

HSC Board Meeting Minutes
6:00 p.m. July 24, 2019 at the Hanover Seaside Club

1. Call to Order. The July 24 Board meeting was called to order at 6:00 PM by President Jan Sheppard. Members attending were Amistead Boyd, Tom Cheatham, Dan Hickman, Mackey Hughes, Andrew Walden, Janet Warren, and Mark Wilson.
2. Adoption of Agenda. After brief discussion, Tom Cheatham moved that the Board adopt the agenda as presented. Second by Mackey Hughes. Motion passed.
3. Approval of Minutes from June Board Meeting. After brief discussion, a motion to approve the minutes as amended was made by Dan Hickman, Mark Wilson second. Motion passed.
4. Managers' Report – Victor Brown
Sales of merchandise exceeded \$550. Banquet food sales totaled \$4400. We took in \$7800 from rooms and \$590 from parking. Income from parties and events remains steady. Serving fried chicken that meets our high club standards remains a goal. Housekeeping is working to get all rooms cleaned promptly. Victor has had to change out shower heads and toilet seats. Filters were changed out by Victor and staff. Security of the club property remains an issue but improving. The security guard is keeping daily records. The Waynick-side fence is reducing the number of people coming across our property. The fence improvements make it easier to ID and confront trespassers. Someone on Lumina Dr. is calling the City when our food trucks are unloading. The quality of the P/T staff is improving. We have been able to hire additional people for cleaning. Still need someone for Saturdays. Cleaning personnel is a very tight market due to the economy. President Sheppard asked about the buffet heating equipment not working. Victor explained that members were inadvertently knocking electric plugs loose causing food to cool. Employees have been warned to be more vigilant – keep an eye on the members moving behind the bar.
5. Secretary/Treasurer's Report – Dan Hickman
No balance sheet available due to errors from the period last Fall when we were without a bookkeeper. However, the Club has sufficient cash on hand to pay all bills and we've had no unusually large bills so far this year. Certain expenses like insurance are higher along with P/T labor costs and repairs. We continue to refine and catch up our accounting practices. Dan explained that some of our processes were excessively complex which creates opportunity for data entry errors and omissions. An example was billing meals for guests staying in the rooms. Meals for our guests require separate accounting entries for each meal and for each guest within a room. There have been challenges with capturing the exact number of guests in each room on a daily basis.
6. Committee Reports
 - A. Finance Committee.
The Finance Committee has been working on the 2019-20 Budget.
 - a. Departmental budgets due by the end of July. Goal is to have the budget rolled up and ready for approval during the August Board Meeting.
 - b. During September we will send out the budget to members along with the annual meeting notice.
 - c. We will need constitutional changes ready by August so that we can include them in the annual meeting letter.
 - B. Operations Committee – Tom Cheatham
The fourth of July celebration went smoothly. The Ops Committee budget is complete and will be turned in by the weekend. Next Operations Committee meeting is Aug 7th. Jan Sheppard has asked Cher Pridgen to look at how we run parties and how we charge for tables, table covering, decorations, flatware, etc. The objective is better coordination when we run parties and events.

C. Facilities Committee –Mark Wilson

The gate on Waynick Avenue has been replaced and is working much better. Some electrical issues were resolved within the Club. There is a challenge with the 605 path to the beach – the path is disappearing from nonuse. There is some concern that we need to keep the path in use to avoid problems with reestablishing it later. Dan Hickman asked if safety falls under Operations Committee purview. He was concerned about questions on the insurance policy forms which reference a Club safety policy. The Club has a Safety manual and safety is incorporated into our policies and monthly Board meetings. A first aid kit is maintained in the office. Victor mentioned the need for lighter vinyl doors behind the buffet line as a safety issue.

D. Governance Committee – Mackey Hughes The Governance Committee meeting is scheduled for August 6th. Mackey to send approval of HSC Hurricane Plan to Bo Wessell, Facilities Committee.

E. Security Committee

Bo Wessell gave the report for Eddie. The Security Committee budget has been completed. Improvements continue on security fencing. Evening security of the Club is a concern. More guidance on towing is needed. President Sheppard noted that there were several cars in the parking lot without parking passes or stickers on the evenings she had checked the parking lot after 4:00 PM.

F. 605 Committee update – Armistead Boyd

Armistead Boyd reported the committee was ready for the Called Meeting. Jan Sheppard reported that the teller committee had been appointed and that our CPA would be on hand to certify the vote. There was some concern expressed about sufficient parking during the 605 called meeting.

7. Old Business

- a. The nominating committee for 2019 will be Mike Pridgen, Chair with Dan Hickman and Tom Cheatham as members.
- b. Elise Wessell was working on the on-line portion of the Jonas Blog. Elise is having some health problems. While she is recovering, Steve Lee has been appointed as the Jonas On-line person for the Club.
- c. Removing Chairs from the Surf Board lockers was discussed. Motion made by Mark Wilson and seconded by Mackey Hughes, that we remove and dispose of property/chairs left on the ground for a week or more. Motion passed.
- d. Dan Hickman asked that the Club formalize and adopt an Intellectual Property Policy.

Dan made a motion the Club develop an intellectual property policy that applies to all staff and Club members in possession of club property, be it intellectual or otherwise, in order to protect the Club. Mackey Hughes seconded the motion. There was a lively discussion after which President Sheppard referred the task of developing a policy and control measures to Mackey Hughes and the Governance Committee. Motion passed unanimously.

8. New Business

Jan Sheppard reported that there was much interest in the upcoming called meeting and she asked Andrew Walden to look into on-line voting. After discussion, the Board's consensus was that members will show up and vote if issues are important to them. No further action was taken.

9. Next Board meeting – Wednesday, August 28.

10. Executive Session. The Board went into executive session to discuss some membership committee issues.

11. The Board came out of executive session and President Sheppard noted that no votes or action were taken in executive session - except that she appointed a membership committee which is required to remain confidential per the Constitution. The Club remains above the membership cap so no new members other than children of members have come into the Club this year. The newly appointed membership committee will work on improving the accuracy of member files.

12. Adjourn