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

**June 24, 2020**

**6:00 PM**

1. Call to Order President Jan Sheppard called the meeting to order at 6:00 PM. Present at Club: Clark Whitman, Ernie Alexander and Club Manager Peter Bourne. Present by webinar: Cher Pridgen, Dan Harris, Elise Beall, Mackey Hughes, Andrew Walden and Armistead Boyd.

2. Adoption of Agenda - agenda approved.

3. Adoption of minutes – April 29th minutes approved as written, May 12 minutes approved with a change, May 27th minutes approved with a change. ( Changes have been updated)

4. Manager’s report – Peter reported 16 nights rented with revenue of $5,160. - 13 breakfasts served; 10 dinners served with a total of 241 guests. No Sunday dinner served.- So far in June, we show a profit on food of approximately $688 – With Covid restrictions, we have 10 tables in the dining room, and these are all being used by guests upstairs. Peter suggested tables on the porch so we could feed more people. Friday night has been the night with the most interest. Elise said Ops Comm will meet the week after July 5th & they will discuss outside tables. – Question was asked if having guests choose their entrée has helped and Peter said absolutely, it helps with portion control and saving on waste. – Peter stated he was not having any problem reaching members by phone. Jan complimented Peter and his staff on their good work. – Clark brought up that we have $7,000 worth of food inventory on hand since before Peter started. Elise stated she has a conference call with Peter & Garrett in the morning & she will discuss adjusting menus to use this old inventory. Ernie asked Peter how the Covid 19 rules were working, he stated that overall, everyone is being compliant.

5. Secretary-Treasurer report- All BOD members received April month end balance sheet & Profit Loss statement compared to budget. Elise said it was incredible that our unrestricted funds balance went up since we had no activity in April. Clark stated this was due to collection of older billings and initiation fees from new members.

BOD also received May month end balance sheet & Profit Loss statement compared to budget. Clark noted that cash went up substantially due to room rent deposits received from members. These deposits continue to change due to adjustments for 6-night stay instead of 7 and room cancellations. Clark is giving Peter information on guests account status each week before check in. Peter can use this information to make sure each member account is in order before they check out. By doing this weekly, we can stay on top of any issues and resolve quickly. – The number you see in Accounts Payable represents unpaid dues from December billings. Clark has resolved several issues and continues to work on this. May need some help on members with past due balances that he cannot reach. – You will also see a new liability account created for deposits from room rentals. This will help to clarify member account activity and make it much easier to balance accounts. – Even though we have had basically no activity this year, our profit loss to budget is only down $10,000 mostly due to initiation fees & insurance claim received from 605 contents and food and labor costs being down.

We have 2 candidates for controller. Clark formed a 3-member Finance sub-committee, they have information on the 2 candidates, will set up interviews and make a recommendation. The selection will then be presented to the Board for approval. We hope to have Controller in place by mid-July. Question was raised once we hire a controller, will our bookkeeper hours be reduced. Clark stated he has the bookkeeper doing some of the work the controller would normally do for a lot less money than we would pay a controller.

6. Committee reports

a. Finance Committee – covered under Treasurers report.

b. Facilities Committee – Dan reported A/C unit in the kitchen has been replaced – still waiting for concrete repair on sidewalk in front of steps – siding will be repaired on Peter’s side of the building – A/C unit for snack bar has been received, Bo will handle installation – Sailboat dolly will be repaired tomorrow – The committee decided that all other issues can wait until next Spring.

c. Governance Committee – No report

d. Security Committee

i. Security Guard – An interview was set up, that person did not show up. Mindy, who was a server last year, had security experience and asked for the opportunity. She is doing a great job so far. To date she reports turning away 15-25 trying to use walkway to beach, 10-15 trying to come in gate from sound side and average 40-50 cars asking to park during a four-day period.

ii. New procedures – We decided to have Mindy and 1 other employee be stationed in the parking lot and also on Waynick. This way we can also monitor people coming off the beach to use try & use our facilities, monitor parking lot and gate coming into the lot from Waynick.

