

Hanover Seaside Club



founded in 1898

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Wrightsville Beach, NC 28480
910.256.2726

P. O. Box 434
Wrightsville Beach, NC 28480

Board of Directors Meeting Minutes

February 22, 2017

The regular monthly meeting of the Board of Directors of the Hanover Seaside Club was held on February 22, 2017 at St. Pauls Lutheran Church Annex at 7:00PM

Members present: Eelco Tinga, Tom Cheatham, Steve Lee, Francie Godwin, Duncan McFadyen, Susan Collins, Brad Walls, Mark Wilson. and Mike Pridgen

Original Agenda

1. Approve agenda
2. Approval of 2-1-17 minutes
3. A frame request for a new dryer
4. Finance Committee Report
5. Operations and Management Committee Report
6. Executive session

1. The original agenda was presented by President Tinga. Lee moved to amend the original agenda and reformat. Motion approved.
2. The minutes of the February 1, 2017 Board of Directors meeting were presented. Collins moved to approve. Approved.
3. Finance Committee Report
 - a. On behalf of the Finance Committee, Lee presented the January 2017 Profit and Loss statement and the January 31, 2017 Balance Sheet. (Attached)
 - b. President Tinga requested that future reports include the previous year's comparison.
 - c. Lee reported on the death of members Al Williams and Bill Weinel as well as the death of member John Cockrum's mother.
4. New Business
 - a. Wilson reported on the need for a replacement dryer for the A-frame. The request was deferred to the Facilities Committee for purchase and installation
 - b. Food Service Items
 - c. **Cheatham moved to adopt the Food Service Manager Job Description** (attached) as recommended by the Operations and Management Committee. McFadyen requested a roll call vote: Duncan McFadyen-No, Francie Godwin-Yes, Tom Cheatham-Yes, Brad Walls-Yes, Susan Collins-Yes, Eelco Tinga-Yes, Mike Pridgen-No, Steve Lee-No, Mark Wilson-Yes. Motion approved.

- d. **Cheatham moved to adopt a motion to set aside any policies that prohibit catering and use of the kitchen when needed for events and parties** as recommended by the Operations and Management Committee. No second required. The motion was challenged as being inconsistent with the Constitution and existing policies. Cheatham withdrew the motion.
- e. **Cheatham moved to adopt a plan for the Start Date of 2017 Food Service as recommended by the Operations and Management Committee.** Lee indicated that he had a competing plan to offer and could both plans be heard before acting on either. President Tinga concurred.
 - i. Lee presented a **Proposed Food Service Schedule for Preseason with Implementation Plans.** McFadyen seconded. Discussion followed and Lee agreed to the following motion as amended below. Motion passed. Cheatham withdrew the original motion to adopt a plan for the **Start Date of 2017 Food Service.**
 - ii. The full schedule of meals and events outlined in the attached spreadsheet—Meals and Events, Key Personnel, dated 2/17/17—be the official meal schedule for the Hanover Seaside Club 2017 preseason.
 - 1. Club Manager Mollene Smith—per her job description—is charged with hiring a cook for the dates and hours indicated on the attached spreadsheet at a rate not to exceed \$13.50 per hour.
 - 2. The job of the cook is to prepare the indicated meals on the attached spreadsheet—with indicated staff support, count the inventory as indicated, and prepare a cost analysis for each party noted on the attached spreadsheet.
 - 3. A cook candidate must:
 - 4. Complete an application.
 - 5. Furnish two positive references from a restaurant or institution indicating duties and responsibilities.
 - 6. Pass a background check from Castle Branch.
 - 7. Obtain approved by the Board of Directors—approval may be obtained electronically.

