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**Hanover Seaside Club Board Meeting Minutes (webinar)**

**April 29, 2020**

**6:00 PM**

1. Call to Order – President Jan Sheppard.

2. Adoption of Agenda – Adopted unanimously

3. Adoption of minutes (March & April 14 meetings) Adopted with minor changes

4. Secretary-Treasurer report – Clark reported we received insurance claim for 605 contents, $23,711.00 This amount has been added to the 605 Reserved portion of the PNC money market account, total is now $134,749.00. Our bookkeeper gave his two weeks notice on April 27. He has taken a job in Iowa. Clark is actively searching for a replacement. Jan suggested he contact Sydney Meacham as a temporary replacement since she has some experience using Jonas system and is already planning to work at Club this summer. He contacted her, she said she is interested, but to call back the week of May 5 after she finishes exams. Andrew suggested he contact Danny Deas, Danny told Clark he will not be in Wilmington this summer, but will return in the fall to start his Master’s degree in Accounting. He may be interested then if his schedule allows. Also reached out to our Jonas Sales Rep to see if he knew of anyone local to contact. In the meantime, Clark will be spending the next 2 weeks working with Jeff to learn all functions necessary so he continue to keep everything up to date.

5. Old Business a. Covid-19

i. Conversations with TOWB, Yacht Club, Surf Club – Jan spoke with TOWB about Surf Club and their parking lot was available because they serve food for curbside pickup. They roped off their beach access. The Yacht Club can use their parking lot for members to use sound side sailboat launch area.

ii. Parking lot – A long discussion took place regarding members with current stickers using our parking lot to come sit on the porch using social distancing. We would rope off our beach access to 601 & 605 and they could walk to the public access at the Oceanic to walk on beach or surf/swim. It was finally decided there were too many possible problems that could occur. We will continue to wait for decisions from Governor Cooper on May 8 and TOWB before we make any decisions regarding members parking in our lot.

iii. Facebook comments ( No discussion on this topic)

iv. Opening Day Letter – Will continue to revise and not send until after May 8. No calendar of events will be included.

v. Appoint committee to consider issues regarding opening – Jan asked that we appoint a committee of Club members with professional experience to advise us on best practices as we navigate through this time. She recommends the following members that have agreed to serve:

Kathryn Wessell – getting her Master in Public Health

Leah Tilden Long – EMT Teacher

Amanda Irwin – owns a cleaning company

Robert McIver – Insurance

Doug Sheppard – runs Clinical Trials for cancer research

Brian Tilden – Works in insurance industry and has extensive files available for dealing with Covid 19

Ernie Alexander agreed to be the Board Member on this committee. Clark will be available for fiscal questions.

Elise recommended that Garrett should also be on the committee

Armistead brought up the fact they we have to consider not only the health component but the fiscal implications on how and when we open the Club. Clark reminded everyone about the What If spreadsheet he created that we all can use to determine approximate fiscal impact of our decisions. There was discussion on how to use this tool.

Elise made a motion that we appoint this committee to advise us best practices for health and fiscal issues to help the BOD to make the best decisions on when and how to open . Cher seconded. Motion passed.

1. See below list of different issues that they can help us in our decision process.

1 Room Reservations

2 Dining Room

3 Snack Bar

4 Picnic area

5 Social Distancing

6 Guests on-site

7 Security

b. New Manager interview process update – Total interviewed 4, at this time we have 2 we really like & will recommend for the second round. More first round interviews in the next 2 days. Second round of interviews start on Friday.

6. Committee reports

a. Finance Committee – Not met, briefed via email.

b. Operations Committee (HR Handbook) – Elise moved that we accept HR Handbook as presented, does not need a second. . Dan Harris and his subcommittee did a great job . Motion passed.

c. Social Committee – no activity

d. House Committee – Jan moved that we buy enough mattress covers that we have 2 per bed so we do not have to pay cleaning people to wash them at the time rooms are being cleaned. Motion passed.

e. Facilities Committee – Dan has a committee ready to work when and if we open, so we can get Club cleaned and ready to go on the outside. Dan volunteered to lend his professional washer for Garrett to use cleaning the club. Jan brought up sprinkler head replacement. Dan advised Bo has been replacing on a schedule Clark asked if exhaust fan has been replaced in kitchen. We need to send proof of replacement to the insurance company.

f. Governance Committee – Mackie stated that our search for Seasonal Members moving to regular members is continuing.

g. Security Committee – Andrew asked if we should continue to pursue hiring a security guard under the circumstances. Jan suggested we try to make use of our regular staff until we see what happens.

h. 605 Committee – No engineering report as yet. Armistead will get with Clark via email regarding the finance arrangements.

7. New Business - none

8. Next meeting – We will meet again on Tuesday, May 12 at 6:00

9. Adjourn Regular Session- Regular session adjourned.

10. Executive Session Summary - Board voted in 2 children of members for membership, Lawson Edwards and Walt Grimes.

11. Adjourn Meeting

Meeting was adjourned.

Respectfully submitted,

Clark Whitman

*Clark Whitman*

Secretary Treasurer