

Hanover Seaside Club



601 South Lumina Avenue
Wrightsville Beach, NC 28480
910.256.2726

P. O. Box 434
Wrightsville Beach, NC 28480

Meeting Minutes - March 7, 2016

Meeting Location: Hanover Seaside Club

Present: Pres Cockrum, VP Beall, S-T Lee, Collins, Godwin, Johnson, Walls, Wessell

Absent: McFadyen (Illness)

ITEM	Required Action	Responsible Party	Deadline
I. Adoption of Agenda: Motion to adopt as distributed (Wessell) seconded (Beall). No discussion. Approved.	None		
II. Approval of Minutes of February 8, Executive Session 2016 meeting: Motion to adopt as distributed (Lee) seconded (Beall). No discussion. Approved. <i>Approved minutes on file in BOD DropBox.</i>	None		
III. Reports of Officers			
A. President John ~ Cockrum			
1. Board Procedures: Cockrum welcomed everyone and reviewed the 12 Item <i>Board Procedures</i> document previously distributed. There were no questions. This document is on file in BOD DropBox.	None		
2. Dropbox (include file naming convention): Cockrum gave an overview of DropBox and its use by the BOD in document distribution. New BOD members (Collins and Walls) asked questions. Lee agreed to meet with Collins to tutor her use DropBox.	Tutor use of DropBox	Lee with Collins	3/10/2016

<p>B. Vice President ~ Elise Beall Before commencing report, Beall gave thanks to Jan Warren, Henrietta Godwin, Bo Wessell, Rusty Beall et al for their work in the dining room re-furnishing.</p>			
<p>1. Proposal for Changes to Standing Committees: Beall introduced proposed changes to Policy # 1005 Standing Committees (6/8/2105) in a document previously submitted to BOD. Beall gave an overview of changes and rationale and moved to adopt. Lee made point of order that such a motion was inconsistent with Policy # 1010 Policy committee Role and Duties. A discussion followed. Beall agreed to withdraw motion. Cockrum suggested that changes be referred to Policy Committee for vetting and other tasks per Policy # 1010 etc.</p>	<p>Refer document to Policy Committee</p> <p>Walls—review document and advance to BOD after Policy committee recommendation</p>	<p>Beall</p> <p>Walls</p>	<p>ASAP</p>
<p>2. Committee Minutes VS Monthly Reports Beall explained the difference in these two items for the benefit of new BOD members.</p>			
<p>C. Secretary/Treasurer 1. Lee presented financials for February 2015, noting the inexplicable DR COGS Meals, Line item 50100 expense of \$1010.80. Lee was instructed to investigate with staff and report back to BOD. Financials on file in BOD DropBox and P&L will be published on website. 2. Lee reported on the various tender methods and associated merchant costs. Report attached. 3. Lee reported that about a dozen requests for membership cards have been received by the Manager and asked for BOD advice about issuing membership cards. Following a discussion of the pros and cons, Lee moved to not issue cards for the 2016 season. Beall seconded. Approved.</p>	<p>Publish P&L on web</p> <p>Advise manager that no membership cards will be issued per BOD</p>	<p>Lee</p> <p>Lee</p>	<p>ASAP</p> <p>ASAP</p>

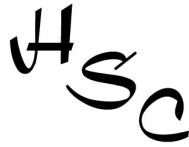
<p>IV. Appointment of Committee Chairs & Functions of Committees ~ John Cockrum</p> <p>Cockrum discussed the roles of the various committees and noted the vacancy in the Social Activity Committee Chair position. After discussion and commitments of assistance from other BOD members, Johnson agreed to assume that role. The Chair of each committee and the recommended members are listed below.</p>			
<p>A. Constitution ~ Brad Walls Mackey Hughes, George Finch, Dan Hickman, Elise Beall</p>			
<p>B. Facilities ~ Bo Wessell John Cockrum, Duncan McFadyen, Kim Edwards, Johnny Bron, Nancy May, Bob Morton, Eddie Lawler, Mark Wilson, Susan Collins</p>			
<p>C. Finance ~ Steve Lee Clark Whitman, Robert Orrell, Cornelia Ruttkay, Susan Collins, Jan Sheppard</p>			
<p>D. House ~ Elise Beall Francie Godwin, Henrietta Godwin, Chris Furr, Becky Teel, Ken Johnson, Russ May, Josh Miller, Perry Anderson, Mollene Smith</p>			
<p>E. Membership ~ Francie Godwin Sally Godwin, Martha Futch</p>			
<p>F. Operations/Management ~ Duncan McFadyen John Cockrum, Russ May, Clark Whitman, Andrew Walden, Dr. Bob Morton, Brad Walls</p>			
<p>G. Social Activities ~ Ken Johnson Francie Godwin, Mollene Smith, Julie Wilson, Amanda Irwin, Dave Allen, Ginny Rock, Jean Lawler, Laura Joyner, Heather Lane, Lee Lambert, Colby Beaner, Anna Lee, Tracey Meadows, Mary Jefferies, Jennifer McGill, Suzanne Edwards</p>			

<p>J. Policies Committee ~ Brad Walls Elise Beall, Steve Lee, Henrietta Godwin, Chris Furr, Ginny Futch, Jan Warren</p>			
<p>V. Approval of Standing Committee Composition ~ John Cockrum Motion to approve the above listing (Beall) seconded (Walls). Approved. Beall asked committee Chairs to send her email addresses of committee members for publication on website.</p>	<p>Send committee member e-mail address to Elise Beal</p>	<p>Committee Chairs</p>	<p>ASAP</p>
<p>VI. Unfinished Business</p>			
<p>VII. New Business</p>			
<p>A. Annual Meeting Location ~ Steve Lee Lee reported that the cost to rent the NE Branch of the Public Library ranged from \$225 to \$300 depending upon the length of the meeting. Without motion, the BOD agreed to honor the vote of the Regular members at the 2/20/2016 annual meeting and rent the same facility for the 2017 Annual Meeting on 1/21/2017. Lee was instructed to make the reservation.</p>	<p>Make reservation for room at NE Branch Library for 1/21/2017</p>	<p>Lee</p>	<p>As soon as reservations are accepted</p>
<p>B. Set monthly meeting day/time After some discussion of possible meeting times, a motion was made to adopt a <u>recurring meeting time of the second Monday each month at 4:30pm</u> (Walls) seconded (Godwin). Approved.</p>			
<p>C. Proposal to Purchase TV/wall bracket ~ Elise Beall Beall presented a document (attached) showing expenses and remaining funds in accounts related to second floor renovations and moved that the remaining \$2258 be used to purchase a 54 inch (or larger) Smart TV with wall mounting bracket for the dining room. (Beall) seconded (Godwin). Discussion followed of pros and cons, including</p>	<p>Purchase and install television per motion.</p>	<p>House Committee</p>	<p>No deadline set.</p>

<p>possible digital display of historic Club photos. Cockrum called for vote. Motion adopted.</p>			
<p>D. Video Display Proposal ~ Steve Lee Lee presented a motion to accept a <i>Video Display System Project</i> (attached) to preserve historic photos and display them on a flat screen TV in the 2nd floor hall. Motion to accept the Video Display System Project Proposal (Lee) seconded (Wessell). A discussion followed. Cockrum called for a vote. Motion defeated.</p> <p>Given that the approved <i>Proposal to Purchase TV/wall</i> bracket did not include authorization to digitize historic photos, it was moved to authorize the digitizing of the historic Club photos and store them on thumb drives (Beall) and seconded (Collins). Steve Lee was directed to complete that process.</p>	<p>Digitize historic club photos and store on thumb drive(s)</p>	<p>Steve Lee</p>	<p>No deadline set</p>
<p>E. Bookkeeper Office Space ~ Steve Lee Lee presented a motion <i>To Create an Ad Hoc Committee To Study Office Space for Bookkeeper</i> (attached), no second necessary. Accompanying the motion was a document called <i>Finance Office Project</i> (attached) sketching out a possible bookkeeper's office scenario. Following a discussion, Cockrum called for a vote. Approved.</p>	<p>Create ad hoc committee and commence study</p>	<p>John Cockrum Steve Lee</p>	<p>No deadline set</p>
<p>F. Bookkeeper Hiring Process ~ Steve Lee Lee presented a motion <i>To Approve Bookkeeping Hiring Process</i> (with attachments), Seconded (XXX). Discussion followed. Cockrum called for a vote. Approved</p>	<p>Implement Bookkeeping Hiring Process</p>	<p>Steve Lee Finance Committee</p>	<p>ASAP</p>
<p>Add-on. Duty Clarification for Secretary-Treasurer During the discussion of the preceding item, the question of conflicts between the role of Steve Lee as duly-elected Secretary-Treasurer and duly-contracted bookkeeper arose. After</p>	<p>Obtain clarifying letter from CPA</p>	<p>Steve Lee</p>	<p>ASAP</p>

discussion, Lee was directed by Cockrum to get a letter from Grady Windham, CPA clarifying his duties as Secretary-Treasurer and as bookkeeper in the interim period before a non-member staff bookkeeper is hired. Lee concurred that he should be unable to sign checks (normal Secretary-Treasurer function) until a non-member staff bookkeeper is hired.			
<p>G. Issue alert - IT and Technology point person ~ Steve Lee</p> <p>In order to alert BOD about impending technology needs, Lee presented a document called <i>IT Issue Alert</i> (attached). A discussion followed. Lee was asked by Cockrum to formulate a proposal for addressing IT issues.</p>	<p>Create a proposal to address impending IT issues</p> <p>Refer to committee</p>	<p>Steve Lee</p> <p>Elise Beall</p>	<p>No deadline set</p>
<p>VIII. Executive Session</p> <p>Move to go into Executive Session (Beall) seconded (Collins). Adopted.</p>			
<p>A. Membership application - child of member</p> <p>Application considered and BOD voted</p>	<p>Notify applicant</p>	<p>Francie Godwin</p> <p>Steve Lee</p>	<p>ASAP</p>
<p>IX. Adjourn</p> <p>There being no further business, Cockrum adjourned the meeting.</p>			

