

# Hanover Seaside Club



founded in 1898

601 South Lumina Avenue  
Wrightsville Beach, NC 28480  
910.256.2726

P. O. Box 434  
Wrightsville Beach, NC 28480

## Board of Directors Meeting December 14, 2015

The regular monthly meeting of the Board of Directors of the Hanover Seaside Club was held on December 14, 2015 at 5:33pm at the Hanover Seaside Club. The meeting was called to order by President John Cockrum.

Board Members present included:

President John Cockrum

Vice President Elise Beall

Secretary/Treasurer Linda Tinga

Board Members:    Francie Godwin        Bo Wessell        Duncan McFadyen  
                                 Ken Johnson        Jim Morgan

Absent:    Jake Wessell

Three regular members/non board in attendance.

**Agenda**—Motion to approve revised agenda made by Bo Wessell, seconded by Linda Tinga. Motion passed.

**Minutes**—Motion to accept the minutes of November 16, 2015 made by Elise Beall and seconded by Jim Morgan. Motion passed.

### Report of Officers:

**President's Report-** John Cockrum (will give his report under Unfinished Business)

**Vice President's Report-** Elise Beall

Elise reminded Board members to use the File Naming Convention when naming documents. This makes the documents easier to find. She also addressed the concerns that some are having about not discussing issues at Board meetings because of Dropbox. Dropbox is supposed to be used as a means to prepare for Board meetings by making Board members think about issues and concerns ahead of time. If a Board member has questions about anything on dropbox, they should contact the chair of that committee. Dropbox should help prepare Board members for voting at the Board meetings.

**Secretary/Treasurer's Report-** Linda Tinga

Linda gave the cash position as December 14, 2015.

Unrestricted Funds	\$255,932.16
Cash Drawer	100.00
Petty Cash	636.23
Restricted Funds	\$200,250.28
Undeposited Funds	\$ 1,723.44
<b>Total Assets</b>	<b>\$458,642.11</b>

## Reports of Committees:

### **Facilities Committee**—Bo Wessell Chair

Bo gave a report on the facilities. No action was taken. However, the Facilities Committee proposed April 16, 2016 and April 23, 2016 as workdays at the Club.

### **Finance Committee**—Linda Tinga, Chair

Linda Tinga made a **motion** to have the Annual Meeting at the New Hanover County Northeast Library (Landfall) on February 20, 2016 at 2:00pm. Ken Johnson seconded the motion. Motion passed unanimously.

Linda Tinga also made a **motion** to accept the following Bookkeeping Calendar for 2015-2016.

The deadlines for items related to the bookkeeping are as follows:

1. 12/13/2015 Last day for Dining Room Minimum to be used.
2. 12/22/2015 Deadline for information to Linda Tinga for information to be included in the Annual Letter.
3. 1/20/2016 Annual Letter with meeting notice and dues mailed no later than this date.  
3/7/2016 Room reservation opens for members.
4. 3/14/2016 Room reservations opens for guests.
5. 4/1/2016 Deadline for receipt of dues.
6. 4/1/2016 Members notified of Room Reservation assignments.
7. 5/6/2016 Room payment deadline for 2016 Season.

Ken Johnson seconded the motion. Motion passed.

### **House Committee**-- Elise Beall, Chair

Elise updated the Board on the dining room renovation project. The House Committee made a **motion** that the Board approve final selections for dining room flooring, carpet for hallway and parlor, tablecloths, lighting and paint colors. Motion passed.

The House Committee also made a **motion** that the Board approve the 2016 Room Reservation Form and the 2016 Room Reservation Letter. The form and letter will be posted on the website no later than February 1,, 2016. Motion passed.

### **Operations Committee**—Duncan McFadyen, Chair

Duncan gave a report on the Operations Committee. No action was taken.

### **Social Committee**—Francie Godwin, Chair

Francie gave a report on some of the events and activities that her committee has established for next year. No action taken.

