

# Hanover Seaside Club



founded in 1898

601 South Lumina Avenue  
Wrightsville Beach, NC 28480  
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## Board of Directors Minutes August 10, 2015

The regular monthly meeting of the Board of Directors of the Hanover Seaside Club was held on August 10, 2015 at 5:37pm at the New Hanover County Northeast Library, Landfall. The meeting was called to order by President John Cockrum.

Board Members present included:

President John Cockrum

Vice President Elise Wessell Beall

Treasurer Linda Tinga

Board members Present: Jake Wessell Jim Morgan Francie Godwin

Ken Johnson

Duncan McFadyen

Absent: Bo Wessell

Six regular and seasonal members/non board in attendance.

Agenda – Motion to approve revised agenda made by Elise Beall, seconded by Jake Wessell.  
Motion approved.

Minutes- Motion to accept revised minutes made by Duncan McFadyen and seconded by Jim Morgan. Motion passed.

### **Report of Officers:**

#### **President's Report – John Cockrum**

Thank you card was received from Brad Smith and family for being accepted into the club. A \$25.00 gift card was included from Panera Bread. The board recommended that it be used as a gift for the upcoming scheduled bingo on 8.12.2015.

#### **Vice President's Report – Elise Wessell Beall.**

See attached report dated August 10, 2015, includes four (4) motions as follows:

1. The Decorating Committee moves that the player piano in the parlor be returned to the Otsby family who donated it to the Club. If they do not want it, we suggest we ask them what they would like to do with it. If they do not have something to do with it, we will bring it back to the Board for a decision. Motion passed.
2. The Decorating Committee moves that the sunrise picture donated by Sean Ruttkay be moved from the 3<sup>rd</sup> floor hallway to the front porch on the right side of the entrance door. Motion passed unanimously.

3. The Decorating Committee moves that the upholstery in the parlor be steam cleaned the week of August 22 while there are few rooms rented on the third floor. Motion passed.
4. The Decorating Committee moves that the white collage frames mounted on the walls in the hallway be removed. Some of the pictures will be placed in single, white frames arranged in the hallway and parlor. The remaining pictures will be placed in an archival quality album to preserve them. Discussion asked that the photos be scanned and placed in a visual format to be shown at a later date or club function. Motion passed unanimously.

**Secretary/Treasurer – Linda Tinga**

All reports (6) distributed through dropbox.

Include data: 1. Balance Sheet Prev Year Comparison as of July 31, 2015.

2. Profit & Loss Prev Year Comparison. July 2015
3. Profit & Loss Budget vs. Actual – This Fiscal Year to Date
4. Profit & Loss – by Class
5. Cash Position as of August 19, 2015. (See below.)
6. Transaction List by Vendor. July 2015

A. Cash Position Handout0. (Number 5 above).

**Cash Position as of August 10, 2015**

|                                    |  |                   |
|------------------------------------|--|-------------------|
| ASSETS                             |  |                   |
| Current Assets                     |  |                   |
| Checking/Savings                   |  |                   |
| 1-UNRESTRICTED FUNDS               |  |                   |
| 1000 – PNC Operating-0766          |  | 19,119.25         |
| 1020 – PNC MMarket- 5823           |  | 392,244.03        |
| 1024 – TD Bank 0.25% 12 Mo CD-4476 |  | <u>17,218.86</u>  |
| Total 1 – UNRESTRICTED FUNDS       |  | 428,582.14        |
| 1080 – Cash Drawers                |  |                   |
| 1080.01 – REG 01 Drawer Reserve    |  | 100.00            |
| 1080.02 - REG 02 Drawer Reserve    |  | 100.00            |
| 1080.04 – Vending Machine Reserves |  | <u>44.00</u>      |
| Total 1080 – Cash Drawers          |  | 244.00            |
| 1082 Petty Cash                    |  | 582.39            |
| 2 – RESTRICTED FUNDS               |  |                   |
| 1053 – Live Oak Bank CD            |  | 101,250.28        |
| 1054 – TD Bank CD-6101             |  | <u>99,000.00</u>  |
| Total 2 – RESTRICTED FUNDS         |  | <u>200,250.28</u> |
| Total Checking/Savings             |  | <u>629,658.81</u> |
| Total Current Assets               |  | <u>629,658.81</u> |
| TOTAL ASSETS                       |  | <u>629,658.81</u> |
| LIABILITIES & EQUITY               |  | 0.00              |

## **Reports of Committees:**

**Communications Committee** – Ken Johnson, Chair.

No Report.

