

Hanover Seaside Club

601 South Lumina Avenue
Wrightsville Beach, NC 28480

HSC
1898-2008
Wrightsville
Beach, NC



Reply To:

P.O. Box 1085
Wilmington, NC 28402

(910) 256-2726

Board of Director's Meeting
November 16, 2011

Attendance: Mike Lewis, Jean Lawler, Wilson Horton, Henrietta Godwin, Deak Walden, Brad Walls, Duncan McFadyen, Elise Beall, John Cockrum, and Sally Godwin. Guests were Dan Hickman, Mollene Smith, and Crystal Ahumada.

The meeting was called to order by Mike Lewis, President, at 6:03 pm.

Agenda: Brad Walls we approve the agenda as written. John Cockrum seconded. Agenda was approved.

KaraTech Update- Crystal Ahumada-Crystal went over her ideas for capturing revenue. She feels that members should sign for their meals and then billed monthly for the amount. The member would be responsible for payment of their guest's meal. The bill would be reviewed by the member and pay it. In the future the use of credit/debit cards could be considered. Also e-mail addresses can be used for billing. Discussion between the staff of the club and KaraTech is being held on how the handle exchange of mail. A one page synopsis of the financials will be given to the Board monthly bring out key points. The format monthly will be 12 month Profit/Lost statement and balance sheet. Her company will submit a bill monthly. Her cost is \$55.00/hr. billed in 15 min. increments.

The minutes were e-mailed out the Board. There were no corrections. The minutes were approved as written.

Club Managers Report-Mollene Smith:

1. Kitchen Fire Suppression System Inspection 10/24/11- The semi-annual inspection of the kitchen suppression systems protecting the appliances and exhaust hoods in the club was done. Two fryers were added to the snack bar, under the hood. Some work will have to be done to bring it up to code. This can be done by BFPE, the company who did the inspection. Duncan McFadyen moved BFPE bring the kitchen suppression systems up to code and the price not to exceed \$1800.00. Brad Walls seconded. Motion passed.

2. Billing- Mollene Smith-In October the total charges were

\$3727.39	Dining room minimum and assessment
\$1164.50	amt. over assessment
\$2562.82	amt. of assessment used
\$2528.82	amt. outstanding for the year

A computer up-grade was gotten and the computer lost information, so the bills were hand written.
3. Don Roberts, the security guard will be working for the Flotilla.
4. Signs are needed for smoke free premises. Jean Lawler will get 2 signs stating the information.
5. There will be a New Year Eve Party at the Club. Jean Lawler moved we waive the 2 night minimum so members could stay one night on the third floor New Year's Eve. Brad Walls seconded. Motion passed.

Budget-Wilson Horton- Page 103 and 104 were gone over and questions were answered. There are 2 outstanding bills to be paid when the HVAC and Williams Co. submit their bill. Duncan McFadyen is in the loop with them.

Old Business:

1. Web Page-Elise Beall-
 - a. We have 236 users.
 - b. In October we had 433 unique visits.
 - c. In November we had 268 unique visits.
 - d. The average daily use is 24
 - e. More users need to be recruited. Send a note out about the web site when the bills go out.
 - f. All the approved minutes of the Board of Directors meetings are on the web site.
 - g. The calendar is up to date thru December.
 - h. Starting in November the financial report will be put on the web site.
2. Maintenance Items- Mike Lewis for Jim Morgan-
 - a. R.E. Corbett is rehabbing the rocking chairs. Painting of the chairs will be done in the spring.
 - b. 11 new chairs have been bought and they have a 15 year warranty.
3. Nominating Committee-Deak Walden-The committee members were Deak Walden, Chair, Henrietta Godwin, and Stanley Tootoo. They have received six members who are interested in being on the Board of Directors. The constitution states that 4 members will be nominated for the Board. They will ask the first 4 members who were asked or approached to run. The last 2 will be told they can be nominated from the floor if they so choose.
4. Surfboard lockers-Deak Walden-The sprinkler system in that area has been looked at by the sprinkler company and it is felt that there is no problem to put the surfboard lockers in the north side of the club. The lockers will be finished

by the first of March. Deak will see the surfboard building and assignment of members through.

5. Third Floor HVAC Performance-Duncan McFadyen- There are some outstanding issues with the HVAC that are not resolved with the design flow. There are unresolved electrical issues. Duncan will let the Board know when the issues are resolved.
6. Mold Issue-Duncan McFadyen and John Cockrum- Nothing has been done yet because rooms are still being rented. Duncan McFadyen will call Phoenix Environmental to ask them assess the mold situation. He will get back to the Board.
7. Henrietta Godwin moved we go into executive session. Elise Beall seconded. Discussion was held. Brad Walls moved we come out of Executive Session.

New Business:

1. Sound Side Lighting-Jean Lawler-The light is up.
2. Water Spigot at Sound- Mike Lewis will as Woodbury plumbing to cap off the spigot near the kayak stand at the sound.
3. Info on CPA/Bookkeeping-Mike Lewis-Gary Windham has possession of books and records. He has some questions of Wilson Horton related to a general ledger or equivalent information given to the accountant that did the financial statements and tax returns, but he does not think we are out of compliance with the GAPP.
4. Standing Committees-Elise Beall and Duncan McFadyen- Discussion was held about the committees that were presented and the number of members the committees would have. The members of the Committees will be nominated by the President and approved by the Board. The Members of the Committees will be appointed annually.
 - a. House Committee
 - b. Constitution Committee
 - c. Finance Committee
 - a. Audit Committee
 - d. Facilities Committee
 - e. Long Range Planning Committee
 - f. Operations/Management Committee
 - g. Communications Committee
 - h. Social Activities Committee
 - i. Current Committees Set by the Constitution
 1. Membership Committee
 2. Nominating Committee

See attached list of the Committees, their make-up, and duties.

Brad Walls moved that we accept the Standing Committees as amended. Have the Board to do the 2012 budget. The President will nominate the members of the Committee and approved by the Board. Duncan McFadyen seconded.

Motion passed.

The next meeting will be held on December 14, 2011 at 6pm at John Cockrum's office. The mold issue, Nomination committee will report if they are any changes, and the 2012 Budget will be done.

Sally Godwin, Recording Secretary