## Unfinished Business

### **Piano**-- Elise Beall

Elise explained to the Board that the piano has not been moved from the parlor yet. Nell Ostby has been notified by phone and by letter about moving the piano.

Jim Morgan will notify Wilson Horton to see if Wilson has an answer and then he will notify Nell and tell her that the piano needs to be moved by Dec 20, 2015. Otherwise. It will be

moved to the front porch or moved downstairs (neither being a climate controlled environment).

**Grady Windham**—John Cockrum

John talked to Grady and he said that he would have his report to us by Jan 2 or 3. He needs minutes from 10-12 years ago and he needs to meet with Jan Shepherd.

**The next Board Meeting** will be January 25, 2016 at the New Hanover County Northeast Library at 5:30pm.

Francie Godwin made a motion to go into Executive Session, seconded by Linda Tinga.

**Executive Session**

The following Seasonal Members were voted in as Regular Members:

1. Nancy and Ron Braswell
2. Amanda and Matt Irwin
3. Lee Lambert
4. Russ and Nancy May
5. Lisa and John Peeler
6. Craig Schutt
7. Caroline and Mark Thornton
8. Clark and Debbie Whitman
9. Mark and Julie Wilson

The meeting was adjourned at 7:15pm.

Respectfully submitted,

Linda Tinga, Secretary/Treasurer

House Committee Meeting  
**HOUSE COMMITTEE REPORT**

The House Committee of the Hanover Seaside Club met on Monday, November 30, 2015 at 5:30 pm at the Club.

Elise Beall updated the committee on the renovation project with regards to budget. See the committee minutes for details.

The committee agreed on final selections for the renovation project. **The House Committee moves that the Board approve final selections for dining room flooring, carpet for hallway and parlor, table cloths, lighting, and paint color.**

**The House Committee moves that the Board approve the 2016 Room Reservation Form and the 2016 Room Reservation Letter. The form and letter will be posted on the website no later than February 1,**



House Committee use only - Circle One: Member Guest /Week awarded to this request \_\_\_\_\_ /Initials \_\_\_\_\_

**2016 Season Room Reservation Form for ONE WEEK ONLY**  
**Use another form if requesting a second week.** Room Reservation Policy # 6020 is on the Club website in the documents section. Room award notification e-mails will be sent no later than Friday, April 1, 2016.

**This reservation is submitted by [check just ONE]** House Committee use only—Postmark Date \_\_\_\_\_

- a member reserving a room for **him/her self** (May not be postmarked before Monday, March 7, 2016)
- a member reserving a room on **behalf of a guest** (May not be postmarked before Monday, March 14, 2016)

If you intend to request two weeks for this season, indicate the priority of THIS PARTICULAR REQUEST [check just one]

- THIS IS MY PRIORITY WEEK—if I don't get two weeks, this is the one I want for sure!
- THIS IS MY SECOND WEEK—my preferred, priority week is on a separate request.

\*\*\*\*\*  
CONTACT INFORMATION: PLEASE PRINT LEGIBLY

Member name \_\_\_\_\_ Member number \_\_\_\_\_  
Primary e-mail \_\_\_\_\_ Primary phone number \_\_\_\_\_  
\_\_\_\_\_

Contact info for responsible adult guest if requesting room on behalf of a guest:

Guest Name \_\_\_\_\_ Guest primary e-mail \_\_\_\_\_  
\_\_\_\_\_

Guest primary phone number \_\_\_\_\_

\*\*\*\*\*  
\*

My **first** choice week for this particular request is: \_\_\_\_\_ through \_\_\_\_\_

My **second** choice week for this particular request is: \_\_\_\_\_ through \_\_\_\_\_

**ROOMS**

List three rooms for this particular request in order of preference:

**1st** choice \_\_\_\_\_ **2nd** choice \_\_\_\_\_ **3rd** choice \_\_\_\_\_

- I need Room 109 for a handicapped person
- I will accept any available room

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\*

List names that will occupy room and age of children:

