

HSC Board Meeting Minutes

February 25, 2020

Hanover Seaside Club 6:00 PM

1. Call to Order

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

1. Adoption of Agenda

 Agenda was adopted without change.

1. Approval of Minutes from January, 2020

A summary of January Executive Session was added to January minutes. A motion was made by Elise Beall to approve minutes with changes, seconded by Ernie Alexander. Minutes were approved.

1. Manager’s Report – Victor Brown

No rooms rented in January. No meals served in January. 1 party and 1 meeting held.

1 party and 1 meeting held. Profit shown on each.

Quiet Birds loss issues have been addressed. They are now paying $20 per person for meals. Regarding Quiet Birds, Elise brought up the fact they should not be considered a party and pay the $75 room fee. Since the last meeting, she discovered on the Website, a Private Meeting Policy Contract for groups that hold recurring meetings during the year that was passed by a previous board showing a room fee of $0. Their room charge going forward will be $25 to cover clean up. We will still make a profit on food.

Dan Harris discussed differences in pricing he found on December reports. He felt this was not fair to members for some to pay less than others. This was mainly due to the old pricing Quiet Birds was receiving. Elise and Cher stated that Operations has worked on this with Victor and Garrett and it should not happen again.

Painting project – Upstairs stairwell and 2nd floor have been completed, touch ups are being done in kitchen, office and upstairs. Should all be complete by the end of March.

1. Secretary/Treasurer’s Report – Clark Whitman

1. Y/E 990 Filing update

The Y/E Tax Reports have been filed for Federal and State. We did owe tax on $7,500 interest earned on our money because this income is outside of the scope of a non-profit. Federal tax $1,450 and State tax $229

B. Contents Claim update

 Clark stated that after reading through files, emails & talking with Armistead Boyd & Mark Wilson, he has determined that no claim was filed for contents of 605. He has reached out to the insurance company to reopen the file. After much discussion was held on what items should be on the content claim, it was not determined who should file and sign the content claim on behalf of the Club. Once he receives the claim form, Jan advised Clark to give it to her and she will reach out for help to fill it out.

1. Opening Costco account

Account has been opened with an $8,000 credit line. Clark is primary contact. Once he receives Costco package, he will set up Garrett & Victor with member cards.

6. Committee Reports

A. Operations Committee – Cher Pridgen/Elise Beall

1. HR Subcommittee

 Handbook Committee is comprised of members that all have HR experience. They have been working very hard and have completed all but benefits section. Elise has sent a questionnaire to all Operations members that needs to be completed ASAP. They want to have Handbook completed to present to the Board at the March meeting for approval.

2. Report on Parties/Events

 A motion was made to approve $25 room rental fee for Private Meeting contracts, motion was approved,

B. Social Committee - Cher Pridgen

 We received several comments on Valentines Party, positive and negative. The committee decided to send a survey via email to all attendees to help us improve the member experience. There was discussion on sending surveys on all events going forward and members present thought this was a good idea. The Social Committee wants to find ways to improve and the surveys will certainly help.

1. House Committee - Elise Beall

Room Reservations – Elise, Cher and Henrietta are on this committee. They will meet for the first time on March 11 and final meeting will be March 22 to assign rooms. There was much discussion regarding the difficulty they have in assigning rooms. They are starting to have younger members participate in the process so they can take over in the future.

D. Finance Committee – Clark Whitman

 1. January Financials review

 Per requests for clarification regarding funds in Restricted and Non-Restrictive cash accounts, Clark explained how he structured the accounts using a note system to explain exactly what is in each account. Members understood and had no questions.

 Accounts Receivable- $400,000 was billed out in dues. As of today, $35,000 is still outstanding. Much discussion was had on ways to contact members regarding their past due balance. It was decided that Clark and Jeff would call all members past due. Clark will work with those who need extra time to pay. Discussion was also held about credit card fees. Last year this was approximately $17,000. Some board members favored charging a convenience fee and others disagreed. No decision was reached.

2. Budget variance review update

Clark stated that this report will be generated quarterly instead of monthly. Work is still on going to determine what information each committee needs to create an accurate budget. Much discussion was had regarding guidelines for who is responsible for budgeting Parking Fees, Locker and Boat Stickers fees.

3. Search for Controller

 No response as yet to inquiries. Clark will reach out to Mike Pavlo to see if he is interested and explore to find other candidates to consider.