5. Old Business

- a. **Lee moved as recommended by the Finance Committee that CPA Windham and Henderson complete the income taxes for Hanover Seaside Club, Inc for the FY 2015-2016 and that a recommendation regarding engaging the services of any CPA following completion of tax filing be tabled to July 2017.** Approved.
- b. **Lee moved to accept the retirement notice and resignation of Mollene Smith** and thank her for her generous advance notice period and willingness to work with the Club if requested until Christmas 2017 following her October 1, 2017 retirement date. Approved.
- c. **Lee moved to pay the Recording Secretary \$30 per month for the calendar year 2017 to be paid in arrears.** Second by Cheatham. Henrietta Godwin—the Recording Secretary—declined remuneration. Lee withdrew the motion.
- d. Lee moved to add Club Manager to the membership of the House Committee per Hanover Seaside Club Policy 1005. Committee Chair Godwin noted that the Club Manager is indeed on the House Committee. Lee withdrew the motion.

6. The regular meeting was adjourned to go into a closed session.

Hanover Seaside Club

1. Profit and Loss

January 2017

Accrual Basis

	Jan 17
Ordinary Income/Expense	
Income	
4000 · Dues/Membership Income	
400001 · Dues-Annual Regular	102,450.00
400002 · Dues-Annual Seasonal	202,825.00
400004 · Dues-Annual Seasonal 70/75	2,337.50
400005 · Dues-Annual Dining Room Minimum	42,240.00
400006 · Dues-DR Min to Meals & Unused	5,880.00
Total 4000 · Dues/Membership Income	355,732.50
4005 · Fee Income	
400501 · Boat Fee Income	0.00
400502 · Initiation Fee Income	2,000.00
400503 · Locker Fee Income	30.00
400504 · Parking Lot Income	0.00
400505 · Member Fines	46.73
Total 4005 · Fee Income	2,076.73
4010 · Food Income	
401001 · Food-Meals Income	0.00
401002 · Food-Snack Bar Income	0.00
401003 · Food-Vending Income	0.00
401004 · Food-Event Income [Committee]	0.00
401005 · Food-Party Income	0.00
Total 4010 · Food Income	0.00
4020 · Rental Income	
402001 · Rental Income-601-Lodging	0.00
402002 · Rental Income-605-Cottage	2,500.00
402003 · Rental Income-601-Club Parties	0.00
Total 4020 · Rental Income	2,500.00
4030 · Event Income-Non Food	0.00
4050 · Supporting Income	
405001 · Merchandise Sales	0.00
405004 · Interest Income	6.88
405007 · Sales Tax Rounding	0.00
Total 4050 · Supporting Income	6.88
Total Income	360,316.11
Cost of Goods Sold	
5015 · COGs Supplies	
501501 · COGs-Dining Room Supplies	61.44
Total 5015 · COGs Supplies	61.44
5025 · COGs Rental 605 Cottage	
502503 · COGs-605 Cottage-Mgmt Fee/Comm	275.00
502509 · COGs-605 Cottage-Utilities	342.76
Total 5025 · COGs Rental 605 Cottage	617.76
Total COGS	679.20
Gross Profit	359,636.91
Expense	
5100 · Payroll Expenses	
5101 · Salaries & Wages	
510101 · Salaries-Manager	3,453.84
5101015 · Wages-Food Service Manager	67.50
5101025 · Salary-Bookkeeper	1,153.84
510103 · Wages-Dining Room	450.56
510105 · Wages-Janitorial	125.00
510114 · Quickbooks DDep Fees	34.24
Total 5101 · Salaries & Wages	5,284.98
5105 · Payroll Taxes & Contributions	2,749.65
Total 5100 · Payroll Expenses	8,034.63

