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

**May 12, 2020 6:00 PM**

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 (Revised during meeting) – revised agenda approved

3. Committee reports

a. COVID-19 – Ernie Alexander, chairman of COVID-19 committee, presented the Phase I presentation, based on CDC, State, NHC & WB official guidelines. The committee worked very hard on this report & gave conservative recommendations. This plan included proper screening and PPE for all employees, proper PPE for members while visiting the club, rules for opening our parking lot to members & a plan to open the kitchen to serve take out only meals. After much discussion by all board members, Armistead Boyd made a motion that the word “masks required” be changed to “masks recommended”, 4th of July stickers only on cars in parking lot be changed to must have stickers with no guest passes issued and Food Service will be closed through Phase I. Elise Beall seconded the motion. Motion passed 6-2.

b. House Committee -Elise stated the committee will present **3 motions** for Phase I guidelines

First – All room reservations for Memorial Day week will be cancelled. Rooms will be rented no earlier than June 6th Motion passed

Second – Policy for room rental refunds expanded for this summer season. If cancellation received 2 weeks prior, a full refund will be given. If cancellation is within 2-week period for emergency circumstances, the member must petition board for any refund. Motion Passed

**NOTE**: May 30 was set as the date all reservation charges should be paid.

Third – Members staying at Club must meet all requirements presented by COVID-19 committee. There will be a compliance form created by COVID-19 committee that all members must sign before check in, stating they agree & understand all rules & requirements. Motion passed

c. Security Committee – Garrett now has Monday & Wednesday off so he can work security in the Parking Lot and Club facilities on Saturday and Sunday each weekend. Check front door knob downstairs, may need to be replaced to secure properly. Will check with Bo & ask company that changed the locks to come check the knob downstairs.

4. Adoption of minutes (April 29 meeting) – correct address to 601-605 Minutes approved.

5. Old Business

a. New manager - After completing interviews, the Committee recommends we hire Peter Bourne. Peter is 24 years old, an assistant manager at Beau Rivage. His duties at Beau Rivage were to run the kitchen and manage 7 employees. He is very much a people person and looks forward to interacting with the members and working to improve our club experience. The offer will include a salary of $40,000 per year paid Bi-Weekly. Apartment with paid utilities will be provided. We are not including Board in our offer, but will stipulate that when the Club is serving meals, he may eat. Also, he and Garrett will receive 2 full days off. The Operations Committee will work with them to coordinate scheduling. **Motion** made we offer Peter Bourne the position and passed. Jan will present offer letter tomorrow & hope for a start date of May 27

b. Opening letter – It was decided that the opening letter will be sent without any specific dates for food services and club activities. It will emphasize that members monitor the different phases for reopening using the various websites and blog.

6. New Business

a. Letter to owners of Air B&B – tenants using our property – Jan advised that she was ready to send a letter written by Bob Morton to owner of the Air B&B on our street requesting that they instruct their tenants they cannot use our properties. She asked for comments and the Board unanimously agreed the letter should be sent.

7. Next meeting – Next Webinar Wednesday, May 27 at 6:00 pm

8. Adjourn Regular Session

9. Executive Session Summary - Board voted on a dues issue for a member.

10. Adjourn Meeting

Meeting was adjourned.

Respectfully submitted,

Clark Whitman

*Clark Whitman*

Secretary Treasurer