



Board Meeting Minutes, March 23, 2017

The regular monthly meeting of the Board of Directors of the Hanover Seaside Club was held on March 23, 2017 at 7:00 PM at the HSC.

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

1. Approve Agenda

- a. The agenda for the meeting was presented by President Tinga. Lee requested that *Resignation of the Bookkeeper* be added under New Business. Lee noted that the *Minutes to be Approved* should read 2/22/2017. Agenda with changes approved.

2. Approve Minutes

- a. The Minutes of the February 22, 2017 meeting were distributed to the Board in advance. Minutes were approved as distributed.
- b. The Minutes of the January 21, 2017 Annual Meeting were distributed. Tinga noted that in *Section 1. Agenda and Minutes b. Additions to Agenda* that the word exclude should be changed to the word table. Minutes approved with change.

3. Presentation

- a. Tracy Skrabal of the NC Coastal Federation updated the Board on the permitting and funding status of the clean water, drainage project involving work in the paved parking lot. The project will be funded by a grant and will end the problem of water contamination at our sound property. The project was approved by the previous board. Work on the project is expected to occur in the fall of 2017.

4. Manager's Report

- a. Manager Mollene Smith presented her report which is attached.

5. Finance Report

- a. Lee distributed the February P&L and Balance Sheet with a previous year comparison. **Pridgen moved to accept the reports.** Motion passed.
- b. Finance Committee reported that starting in March the dues income will be reported as accrual income.
- c. The club received the Notice of Assessed Value. Finance Committee feels that the value is High, \$9.4 million and there will be an appeal for a new valuation by the appeal date of March 28, 2017.
- d. Tammy Brown has resigned as the bookkeeper as of April 8, 2017.
- e. Tinga raised the issue of a full audit of the Club finances. Four different motions regarding an audit were proposed and withdrawn. **Lee suggested tabling the issue until the April meeting whereupon a written motion regarding an audit could be brought before the Board.** Tinga concurred.

6. Facilities Committee Report

- a. Mark Wilson reported that new windows had been installed on the third floor. The sound will be dredged and the old dock removed. An examination of all pilings will take place at the same time and a new floating dock will be installed.
- b. A motion from Facilities committee to clarify the 2017 watercraft registration and boat requirements for boat stickers was distributed. Text of motion follows. Motion passed.

2017 Watercraft Registration Motion

1. Members who purchased watercraft stickers in 2016 will receive notice and instructions by email or letter no later than 3/21/2017.
2. Any watercraft without a 2016 sticker and currently on the Club property will be removed from the racks by April 1st, 2017.
3. All watercraft using the Club facilities—whether launched or stored—must display a 2017 watercraft sticker no later than May 27, 2017.
4. Watercraft without 2017 registration will be removed to storage on June 10th.
5. Unclaimed watercraft in storage will be disposed of on July 1st.
6. Watercraft sticker purchase requires the following:
 - a. Complete application in person at the Club front desk.
 - b. If your vessel requires a state registration, you must show your registration when applying.
 - c. The fee must be paid before a sticker is received.
7. If you receive a sticker for watercraft storage, you will be assigned a specific rack number. Your watercraft is to be stored only in your assigned rack.

7. House Committee Report

- a. House Committee will meet on April 2 to assign rooms for the summer season.

8. Social Committee Report

- a. Godwin introduced a motion from the Social Committee **to remove the Social committee from the list of committees who would look to hire a new Food Service Manager from a motion passed at the February 1, 2017 meeting regarding a Food Service Manager.** Motion passed.
- b. A list of events planned for the summer has been emailed to the board.

9. Operations Committee Report

- a. Cheatham presented **a motion from the Operations Committee to change a phrase in the Kitchen Staff Job Description from prep food to prepare and cook food.** Motion passed

10. Policy Committee

- a. Walls presented a recommendation from the Policy Committee (as requested by the Social Committee) to revise *Standing Committee Policy 1005* by deleting *VI.J.2.b Luau* and *VI.J.2.d Flotilla* from the existing policy. Lee raised a point of order that new policies or policy revisions required two readings and clear evidence of original and revised language. Point of order did not stand. Motion passed.
- b. Walls presented a recommendation from the Policy Committee to revise three policies: *Official Correspondence Policy 2005*, *Party Policy 6030*, and *Private Meeting Policy 6040*, bundling approval of the three policy revisions into one vote for a first reading. Lee raised a point of order. Point of order did not stand. **Walls moved to accept the three recommended revisions as submitted on 3/23/2017.** Roll Call vote: Steve Lee-no, Duncan McFadyen-no, Eelco Tinga-yes, Tom Cheatham-yes.

yes, Francie Godwin-yes, Susan Collins-yes, Brad Walls-yes, Mark Wilson-yes, Mike Pridgen-yes. The vote not being unanimous, the three policy revisions will require a second reading.