Hanover Seaside Club

1. Profit and Loss

January 2017

Accrual Basis

	Jan 17
5106 · Honorarium-Sec/Officers	150.00
5116 · Auto & Truck Expense	
5117 · Auto Fuel/Mileage	174.81
Total 5116 · Auto & Truck Expense	174.81
5120 · Bank Charges	1.12
5135 · Over/Short	0.00
5140 · Casual Labor	290.00
5170 · Computer Expenses	
5172 · Hardware/Software	88.68
5173 · Hardware Replacement	215.05
5176 · Service & Repairs	120.00
Total 5170 · Computer Expenses	423.73
5240 · Equipment Lease	104.33
5245 · Equipment, Furniture & Fixtures	
5245.10 · Kitchen Ware & Foodservice Ware	174.20
5245.30 · Tools	23.90
5245.40 · Other Equipment, etc.	105.91
5245.50 · Furnishings for 601 Lodging	199.53
Total 5245 · Equipment, Furniture & Fixtures	503.54
5360 · Maintenance & Repairs	
5362 · Building R&M-Club-601 S Lumina	947.45
5367 · Contingency Repairs-Maintenance	
5367.20 · Plumbing Contingency	
5367.21 · 601 Plumbing Contingency	279.43
Total 5367.20 · Plumbing Contingency	279.43
5367.70 · All Other contingency	966.42
5367 · Contingency Repairs-Maintenance - Other	6.37
Total 5367 · Contingency Repairs-Maintenance	1,252.22
Total 5360 · Maintenance & Repairs	2,199.67
5380 · Office Expenses and Supplies	284.11
5385 · Printing, Ink, and Copy Paper	666.04
5440 · Postage & Delivery	366.60
5460 · Professional and Other Fees	
5464 · CPA Fees	2,351.75
5467 · Other Fees	400.00
Total 5460 · Professional and Other Fees	2,751.75
5600 · Utilities	
5602 · Electric	1,572.90
5604 · Gas/Propane	447.99
5608 · Telephone	214.70
5612 · Internet, Cable, Website	266.98
Total 5600 · Utilities	2,502.57
6001 · Depreciation	
6001.1 · Depreciation Exp-601 Club	5,445.01
6001.2 · COGs-605 Cottage-Depreciation	671.45
Total 6001 · Depreciation	6,116.46
6999 · Uncategorized Expense	0.03
Total Expense	24,569.39
Net Ordinary Income	335,067.52
Net Income	335,067.52

Hanover Seaside Club
2. Balance Sheet
As of January 31, 2017

Jan 31, 17

ASSETS	
Current Assets	
Checking/Savings	
1 · UNRESTRICTED FUNDS	
1000 · PNC Operating-0766	16,009.14
1020 · PNC MMarket-5823	101,612.71
1024 · TD Bank 0.25% 12 Mo CD-4479	17,254.22
1025 · BOD Contingency Fund- PNCMM8221	27,107.92
Total 1 · UNRESTRICTED FUNDS	161,983.99
1080 · Cash Drawers	
1080.01 · REG 01 Drawer Reserve	100.00
Total 1080 · Cash Drawers	100.00
1082 · Petty Cash	119.24
2 · RESTRICTED FUNDS	
1053 · Live Oak Bank CD	103,456.50
1054 · TD Bank CD-6101	99,044.64
1058 · PNC CD 31300376354 [Res Fund]	42,844.00
Total 2 · RESTRICTED FUNDS	245,345.14
Total Checking/Savings	407,548.37
Other Current Assets	
1105 · TAM Accounts Receivable	290,562.16
1110 · AR Clearing	49,028.19
1120 · Inventory Asset-Food/Supplies	
1120.2 · Inventory Asset-Dining Rm Food	7,163.27
1120.4 · Inventory/Asset-Merchandise	310.00
1120 · Inventory Asset-Food/Supplies - Other	-65.01
Total 1120 · Inventory Asset-Food/Supplies	7,408.26
1121 · Inventory Asset-Merchandise	1,236.47
1200 · Owner Reserves-605 S Lumina	200.00
1499 · Undeposited Funds	23,454.49
Total Other Current Assets	371,889.57
Total Current Assets	779,437.94
Fixed Assets	
1600 · FIXED ASSETS-601 LUMINA-CLUB	
1608 · Network and Computer Asset	
160801 · Computer and Peripheral Asset	10,965.79
160802 · Network Infrastructure Asset	3,877.94
160803 · Software Asset	12,676.57
Total 1608 · Network and Computer Asset	27,520.30
1611 · Land-Original Asset	40,000.00
1612 · Land-Barbee Property Asset	86,008.65
1614 · Buildings Asset	888,947.13
1615 · Building Expansion Asset	596,602.54
1616 · Fence Asset	31,715.65
1617 · Paving Asset	39,325.00
1618 · New Roof Asset	105,451.17
1619 · Pier Asset	53,458.93
1620 · Bulkhead Asset	6,097.81
1621 · Boat Racks/Lockers Asset	12,945.18
1622 · Decks & Walkways Asset	41,445.28
1625 · Furniture, Fixt & Equip Asset	270,613.02
1639 · Accumulated Depreciation	-1,234,530.33
Total 1600 · FIXED ASSETS-601 LUMINA-CLUB	965,600.33
1640 · FIXED ASSETS-605 LUMINA COTTAGE	
1641 · Land & Bldg-605 Lumina Asset	772,612.90
1642 · Furn & Fix-605 Lumina Asset	15,372.20
1649 · Accum Deprec-605 Lumina	-109,923.75
Total 1640 · FIXED ASSETS-605 LUMINA COTTAGE	678,061.35