**Constitution Committee** – Jake Wessell, Chair.

No Report.

**Facilities Committee** – Bo Wessell, Chair absent. Comments provided by John Cockrum.

See attached committee report from Bo Wessell.

Other items:

1. SKA, a Structural Engineering Company, has been asked to do a visual inspection of the exterior decks and A frame.
2. Kitchen floor repairs – three competitive bids will be asked for. No costs available yet.

**Finance Committee** – Linda Tinga, Treasurer.

No Report

**House Committee** – Elise Wessell Beall, Chair.

No Report.

**Long Range Planning Committee** – Jim Morgan, Chair.

No Report.

**Membership Committee** – Francie Godwin, Chair.

No Report.

**Operations & Management Committee** – Duncan McFadyen, Chair.

No Report.

**Social Committee** – Francie Godwin & Ken Johnson, Co-Chairs.

No Report.

**Policy Manual Committee** – Jake Wessell, Chair.

See Committee Report dated July 27, 2015.

The following **motion** was made: For the time being, only policies that have been approved will be published in their complete form on the HSC website and a hard copy located at the front desk. Motion passed.

To date four policies have been received by the review committee.

## **Old/Unfinished Business**

**Security** – Elise Wessell Beall.

One deputy can be hired instead of two deputies if needed for HSC activities. .

No deputy is needed for Labor Day 2015. The club can cancel a deputy contract up to 12 hours prior to the contract/function without fees.

## **New Business**

**“Beach to Battleship”** - Elise Wessell Beall.

The Beach to Battleship event committee has asked to use the HSC sound access for their race in October. There is a concern about the number of people on the pier.

The Board recommends that the pier access be closed off as part of the contract with the event planners. John Cockrum will contact the Beach to Battleship event committee about closing off the pier.

Event: October 17, 2015, starting at 8:30am.

**Next Board Meeting** scheduled for: September 21, 2015 at 5:30pm at the Northeast Library.

**Executive Session** – President requested Motion to go into Executive Session at 6:32 pm. Motion made by Jake Wessell, seconded by Duncan McFadyen.

**Attached Reports from Officers and Committees:**

Meeting adjourned at 6:58 pm.

Respectfully submitted,

Linda Tinga, Secretary/Treasurer

**Facilities Report for August 10, 2015**

- I. Projects completed since last report
  1. Adjustment of the mixing valve for the downstairs showers.
  2. Numerous plumbing repairs.
  3. Replaced valve, replaced and insulated pipe, and replaced the latches for the outside shower at 605 S. Lumina Ave.
  4. Cleaned the guest storage room at 605 S. Lumina Ave.
  5. Removal of the Century Plant – Eelco Tinga
  6. Replaced the condenser on HVAC on south side of dining room
  7. Ordered 24 rocking chairs
  8. Repairs by Bob Ahouse
    - a. Repair split rail fences
    - b. Replace and rekey lock at the snack bar
    - c. Reverse the storeroom door in the dining room
  
- II. Projects in Progress:
  1. Paint the street walkway on Lumina Ave. – Bob Morton to check status with Town
  2. Replacement of the post at the entrance to the paved parking lot (Seegars)
  3. Repairs for Bob Ahouse
    - a. Replace 2 emergency lights
    - b. Replace rusted air conditioner grills
    - c. Wrap upstairs ocean door with aluminum
    - d. Level and secure a toilet in the Ladies room
  4. Video security system – Eddie Lawler to look into new cameras/system and report at next meeting

5. Gasket in walk-in unit between cooler and freezer needs to be replaced. Cool Refrigeration will do the work off season when the units can be turned off, emptied, cleaned and dried.
6. Creation of a hurricane plan – Eddie still working on this
7. Started cleaning the ocean front yard at 605 S. Lumina Ave.
8. Perform inspection of all HSC property in the fall – Mark Wilson to meet FC

