



Minutes of the Regular Meeting of the Board of Directors, November 16, 2017

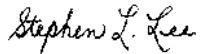
A regular meeting of the Board of Directors of the Hanover Seaside Club was held on October 18, 2017 at 7:00 PM at the First Baptist Church Activity Center.

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

1. The meeting was called to order with Tinga presiding.
1. Adopt Agenda—The agenda was adopted as amended.
2. Minutes—The minutes of the 10/18/2017 regular meeting were approved as presented.
3. Manager's report—Tinga presented a written report from Manager Victor Brown. Attached.
4. Secretary-Treasurer's report—Lee reported on various items. Attached.
5. Nominating Committee—Godwin reported that no nominations for 2018 elections had been received to date.
6. Operations Committee—Walls reported that the Operations Committee continues to work on its plans for its *Hanover Seaside Club Member Survey* and that Board members would receive a copy in advance of the December Board meeting.
7. The Facilities Committee—Wilson reported on the upcoming Pier project: The replacement of the pier and "sun deck"—the westernmost tee end of the pier—is set to begin in late December or early January with a March 1, 2018 completion date.
 - a.
8. Finance Committee
 - a. Collins reported (on behalf of the Committee) that our property tax valuation appeal for the 2017 tax year for 605 S. Lumina was successful, and that we would be getting official notice of the exact amount of the reduction by mail. The decision on 601 S. Lumina is pending.
 - b. Collins requested permission to obtain pricing for pest control services from alternative vendors and to be empowered to select a new vendor based on price. Wilson moved that **Collins should research the pricing and services of various pest control vendors and bring a report to the Facilities Committee for its consideration for vendor and service selection.** Approved.
 - c. September and October Financials—Lee noted that copies of reports were available for Board member consideration.
 - d. Dining Room Minimum—Lee moved that **Members shall be allowed to use available dining room minimum credit balance until December 18, 2017.** Approved.
 - e. Budget for 2017-2018—Lee presented the draft budget approved by the Finance Committee for submission to the Board for its consideration. Collins moved that **the draft budget for 2017-2018 as presented by the Finance Committee be accepted by the Board and presented to the Members for their consideration at the annual meeting.** Approved.
 - f. Financial Reports—by consensus request, the Secretary-Treasurer was directed to furnish the following monthly reports to the Board of Directors:
 - i. P & L for the month compared with previous year
 - ii. Balance sheet at month's end compared with previous year

- iii. Cash position compared with previous year
 - iv. P & L for the month, budget vs. actual
 - v. P & L year to date, budget vs. actual
9. New Business
- a. Iron Man—Lee moved that **Ironman, Inc. shall be permitted to use Hanover Seaside Club facilities on October 11th, 12th, and 13th at the rate of \$400 per day with a two day minimum with the following conditions: (1) Port-a-potties should be set up against the Waynick Blvd. fence and nowhere else, (2) any sound-side Club property—if moved during the event—must be returned to its original location, and (3) only race officials are permitted on the pier or in the pier gazebo.** Approved.
10. Next meeting—The date for the next regular meeting was set for 12/14/17
11. Motion to go into closed session. Approved.
12. Entered closed session
13. Returned from closed session
14. Motion to adjourn. Approved.

Respectfully submitted,



Steve Lee

Secretary-Treasurer

Hanover Seaside Club Managers Report: 11/16/2017

- Since last Board meeting we have successfully hosted the following events:
 1. Ironman Race, swimming leg of the race.
 2. Bridal Luncheon for 15
 3. Birthday dinner party for 70 people
 4. Luncheon for UNCW alumni for 55 people
 5. Burgaw High School class of 1967 50th class reunion for 60 people
 6. Meeting for Without Limits with over 100 people in attendance
- We are now serving Dinner on Tuesday and Friday nights and lunch on Sundays.
- The current staff we have now is getting better through training and experience. I would like to use current staff to take over housekeeping duties as well. This would provide my staff with more hours, make employee retention easier and consolidate overlapping duties to save the Club money.
- We are currently working on Thanksgiving lunch and the Flotilla weekend. We have multiple Christmas parties coming up in December and we still have dates available to do additional parties.
- We are constantly looking for ways to improve the experience that members and guests have while being at the club. Going forward we will continue to expand the range of events and activities at the club to meet the needs of all age groups who are members.
- Goals for the future include improved communications between the club and its members, improved accessibility to the club by members and guests, more diverse events to serve the needs of members and continue provide outstanding quality of food for all events.

Secretary-Treasurer's Report to the Board of Directors

Hanover Seaside Club

November 16, 2017

Compliance with directions from Board

1. I transferred the Castle Branch account to Operations Chair Brad Walls. I also uploaded to DropBox copies of background checks from Castle Branch on Bookkeeper Barbara Lositio and on Steve Lee. I did this as a means of verification for Board members that I have complied. I also asked Walls to upload background checks of others covered by the motion from last month, including the President and the Club Manager. I would note that the only background checks in DropBox at the moment are the two I uploaded.
2. I furnished the Operations Chair with an updated membership list.
3. Once I received a bill for updated software subscription, I paid that bill.
4. I met with Tracie Meadows of the POS/TAM committee to discuss my role in implementing the charges of the motion. I meet again with the entire committee tomorrow to discuss next steps.

Budget Preparations

1. I worked with the Bookkeeper to insure that all information necessary for budget preparations and submission of our QuickBooks company file to the CPA had been posted, and I reviewed 2016-2017 transactions exhaustively to insure the best possible data for both the budget and the CPA.
2. I completed draft budget documents in preparation for the Finance Committee Budget review, including an analysis of budget increases approved by this Board and capital outlay.

Audit

1. I uploaded to the CPA numerous reports required for the audit and today I uploaded a copy of the QuickBooks company file which the CPA will use extensively to prepare the audit.

Internal Controls Review

1. I met with the CPA, the President, and the Audit Committee to review a draft of the Internal Controls Review Report.