board of Directors Meeting

Meeting called to order by Mike Lewis at 6:05pm.

Attendance: Mike Lewis, Jean Lawler, Wilson Horton, Duncan McFadyen, Henrietta Godwin, Brad Walls, Deak Walden, Elise Beall, John Cockrum, and Sally Godwin.

The minutes were e-mailed out and spelling and bullet points corrected. No content was corrected. Elise Beall moved we accept the minutes as corrected. Henrietta Godwin seconded. Motion passed unanimously.

Budget Report: Wilson Horton-Page 97-

1. The \$10,000 from dining room fees in 2010 has been received.
2. 65% of the upstairs vent and air work has been paid.
3. Robert Williams HVAC's Co. is still owed \$1000. Payment has not been made due to final work to be done.
4. Activities on the budget sheet includes July 4<sup>th</sup>, Christmas parties, and bingo.
5. July 4<sup>th</sup> sales are as follows:
  - a. T-shirts           \$398.11   no tax
  - b. Snack bar       \$528.04
  - c. Breakfast       \$505.60   includes upstairs guests
  - d. Chicken         \$1650.84   did not include upstairs guests
6. Cash procedures-
  - a. Snack bar- an amount of cash is given to the snack bar staff by Mollene. At the end of the day she takes the tickets from the snack bar and counts the money, makes a tape and puts it in the register.
  - b. T-shirts- they are sold and the sale is rung up on the register.

- c. Dinners-they are paid in cash or by check and are rung up on the register; there is also the pink sheet and white sheet that is used. The cash is kept in the Club and locked up.
- d. Deposits are closed after Sunday lunch. Deposits to the bank are made the first of the week. For deposits Mollene has a tape with checks listed and paid out slips and cash. The Board would like to see a weekly report of the deposit and have deposits done weekly.
- e. A profit/loss statement during September meals and then Tuesday meals during the off season has been requested by the board.
- f. The snack bar ran out of items during the last 2 weeks. The snack bar staff are supposed to write out a list of items that are low in the snack bar.
- g. The petty cash fund is \$800.

#### Old Business:

- 1. Update of HVAC system- Duncan McFadyen-
  - a. Robert Williams Co. - the problems with the second floor system are unresolved at this time. The controls on the unit were changed and the system froze up. They worked on the system and it worked then failed again. Duncan is working with them.
  - b. HVAC on the third floor- the energy recovery unit is not performing 100%. A part was sent this week. The AC works well. The exhaust from the bathrooms is only performing on ½ of design flow. The manufacturer and the contractor are working on the problems.
  - c. The materials the rooms on the third floor are made of are good for mold formation. To correct this we need:
    - 1. Environmental firm to give us a proposal for mold removal.
    - 2. Insulate the attic that would cost \$2000.
    - 3. Seal the attic with a sealant membrane.
    - 4. Discussion was held. Brad Walls moved we contact Environment Firms to give us a scope of what it would take to get rid of the mold on the second and third floors and what the cost would be. Henrietta Godwin seconded. Motion passed unanimously. John Cockrum will contact some firms he works with.

2. Leak on the front porch- Mike Lewis- The shower drain pipe on the third floor, south sound side has been de-coupled. Mike Lewis will talk to David Woodbury about what it would take to fix the drain. John Cockrum has the name of a tile man that can follow up quickly if the tile floor needs to come up.
3. Constitution Committee Path forward-Mike Lewis, Elise Beall, Brad Walls- Elise Beall stated that the committee will come up with a list of member concerns for the Board to prioritize so the committee can start on tweaking the current constitution. The meetings that were held clearly showed the members want to amend the current constitution. The committee encourages that the Board members read and study the current constitution so they are familiar with it so business can be handled legally. The meeting attendees and other letters sent to the Board show that there is no trust in the Board and the Board needs to gain the members trust. The committee also needs direction from the Board on how to proceed. Brad Walls gave a brief synopsis of how and why the new constitution was written.
4. Webpage information- Elise Beall-
  - a. The old web site ([www.hanoverseasideclub.com](http://www.hanoverseasideclub.com)) has been redirected to the new site. When the domain expires in January 2012, we will let it go.
  - b. The new site has been registered with Google and verified- so it is being picked up by search engines.
  - c. The number of members so far is 58.
  - d. The number of unique visitors (non-password visitor) in August is 166.
  - e. Number of visits is 278.
  - f. Visits per day range from 31-44 since the letter went out.
  - g. Contract with designer is complete. She has been paid in full.
  - h. Improvements- Calendar of Events for the cost of \$75. Elise went over what the calendar of events would do. Elise Beall moved we include the Calendar of Events at the cost of \$75 to the web site. Henrietta Godwin seconded. Elise will help set it up and maintain it. Motion passed unanimously.
  - i. Elise Beall moved we add the membership roster, include name, address, and phone number, regular and seasonal members. Henrietta Godwin seconded. Discussion was held. A statement of use of the roster will be written and