Hanover Seaside Club



founded in 1898

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Wrightsville Beach, NC 28480

Board Procedures

1. Meetings will begin promptly at 4:30; please arrive a few minutes early so that meetings can begin on time. If there are extenuating circumstances, please call the President, Vice-President or Secretary in advance.
2. The BOD will use a program called Dropbox; this is a "cloud based" storage option that is very user friendly and will allow the Board to have access to an organized system of document retention.
3. Four days prior to each BOD meeting, the meeting agenda will be placed in the Dropbox folder: Board Meeting Agendas. If an item / person is not on the agenda, they will not be recognized during the meeting.
4. BOD Minutes will be placed in the Board Meeting Minutes/Draft folder in Dropbox no later than one week following the meeting. This will allow input from each board member, if necessary, for corrections. Minutes are needed in a timely manner so that Board members can remember important details from the meeting.
5. Once BOD Minutes have been approved by the Board, they will be removed from the Draft folder and placed in the Board Approved folder.
6. Executive Session Minutes will be e-mailed to each Board Member no later than one week following the meeting. Keep in mind that any discussion that occurs during Executive Sessions cannot be discussed with anyone other than Board members and these minutes can NOT be shared with non Board members.
7. No later than 8 calendar days ahead of the upcoming BOD meeting; EACH committee chair will place the following two (2) items in Dropbox.
 - (1) Minutes from respective committee meeting
 - (2) Reports for BOD review to include **any Motions coming from committee** that will be introduced at the BOD meeting.
8. If the committee items above (Minutes & Reports) are not placed in Dropbox by the 8th day deadline, then this committee will not be on the upcoming agenda and /or recognized as "No Report" for the upcoming BOD meeting. If extenuating circumstances occur, contact the President in advance.
9. Financial Reports will be placed in the Dropbox folder: Monthly Financial Reports/Financial Reports at least 7 days prior to the BOD meeting.
10. It is the sole responsibility of each board member to read through this information and come to the BOD meeting prepared. BOD members should read committee minutes and reports and review financial reports in advance so that they can contact the committee chairs and/or secretary/treasurer with questions prior to the Board meeting. When e-mailing chairs or the secretary/treasurer with questions, please CC the entire Board so that everyone is able to follow the conversation.
11. BOD and Committee meeting minutes will use the Minutes Template located in Dropbox/Templates + Forms with the file naming protocol listed at the bottom of the document.
12. Members are invited to attend BOD meetings as observers. In order to speak, a member must be placed on the agenda in advance. During meeting, Board members will not engage in dialogue with anyone outside of the BOD or the Bookkeeper.

STANDING COMMITTEES

Purpose:

In an effort to improve the operation of the Hanover Seaside Club and to solicit input from the membership, Standing Committees have been formed.

Scope:

Members, Committees, Board, Officers, Staff

Responsible Party:

Officer(s), BOD, Committee(s), Staff

POLICY

- I. Standing Committees operate under the direction and supervision of the Board of Directors.
- II. The Chair of each committee, chosen by the President, is a member of the Board of Directors.
- III. Committee membership is suggested and is subject to change as needed. No more than two seasonal members may serve on any committee except Social Activities which can have as many as needed.
- III. Committee members are nominated by the President and approved by the Board of Directors.
- IV. Committees are nominated annually. Members may serve more than one term.
- V. Each committee shall select a secretary who will record minutes of meetings. Minutes are placed in the Committee Dropbox folder and placed on the Hanover Seaside Club website.
- VI. Committees
 - A. Membership (3 Regular Members, appointed annually by Board, names not published)
 1. Receive all applications for membership in the Club from the President.
 2. Investigate each applicant, especially as to character, moral habits, business or professional standing in the community, and any other facts that would be of assistance to the Committee in passing on the applicant.

3. Recommend to the Board a method for determining which applicants will be accepted for membership when spaces are available.
 4. Recommend to the Board a method for determining which Seasonal Members will be offered Regular Membership when spaces are available.
- B. Nominating (3 Regular members, appointed annually by the Board)
1. Recommend to the Regular Membership at least two nominees for each officer, and further recommend at least four (4) nominees to the Board.
 2. Names of Nominating Committee will be posted at the Club no later than August 15 of each year.
- C. House (at least 2 Board Members, 5 Members, House Manager)
1. Review and revise the room reservation process and room reservation form annually.
 2. Assign rooms following receipt of room reservation forms.
 3. Review and Revise the Party and Meeting Policies annually.
 4. Review General Rules annually.
 5. Contact members who do not comply with rules.
 6. Determine methods to and prepare a budget for beautifying the inside of the Club building.
 7. Oversee the www.hanoverseaside.com website. (ADD)
- D. Constitution (2 Board Members, 3 Members)
1. Review the Constitution annually.
 2. Suggest Constitutional changes to the Board.
- E. Finance (Secretary-Treasurer, 1 Board Member, 3 Members)
1. Review monthly financial report.
 2. Provide general financial oversight.
 3. Review the insurance policy annually.
 4. Prepare the annual budget to submit to the Board.
 5. Review tax reports and audits as necessary.
- F. Facilities (a minimum of 2 Board Members and 3 Members)
1. Inspect the property for needed repairs both large and small.
 2. Prepare a yearly budget for property and equipment maintenance.
 3. Develop a short-term (1-3 years) and a long term (1-10 years) maintenance plan.
 4. Monitor utilities usage and share information with the operations committee.
 5. Develop and maintain a hurricane preparedness plan.

6. Report large (over \$1,000.00) non-budgeted repair/maintenance needs to the BOD for approval.
7. Develop Master Facilities Plan (ADD)
8. Create policies and procedures for winterizing and de-winterizing the property and other property maintenance needs and schedules.

- G. Long Range Planning (2 Board Members, 3 Members) (DELETE)
1. Develop Strategic Plan.
 2. Develop Master Facilities Plan.

- G. Operations/Management (2 Board Members, 3 Members)
1. Consult with and supervise the Club Manager and Assistant Manager.
 2. Interface with the Club Bookkeeper with regards to Operations and Management Committee duties.
 3. Develop Job Descriptions, Work Policies and Evaluation Processes for all employees.
 4. Develop employee pre-employment screening procedures, obtain Board approval and implement.
 5. Evaluate the Club Manager and Assistant Manager annually.
 6. Evaluate the Bookkeeper annually with regards to Operations and Management Committee duties.
 7. Review Employee Bonus Policy annually and submit to Board for approval.
 8. Suggest employee compensation adjustments to the Board.
 9. Consult with the Club Manager and Assistant Manager and review food service and guest room operations and management procedures, policies and financials.
 10. Evaluate food service offerings prices and room rates annually and suggest proposed changes to the Board for approval.
 11. Provide general Club Operations and Management leadership as required.

- I. Communications (1 Board Member, 2 Regular Members) (DELETE)
1. Improve communications between the Board and the Membership.
 2. Oversee the www.hanoverseaside.com website.
 3. Prepare newsletter for the website at least monthly.
 4. Approve all communications between Committees and the Membership.