 Regarding new computer system, Clark was asked to get a third quote from Computer Warriors. It took 3 weeks to get the salesman to call back. He came to the club, installed a software to scan our current system. After another delay of returning calls, he said he determined that we needed $1,500 of repair work done. He will present the Finance Committee recommendation at the next BOD meeting using the 2 proposals in hand.

E. Facilities Committee – Dan Harris

 Gate has been ordered. Doors are backordered. The Facilities Committee has a work day scheduled March 14th to work on cleaning out the downstairs big room, setting up tables & etc. Victor & Garrett will take seasonal decorating items downstairs to the storage unit. Bathrooms downstairs will receive some repair work and a thorough cleaning.

 We had a member fall over the uneven sidewalk next to a handicapped parking place. Dan has received a quote of $1,700 to grind uneven sidewalk areas next to handicapped parking places. He will obtain another bid before making a decision. This needs to be completed before Easter.

F. Governance Committee – Mackey Hughes

 Committee has not met due to members schedules, out of town etc. They will meet next week and report at March BOD meeting.

G. Security Committee – Andrew Walden

 Committee has not met as yet. Unfortunately, our security guard from last year, Danny, cannot return. Andrew will put an ad in Craig’s List the end of March which is how he found Danny last year. Jan asked if he would also ask Danny if he had any friends who may be interested. Installing gated access for the parking lot resulted in a 75% decrease in foot traffic through the lot. A part-time security guard and keeping the gate closed at the gravel lot kept trespassers to a bare minimum. Bo brought up repairs for the crossing light. Duke Power has sent paperwork to the city of Wrightsville Beach confirming the city is responsible for repairs. He will forward email from Taylor Brown that gives a contact name with the city. Andrew and Security Committee will follow up. Problems with people using the 605 property as beach access was discussed.

H. Auxiliary Building Committee – Armistead Boyd

 1. Variance

 Ernie presented report since Armistead is meeting with our attorney Alex Hall to go over plans for meeting with WB Board of Adjusters tomorrow. WB informed us we had presented all necessary documents and they were in order including plans, letters to neighbors in stamped envelopes. Question was asked if we knew if any neighbors opposed, but we do not know. There was an email from the WB Fire Marshall stating concerns about the variance because he needs 15ft on each side of structure for fire lanes. We responded to him noting the variance request only affects the parking lot area, not the structure itself. Have not had a response from him as yet. We feel confident that we are fully prepared and hopefully the variance request will pass without a problem.

2. Finance update

 Cannot pursue finance options until final plans have been submitted to builders for bids. Our committee is working on specs so we can work quickly to obtain a builder and visit all finance options.

3. Turlington property

 This property is for sale on Zillow for $2.1 Million. There had been discussion that purchasing this property could be an option instead of building. Consensus was price was too high and property is not a suitable option.

4. Called meeting

 If all goes well with the variance, committee hopes to request a called meeting of membership in May to approve plan, builder and financing.

7. Old Business

 A. Jonas update

 Jan reported we have had delays with Domain going live for members to use the website for reservations and for committees to generate needed reports. Hopefully it will be up and running by March 10 so Jan can complete and post Club Calendar.

8. New Business

 Club Internet has been down. Your Computer Friend has been out several times & found a faulty switch which they have replaced.

 Film crew for the pilot episode of Lost Boys have requested use of snack bar area, dining room upstairs and parking lot on March 16. They will use from 4:30 am to 2:00 pm

They will pay $2,500 for the day. Motion was made and approved to give them a contract.

9. Next meeting

 Next BOD meeting will be held on March 24th at 6:00 pm

10. Executive Session

 Summary of Executive Session.

 New Members presented during Executive Session were voted on and approved.

They are: Mark and Melissa Davis, Scott and Jordan McCorkle, Tara and Dayle Flammia, Bill and Susan Milholland, Victor Todd and Melissa Byrd, Hayley M Grimes and Zachary R Dean.

 The following motion was discussed and presented in regular session for a vote.

**Motion:** The Hanover Seaside Club will no longer accept applications for membership for anyone but immediate family of members (children and grandchildren)

 Jan Sheppard moved to adopt; Elise Beal seconded. Motion was passed.

13. Adjourn

 Meeting was adjourned.

Respectfully submitted,

Clark Whitman

*Clark Whitman*

Secretary Treasurer