

HSC Board Meeting Minutes

March 24, 2020

Webinar 6:00 p.m.

1. Call to Order

Due to Coronavirus issue a Webinar Meeting was held.

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, Andrew Walden and Armistead Boyd,

2. Adoption of Agenda

 Change: February financial review added to Secretary/Treasurer’s Report section.

 Agenda was adopted with change.

3. Approval of Minutes from February, 2020.

 Elise Beall had 2 corrections. The Minutes with corrections were approved.

4. Managers' Report – Will be covered by Operations Committee Report

5. Secretary/Treasurer’s Report – Clark Whitman

A. Financials – Balance sheet – Total in primary account $862,000 As a reminder, it is divided into 3 sections, unrestricted, 605 reserved and restrictive. The majority of unrestricted is 2020 dues received. Accounts receivable for unpaid dues as of today is $27,000. The balance in the tax account is a timing issue with payroll taxes.

Elise asked where could she find initiation funds received from new members as she thought we had some children of members brought in during December. Ernie stated we did not issue new member invitations until January. Clark and Ernie will meet and clarify at the next meeting. Also, facilities variance was large due to on going work that we have not received bills as yet. Also, variance in utilities was due to seasonal projections. Clark stated he under estimated costs for January & February off season and will adjust these estimates when he works on next year’s budget.

B. Opening Day Letter – Jan initiated discussion on when we should send the opening letter. It was decided that handing out letters to members on Mother’s Day has worked well in the past. We would mail to all members that do not come down on Mother’s Day. Of course, this is all subject to what restrictions might be in place due to the Covid-19 virus. Clark will prepare a draft of the letter and asked for help from Operations regarding yearly event calendar and any meal pricing changes as these need to be given out along with the letter. In the meantime, Elise will be updating members on the website, blog and email regarding any possible changes, cancellations and closures. Armistead made a suggestion that we also post on the front door of the club, everyone agreed this was a good idea.

C. Computer Update – A decision was made to use Your Computer Friends again this year for our hardware purchases, offsite storage and maintenance. A laptop has been ordered for Jeff, our bookkeeper, so he can be mobile in case he needs to work from home. Hopefully this will arrive within the week.

D. “What If” Report – Will be discussed later in meeting.

6. Committee Reports

 A. Finance Committee – Clark Whitman

1. Controller Update – As of today, we have 2 candidates that have submitted resume and references. Clark has been trying to reach references with no success so far. Will report status at next meeting.

 B. Operations Committee/Social/House - Cher Pridgen/Elise Beall

House – Elise reported they are composing a new Room Rate Policy regarding rules for cancellations. This is primarily for rooms rented during the Fall and Spring which quite often are made a year in advance. There has been a problem with no shows or cancellations at the last minute since we have not required a deposit be put down when reserved. After much discussion, it was decided that the new policy will be written requiring a one-night non-refundable deposit unless the reservation is cancelled within 14 days. Armistead and Dan stated that each member must be advised of this policy when the reservation is made and acknowledge they agree. All present agreed and the new policy will be written and applied. Next, there has not been a clear policy on room rentals during weekend functions at the Club in the Spring and Fall. In the past, some events/parties have booked all the upstairs rooms, leaving none available for Members. A policy will be written requiring 3 rooms will be kept open for member use. If these rooms are not booked by 2 weeks before the event, they will be released for event rental if needed.

Everyone agreed and this policy will be written and applied.

Manager’s Report – Elise sent this report to all BOD members. No room rentals, no meals and very few events.

 Operations reviewed Breakfast cost analysis from last summer and determined that we should keep the price the same as 2019, $9.00. She made a motion and it was passed.

Social – Valentine Party Survey. Cher reported the survey results gave good input that we can use to improve member experience going forward. She discussed the results with Victor and Garrett, and they all determined areas for improvement. She also plans to send surveys for events and parties for further input. We are planning a new event this year, Octoberfest, to be held on October 3rd. Please put this on your calendar. We hope this event will appeal to our younger members and their families.

The meal & party form analysis will be used for 3 meals each week during the summer, rotating between breakfast, lunch and dinner.

The Handbook is complete and will be distributed next month.

 C. Facilities Committee – Dan Harris

1. Work Day – After much discussion, April work day is cancelled and another day will be scheduled once we know more about the Virus situation.

Update on uneven sidewalk – rather than grind down the sidewalk, Bo said he would rather replace the whole sidewalk. Dan would like to get an estimate from a company that says they can push up and stabilize the existing sidewalk before we commit to replace. He will report his findings. There was also a brief discussion about a potential plan for Mother’s Day.

D. Governance Committee – Mackey Hughes

 1. List items that we might want to add to agenda for called meeting – Governance

 needs the BOD to give them a set number of seasonal members to become regular

 members that they can reasonably expect to be approved at the meeting. They

 have been advised that 20 to 40 is a good start. There was a spirited discussion

 regarding this issue. Mackey stated that this is an important issue that needs to be

 addressed and we will need time to decide how to proceed so all opinions discussed

 have merit. Everyone needs to continue to come up with ideas and this discussion

 will be an ongoing process at our BOD meetings.

Mackey stated Bob Morton is working on going through the constitution and the committee will be making some minor change recommendations soon.

E. Security committee – Andrew Walden

We cannot pursue hiring a new security guard at this time. Andrew will post the job on Craig’s List when the time is right. Jan also requested that he contact Danny, the Security Guard from last year, to see if he knows anyone that would be interested.

F. Auxiliary Building Committee – Armistead Boyd

 1. Bid for contractors – The over under plan is almost complete and will then be sent

 to the engineer in Raleigh. Once his work is complete, we can start obtaining bids

 from builders. There was discussion about how current conditions could impact

 building costs and financing rates. Armistead stated we can obtain rent loss

 insurance and this should be of interest for those members opposed to building.

1. Letter for called meeting – will discuss at next meeting

7. Old Business

 A. Jonas update – Portal for members to access for reservations and payments will be live

 in the next few days.

8. New Business – no new business

9. Next meeting – next virtual meeting April 14th at 6:00 pm discuss Covid-19 situation.

 Tentative next virtual BOD meeting April 28th at 6:00 pm

10. Adjourn Regular Session- Regular session adjourned.

11. Executive Session

12. Adjourn Executive Session

13. Executive Session Summary

 Discussed personnel issues, financial implications to the Club from Virus

 closure, voted to move Martha Casey from Seasonal member to Regular member

14. Adjourn Meeting

 Meeting was adjourned.

Respectfully submitted,

Clark Whitman

*Clark Whitman*

Secretary Treasurer