- H. Social Activities (1 Board Member, Club Manager, 3 Regular Members)
1. Prepare an annual budget for Club activities.
 2. Plan social activities including, but not limited to:
 - a. Bingo
 - b. Luau
 - c. 4th of July Celebration

d. Flotilla

- I. Policy (1 Board Member, 3 Regular Members) (ADD)
 1. Establish, implement, and maintain a process for the orderly creation, indexing, and publication of policies of the Club.
 2. Create and maintaining a policy writing guide, including a policy template
 3. Establish and maintaining the content structure of the Hanover Seaside Club Policy Manual
 4. Vet proposed policies for consistency with the Constitution of the Hanover Seaside Club and Robert's Rules of Order
 5. Assign policy numbers once a policy has been approved by the Board of Directors
 6. Publish and maintaining an updated version of the Hanover Seaside Club Policy Manual at the front desk of the Club and on the Club website
 7. Establish and publish a procedure for the submission of policies to the Board of Directors
 8. Solicit suggestions for needed policies and conveying those needs to the Board of Directors

Hanover Seaside Club
1. Balance Sheet Prev Year Comparison
As of February 29, 2016

Accrual Basis

	Feb 29, 16	Feb 28, 15
ASSETS		
Current Assets		
Checking/Savings		
1 · UNRESTRICTED FUNDS	244,525.44	280,843.02
1080 · Cash Drawers	100.00	100.00
1082 · Petty Cash	134.88	194.76
2 · RESTRICTED FUNDS	200,250.28	158,291.82
Total Checking/Savings	445,010.60	439,429.60
Other Current Assets		
1105 · TAM Accounts Receivable	254,988.58	228,780.69
1115 · Returned Checks	0.00	560.00
1120 · Inventory Asset-Food/Supplies	7,808.20	7,853.59
1121 · Inventory Asset-Merchandise	1,236.47	1,236.47
1200 · Owner Reserves-605 S Lumina	200.00	200.00
1499 · Undeposited Funds	612.61	522.79
149901 · Undeposited Funds TAM Cash	1,778.26	226.10
149902 · Undeposited Funds TAM Checks	-5,698.22	-2,556.10
Total Other Current Assets	260,925.90	236,823.54
Total Current Assets	705,936.50	676,253.14
Fixed Assets		
1600 · FIXED ASSETS-601 LUMINA-CLUB	972,097.01	972,931.70
1640 · FIXED ASSETS-605 LUMINA COTTAGE	667,786.38	675,118.38
Total Fixed Assets	1,639,883.39	1,648,050.08
TOTAL ASSETS	2,345,819.89	2,324,303.22
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 · Accounts Payable	15,768.20	9,357.12
Total Accounts Payable	15,768.20	9,357.12
Credit Cards		
2050 · PNC Credit Card-1454	1,087.83	380.96
Total Credit Cards	1,087.83	380.96
Other Current Liabilities		
2100 · Payroll Liabilities	2,632.57	1,730.33
2200 · Sales Tax Payable	-649.74	-593.04
2300 · Gift Fund-Employees Christmas	3,030.25	250.00
2400 · Prepaid DR Min Unused Portion	0.00	-3,606.02
2500 · Tips Received	6,336.73	3,845.87
2502 · Tips Allocated	-6,283.13	-3,845.87
2504 · Gift Certificate Sold/Redeemed	135.10	60.10

Hanover Seaside Club
1. Balance Sheet Prev Year Comparison
As of February 29, 2016

Accrual Basis

	Feb 29, 16	Feb 28, 15
Total Other Current Liabilities	5,201.78	-2,158.63
Total Current Liabilities	22,057.81	7,579.45
Long Term Liabilities		
2600 · N/P-First Cit-Mortgage 1819259	57,036.57	117,509.22
Total Long Term Liabilities	57,036.57	117,509.22
Total Liabilities	79,094.38	125,088.67
Equity		
3900 · Fund Balance	1,950,700.73	1,883,707.96
Net Income	316,024.78	315,506.59
Total Equity	2,266,725.51	2,199,214.55
TOTAL LIABILITIES & EQUITY	2,345,819.89	2,324,303.22

Hanover Seaside Club
2. Profit & Loss Prev Year Comparison
February 2016

Accrual Basis

	Feb 16	Feb 15
Ordinary Income/Expense		
Income		
4000 · Dues/Membership Income		
400001 · Dues-Annual Regular	475.00	950.00
400002 · Dues-Annual Seasonal	38,000.00	0.00
400003 · Dues-Annual Regular 70/75	-425.00	0.00
400004 · Dues-Annual Seasonal 70/75	6,480.00	-22.50
400005 · Dues-Annual Dining Room Minimum	7,560.00	300.00
400006 · Dues-DR Min to Meals & Unused	-14,820.00	0.00
Total 4000 · Dues/Membership Income	37,270.00	1,227.50
4005 · Fee Income		
400501 · Boat Fee Income	0.00	25.00
400503 · Locker Fee Income	1,070.00	230.00
Total 4005 · Fee Income	1,070.00	255.00
4010 · Food Income		
401001 · Food-Meals Income	0.00	-108.43
401004 · Food-Event Income [Committee]	0.00	1,659.65
4010045 · Food--Event Income [Staff]	1,872.00	0.00
401005 · Food-Party Income	300.00	0.00
Total 4010 · Food Income	2,172.00	1,551.22
4020 · Rental Income		
402001 · Rental Income-601-Lodging	621.50	913.00
402002 · Rental Income-605-Cottage	2,400.00	2,300.00
402003 · Rental Income-601-Club Parties	50.00	0.00
Total 4020 · Rental Income	3,071.50	3,213.00
4050 · Supporting Income		
405001 · Merchandise Sales	0.00	23.36
405004 · Interest Income	35.09	89.45
405007 · Sales Tax Rounding	0.00	-0.01
Total 4050 · Supporting Income	35.09	112.80
4055 · Prepaid Bill Discounts Earned	12.24	0.00
Total Income	43,630.83	6,359.52
Cost of Goods Sold		
5010 · COGs Food		
501001 · COGs-Meals/Dining Room Food	1,030.80	545.21
501004 · COGs-Event Food [Committee]	0.00	832.04
5010045 · COGs-Event Food [Staff]	1,187.95	0.00
501005 · COGs-Party Food	82.83	0.00
Total 5010 · COGs Food	2,301.58	1,377.25
5015 · COGs Supplies		
501501 · COGs-Dining Room Supplies	176.01	292.24
501503 · COGs-Event Supplies [Committee]	0.00	137.49
5015035 · COGs-Event Supplies [Staff]	66.82	0.00
501504 · COGs-Party Supplies	3.00	0.00
Total 5015 · COGs Supplies	245.83	429.73
5020 · COGs Rental 601 Lodging		
502005 · COGs-601 Lodging-Janitorial	0.00	5.19
502006 · COGs-601 Lodging-R&M Rooms	175.00	175.00
Total 5020 · COGs Rental 601 Lodging	175.00	180.19
5025 · COGs Rental 605 Cottage		
502503 · COGs-605 Cottage-Mgmt Fee/Comm	264.00	253.00
502506 · COGs-605 Cottage-R&M Building	75.00	75.00
502509 · COGs-605 Cottage-Utilities	532.23	594.02
Total 5025 · COGs Rental 605 Cottage	871.23	922.02
5030 · COGs Event Costs		

Hanover Seaside Club
2. Profit & Loss Prev Year Comparison
February 2016

Accrual Basis

	Feb 16	Feb 15
503003 - COGs Other Events [Committee]	0.00	47.97
Total 5030 - COGs Event Costs	0.00	47.97
Total COGS	3,593.64	2,957.16
Gross Profit	40,037.19	3,402.36
Expense		
5100 - Payroll Expenses		
5101 - Salaries & Wages		
510101 - Salaries-Manager	3,351.92	3,351.92
510102 - Salaries-Asst Manager	2,000.00	2,000.00
510103 - Wages-Dining Room	0.00	1,056.63
510106 - Wages-Maintenance	1,593.33	0.00
510114 - Quickbooks DDep Fees	19.26	25.68
Total 5101 - Salaries & Wages	6,964.51	6,434.23
5105 - Payroll Taxes & Contributions	595.66	582.56
Total 5100 - Payroll Expenses	7,560.17	7,016.79
5106 - Honorarium-Sec/Officers	150.00	150.00
5116 - Auto & Truck Expense		
5117 - Auto Fuel/Mileage	82.50	102.30
Total 5116 - Auto & Truck Expense	82.50	102.30
5120 - Bank Charges	100.14	100.42
5140 - Casual Labor	0.00	92.00
5170 - Computer Expenses		
5172 - Hardware/Software	64.15	144.41
5170 - Computer Expenses - Other	19.54	0.00
Total 5170 - Computer Expenses	83.69	144.41
5240 - Equipment Lease	42.80	0.00
5245 - Equipment, Furniture & Fixtures	17.31	199.95
5250 - Furnishings and Decorations		
5250.1 - Furnishings paid by member gift	453.07	0.00
Total 5250 - Furnishings and Decorations	453.07	0.00
5320 - Interest Expense		
5320.1 - Mortgage Interest	225.55	448.21
Total 5320 - Interest Expense	225.55	448.21
5322 - Janitorial, 601 Non-Lodging	276.54	0.00
5330 - Licenses & Fees	0.00	75.00
5360 - Maintenance & Repairs		
5362 - Building R&M-Club-601 S Lumina	346.47	1,584.85
5367 - Contingency Repairs-Maintenance		
5367.10 - HVAC Contingency		
5367.11 - 601 HVAC Contingency	671.50	0.00
Total 5367.10 - HVAC Contingency	671.50	0.00
5367.20 - Plumbing Contingency		
5367.21 - 601 Plumbing Contingency	281.61	0.00
Total 5367.20 - Plumbing Contingency	281.61	0.00
5367.70 - All Other contingency	2,894.54	0.00
Total 5367 - Contingency Repairs-Maintenance	3,847.65	0.00
Total 5360 - Maintenance & Repairs	4,194.12	1,584.85
5370 - Merchant Services	1,930.63	2,209.28
5380 - Office Expenses and Supplies	316.00	0.00
5385 - Printing, Ink, and Copy Paper	202.87	94.90
5440 - Postage & Delivery	61.90	0.00
5450 - Software Subscriptions	0.00	19.95

