

HSC Board Meeting Minutes

December 2, 2019

1. Call to Order:

President Jan Sheppard called the meeting to order at 6:00 PM. Present were Cher Pridgen, Clark Whitman, Mackey Hughes, Andrew Walden, Armistead Boyd, Ernie Alexander, Dan Harris and Elise Beall.

2. Adoption of Agenda:

 Item D. Update to Jonas was added into the agenda by

 President Sheppard. The agenda was approved with noted

 change.

3. Approval of Minutes from Nov. 4, 2019 meeting:

Following changes to show Board member Ernie Alexander was absent. And adding to New Business item e. section statement “Both Armistead and Mackey Hughes work for companies that provide laptops for non-profits. They will

Check with their respective employers to see if the Club

Qualifies to receive equipment.” The minutes were approved.

4. Managers' Report – Victor Brown

 Review for first 2 weeks of November

 Revenue $3,200

 Less labor & food cost of $3,749 (with Chefs salary $2,700)

 Resulting in a loss of $549

 A loss can be expected if head count if below 40-50 for

 parties & events & no dinners served during week

 Not paying overtime to Chef during summer will offset

 the losses that we show in the off season

 President Sheppard stated that Chef salary as a salaried

 employee is the same amount as last year when he was paid

 hourly with overtime

 Manager stated that during the off season, Chef will be

 working painting & maintenance so we will not need

 to hire extra workers

 Made small profit on Flotilla, 30 dinners on second floor

 and 100 bought chili on dock.

 56 nights rented on 3rd floor in November, down considerably

 from last year Revenue $5,600

 Question concerning Melissa still out due to auto accident

 Jeff Grate (bookkeeper) has been covering front desk now that

 he is working 40hr week so we have not replaced her

 Hopefully she can return at a later date when needed

 Elise Beall discussed not calling our 3rd floor a hotel,

 members do not like this

5. Secretary/Treasurer’s Report – Clark Whitman

 No financials were presented, Controller has not completed

 yearend posting. Once complete, year-end financials will be

 distributed.

 2020 Budget by month numbers will be sent to all committee

 chairs for the accounts their committee has responsibility.

 Most accounts will show a seasonality effect to better

 match the actual club activities for their review.

 Finance Committee asks committee chairs to complete 2 tasks

 each month

1. Committee minutes to be submitted once approved.
2. Actual P&L to Budget variance report returned with explanations for any large variances.

6. Committee Reports

1. Operations Committee – Cher Pridgen/Elise Beall

The co-chairs reported they have a larger committee this

year & have divided into 3 groups. Many members have served on committees in the past & this continuity should

prove very helpful this year.

Elise Beall put a **motion** before the board with no second required to approve a change in housing policy to state:

 **Rooms may be rented during the off season without**

 **limitations on number**

 Motion passed unanimously

The Club will be open to the members most days since someone will be on-site. We will not rent rooms when maintenance is being done on them.

The operations committee received a report template from Clark Whitman for P&L on parties/events/meals/rooms

Revisions were made to the template & a report titled HSC Party/Event Activity Report was distributed to Club

Manager & Chef. (form attached to minutes)

A report will be completed for each party/event beginning November 1,2019

Advised staff members will be removed from HSC Facebook access.

Operation and House committees worked jointly on the review of a club rule and asked to delete Club Rule in section:

 V Rooms Item M which reads: “*The BOD has final approval of all room rentals. In order to maintain a*

*family-friendly club, members of the opposite sex occupying rooms must be immediate family. This does not apply to guests of children under 12 years old staying with an adult family member.”*

Ernie Alexander made a **motion** to delete this rule

Elise Beall seconded; Motion passed unanimously.

1. Finance Committee – Clark Whitman

All issues covered in Secretary-Treasurer’s report

1. Facilities Committee – Dan Harris

Meeting scheduled for January. Chairman asked that Club Manager be added to this committee. Victor Brown agreed.

1. Governance Committee – Mackey Hughes

No meeting has been held

1. Auxiliary Building Committee – Armistead Boyd

Financing: Committee is turning over responsibility

 to the Finance Committee.

 Builder: Architect Scott Sullivan will submit scaled

 drawing of plan tomorrow so Jim Godwin can spec out &

 submit for builder proposals

Hurdle: Our variance issues can either be handled ourselves or we can hire an attorney. Armistead said he

read over the procedures and he feels we can handle in house and save the expense of an attorney.

Called Meeting: Hope to schedule in March or April to get financing approval from the Membership.

1. Social Committee (didn’t meet)

G. House Committee (didn’t meet)

7. Old Business

 A. Minutes from September, 2019

President Sheppard revised minutes to better reflect the concerns expressed by Twig Wiggins regarding Seasonal & Regular members.

B. Iron Man – use of parking lot (also Film Company, Polar plunge)

Iron Man: Our first proposal submitted to Iron Man for cost to use parking lot in 2020 was rejected. They asked that we charge the same amount that Sea Path Marina is charging, $1 per participant. After discussion stating that doing this would show the Town of Wrightsville Beach that we are supportive of the type of events that make a lot of money for the city. Doing this could possibly help when we present our building variance request.

Armistead Boyd made a **motion** stating “The Hanover Seaside Club will charge Iron Man $1.00 per participant”

Seconded by Dan Harris, Motion passed unanimously.

Polar Plunge: Mark Wilson submitted a request that we allow overflow parking the for this event on New Year’s Day. This is a charitable event which supports the Special Olympics. Discussion & and approval was given to allow parking at no charge.

Film Company – No action has been taken

 C. Computers –

 Finance Committee will secure bids from

 Your Computer Friends & Atlantic Computer Services to

 replace computers and point of sale equipment needed.

 Secretary-Treasurer has been authorized to make the

 necessary purchases.

 D. Update to Jonas

President Sheppard stated that Jonas updates should be completed in 10-12 days. E-commerce component has been ordered. She also brought to light that she recently discovered some service charges associated with Quick Books and TAM systems had not been cancelled in a timely manner. This issue will be handled by Treasurer, Clark Whitman. Clark also noted that as of November 1, 2019 no payments are being processed that have not been approved.

8. New Business – No new business

9. Next meeting – January 29, 2020

10. Executive Session – The board entered then exited Executive

 Session

 11. Adjourn

Respectfully submitted,

*Clark Whitman*

Secretary Treasurer