added to the web site. Motion passed unanimously. She will post on the Blog. The minutes from March 2011 on will be posted once they are passed by the Board. Minutes from November 2010 will be added once the names and personnel information is blacked out. Chairs of committees will be added.

5. Party Policy- Brad Walls- the House Committee has revised the Party Policy. It took four revisions before the Board accepted it. The House Committee makes a motion that we accept the Party Policy as revised. Motion passed as revised.
6. Surf -Board Lockers- Deak Walden-The material was ordered and has arrived. He has enough members' interest to fill the lockers. Work had to stop due to the heat and medical condition of the builder. Deak will talk to the builder and get some questions the Board asked answered. He will let us know what he finds out.
7. Other business-
  - a. If children under 16 are on Club property they need to have a parent or guardian present, even if they are on the sound or ocean. This will go on the Blog.
  - b. Auditor- Mike Lewis-No report- Mike is working on getting a scope of work drawn up of bids. He will be asking the proposed CPA groups what degree of audit will be necessary to be done.

#### New Business:

- A. 605 South Lumina-Mike Lewis- The rental agency sent us the year end totals for the property. There is a potential for rental starting in December.
- B. Theft of Kayak/added security light- Mike Lewis- A new kayak was stolen from the sound. It had been secured with ropes. The camera showed at 3:03 that a vehicle stopped along the fence at the sound and 2 people across the street and broke the gate. The other jumped the fence at the sound; cut the ropes on the kayak and put it over the fence and all three put it in the vehicle. The surveillance camera picked up the vehicle but could not see the license plate. The tape was sent to the Wrightsville Beach police dept. Discussion was held about adding another light on the sound side near the kayak racks. Jean Lawler moved that we add another security light near the kayak racks. Henrietta Godwin seconded. Motion passed. Progress energy will be contacted to install a security light.

- C. Rules Committee-Deak Walden- One parent was called about their under 16 year old child being at the Club without an adult. One parent responded that their child was there with a 17 year old baby sitter. The other parent was written a letter and she called a Board member and said she was on the ocean and the child was at the sound.
- D. Nomination Committee-Mike Lewis-Henrietta Godwin and Deak Walden will be on the committee with 3 other regular members. Deak will chair the committee. Deak will get the names to Mike Lewis. The members of the committee will be posted on the front door by August 15, 2011.
- E. A letter will be sent to the parents of a child who comes to the club to check the child's age and membership status.
- F. Birthday cakes-A question was asked about who pays for the birthday cakes Mollene has for the person celebrating their birthday? Wilson Horton will find out the answer.
- G. I pad as a cash register- John Cockrum stated that he was at a shoppe that sold cupcakes and they used an Ipad as a cash register. It's an application that can serve as a POS (point of sale) inventory system or an Ipad. It is paid for annually. It could track inventory. John Cockrum will get more information.
- H. Registered Letter- Mike Lewis- He received a letter from Doug Sheppard requesting :
  1. Articles of Incorporation 1898
  2. Amended Articles of Incorporation 1909
  3. Amended Articles of Incorporation 1958
  4. June 13, 1995 Change of address of Registered Office/Agent
  5. Accounting records for last 3 years
  6. Minutes for 2009, 2010, 2011

The next meeting will be held Tuesday, September 13, 2011 at 6pm at John Cockrum's office on Kerr Ave.

There being no further business the meeting was adjourned.

Sally Godwin, Recording Secretary