Hanover Seaside Club
2. Profit & Loss Prev Year Comparison
February 2016

Accrual Basis

	Feb 16	Feb 15
5455 · Spoilage, Food	257.92	0.00
5460 · Professional and Other Fees		
5462 · Accounting Fees [Bookkeeper]	1,250.00	1,250.00
5464 · CPA Fees	0.00	1,213.00
5467 · Other Fees	225.00	0.00
Total 5460 · Professional and Other Fees	1,475.00	2,463.00
5600 · Utilities		
5602 · Electric	1,385.14	1,459.84
5604 · Gas/Propane	95.00	-595.80
5606 · Water	2,163.34	4,351.01
5608 · Telephone	160.15	255.81
5611 · Recycling	525.00	525.00
5612 · Internet, Cable, Website	241.31	0.00
Total 5600 · Utilities	4,569.94	5,995.86
6001 · Depreciation		
6001.1 · Depreciation Exp-601 Club	6,886.00	6,886.00
6001.2 · COGs-605 Cottage-Depreciation	611.00	611.00
Total 6001 · Depreciation	7,497.00	7,497.00
6999 · Uncategorized Expense	20.76	23.14
Total Expense	29,517.91	28,217.06
Net Ordinary Income	10,519.28	-24,814.70
Net Income	10,519.28	-24,814.70

Hanover Seaside Club
4. Profit & Loss by Class

February 2016

Accrual Basis

	Event [Staff]	Admin	DRoom	SnBar	Party	Vend	601Lodging	605Rental	TOTAL
Ordinary Income/Expense									
Income									
4000 · Dues/Membership Income	0.00	37,270.00	0.00	0.00	0.00	0.00	0.00	0.00	37,270.00
4005 · Fee Income	0.00	1,070.00	0.00	0.00	0.00	0.00	0.00	0.00	1,070.00
4010 · Food Income	1,872.00	0.00	0.00	0.00	300.00	0.00	0.00	0.00	2,172.00
4020 · Rental Income	0.00	440.00	0.00	0.00	50.00	0.00	181.50	2,400.00	3,071.50
4050 · Supporting Income	0.00	35.09	0.00	0.00	0.00	0.00	0.00	0.00	35.09
4055 · Prepaid Bill Discounts Earned	0.00	12.24	0.00	0.00	0.00	0.00	0.00	0.00	12.24
Total Income	1,872.00	38,827.33	0.00	0.00	350.00	0.00	181.50	2,400.00	43,630.83
Cost of Goods Sold									
5010 · COGs Food	1,187.95	0.00	1,030.80	0.00	82.83	0.00	0.00	0.00	2,301.58
5015 · COGs Supplies	66.82	0.00	176.01	0.00	3.00	0.00	0.00	0.00	245.83
5020 · COGs Rental 601 Lodging	0.00	175.00	0.00	0.00	0.00	0.00	0.00	0.00	175.00
5025 · COGs Rental 605 Cottage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	871.23	871.23
Total COGS	1,254.77	175.00	1,206.81	0.00	85.83	0.00	0.00	871.23	3,593.64
Gross Profit	617.23	38,652.33	-1,206.81	0.00	264.17	0.00	181.50	1,528.77	40,037.19
Expense									
5100 · Payroll Expenses	0.00	7,014.72	545.45	0.00	0.00	0.00	0.00	0.00	7,560.17
5106 · Honorarium-Sec/Officers	0.00	150.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00
5116 · Auto & Truck Expense	0.00	82.50	0.00	0.00	0.00	0.00	0.00	0.00	82.50
5120 · Bank Charges	0.00	100.14	0.00	0.00	0.00	0.00	0.00	0.00	100.14
5170 · Computer Expenses	0.00	83.69	0.00	0.00	0.00	0.00	0.00	0.00	83.69
5240 · Equipment Lease	0.00	42.80	0.00	0.00	0.00	0.00	0.00	0.00	42.80
5245 · Equipment, Furniture & Fixtures	0.00	17.31	0.00	0.00	0.00	0.00	0.00	0.00	17.31
5250 · Furnishings and Decorations	0.00	453.07	0.00	0.00	0.00	0.00	0.00	0.00	453.07
5320 · Interest Expense	0.00	225.55	0.00	0.00	0.00	0.00	0.00	0.00	225.55
5322 · Janitorial, 601 Non-Lodging	0.00	70.07	206.47	0.00	0.00	0.00	0.00	0.00	276.54
5360 · Maintenance & Repairs	0.00	1,299.58	2,710.12	184.42	0.00	0.00	0.00	0.00	4,194.12
5370 · Merchant Services	0.00	1,930.63	0.00	0.00	0.00	0.00	0.00	0.00	1,930.63
5380 · Office Expenses and Supplies	0.00	316.00	0.00	0.00	0.00	0.00	0.00	0.00	316.00
5385 · Printing, Ink, and Copy Paper	0.00	202.87	0.00	0.00	0.00	0.00	0.00	0.00	202.87
5440 · Postage & Delivery	0.00	61.90	0.00	0.00	0.00	0.00	0.00	0.00	61.90
5455 · Spoilage, Food	0.00	257.92	0.00	0.00	0.00	0.00	0.00	0.00	257.92
5460 · Professional and Other Fees	0.00	1,475.00	0.00	0.00	0.00	0.00	0.00	0.00	1,475.00
5600 · Utilities	0.00	4,569.94	0.00	0.00	0.00	0.00	0.00	0.00	4,569.94
6001 · Depreciation	0.00	6,886.00	0.00	0.00	0.00	0.00	0.00	611.00	7,497.00
6999 · Uncategorized Expense	0.00	12.84	7.92	0.00	0.00	0.00	0.00	0.00	20.76
Total Expense	0.00	25,252.53	3,469.96	184.42	0.00	0.00	0.00	611.00	29,517.91
Net Ordinary Income	617.23	13,399.80	-4,676.77	-184.42	264.17	0.00	181.50	917.77	10,519.28
Net Income	617.23	13,399.80	-4,676.77	-184.42	264.17	0.00	181.50	917.77	10,519.28

Hanover Seaside Club
5. Cash Position
As of March 7, 2016

	<u>Mar 7, 16</u>
ASSETS	
Current Assets	
Checking/Savings	
1 - UNRESTRICTED FUNDS	
1000 - PNC Operating-0766	89,866.82
1020 - PNC MMarket-5823	136,513.52
1024 - TD Bank 0.25% 12 Mo CD-4479	17,218.86
1025 - PNC MM 8221 (from Init. Fees)	20,088.39
Total 1 - UNRESTRICTED FUNDS	<u>263,687.59</u>
1080 - Cash Drawers	
1080.01 - REG 01 Drawer Reserve	100.00
Total 1080 - Cash Drawers	<u>100.00</u>
1082 - Petty Cash	669.88
2 - RESTRICTED FUNDS	
1053 - Live Oak Bank CD	101,250.28
1054 - TD Bank CD-6101	99,000.00
Total 2 - RESTRICTED FUNDS	<u>200,250.28</u>
Total Checking/Savings	464,707.75
Other Current Assets	
1499 - Undeposited Funds	1,639.49
Total Other Current Assets	<u>1,639.49</u>
Total Current Assets	<u>466,347.24</u>
TOTAL ASSETS	<u><u>466,347.24</u></u>
LIABILITIES & EQUITY	0.00

