

Hanover Seaside Club



founded in 1898

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April 20, 2017

The regular monthly meeting of the Board of Directors of the Hanover Seaside Club was held on April 20, 2017 at 7:00 PM at St. Paul's Lutheran Church at Sixth and Market Street.

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

1. Approve Agenda—Lee asked to strike recommendation of hiring a new bookkeeper from Old Business. The agenda was approved with the change.
2. Approve Minutes— The minutes of the March 23, 2017 meeting were distributed to the Board in advance. Walls moved to reword 10.b. to read:
 - b. Walls presented a recommendation from the Policy Committee to revise three policies: *Correspondence Policy 2005*, *Party Policy 6030*, and *Private Meeting Policy 6040*, bundled 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 revision submitted on 3/23/2017.** Roll Call vote: Steve Lee-no, Duncan McFadyen-no, Eelco Tinga-yes, Tom Cheatham-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.
3. Manager's Report—Lee presented the Manager's Report on behalf of Mollene Smith who was hosting an event at the Club. Copy attached. Walls asked for a more detailed report to include more information. Lee suggested that Cheatham give the Manager a list of information to be included in her report in order for the Board, to include COGS, labor costs, and any other information needed to give a more detailed report of the meals and parties.
- 4.
5. Secretary-Treasurer's Report
 - a. March Financials—Lee presented the previously-submitted March financials, noting that a food spoilage amount from February (not appearing in the February financials) had been booked in the March financials. Approved. Financials available online.
 - b. Correspondence—Lee reported the death of Regular member Tom Brown, Sr.
6. Committee Reports
 - a. Finance
 - i. Members with Unpaid Dues—Lee reported that 13 members have not paid their dues as of Board meeting and 5 Dining Room Fee-only members have not paid

their fees. Lee put forth a MOTION REGARDING MEMBERS WITH UNPAID DUES. Copy attached. Motion passed.

- ii. Motion by Finance Committee regarding Audit by CPA—Lee put forth a MOTION REGARDING AUDIT TIMETABLE: A certified CPA shall conduct a full audit of the financial records of the Hanover Seaside Club at the end of the fiscal year 2016-2017 (October 31, 2017) to be delivered no later than the regularly-scheduled December 2017 Board meeting. Tinga offered an amendment to include the phrase “including implementation of cash controls” and Lee accepted amendment. Motion passed and now reads:

MOTION REGARDING AUDIT TIMETABLE: A certified CPA shall conduct a full audit of the financial records of the Hanover Seaside Club at the end of the fiscal year 2016-2017 (October 31, 2017)—including implementation of cash controls—to be delivered no later than the regularly-scheduled December 2017 Board meeting.

- iii. Staff Bookkeeper— Lee reported that seven candidates were interviewed for the bookkeeper position. Due to the unavailability of a full complement of members of the Finance Committee to meet and bring forth a candidate to the board, the Committee will meet and bring forth its recommendation and mail it to the board and the board will approve it. Board agreed to this suggestion by Lee.

b. Facilities

- i. Motion 1—To allow the Facilities Committee to remove by sale or gift to Habitat the unwanted and unused materials on Club property, including the old dining room chairs and the large unused gas grill. Motion passed.
 - ii. Motion 2—The Facility Committee request additional monetary funds from the HSC Board of Directors for upgrades to the 605 South Lumina Rental property under new management with Intracoastal Realty. The committee request additional funds of \$8835 for these improvements starting in mid-May 2017, prior to the beach season. Motion passed.
- c. House Committee—Godwin reported that rooms for the Summer Season were assigned and notifications have been sent out to members for the amount owed for their reservation.
 - d. Social Committee—Godwin reported that the Committee has decided to move Bingo back to Wednesday nights at 7:30PM. Snack bar will be open on Wednesday evenings until Bingo intermission as well as during the day on Wednesday.
 - e. Operations Committee-- Operations Committee minutes have been sent to board members. This includes a time line for the Food Service Manager application process. Lee questions.
 - f. Policy Committee— Walls presented a recommendation from the Policy Committee to revise three policies: *Correspondence Policy 2005*, *Party Policy 6030*, and *Private Meeting Policy 6040*, bundled approval of the three policy revisions into one vote for a second reading.: Called for question: Vote on call for the question. Vote passed. Roll Call Vote was called for. Vote: Eelco Tinga-yes; Tom Cheatham-yes; Steve Lee-no; Duncan McFadyen-no; Francie Godwin-no; Susan Collins-yes; Brad Walls-yes; Mike Pridgen-no; Mark Wilson-yes.

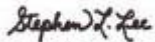
7. New Business

- a. Approval of Opening Letter—Lee presented the draft version of the 2017 Season Opening Letter for Board consideration and approval. The following changes were offered, and the revised letter was approved.
 - i. Boat sticker prices should be included.
 - ii. The revised snack bar schedule should be included.
 - iii. The payment tenders should be revised to exclude cash as a tender for dining room meals or purchases stemming from the third floor per a May 2012 motion from the Board.
 - iv. The Monday schedule should be noted as unconfirmed.
 - v. Officer and Board member contact information should be updated as provided.
- b. Motion to Enact Rule—Lee presented a motion **TO ENACT A STANDING PROCEDURAL RULE REGARDING MOTIONS FROM COMMITTEES**: When any committee recommends a motion to the Board of Directors, the Committee minutes must reflect that recommendation, and a written version of the motion shall be made available to the Board of Directors 48 hours prior to the regularly-scheduled Board meeting in which the motion will be presented. Motion failed.
- c. Motion to Enact Rule—Lee presented a motion **TO ENACT A STANDING PROCEDURAL RULE REGARDING CONSIDERATION OF POLICIES OR POLICY REVISIONS**: A motion to approve any new policy or any revision to an existing policy may contain only one new policy or one revision to an existing policy. Motion failed.

8. Adjourn

Recorded by H. Godwin
Edited and formatted by S. Lee

Respectfully submitted by



Steve Lee
Secretary-Treasurer

Attachments (2)

1. Manager's Report

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	<u>\$538.81</u>
Net Income	\$687.26

March Gross Income: \$1,050.00

2. MOTION REGARDING MEMBERS WITH UNPAID DUES

Applicable Section from HSC Constitution is **Article III, Membership Regulations, Section 4:**

Section 4. The membership year shall be from April 1 of the current year through March 31 of the following year. (2/8/14) Any member failing to pay annual dues by April First (1/29/93) of each year shall be automatically suspended and shall be denied the privileges of membership until such dues are paid. Acceptance of full arrears and restoration of membership shall be within the discretion of the Board.

Motion:

All names on *UNPAID DUES LIST* (other than members in nursing homes only owing DR minimum) submitted this date by Secretary-Treasurer shall be sent registered mail no later than 5/13/17, to include:

1. Original dues invoice
2. Request for intentions
3. Deadline for payment 6/1/17 or forfeit membership, or
4. Hardship request submitted by 6/1/17 with personal appearance required at June BOD Meeting