Name	Age if 15 or under	Name	Age if 15 or under
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I would prefer to stay with the following families/friends if possible: -

\_\_\_\_\_

\_\_\_\_\_

-

I AM REQUESTING TWO WEEKS WHICH MUST BE CONSECUTIVE



Room Reservation Information - 2016

Please familiarize yourself with Room Reservation Policy #6020 prior to completing your Room Reservation Form. The Policy is located in the Member Section, Documents page under Current Policies. You may also obtain a copy by contacting the Secretary/Treasurer, through the website by clicking on the Contact the Webmaster button, or in the Club office. The following information is included in the Policy:

1. Procedure for renting rooms for the summer season and off-season
2. Criteria for assigning rooms
3. Payment
4. Room and Meal Pricing

There are two ways to use the online form. You may print the form and complete it by hand, or you can complete the form on your computer in Adobe Reader then print the completed form. In Adobe Reader, you cannot save a completed form, so if you want a copy for your records, print an extra copy. Please be aware that some mobile devices and tablets (either Apple or Android) may not allow for online form completion and printing, so be prepared to make other arrangements to complete the form.

Room requests for the summer season may be made by mail to the PO Address only, beginning **March 7, 2016**, for members. Requests postmarked earlier than March 7, 2016 will not be considered all reservations mailed on March 7 are considered. Reservations for non-member family and guests may be made beginning **March 14, 2016**.

To make reservations for two weeks, you must complete two separate forms. On the form, you will note which week is your primary week, which week is your second week, and if the weeks must be consecutive. For each week, you may provide your first choice date and an alternate. Providing an alternate increases your chance of getting a room.

**Please note that even though the past due date for 2016 dues is April 1, your dues and all outstanding bills must be paid prior to making reservations. No calls will be made. If dues are not paid, the reservation form will not be considered.**

The Summer Season will start Memorial Day Weekend, on Friday, May 27, 2016. Reservations may be made for Friday night through Sunday night with check out on Monday by noon. Reservations for that entire week will receive preference over those for opening weekend only. Seafood will be served on Friday night, along with normal meals through Monday breakfast. The opening weekend Luau, always a crowd pleaser, will be held on Saturday evening. The regular Summer meal schedule will begin on June 4

and extend through Labor Day as long as a sufficient number of reservations are received. **A full meal schedule may not be in effect during weeks when few rooms are rented at the beginning and end of the season.** You will be notified at check in which meals will be served in the event that the full meal schedule is not followed.

Beginning June 4, the club-week will run from 4:00 pm on Saturday to noon the following Saturday. This will be in effect until Labor Day weekend. Space permitting, the members renting rooms the week prior to Labor Day may extend their stay through Labor Day if they so request on their room reservation form.

Seaside Linens will provide linens upon request. Their contact information is on the back-side (second page) of the Room Reservation Form, to the left of the Room Floor Plan diagram.

Members and guests must follow all rules outlined in Policy 6010 - General Hanover Seaside Club Rules. This policy is available on the Club website in the Member Section under Documents and in the Club Office.

We thank all members for supporting the Hanover Seaside Club. Be sure to use the Club website, [www.hanoverseaside.com](http://www.hanoverseaside.com) to keep up with news and events! We are looking forward to a GREAT 2016 season.