11. New Business

- a. Tinga presented a letter from a member asking to extend member privileges to a missionary family who will be in Wilmington for the summer. The Board consensus was that the family is welcome to use the club as guests of the member making the request as long as they are with the member and have been signed in.
- b. Eelco Tinga **moved that the ad hoc 605 South Lumina Committee become a part of the Facilities Committee.** Motion passed. Tinga **moved that Dan Hickman be assigned to member of the Policy Committee.** Motion passed.
- c. Bookkeeper Hire—Lee presented a recommendation from the Finance Committee to approve a motion reading **The Finance Committee is authorized to pursue hiring a bookkeeper—pursuant to Board approval of a recommended candidate—using the following process...** (Process attached). Approved.

Board went into Executive Session.

Recorded by H. Godwin

Edited and formatted by S. Lee

Respectfully submitted by



Steve Lee

Secretary-Treasurer

Dining Room 2/22/2017 through 3/22/2017

Total Meals Served: 278

Total Income: \$3,218.00

Daily Breakdown

| | | | |
|-----|--------|------------|-------------------|
| Sun | 5-Mar | 78 | \$959.90 |
| Tue | 7-Mar | 56 | \$606.00 |
| Sun | 12-Mar | 38 | \$462.05 |
| Tue | 14-Mar | 28 | \$302.50 |
| Sun | 19-Mar | 30 | \$364.20 |
| Tue | 21-Mar | 48 | \$523.85 |
| | | 278 | \$3,218.50 |

Parties 2/22/2017 through 3/22/2017**February Party P&L**

Party Income \$2,177.55

COGS \$951.48

Payroll \$538.81**Net Income \$687.26****March Gross Income: \$1,050.00**

3/24/2017

Motion from Finance Committee

Tammy Brown—Club staff bookkeeper—has given 14 days verbal notice of resignation with her last day of employment April 8, 2015. The Finance Committee, recognizing that continuity of day-to-day bookkeeping is essential, the recommends to the Board of Directors the following motion:

The Finance Committee is authorized to pursue hiring a bookkeeper—pursuant to Board approval of a recommended candidate—using the following process:

1. Run the attached ad in Craig's List.
2. Screen the resumes and furnish an application to those eligible.
3. Present the resumes and applications, choose applicants for interview, interview candidates, and make a recommendation to the Board for hiring.

Time Line

3/24/17--Post ad

4/02/17-Deadline for receipt of resumes

4/03/17-Send applications to candidates submitting resumes

4/09/17-Deadline for application submission

4/11/17-Finance Committee Review of submitted applications and resumes

4/12/17-4/17/17--Interviews, selection, and offer

4/20/17-Recommendation to BOD

4/24/17-Start date if Board approves recommendation and selectee is available

Craig's List Ad Copy:

Bookkeeper Job Offering—Hanover Seaside Club, Wrightsville Beach, NC

Our Organization: The Hanover Seaside Club is a family-oriented, non-profit, beachfront, social club with nearly 900 members. It was founded in 1898. The Club facility is in Wrightsville Beach, NC.

Bookkeeper Job Summary: Maintains records of financial transactions, etc. by means of a hybrid system of accounting and bookkeeping tools.

Bookkeeper Job Duties:

-) Daily Correspondence: Open, sort, distribute, respond
-) Daily Sales: Gather all pertinent sales data, reconcile with deposits and credit card transactions, post data

-) Accounts Payable: Post bills, maintain accounts, prepare checks
-) Accounts Receivable: Create invoices, post payments, maintain customer-accounts, send statements
-) Banking and Merchant Accounts: Make deposits, reconcile, etc.
-) Payroll: Maintain employee records, process payroll, etc.
-) Inventory and Point of Sale: Maintain inventory database, adjust pricing, adjust inventory, etc.
-) Reporting: Report financials monthly, create other reports as directed
-) Taxes: Create timely tax reports and make timely payments (Federal, State, and local)
-) Other Tasks: As directed by Secretary-Treasurer

Skills/Qualifications: Analysis of Information, Navigation and Operation of a TAM-QuickBooks hybrid Bookkeeping System, Deal with Complexity, Report Research Results, Enter Data, Accounting, Attention to Detail, Confidentiality, Thoroughness.

Required Software Skills: QuickBooks, Excel, Online Banking, MS Word, Familiarity with TAM Point of Sale or other POS System

Employment Parameters: This is a part-time job requiring approximately 15 hours per week average; months with high activity could require 25 hours per week. Compensation based on skills, experience and references, but salary range is \$18. No benefits, except that scheduling is flexible and atmosphere is relaxed, with an oceanfront view!

Next Steps: E-mail resume to secretary.hanoverseaside@gmail.com using “Bookkeeper Job” in the subject line. **Resumes must be submitted no later than midnight, April 02, 2017.**