Hanover Seaside Club
6. Transaction List by Vendor
February 2016

Type	Date	Num	Memo	Account	Clr	Split	Debit	Credit
Amazon								
Credit Card Charge	02/09/2016	3805...	Light extensi...	2050 · PNC Credit ...	X	1614 · Buildin...		40.17
Credit Card Charge	02/27/2016	2104...	Tax forms 10...	2050 · PNC Credit ...	X	5380 · Office ...		19.68
Andrew Consulting Engineers								
Bill Pmt -Check	02/19/2016	16430		1000 · PNC Operati...		2000 · Accou...		1,750.00
AT&T-1913 [605 L/L and DSL]								
Bill Pmt -Check	02/09/2016	DRAFT	9102563750...	1000 · PNC Operati...	*	2000 · Accou...		105.62
Bill	02/22/2016	State...	Acct# 91025...	2000 · Accounts Pa...		502509 · CO...		84.64
AT&T-1917 [601 L/L]								
Bill Pmt -Check	02/09/2016	DRAFT	9102562726...	1000 · PNC Operati...	*	2000 · Accou...		138.26
Bill	02/22/2016	State...	Acct# 91025...	2000 · Accounts Pa...		5608 · Teleph...		137.93
AT&T-287266356706 [Tablet]								
Bill Pmt -Check	02/19/2016	16433	287266356706	1000 · PNC Operati...	*	2000 · Accou...		22.22
Bill	02/27/2016	X022...	Acct Nr. 287...	2000 · Accounts Pa...		-SPLIT-		22.22
Bayside Electric Supply Co, Inc								
Bill	02/11/2016	Order...	Lamps and F...	2000 · Accounts Pa...		-SPLIT-		611.77
Bill Pmt -Check	02/12/2016	16427	Lamps and F...	1000 · PNC Operati...	*	-SPLIT-		599.53
Beall, Elise								
Check	02/08/2016	16422	5 Gallery Wr...	1000 · PNC Operati...	*	5250.1 · Furni...		453.07
Big Lots								
Credit Card Charge	02/11/2016		Charged to L...	2050 · PNC Credit ...	X	6999 · Uncate...		12.84
Blue Ocean Construction, Inc								
Bill Pmt -Check	02/11/2016	16423		1000 · PNC Operati...	*	2000 · Accou...		37,206.00
Bugs, Etc, Inc								
Bill	02/17/2016	62960	601 Pest Ser...	2000 · Accounts Pa...		502006 · CO...		175.00
Bill	02/17/2016	62963	605 Pest Ser...	2000 · Accounts Pa...		502506 · CO...		75.00
Cape Fear Restaurant Equipment, Inc.								
Bill	02/04/2016	6003		2000 · Accounts Pa...		1614 · Buildin...		3,475.00
Bill Pmt -Check	02/11/2016	16424		1000 · PNC Operati...	*	2000 · Accou...		3,475.00
Coastal Water Systems, Inc								
Bill	02/01/2016	Feb/2...	Acct# 1 0019...	2000 · Accounts Pa...		-SPLIT-		35.00
Bill Pmt -Check	02/19/2016	16434	Acct# 1 0019...	1000 · PNC Operati...	*	2000 · Accou...		35.00
Cool's Refridgeration Service, Inc								
Bill	02/05/2016	29341	Kitchen Ice ...	2000 · Accounts Pa...		-SPLIT-		481.42
Bill	02/15/2016	29348	Clean ice ma...	2000 · Accounts Pa...		5367.70 · All ...		778.12
Bill Pmt -Check	02/19/2016	16435	Kitchen Ice ...	1000 · PNC Operati...	*	2000 · Accou...		481.42
Craft American Hardware								
Bill	02/17/2016	B644...	Yard stick, st...	2000 · Accounts Pa...		-SPLIT-		8.42
CVS Pharmacy								
Credit Card Charge	02/13/2016	9412	Sweets for V...	2050 · PNC Credit ...	X	5010045 · CO...		26.72
Dollar Tree								
Credit Card Charge	02/17/2016	1462	Baggies for b...	2050 · PNC Credit ...	X	5380 · Office ...		2.14
Duke Energy Progress-1136-3PH								
Bill	02/09/2016	Bill m...	Account Nr 6...	2000 · Accounts Pa...		5602 · Electric		1,261.54
Bill Pmt -Check	02/23/2016	DRAFT	6328151136	1000 · PNC Operati...	*	2000 · Accou...		1,261.54
Duke Energy Progress-1136-Pier								
Bill	02/09/2016	Bill m...	Account Nr 7...	2000 · Accounts Pa...		5602 · Electric		80.58
Bill Pmt -Check	02/23/2016	DRAFT	7803251136	1000 · PNC Operati...	*	2000 · Accou...		80.58
Duke Energy Progress-5092-Parking								
Bill	02/09/2016	Bill m...	Acct Nr. 224...	2000 · Accounts Pa...		5602 · Electric		18.29
Bill Pmt -Check	02/23/2016	DRAFT	2243685092	1000 · PNC Operati...	*	2000 · Accou...		18.29
Duke Energy Progress-6113-605 S Lumina								
Bill Pmt -Check	02/08/2016	DRAFT	0406196113	1000 · PNC Operati...	*	2000 · Accou...		203.31
Bill	02/09/2016	Bill m...	Account Nr 0...	2000 · Accounts Pa...		502509 · CO...		200.04
Duke Energy Progress-6819-Traffic Sig								
Bill	02/05/2016	Bill of...	Traffic Signal...	2000 · Accounts Pa...		5602 · Electric		24.73
Bill Pmt -Check	02/19/2016	Draft	6919216819	1000 · PNC Operati...	*	2000 · Accou...		24.73
ECLP Co (dba for Art Loretta)								
Bill Pmt -Check	02/03/2016	16410	Scheduled G...	1000 · PNC Operati...	*	2000 · Accou...		140.00
EFTPS								
Liability Check	02/15/2016	EFTPS	EFT ACKNO...	1000 · PNC Operati...	*	-SPLIT-		1,183.14
ez2Bgreen								
Bill	02/01/2016	3531	Recycling Fo...	2000 · Accounts Pa...		5611 · Recycli...		525.00
Bill Pmt -Check	02/03/2016	16411	Recycling Fo...	1000 · PNC Operati...	*	2000 · Accou...		525.00
FedExOffice								
Credit Card Charge	02/19/2016		Printing for fi...	2050 · PNC Credit ...	X	5385 · Printin...		32.10
First Citizens - Mortgage \$7235								
Check	02/23/2016	Debit	Cust#001203...	1000 · PNC Operati...	*	-SPLIT-		5,410.00
Harris Teeter								

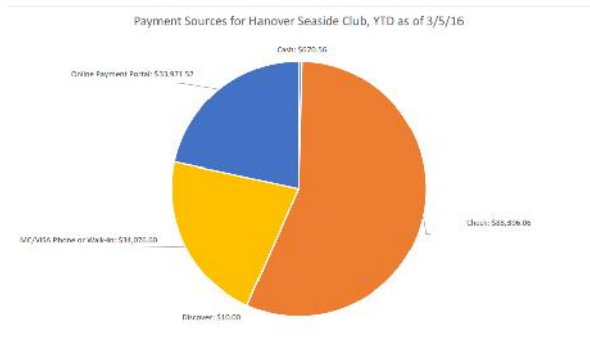
Hanover Seaside Club
6. Transaction List by Vendor
February 2016

