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## Draft Board Meeting Minutes, August 24, 2017

The regular monthly meeting of the Board of Directors of the Hanover Seaside Club was held on August 24, 2017 at 7:00 PM at Keever Hall, St. Paul's Evangelical Lutheran Church, Wilmington.

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

1. Adoption of Agenda—Following discussion, it was moved that the agenda (as outlined in this document) be accepted. Approved.
2. President's Remarks—The President made a speech on the topic of manager transition and the future of the Club and distributed a 14 page *Manager Resignation and Retirement Update, Miscellaneous Information Packet, August 24, 2017*.
3. Member Remarks—Colonel George Earnhart presented a rescission letter dated August 19, 2017 on behalf of Manager Mollene Smith that read as follows:
4. Approval of Minutes—The Minutes of the July 20, 2017 Board Meeting were approved as distributed.
5. Manager's Report—The Manager's Report for July, 2017 was presented by Lee on behalf of Mollene Smith.
6. Secretary-Treasurer Report
  - a. Lee reported that the administrative finance team members—Secretary-Treasurer, Bookkeeper, and Manager—were working well together to administer the financial activities of the Club.
  - b. Lee acknowledged receipt of the correspondence from Col. Earnhart.
7. Committee Reports
  - a. Finance Committee—The following financial reports (previously submitted via DropBox) were approved as presented:
    - i. June 2017 P&L and June 30, 2017 Balance Sheet (Previous Year Comparison)
    - ii. July 2017 P&L and July 31, 2017 Balance Sheet (Previous Year Comparison)
    - iii. Cash Position as of August 22, 2017 (Previous Year Comparison)
  - b. Facilities Committee—Wilson reported as follows:
    - i. Railings on the third floor—Options remain under consideration but the overall height of 42 inches will govern the final design.
    - ii. Fences—Fence repairs to the sound-side chain link fence system and the chain link fence between the Club and the A Frame are necessary and will be addressed in the budget for 2017-2018.
  - c. House Committee—Godwin reported as follows:
    - i. Maintenance items for 2<sup>nd</sup> and 3<sup>rd</sup> floor are being considered and will be addressed in the budget for 2017-2018
    - ii. The carpets will be cleaned September 5<sup>th</sup>
    - iii. Improvements to the first floor are being considered and will be addressed in the budget for 2017-2018.
    - iv. Lee noted that large projects should be submitted through a budget request and approval of any particular project is a part of the budget process.
  - d. Operations Committee—Walls reminded the Board that funds had been appropriated for the Manager's moving expenses at the June 22, 2017 Board meeting.
8. New Business
  - a. CPA Engagement Letter—Lee presented a **Recommendation from the Finance Committee** containing three parts as outlined below. Approved.

- i. *The Hanover Seaside Club engage Earney and Company, LLP using Option 3 on the attached engagement letter, and that*
      - ii. *The Secretary-Treasurer convey this choice to Earney and Company, LLP, and that*
      - iii. *The Audit Committee, Finance Committee, Secretary-Treasurer, and Bookkeeper be instructed to fully cooperate with Earney and Company, LLP in order to achieve a successful engagement.*
9. Announcement of next regular meeting of Board, set for 7:00PM, September 21, 2017 at Hanover Seaside Club
10. Announcement of Board Retreat
  - a. Tinga announced a Board Retreat set for August 30<sup>th</sup> at the Hanover Seaside Club and following discussion, no date was set for a Board retreat
11. Motion to go into closed session. Approved
12. Closed session
13. Return to open session
14. Motion regarding Club Manager's rescission letter of dated August 19, 2017 made by Lee on behalf of entire Board. Second by Walls. Approved.
  - a. *The Board accepts Molline's offer with gratitude. The Board commits to the membership to meet with Mollene and any qualified manager candidate to create a smooth transition that is in the best interest of all members and to report its decision to members no later than the September 21, 2017 Board meeting.*
15. Adjourn

Respectfully submitted by

*Stephen L. Lee*

Steve Lee, Secretary-Treasurer