## **FACILITIES COMMITTEE REPORT**

### **I. Projects completed since last report**

1. Creation of a hurricane plan – the committee reviewed and edited the work done by Eddie Lawler, Mollene Smith, Sally Godwin, and Jean Lawler on the plan. The approved Hurricane Plan was sent to Jake Wessell and the Policy Committee. (see policy below)
2. . The Facilities Committee approved the \$1,800 contract with Andrew Consulting Engineers, P. C. for the inspection of the porches on 601 s. Lumina Ave. and 605 S. Lumina Ave. The contract was forwarded to John Cockrum for his signature.
3. 3. Video system - Bo will invite Karl Grider of Network Supply, Inc., Goldsboro, NC to evaluate our present system and give us a bid on a new system to include wireless monitoring of the sound. Karl was unable to meet on November 16 as planned. He did meet with Bo Wessell on Tuesday, November 24, 2015 and is presently preparing a system bid. A new hybrid system that allows for use of digital and analog cameras is now available. It will allow the use of the present coaxial cable with little draw back.
4. Repaired and replaced toilet paper holders in men's room main floor
5. Reattached the handicap bar in the room 109 shower
6. Two leaks found in the north dining room HVAC condenser. Condenser will have to be replaced.
7. Moved the two dining room thermostats to better locations

### **II. Projects in Progress:**

1. Paint the inside white street walkway on Lumina Ave.
2. Rap upstairs ocean door with aluminum
5. Perform inspection of all HSC property in the fall – Mark Wilson
6. Porch inspections
7. Add cross bracing to pier
8. Received 20 new rocking chairs that now need priming and painting
9. Preparing for kitchen and dining room renovation to begin after December 20, 2015
  9. Saturday, April 16, 2016 and Saturday, April 23, 2016 were selected and approved for Spring 2016 workdays.

No meeting planned for December 2015

November 16, 2015 (Revision)

## Hanover Seaside Club Hurricane Preparedness Plan

Create a Hurricane Preparedness Kit to include:

- Multiple flashlights w/batteries
- Battery operated radio w/batteries or Crank radio
- Scissors
- First Aid kit
- Extra batteries for all needed items
- Duct tape
- Bottle water for 3 people for 3 days
- List of Emergency Numbers included and reviewed annually
- List of 6-12 volunteers to contact w/contact information attached seasonally
- Nonperishable food for 3 days
- Manual can opener
- Basic tools (hammer, pliers, wrench, screwdrivers, utility knife, etc.)
- Assortment of nails and screws
- Tarp and/or plastic covering
- Hand sanitizer
- Disposable gloves

Review and update this plan annually prior to the regular season. Club manager and Facilities chair meet with volunteers to go over necessary tasks for HURRICANE WARNING at beginning of regular season

### HURRICANE WATCH:

- Contact all volunteers to be sure they are available
- Contact communications chair or his/her designee to email/Facebook all members to come remove or secure all personal items (boats, kayaks, surfboards, paddleboards, chairs, etc.)
- Club manager picks up car stickers to return to club after hurricane
- Club manager survey ALL club property (including 605 Lumina Ave.) for potential objects that may cause damage to club or neighbor's property
- Identify items from snack bar/picnic area to be moved
- Notify all upstairs guests, incoming guests, and 605 S. Lumina Ave. lessees they may need to evacuate
- Check to see all windows are properly closed and locked

### HURRICANE WARNING:

- Contact all available volunteers to come to club to do final readiness for hurricane
- Pull ALL chairs inside club
- Place all important documents in waterproof bags
- Take selected items from snack bar/picnic area upstairs
- Cut off ALL gas at tank
- Send elevator to top floor and cut power to it
- Club president may evacuate guests and property management company may evacuate 605 S. Lumina Ave.
- Walk ALL club property, including 605 S. Lumina Ave, to be certain ALL possible projectiles are removed or secured
- Remove flag from flagpole
- Take windsock and pole down and put above lockers in picnic area
- Remove all hanging baskets, etc. from ALL porches - be sure 605 S. Lumina Ave. lessees do the same to 605 S. Lumina Ave.
- Take ALL trash/recycle containers to inside club
- Cut off water at main cutoffs for club and pier

Club manager notify club president and facilities chairperson of club plan completion  
Notify WB police status of club and if anyone is staying and their names

#### **AFTER HURRICANE:**

Club manager survey property for damage and notify club president and facilities chairperson the condition of the property

Immediately contact a contractor to arrange for any needed repairs

Call gas company to turn on gas if appropriate

Call volunteers to help reset club for normal operation (return all property to their proper locations)

#### **FINANCE COMMITTEE REPORT**

I would like to make a **motion** to accept the following Bookkeeping Calendar for 2015-2016.