	Jan 31, 17
Total Fixed Assets	1,643,661.68
TOTAL ASSETS	2,423,099.62
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	23,173.58
Total Accounts Payable	23,173.58
Credit Cards	
2050 · PNC Credit Card-1454	5,249.73
Total Credit Cards	5,249.73
Other Current Liabilities	
2100 · Payroll Liabilities	2,358.89
2102 · Payroll Liabilities-2011	-28.34
2200 · Sales Tax Payable	282.07
2400 · Prepaid DR Min Unused Portion	5,880.00
2500 · Tips Received	247.17
2502 · Tips	-60.00
2504 · Gift Certificate Sold/Redeemed	272.57
Total Other Current Liabilities	8,952.36
Total Current Liabilities	37,375.67
Long Term Liabilities	
2600 · N/P-First Cit-Mortgage 1819259	-209.39
Total Long Term Liabilities	-209.39
Total Liabilities	37,166.28
Equity	
3900 · Fund Balance	2,102,189.24
Net Income	283,744.10
Total Equity	2,385,933.34
TOTAL LIABILITIES & EQUITY	2,423,099.62

Job Description: Food Service Manager Hanover Seaside Club

Position Overview:

It is the responsibility of the Food Service Manager to oversee all kitchen operations activities of the Club.

Essential Job Functions:

The Food Service Manager will:

1. Actively participate in the preparation of all meals prepared at the HSC.
2. Assists in the planning of menus for dinners, parties, special holiday meals and club events.
3. Directly supervise over all HSC food service staff; full or part-time.
4. Hire, train and schedule of all food service staff
5. Oversee and execute all food and beverage purchasing and inventory control for weekly meals and or catered parties.
6. Supervise all kitchen activity to ensure all health and safety procedures are followed and maintain all Local, State and Federal safety and health codes.
7. Supervise the staffing, hours of operation and inventory control of the snack bar.
8. Maintain, in a timely manner, appropriate records for the kitchen operation and facilitate accounting records and operations in accordance with club bookkeeper and CPA. Will include proper coding of costs to separate between kitchen, snack bar and parties or events.
9. Answer the phone in the Club Manager's absence making reservations for meals and taking messages for room reservations.
10. Assist in the intensive kitchen clean-up during the off season.
11. Have a working knowledge of the job functions of the Club Manager to assist when the Club Manager is off.

Qualifications:

1. Have a minimum of two (2) years experience in food and beverage operations at a restaurant or club with knowledge of food safety and sanitations in kitchen areas. May consider less experience if the applicant holds an American Culinary Federation certificate or similar education.
2. Demonstrate competency in POS, computers, printers, fax, and scanners to prepare information to send to the appropriate persons who manage the financial records for the Club.
3. Communicate clearly and concisely, both orally and in writing and have strong interpersonal skills.

