



Minutes of the Regular Meeting of the Board of Directors, October 18, 2017

A regular meeting of the Board of Directors of the Hanover Seaside Club was held on October 18, 2017 at 7:00 PM at the Hanover Seaside Club.

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

1. The meeting was called to order. Tinga presiding.
1. Adopt Agenda—The agenda was adopted as presented.
2. The minutes of the 9/20/17 were approved with corrections.
3. Tinga moved that Tannis Nelson attend closed session as parliamentarian. Approved
4. Manager's report—Manager Victor Brown presented an oral report on his first 16 days as Manager.
5. Facilities Committee
 - a. The Facilities Committee recommended approval of the following motion: **The Club may spend up to \$12,000 in upgrade or renovation of the Manager's quarters.** Approved.
 - b. Handicap Space Addition—The Facilities Committee recommended approval of the following motion: **The three staff parking spots east of S. Lumina on the north side of the front steps shall be reconfigured to one handicap spot and one spot for the Club Manger.** Approved
6. Operations Committee—motions as follows:
 - a. Castle Branch Account—The Operations Committee recommended approval of the following motion: **The Secretary-Treasurer shall transfer the Castle Branch account to the Operations Committee Chair within 48 hours. All Club personnel handling cash or charges shall be subject to a background check conducted by the Operations Committee.** Approved.
 - b. Updated member list— The Operations Committee recommended approval of the following motion: **The Secretary-Treasurer shall provide an updated membership list to the Chair of the Operations Committee no later than October 31, 2017.** Approved.
 - c. Switch to Spectrum—The Operations Committee recommended approval of the following motion: **The Club shall switch to Spectrum new service to not only save money but also to upgrade existing communications to include phone, internet, wireless, and cable.** Approved.
 - d. New phone system—The Operations Committee recommended approval of the following motion: **Funds up to \$500 shall be allocated to provide a new phone system for Club service to include front desk, kitchen, 3rd floor, and snack bar.** Approved.
7. Finance Committee
 - a. Dining Room Minimum—The Finance Committee recommended the following motion: **No Dining Room Minimum charge shall be required of members for the 2018 membership year.** Approved.
 - b. TAM Subscription—The Finance Committee recommended the following motion: **The Secretary-Treasurer will confirm with Lode Data Systems/TAM any amounts necessary to make our TAM software subscription valid and current and will pay those amounts immediately.** Approved.
8. New Business

- a. TAM Committee—Tinga moved that a POS/TAM Committee be established in the following motion. Approved.

Hanover Seaside Club's POS/TAM Committee, Established November 1, 2017

Members appointed to the POS/TAM Committee: Tracy Meadows, Jan Sheppard, Mike Pavlo, CPA.

Charge to the Committee: The POS/TAM Committee is hereby directed to,

1. Contact and coordinate directly with our TAM representative and arrange for TAM training for the Manager, Bookkeeper, Treasurer, and select members of the Finance and Operations Committees, if necessary.
2. Validate the integrity of the TAM system operations and insure that it is integrated correctly with our QuickBooks program.
3. Recommend a process for records backup to include cloud backup on a routine basis.
4. Regularly report challenges and progress to the President and the Board.
5. Insure that no changes are made prematurely that might cloud the 2017 audit now taking place.

Coordinating Instructions:

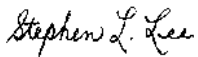
The TAM committee shall have authority to coordinate directly with the Manager, Bookkeeper, and the Treasurer. Further, the TAM Committee is authorized to coordinate directly with TAM Retail for training and support and the Committee will make recommendations to the full Board as needed.

Authority:

This Committee is formed under the authority of the President as specified by Article 2, Section II of the HSC Constitution with the purpose of insuring accuracy and integrity in our financial record records.

- b. Budget Meeting—The Finance Committee recommended the following motion: **A special called meeting of the Board of Directors shall be held on November 2, 2017 to review the draft budget presented by the Finance Committee.** Approved. Meeting time was set for 5PM.
9. Next meeting—The date for the next regular meeting was set for 11/16/17
 10. Motion to go into closed session. Approved.
 11. Entered closed session
 12. Returned from closed session
 13. Motion to adjourn. Approved.

Respectfully submitted,



Steve Lee

Secretary-Treasurer