Type	Date	Num	Memo	Account	Clr	Split	Debit	Credit
Credit Card Charge	02/13/2016	786968	Sweets and ...	2050 · PNC Credit ...	X	-SPLIT-		103.75
Credit Card Charge	02/14/2016	885881	Brownies for ...	2050 · PNC Credit ...	X	5010045 · CO...		10.20
Holliday Vacations, Inc								
General Journal	02/08/2016	Hollid...	Rental Income	402002 · Rental Inc...		-SPLIT-		2,400.00
Hood Services								
Bill	02/29/2016	16018	Make up air ...	2000 · Accounts Pa...		5367.70 · All ...		1,635.00
Hubbard and Associates								
Bill Pmt -Check	02/03/2016	16412		1000 · PNC Operati...	*	2000 · Accou...		14,187.00
Intuit Payroll Customer Service								
Credit Card Charge	02/23/2016	P1-21...	Intuit QB Pay...	2050 · PNC Credit ...	X	510114 · Quic...		19.26
Jacobi-Lewis Co								
Bill Pmt -Check	02/03/2016	16413	Filters for Ice...	1000 · PNC Operati...	*	2000 · Accou...		2,225.46
Bill	02/10/2016	131143	Tablecloths	2000 · Accounts Pa...		1625 · Furnitu...		76.40
Mercury Payment Systems (EOM)								
Bill Pmt -Check	02/02/2016	Draft	MERCHANT:...	1000 · PNC Operati...	*	2000 · Accou...		54.02
Bill	02/29/2016	STMNT	MERCHANT:...	2000 · Accounts Pa...		5370 · Mercha...		1,040.46
NCDOR-Payroll Withholding								
Liability Check	02/15/2016	NCD...	Payroll With...	1000 · PNC Operati...	*	2100 · Payroll ...		166.00
new hanover county Parks Department								
Credit Card Charge	02/15/2016	33099	Room rental ...	2050 · PNC Credit ...	X	5467 · Other ...		225.00
Odyssey Fire Protection, LLC								
Bill Pmt -Check	02/03/2016	16414		1000 · PNC Operati...	*	2000 · Accou...		1,575.00
Office Depot								
Credit Card Charge	02/08/2016	5777	Envelopes fo...	2050 · PNC Credit ...	X	-SPLIT-		161.57
Credit Card Charge	02/08/2016	5792	Envelopes fo...	2050 · PNC Credit ...	X	-SPLIT-		123.02
Credit Card Charge	02/19/2016	86	File dividers f...	2050 · PNC Credit ...	X	5380 · Office ...		54.54
PNC Bank-1454								
Bill	02/07/2016		Acct# 4436 0...	2000 · Accounts Pa...		2050 · PNC C...		1,529.04
Bill Pmt -Check	02/07/2016	Online	Acct# 4436 0...	1000 · PNC Operati...	*	2000 · Accou...		1,529.04
PNC Bank-SD Box 040-00893-00240								
Bill	02/19/2016		Safe Deposit...	2000 · Accounts Pa...		5120 · Bank C...		100.00
PNC Merchant Services 4990								
Bill Pmt -Check	02/02/2016	Draft		1000 · PNC Operati...	*	2000 · Accou...		124.13
Bill	02/29/2016	State...		2000 · Accounts Pa...		-SPLIT-		890.17
QuickBooks Payroll Service								
Liability Check	02/03/2016		Created by P...	1000 · PNC Operati...	*	2110 · Direct ...		2,233.25
Liability Check	02/17/2016		Created by P...	1000 · PNC Operati...	*	2110 · Direct ...		3,329.81
Rug Runner, Inc.								
Bill	02/05/2016	5251	Sequoia tile f...	2000 · Accounts Pa...		1614 · Buildin...		210.00
Bill	02/05/2016	5250	Entry and pa...	2000 · Accounts Pa...		1614 · Buildin...		2,323.00
Bill	02/05/2016	5249	Dining room...	2000 · Accounts Pa...		1614 · Buildin...		21,780.00
Bill Pmt -Check	02/11/2016	16425		1000 · PNC Operati...	*	2000 · Accou...		24,313.00
Scotchman								
Credit Card Charge	02/02/2016	36992		2050 · PNC Credit ...	X	5455 · Spoilag...		20.00
Check	02/16/2016	8707-...	Fuel for refri...	1082 · Petty Cash	X	5455 · Spoilag...		21.00
Staples								
Credit Card Charge	02/13/2016	1781...	Office produc...	2050 · PNC Credit ...	X	5380 · Office ...		42.24
Credit Card Charge	02/19/2016	1669...	Office produc...	2050 · PNC Credit ...	X	5380 · Office ...		57.27
Steve Lee								
Bill	02/01/2016	Invoic...	February 201...	2000 · Accounts Pa...		5462 · Accou...		1,250.00
Bill Pmt -Check	02/03/2016	16415	February 201...	1000 · PNC Operati...	*	2000 · Accou...		1,250.00
Bill	02/05/2016	Chec...	Reimburse fo...	2000 · Accounts Pa...		5240 · Equip...		42.80
Bill	02/05/2016	Chec...	Reimburse fo...	2000 · Accounts Pa...		-SPLIT-		134.88
Bill Pmt -Check	02/07/2016	16420		1000 · PNC Operati...	*	2000 · Accou...		177.68
Bill	02/17/2016	Chec...	Reimburse...	2000 · Accounts Pa...		-SPLIT-		29.51
Stevens Hardware Company								
Credit Card Charge	02/08/2016	A205...	Items to com...	2050 · PNC Credit ...	X	5170 · Compu...		3.50
Suburban Propane								
Bill Pmt -Check	02/03/2016	16416	1728	1000 · PNC Operati...	*	2000 · Accou...		91.15
Bill	02/11/2016	51804	Acct# 1728-1...	2000 · Accounts Pa...		5604 · Gas/Pr...		95.00
TD Bank 6101								
General Journal	02/29/2016	Interest	Interest earn...	405004 · Interest In...		1499 · Undep...		8.12
Tim's Heating & A/C Inc								
Bill	02/07/2016	7125 ...		2000 · Accounts Pa...		5367.11 · 601 ...		303.50
Bill	02/15/2016	29557	Upstairs unit ...	2000 · Accounts Pa...		5367.11 · 601 ...		368.00
Time Warner Cable-2401 (601 S Lumina)								
Bill Pmt -Check	02/03/2016	16417	202-2212124...	1000 · PNC Operati...	*	2000 · Accou...		241.31
Bill	02/23/2016		Acct# 202-22...	2000 · Accounts Pa...		5612 · Interne...		241.31
Time Warner Cable-7702 (605 S Lumina)								
Bill Pmt -Check	02/03/2016	16418	VOID: 202-2...	1000 · PNC Operati...	*	2000 · Accou...	0.00	

Hanover Seaside Club
6. Transaction List by Vendor
February 2016

Type	Date	Num	Memo	Account	Clr	Split	Debit	Credit
Bill	02/22/2016		Acct# 202-22...	2000 · Accounts Pa...		502509 · CO...		80.51
Tinga, Linda								
Bill	02/01/2016		Monthly Hon...	2000 · Accounts Pa...		5106 · Honora...		150.00
Bill Pmt -Check	02/03/2016	16419	Monthly Hon...	1000 · PNC Operati...	*	2000 · Accou...		150.00
Bill	02/04/2016	Per ...	Mileage	2000 · Accounts Pa...		5117 · Auto F...		82.50
Bill Pmt -Check	02/07/2016	16421	Mileage	1000 · PNC Operati...	*	2000 · Accou...		82.50
Town of Wrightsville Beach-601 S Lumina								
Bill	02/17/2016		Acct# 003-00...	2000 · Accounts Pa...		5606 · Water		2,112.94
Town of Wrightsville Beach-605 S Lumina								
Bill	02/24/2016		Acct# 003-00...	2000 · Accounts Pa...		502509 · CO...		167.04
Town of Wrightsville Beach-Irrigation								
Bill	02/24/2016		Acct# 003-00...	2000 · Accounts Pa...		5606 · Water		16.40
Town of Wrightsville Beach-Pier								
Bill	02/24/2016		Acct# 003-00...	2000 · Accounts Pa...		5606 · Water		34.00
Trader Joe's								
Credit Card Charge	02/14/2016	049159	Food items f...	2050 · PNC Credit ...	X	5010045 · CO...		50.86
US Food, Inc								
Bill	02/11/2016	1728...	Customer # ...	2000 · Accounts Pa...		-SPLIT-		2,227.85
US Post Office								
Credit Card Charge	02/26/2016	104	Mail out form...	2050 · PNC Credit ...	X	5440 · Postag...		12.90
Voided Checks								
Check	02/19/2016	16432	Check is Void	1000 · PNC Operati...	*	6998 · Voided...	0.00	
Check	02/19/2016	16431	Check is void	1000 · PNC Operati...	*	6998 · Voided...	0.00	
Walmart								
Credit Card Charge	02/05/2016	763833	Cleaning sup...	2050 · PNC Credit ...	X	5322 · Janitori...		70.07
Wessell, Conrad								
Bill	02/09/2016	Chec...	Reimburse fo...	2000 · Accounts Pa...		-SPLIT-		83.00
Bill Pmt -Check	02/19/2016	16436	Reimburse fo...	1000 · PNC Operati...	*	2000 · Accou...		83.00
Woodbury Plumbing Co., Inc								
Bill Pmt -Check	02/11/2016	16426	Disconnect ic...	1000 · PNC Operati...	*	2000 · Accou...		95.00
Bill	02/15/2016	13179	Wash boc, la...	2000 · Accounts Pa...		5367.21 · 601 ...		281.61
Bill Pmt -Check	02/19/2016	16437	Wash boc, la...	1000 · PNC Operati...	*	2000 · Accou...		281.61

Tender and Credit Card Information, 3/5/16



Tenders this year **3/5/16**

Cash	\$670.56	0.4%
Check	\$88,396.06	56.3%
Credit Card on TAM	\$34,086.60	21.7%
Credit Card Online-PNC	\$33,971.52	21.6%
	\$157,124.74	100.0%

Merchant Processing Costs February 2016

	Sales	Fees	%
TAM-Mercury	\$26,179.00	\$1,040.46	3.974%
Online-PNC	\$27,285.00	\$890.17	3.262%

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

House Committee Renovation

Items Paid	Line Item	Budget	Actual	Difference
Removal and replacement of dining room floor Purchase 3 boxes of tile for replacement, if necessary	1614	24,000.	21,780. 210.	2010.
Removal and replacement of bead board, chair rail, floor molding, and painting dining room and hallway	1614	9,800.	10,580.	-780.
Paint parlor	5250.1	300.	300.	-0-
Built-in sound system cabinet in dining room	5250.1	500.	500.	-0-
Replace ceiling tiles in dining room	5250.1	3300.	3300.	-0-
Remove and replace carpet in parlor	1614	1162.	1162.	-0-
Replace table cloths in dining room	1625	2308.	2225.46 61.04 76.40	-54.90
Art - from Sean Ruttkay digital files	5250.1	500.	453.07	46.93
Lighting - stems and lanterns	5250.1	600.	*201.46	398.54

1614 Budget = 34962. Actual = 33,732 Remaining = 1230

Gift		10,000
replace ceiling tiles	3300	
sound system cabinet	500	
parlor/hall carpet	1162	
paint parlor	300	
Art	453.07	
Lights	201.46	
Table cloths	2362.90	
**Painting doors	500	
**Mirrors	<u>192.57</u>	
	8972.	