Other Requirements:

1. Work hours to be determined.
2. Willing to submit to and pass a background security check, credit check, and drug screening test.
3. Maintain physical condition that is appropriate to perform the assigned duties and responsibilities of the Food Service Manager's position to include, but not limited to the following: lift 25 pounds and assist with storage of food, supplies, and furniture placement and dining set-up.
5. There will be a 2 month "probationary" period.

Signature

Date

Note: This job description is not intended to be all-inclusive. Employees may perform other related duties as directed by the Club Manager or Hanover Seaside Club Board to meet the ongoing need of the Hanover Seaside Club.

FEBRUARY

Date	Day	Type	Day or Night	Cook Hours	Jackie	Faye	Marla
2/21/17	TU	Dinner	Night				
2/26/17	SUN	Sun Buffet	WE		5	5	
2/28/17	TU	Dinner	Night	5			5
2/28/17	TU	Inventory&Pricing		3			
Cook Total				3			

APRIL

Date	Day	Type	Day or Night	Cook Hours	Jackie	Faye	Marla
4/1/17	Day	Furr Luncheon	DAY		5	5	5
4/2/17	SUN	Sun Buffet	WE		5	5	
4/4/17	TU	Taco Tues	Night	6			5
4/9/17	SUN	Sun Buffet	WE		5	5	
4/11/17	TU	Dinner	Night	5			5
4/12/17	WED	Quiet Birds Party	Night	5			5
4/16/17	SUN	Easter-2 Settings	Holiday	7	7	7	7
4/18/17	TU	Dinner	Night	5			5
4/22/17	SAT	Bancroft Party	Night	5	5		5
4/23/17	SUN	Sun Buffet	WE		5	5	
4/25/17	TU	Dinner	Night	5			5
4/26/17	WED	Brown Lucheon	WE		5	5	
4/28/17	FRI	Horton-Church Dinner	Night	5			5
4/29/17	SAT	Horton-Church Breakfast	WE		4	4	
4/29/17	SAT	Horton-Church Lunch	WE		5	5	
4/29/17	SAT	Horton-Church Dinner	Night	5			5
4/30/17	SUN	Sun Buffet	WE		5	5	
4/30/17	SUN	Inventory&Pricing		7			
Cook Total				55			

MARCH

6

Date	Day	Type	Day or Night	Cook Hours	Jackie	Faye	Marla
3/3/2017	FR	Jeremias Party	Night	5			5
3/5/2017	SUN	Sun Buffet	WE		5	5	
3/7/2017	TU	Taco Tues	Night	6			5
3/12/2017	SUN	Sun Buffet	WE		5	5	
3/14/2017	TU	Dinner	Night	5			5
3/19/2017	SUN	Sun Buffet	WE		5	5	
3/21/2017	TU	Dinner	Night	5			5
3/26/2017	SUN	Sun Buffet	WE		5	5	
3/28/2017	TU	Dinner	Night	5			5
3/28/2017	TU	Inventory&Pricing		4			
Cook Total				21			

MAY

Date	Day	Type	Day or Night	Cook Hours	Jackie	Faye	Marla
5/2/2017	TU	Taco Tues	Night	6			5
5/7/2017	SUN	Sun Buffet	WE		5	5	
5/9/2017	TU	Dinner	Night	5			5
5/14/2017	SUN	Mother's Day 2 Settings	Holiday	7	7	7	7
5/16/2017	TU	Dinner	Night	5			5
5/19/2017	FRI	Collins Party	Night	6			6
5/20/2017	SAT	Carter Wedding	Night	8	6	6	6
5/21/2017	SUN	Sun Buffet	WE		5	5	
5/23/2017	TU	Dinner	Night	5			5
5/28/2017	SUN	Sun Buffet	WE		5	5	
5/30/2017	TU	Dinner	Night	5			5
5/30/2017	TU	Inventory&Pricing		5			
Cook Total				52			