

Hanover Seaside Club



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Wrightsville Beach, NC 28480
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P.O. Box 1085
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Board of Directors Meeting May 3, 2012

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

Guests: Eddie Lawler, Peggy Russell, Patti and Curtis Westbrook, Dan and Susan Hickman, Denise Cheatham, Janet Warren, Jan Sheppard, Henrietta Godwin, Jessie Johnson, and Loretta Lewis.

The items on the agenda were gone over and the agenda was approved.

The minutes of the April 19, 2012 meeting were e-mailed out. Mike Lewis made a correction in the Budget portion under #2 stating it should read, initially incomplete information compiled was given to the accountant and treasurer and it has taken additional time to complete tasks.

Budget- Linda Tinga

1. The current assets were gone over. The First Citizens checking account was closed out and the monies were put in the PNC Operating account. The TD Bank Savings account was closed out and monies were put into the PNC operating account.
2. Re-financing of the loan is still being worked on. Grady Windham and Ned Marable have been in contact with each other.
3. Grady Windham and Linda Tinga will meet after May 14, 2012 to talk about cash controls that need to be set up. Tom Cheatham moved we go cashless in the dining room and on the third floor. Linda Tinga seconded. Motion passed.
4. Mike Lewis met with Grady Windham and asked about cash controls and an electronic cash register was suggested for the snack bar.
5. Credit card system vs. POS system- A credit card system by PNC was discussed. There were some questions that needed to be answered by PNC. The Treasurer recommended a POS system. Elise Beall moved we get a credit card system and have it implemented by Memorial Day weekend. Tom Cheatham seconded. Motion passed.

6. Room Rentals-Some members have not paid for their room rental for the summer. Elise Beall moved we e-mail the members who have not paid, stating that if the room has not been paid for by Friday May 11, 2012 the room will be released. Brad Walls seconded. Motion passed.
7. Brad Walls moved we go into Executive session. Chris Furr seconded. Motion passed. Discussion was held. Chris Furr moved we come out of Executive session. John Cockrum seconded. Motion passed. During the Executive session status of dues was discussed. It was decided that one (1) member was suspended, one (1) member was terminated, and the others will be contacted.

Manager's Report- Mollene Smith

1. There will be 2 graduation parties in the picnic area. One will be held on June 11, 2012 for over 75 people and one June 7, 2012 with under 75 people. Chris Furr moved we approve the 2 party requests. Elise Beall seconded. Motion passed.
2. The hood system work in the snack bar will start on May 14th and be done by May 15, 2012.
3. The broken fence at the boat ramp on the sound has been repaired.
4. One person has been interviewed for the snack bar and one employee from last year is interested in coming back. Both are recommended by Mollene Smith. Discussion was held. Brad Walls moved we hire the 2 people for the snack bar. Elise Beall seconded. Motion passed with 1 abstaining vote.

Old Business:

1. Mold Remediation- John Cockrum-
 - a. The work on the third floor is going on target. Not included in the original work these were done:
 1. Asbestos needed to be removed
 2. Fixed the 2 bathrooms at the end of the hall that have leaked
 3. Put sheet rock in the rooms to replace the paneling
 4. Repaired the bathrooms in room 14 and the ½ bath in room 12
 5. Put a door between rooms 9 and 11 so a large family could stay
 6. About \$80,000 was spent. At this point \$200,000 is forecast to be the total project cost. \$160,000 was asked for at the annual meeting.
 7. Major electrical deficiency was found behind the paneling and repairs were made.
 - b. Painting will be done next week
 - c. HVAC goes back up
 - d. There was a lien that was placed on the Club for \$29,000 for the remediation contractor. Our lawyer suggests we pay the lien.
2. Replacement Mattress update- Mike Lewis- The mattresses bid from Custom Home Furnishing was the lowest and the mattress covers bid from Port City Mattress Co. were gone over. Chris Furr moved we accept the bid from Custom Home Furnishing for \$450 plus tax and the mattress covers from Port City Mattress Co. for \$50 apiece. Brad Walls seconded. Motion passed.

3. Surf Lockers- Mike Lewis-Mike Saieed has talked to the Town of Wrightsville Beach, CAMA and the NC Administration code for the surf lockers that need to be built. He can draw up a design for the surf lockers and present it to the Town for \$537.00. Brad Walls moved we have Mike Saieed design the lockers and present the design to the Town. John Cockrum seconded. Motion passed.
4. Constitution Committee update- Elise Beall-
 - a. Minutes from the Constitution committee meeting are on the Website.
 - b. The committee has nearly completed the proposed amendments to the current constitution. However, we are just beginning the process of substantiation of the current Constitution. The Constitution is supposed to be on file with the Secretary of State. The last Constitution on file is dated 1958. We need to get copies of all the documents on file with the Secretary of State so that we can trace the changes in the Constitution and bring it up to date. There is a slight fee involved in getting the records. The Constitution committee moves that the Board approve for Dan Hickman to request the documents from the Secretary of State and reimburse him for expenses not to exceed \$100. The motion passed.
 - c. The Constitution Committee moves that the Board establish a document retention policy that will meet State and Federal guidelines. Motion passed.
 - d. The present Constitution states that a Seasonal Member cannot attend Club meetings. Standing committees have Seasonal Members on them. The Constitution Committee moves that a Seasonal Member can be on Standing Committees and attend meetings of the Club except the Annual Meeting and Called Meeting. Motion passed.
5. Tele-communications- Chris Furr- The phone, cable, and security lines and bills are being looked at to see if there is a possibility of bundling for a lower cost, keeping the elevator phone, the alarm line, and security cameras working as they need to be. He will have more at the next meeting.

New Business:

1. Report from House and Operations Management Committee- Brad Walls-
 - a. Staff Evaluations-The committee members met and wrote the job descriptions for the Assistant Manager, Kitchen Staff, Snack Bar Staff, and Parking Lot Staff.
 - b. The Manager Evaluation was written from the job description functions and requirements.
 - c. Employee evaluations are in the process of being written.
 - d. The Party policy was revised from comments that were turned in.
2. Application-A daughter of a member application was recommended for membership. It passed. The Secretary/Treasurer will let them know.
3. Communication Committee-Elise Beall-
 - a. Elise Beall moved we accept that we adopt the new letter head for written communication, envelopes, etc. John Cockrum seconded. Motion passed.

- b. Elise Beall is responsible for maintaining the Web site. She adds all minutes of each committee to the Web site, blogs information to the e-mail addresses she has, and registers members to the site by getting the e-mail information.
- c. She asks each Standing committee to elect a secretary to take minutes of the meeting and send them to her after they have been approved by the committee.
- d. Elise Beall has administrative access and back up. Jan Sheppard will assist her with the Web site.
- e. There are 286 registered users.

The next meeting is June 6, 2012 at 6:30pm at the Club

There being no further business the meeting was adjourned at 9:20pm.

Sally Godwin, Recording Secretary