Remaining 1028.

*additional lighting ordered - do not have cost yet

** not invoiced

Motion: Elise Beall moves that the remaining \$2258 be used to purchase a 54 inch (or larger) Smart TV with wall mounting bracket for the dining room.

revised 2/19/16

MOTION TO ACCEPT *VIDEO DISPLAY SYSTEM PROJECT PROPOSAL*

Hanover Seaside Club Board of Directors Meeting

Monday, March 7, 2016

Given: The removal of historic Club photos from the 2nd floor hallway is a loss for the cultural memory of the Club; and

Given: The 2nd floor hallway has traditionally been the display location for the historic Club photos; and

Given: Current technology allows the historic Club photos to be digitized and displayed by video; then

Resolved: *The Video Display System Project Proposal* dated 3/7/16 is accepted.

Respectfully Submitted by Steve Lee, Secretary-Treasurer

Proposal

Digital Video Display System Project

Summary

The purpose of this project is to permit digital images to be displayed in a digital slide show format on a Smart TV in the 2nd floor hall. The types of slideshows would include (1) the *Club photos* (formerly in 2nd floor hall or in storage and (2) images provided by renters of the dining room for parties, weddings, or celebrations of life, or (3) other images as approved by the Board of Directors, such as information at an annual or specially called meeting.

Steps in the Project

1. Convert all *Club photos* (formerly in 2nd floor hall or in storage) to digital format
2. Purchase and install Smart TV in 2nd floor hall, including unobtrusive electrical outlet; location to be established by House Committee
3. Configure Smart TV to display digital slide shows from a thumb drive

Cost Estimates

1. Samsung 40" Smart TV	\$500
2. Wall Mount	\$100
3. Electrical outlet installation	\$200
4. Photo conversion by ScanCafe	\$175
5. Two 64GB thumb drives	<u>\$ 80</u>
TOTAL	\$1,055

Time Frame

1. Begin immediately upon approval of Board of Directors
2. Completed by Easter Sunday, 2016

Responsibility

1. This project impacts approved budget line item 5245 (Equipment, furniture, and fixtures) and will require a budget amendment by the Board of Directors
2. Steve Lee will complete this project at no cost to the Club other than outlined above.

MOTION TO CREATE AD.HOC COMMITTEE TO STUDY OFFICE SPACE FOR BOOKKEEPER

Hanover Seaside Club Board of Directors Meeting
Monday, March 7, 2016

Given: The current Bookkeeper's office cabinet (in the dining room) is an inefficient office layout; and

Given: The Club hopes to attract and retain a non-member staff bookkeeper; and

Given: Room 109 has proved to be an ideal space for bookkeeping during the dining room renovations;
and

Given: The low occupancy rate of Room 109 suggests that decreasing the size of that room to accommodate small office space is a minor concern; then

Resolved: The President appoint an ad hoc committee to investigate the benefits and detriments of such a conversion, including a design and costs.

Respectfully Submitted by Steve Lee, Secretary-Treasurer

Attachment: Pages 1-4 of *Finance Office Project*

FINANCE OFFICE PROJECT

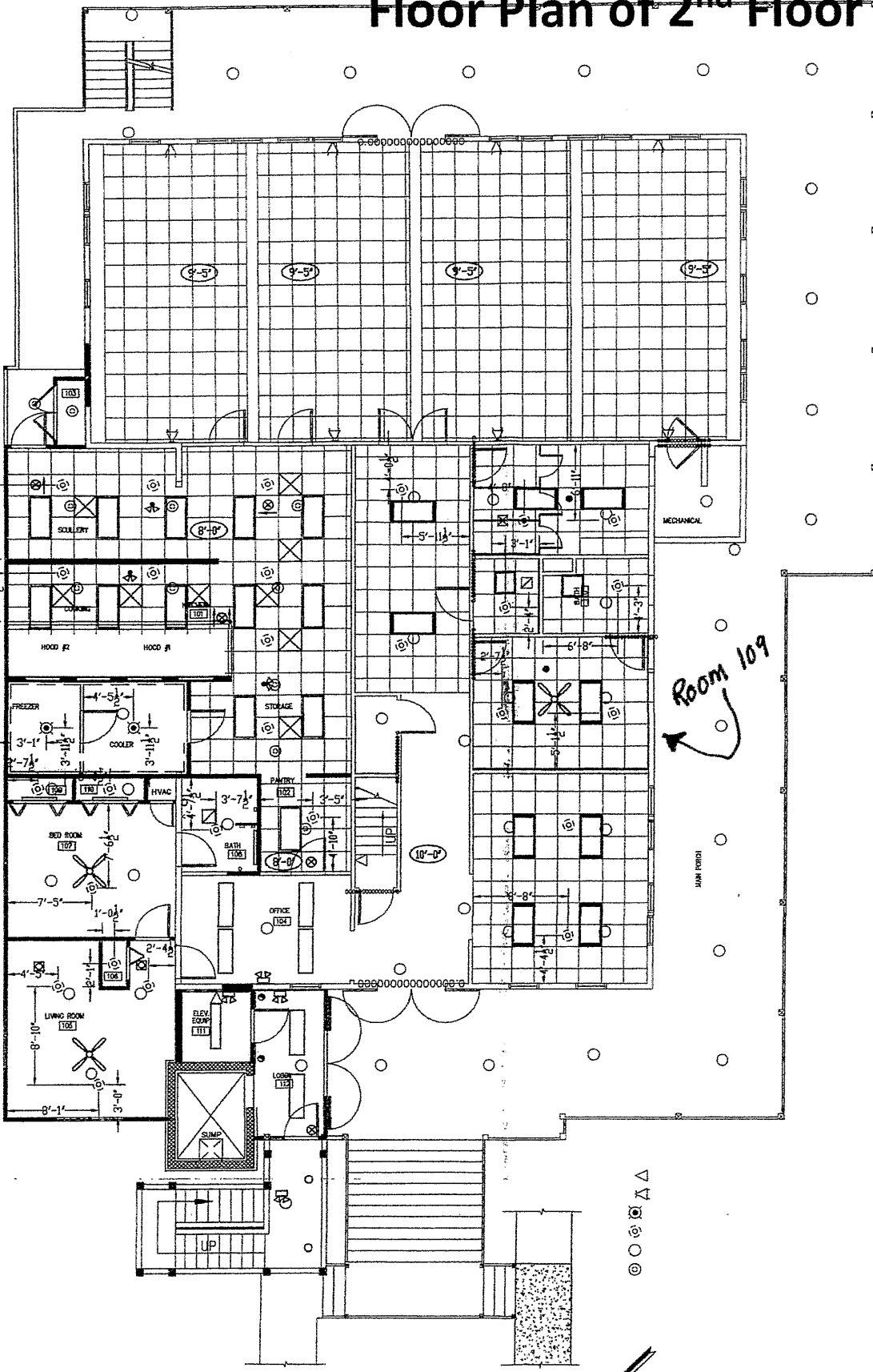
(Adapt Room 109 to Create Office Space

for

Bookkeeper and Finance Records)