III. Other requests and future projects:

1. Luggage carts – one big one has “bit the dust”, looking to replace it with two of the small carts
2. Need disclaimer for stickers for boats/kayaks/surfboards that are left on Club property well after expiration of sticker. **Suggestion – If a stickered article is left on HSC property past December 31<sup>st</sup> of year following year of sticker issue, owner forfeits the property and HSC will dispose of it. Any unstickered items will become forfeit and will be disposed of after Labor Day or Thanksgiving of any given year.**
- 3 HVAC ductwork on bottom floor of 601 S. Lumina is completely full of water. Inspected area after meeting. Duncan to contact Cannon to inquire about possible solution. Preventing water (likely from condensation on outside of hard pipe) is probably impossible to prevent; however, it is reducing efficiency of system significantly by soaking the insulation surround. Insulation must remain dry in order to be efficient.
4. Add orange traffic cones to crosswalk on Waynick (similar to Carolina Yacht Club and Blockade Runner).
5. Need new windsock pole – current pole is very corroded and cannot be cut off and extended. Eddie to check with Southeastern Machining and Welding for possible replacement options.
6. Need Kent Yarborough to evaluate 605 S. Lumina and 601 S. Lumina decks to confirm structural integrity. John Cockrum to contact him and set up inspection.

IV. Suggested Projects for the 2016 budget

1. Start replacing upstairs windows – tracks corroded, need to talk to Wayne “Fuzzy” Johnson at Godwin Lumber for best window deal
2. Kitchen floor. Time to get bids. Need to check flooring under the walk-in cooler.
3. Rocking chairs. Replace 12 per year.
4. Snack bar chairs – replace the plastic chairs with wood chairs (a safety issue). We are having to throwaway more and more broken plastic chairs. Some have broken and dropping people on the floor. We have been lucky to not have someone badly hurt. The only plastic chairs found to fit under the tables are the cheap \$ 9.95 variety. The oak replacement chairs are between \$60.00 and \$70.00. We are now short over 24 chairs.
5. Seal and paint parking lot. We have one bid with another on the way.
6. Paint sound side deck. Is it practical?
7. Extend bulkhead along the north side of berm. It appears we can get a permit. Do we want to follow through with seeking a bid for the project? Yes, we should request bid from Jimmy North.
8. Head boards (1”X6”) for upstairs bed frames. The metal frames are gouging holes in the walls at the head of the beds.
9. Downstairs HVAC replacement for 605 S. Lumina Ave.
10. Dock and pier repair – Jimmy North to check cross-bracing on pier, ask him about hinges to allow west end of floating docks to flex when they sit on dry beach at low tide (similar to hinges at WB boat ramp floating docks), also replace top rail along pier.
11. A meeting with Bo Wessell, Elise Beall and Seegar’s Fence Company took place at 10:00 am on Tuesday, July 7, 2015 to discuss the possibilities and costs of a new gate

for the dirt parking lot and a gate for the walkway over the berm. (quotes provided). Berm gate very expensive, no determination made. Parking lot gate to be included in 2015-16 budget request.

Next meeting – 11:30 am, Monday, August 17, 2015 in the Hanover Seaside Club dining room.

### **POLICY MANUAL COMMITTEE REPORT**

The Policy Manual Committee met on July 27, 2015 with the main task of reviewing a revised House Rules policy submitted for approval. The committee provided comments and suggestions for minor changes to the revised House Rules policy, so this revised policy will be resubmitted for approval at the August 2015 PM Committee meeting.

The PM Committee also discussed the procedure for publishing and maintaining PM documents (both electronic and hard copies), the feasibility of mailing a hard copy of the full PM to each member, and possibly providing a condensed version of the most frequently accessed policies for members. As a result of this discussion, a motion was made regarding publishing PM documents. The motion is as follows:

**Motion: For the time being, only policies that have been approved will be published in their complete form on the HSC website and a hard copy located at the front desk.**

The PM Committee also came up with a list of needed policies and has provided recommended timelines for creation and submittal by the appropriate Standing Committees. The PM committee would like to present the recommended list of needed policies and timelines to the BOD for distribution to the Chairs of the respective Standing Committees. See the attached table.