The deadlines for items related to the bookkeeping are as follows:

1. 12/13/2015 Last day for Dining Room Minimum to be used
2. 12/22/2015 Deadline for information to Linda Tinga for information to be included in the Annual Letter.
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6. 4/1/2016 Deadline for receipt of dues.
7. 4/1/2016 Members notified of Room Reservation assignments
8. 5/6/2016 Room payment deadline for 2016 Season

I would also like to make a **motion** to have the Annual Meeting at the New Hanover County Library (Landfall) on February 20, 2016 at 2:00 pm. I am not sure how long the repairs will take at the Club and I need to send out the letter before construction takes place. We need to be prepared. The cost will be \$75 an hour. However, they will let me set up and take down 30 minutes before and after without paying. We can discuss this at the Board Meeting.

#### **MEMBERSHIP COMMITTEE REPORT**

The Membership Committee met on Sunday, December 6, 2015 at the Hanover Seaside Club

#### **Agenda November 6, 2015**

##### New Business:

Validate applications of members wanting to change from Seasonal to Regular membership.

Validate letters from people wanting to join the Hanover Seaside Club.

##### Old Business:

Compile list of all members that completed the application to become a regular member.

Attendance: Sally Godwin, Francie Godwin and Martha Futch

During our meeting, we compiled a list of all of the members who completed the application process to become a regular member. There were a total of 17. We had a total of 13 members that had expressed interest in becoming regular members but did not complete the process. (Sally Godwin mailed letters in August to all who had expressed an interest.)



The constitution states that we can have 260 regular members and 500 seasonal members. As of December 5, we have 240.5 regular members and 519.5 seasonal members. This should allow us to move 10-12 members. (At the last Board Meeting, it was stated we did not want to fill all of those places due to children of regular members that would be joining in the next year.)

Sally Godwin will be taking all of the completed applications to John Cockram's office to scan. He will then download these to Dropbox. Board members will need to review each of these applications and letters before the Board Meeting held on Monday, December 16.

The committee decided to submit all of the applications to the board. It will be up to the board to review the applications and decide on the status change.

### **SOCIAL ACTIVITIES COMMITTEE REPORT**

The Social Activities Committee chair met with club manager on Sunday, December 6, 2015 at the Hanover Seaside Club

#### **Agenda December 6, 2015**

##### New Business:

Date for Summer 2016

Attendance: Francie Godwin, Mollene Smith

Mollene and I met and have established some of the dates for activities for next summer. The purpose of this meeting was to help the manager have dates for club activities on her calendar so that as people try to start scheduling parties and events she would have club events blocked off

#### **DATES FOR 2016**

March 27- **Easter Egg Hunt** at 3:00 pm

May 21- **Full Moon Party**- going to speak to a fellow member to see if he can provide music. So it would be a party on the porch +music. Everyone bring an app to share!

May 28-**Luau**

##### **Bingos:**

June 15

June 29

July 13

July 27

August 1

**If you know of anyone that would be willing to host a Bingo, please let me or Mollene know.**

**July 4** is on a Monday this year. I will be out of the country once again so someone will have to take charge of this event.

June 13- Monday **Elementary Ice Cream Social**- (High tide is at 3:46 pm) 6-7:30

June 16-Thursday-**Middle School night** 6-8.(high tide at 6:06 pm)

October 15- Saturday-**Oyster Roast** (Suzanne Edwards leading this event)

November 24-**Flotilla**

**Christmas Party and Cookies with Santa** -Dec 17

I will be speaking with the gentlemen who cooked for the Low Country Boil last year to see if they will be able to do this next summer. If you know of anyone that may want to take on this task, please let Mollene or myself know.