Cover

Floor Plan of 2nd Floor



RJ
12-1
FDR
1-2
ATT
1-2
FDR
9-2
AS-

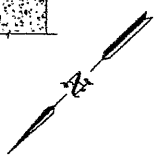
CURTAIN ANTS

MATERIAL SPECIFICATIONS

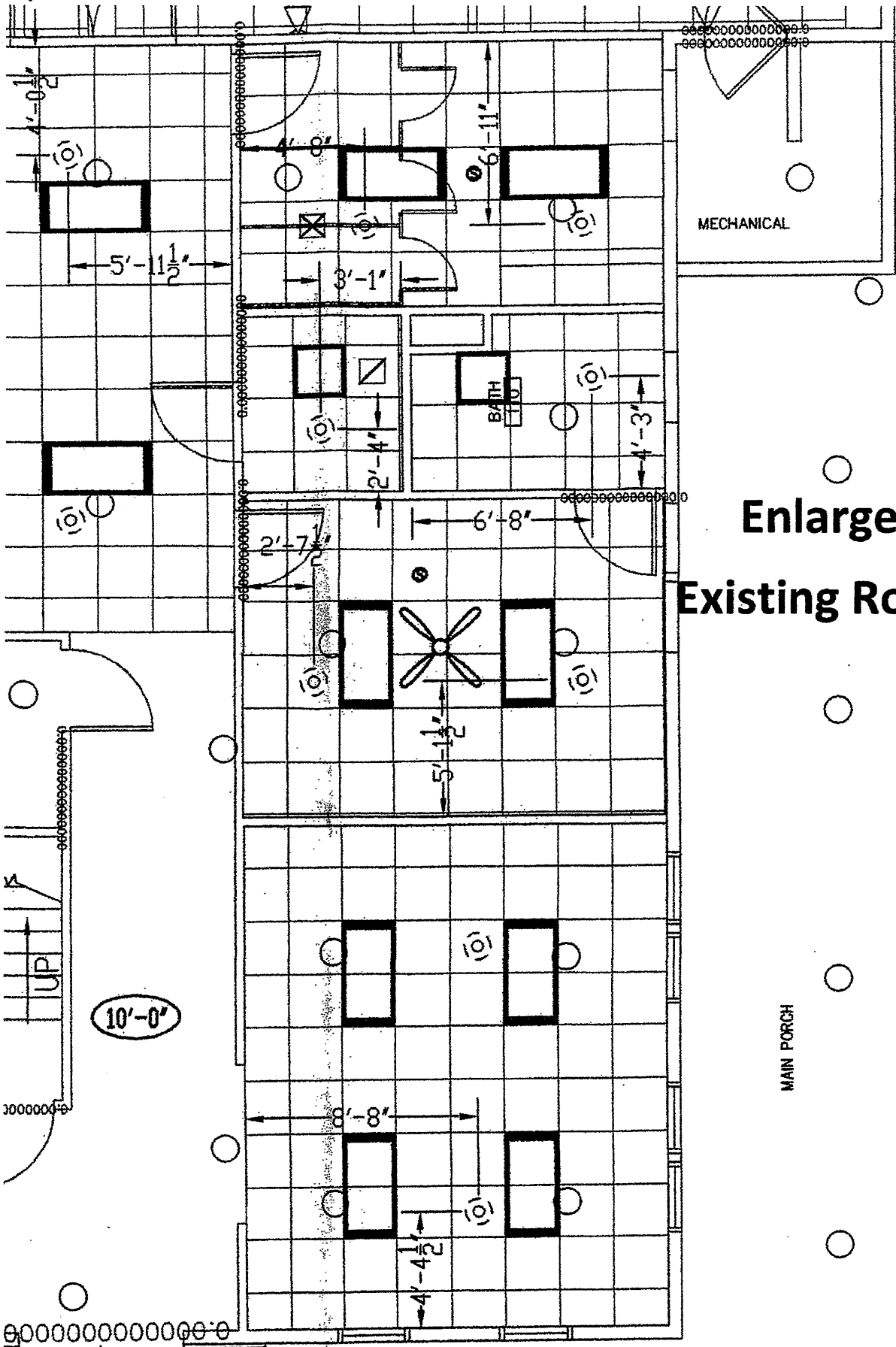
Room 109

FIRST FLOOR
3/16"=1'-0"

SCALE 3/16"=1'-0"



DA
SC7
DR7
CD
SHE



Enlargement of Existing Room 109

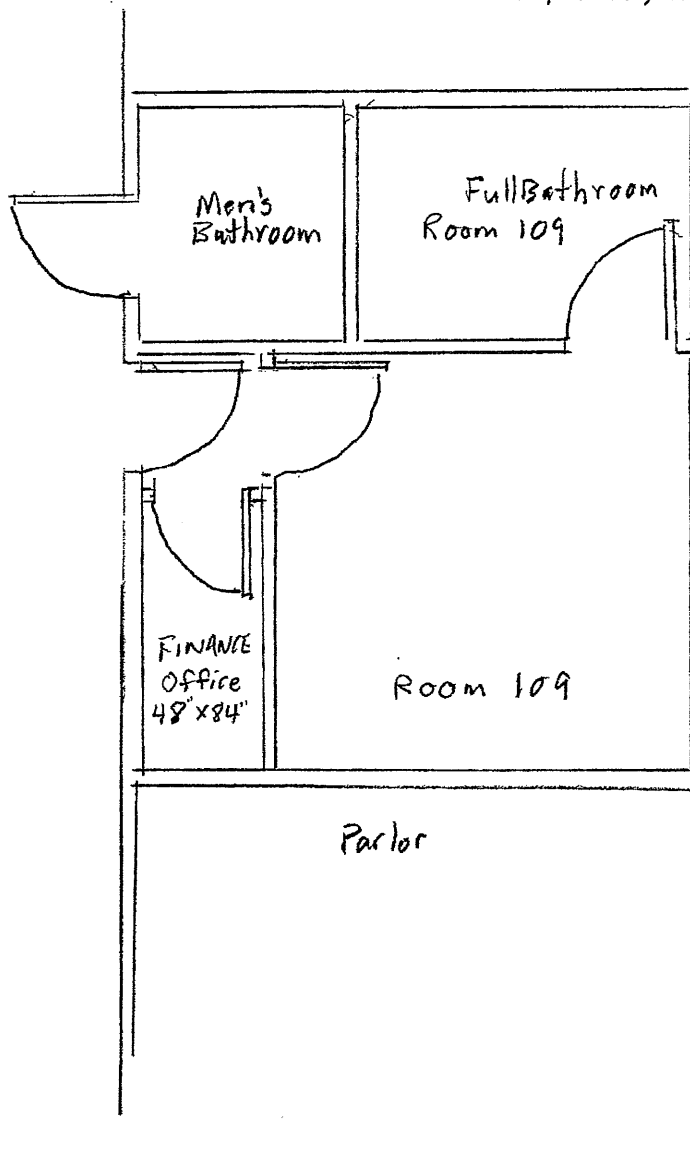
MAIN PORCH

FINANCE OFFICE PROJECT

(Adapt Room 109 to Create Office Space for Bookkeeper and Finance Records)

This drawing reflects changes to existing configuration.

Note—not precisely to scale



Structural - Office Space

- New wall
- 3 wall "stubs"
- Move 1 door
- Fit two new doors

Electrical - Office Space

- OH Light w/switch
- Two ea duplex receptacles
- 4 ethernet wall jacks wired to server

Other - Office Space

- Plywood desk top

Notes

- Project would eliminate 1 bed in Room 109
- Total nights rented in 2015, Feb-Dec = 113/334
34% occupancy rate

MOTION TO APPROVE BOOKKEEPING HIRING PROCESS AND PAY RANGE

Hanover Seaside Club Board of Directors Meeting
Monday, March 7, 2016

Given: The Finance Committee needs direction and endorsement of its hiring process of a new bookkeeper; and

Given: The timeline for the hiring process is necessarily compressed and doesn't lend itself to the normal schedule of Board meetings; then

Resolved: The attached *Bookkeeping Hiring Process and Pay Range* is approved and endorsed by the Board of Directors

Respectfully Submitted by Steve Lee, Secretary-Treasurer

Attachment: *Bookkeeping Hiring Process and Pay Range*

BOOKKEEPING HIRING PROCESS AND PAY RANGE

March 7, 2016

Job Description

- We have a job description that was written prior to the experiences of the current bookkeeper. This job description needs review and/or revision. The Finance Committee is charged by the Board of Directors with this task. The revised job description will be distributed to the Board of Directors.

Duties

- We have a chart showing the duties of the bookkeeper that was written prior to the experiences of the current bookkeeper. This duty chart needs review and/or revision. The Finance Committee is charged by the Board of Directors with this task. The revised duty chart will be distributed to the Board of Directors.

Pay Range

- \$15-20 per hour as agreed by Finance Committee and approved by Board

Recommendation

- The Finance Committee will recommend a candidate to the Board of Directors.

Approval

- The HSC Constitution says in Article II, Section 5: "The Board ...shall have power to hire and pay all employees of the Club and prescribe their duties and to dismiss them with justifiable cause..."

Timeline

March 7-April 1, 2016	Finance Committee reviews job description and duties and revises as necessary.
March 7-April 1, 2016	Finance Committee determines going rate for bookkeepers
April Board Meeting	Board considers revisions of two documents for approval; Board considers salary range for job offering
April Board Meeting to May Board Meeting	Finance Committee interviews candidates, makes selection, and extends conditional offer pending Board approval
May Board Meeting	Board approves, modifies, or rejects Finance Committee Recommendation
Day after May Board Meeting	If approved, candidate is hired and begins training with Steve Lee
June 15, 2016	Steve Lee is relieved of bookkeeping and training duties

IT Management Responsibilities at Hanover Seaside Club

Assets: Computers and Network

- Modems (601, 605)
- Routers (601, 605)
- Network Appliance (Smart Switch/Network Management) for management of LAN and two wireless networks
- Server
- UPS for Server
- Wired network infrastructure (Ethernet cabling, outlets, and wired range extenders for wireless network)
- Computers (Front desk desktop, two POS machines, bookkeeper desktop, two tablets)
- Three monitors
- Printers (Three for receipts, two for desktops)

Assets: Video

- DR Large Screen with set top box, remotes
- Parlor TV with DTA, remotes
- 605 TV with set top box, remotes

Assets: Audio

- Built-in DR speaker system
- Bogen amp
- Sound board
- Wireless mics (two)
- Stereo Receiver with DVD and tape inputs

Assets: Software

- TAM
- QuickBooks
- Quicken

Services

- WebReserv
- DropBox

Utilities

- AT&T (Three accounts)
- Time Warner Cable (Two accounts)

Other

- Fire Alarm system
- Security cameras and system