e. Covid-19 – The committee continues to meet weekly. You should have received a copy of Covid 19 working document which the committee amends as needed.

i. Governor will speak Wednesday – After the Governor’s new executive order continuing in Phase 2 for 3 more weeks, the Covid committee is recommending a change in our Covid-19 policy to include wearing masks inside the building and outside from Lumina to the Beach(you cannot maintain 6 feet distancing from Lumina to the beach) and at the Sound where you cannot maintain 6 feet social distancing. Peter asked if someone tests positive on the property, since we have to shut down, does he have to leave the building. Ernie said he can stay in his apartment & quarantine for 14 days. When the committee meets tomorrow night, they will revise the Covid-19 policy and he asked for board approval to proceed unless he hears from any board member. **Armistead made a motion that BOD give approval to the Covid-19 committee to adjust the HSC Covid-19 plan to keep us in compliance with the Governor’s Executive Order. Motion seconded, voted and motion passed.**

ii. Rule changes – See attached new revised Covid-19 policy. **The Hanover Seaside Club must comply with the new executive order that is in effect on Friday, June 26 at 5:00 pm or be subject to fines.**

f. 605 Committee - Armistead sent a 605 Milestones Document to all BOD members today summarizing below

i. Update on bids – 1 of the 3 builders who received bid request has withdrawn. A new 3rd builder has been added. Committee expects to have all bids in hand soon & will review & vote on final choice to be presented at the Aug 1 called meeting. Clark and Armistead are continuing to work on the Finance options and committee will make a final choice to be presented at the called meeting. Clark asked the question if there has to be an actual contract presented at the called meeting. Elise confirmed that the constitution does not require an actual contract for the membership to vote for a final choice of builder or bank. Further discussion was had regarding issues to be addressed once we have final approval on builder and finance package.

ii. Called meeting August 1 – There was concern from BOD that we could not hold the called meeting due to Covid-19 restrictions. Ernie stated that he feels this will be possible with the BOD set up on the side porch with a sound system and members attending being seated in the gravel lot separated into groups that conform with the gathering numbers on that date and wearing masks. Armistead voiced another concern regarding how to control/manage the meeting since opposition members may try to speak. Since a majority voted to build at the Called meeting last summer, discussion/questions can only be based on the Agenda for this meeting. Roberts Rules of Order are clear on this matter & Jan will address this in her opening statement. The letter announcing the meeting & agenda will be mailed to all regular members on Monday, June 29, 2020. The letter will ask that only 1 member from each family attend & to RSVP to the club office your plan to attend. We need to have a quorum of 39 to hold the meeting & vote.

g. Operations Committee – The committee will have a phone conference with Peter & Garrett tomorrow and will hold their next meeting after July 5th when they received Peter’s final June numbers.

h. House Committee- There were issues with cleanliness of the wicker dressers in 3rd floor rooms. The staff moved them downstairs & washed thoroughly & will spray paint to make them look nicer. Also, Cher has replaced all but one of the wicker lamps upstairs, this 1 will be replaced soon. Elise stated that the House committee would like to replace some of the 3rd floor furnishings and hope to purchase new items next year. She has reached out to club member John Gray of Custom Home Furniture for help.

i. Social Committee – Cher presented 4th of July plans- Millie Griffin will pass out water guns, Suzanne Harrell will pass out cupcakes, Taylor Brown will oversee the horseshoe tournament and Mark Wilson will oversee the corn hole tournament. Peter & Garrett will oversee club decorations. Due to Covid restrictions, we will not double park in main lot so parking will be first come, first serve. The 605 property will be used for staff parking.

7. Old Business – Jan reported On-Line ordering is going well & members who have registered have been complimentary. Some members still like having the option to call in their order. Lead time for orders of approximately 10 minutes very well received.

8. New Business -none

9. Next Meeting Date – no date was set

10. Adjourn Regular Session for Executive Session

11. Executive Session Summary- Membership committee presented Margaret Ann Thurston & Annelise Hornack, both children of members, for membership. Motion was made to accept and passed.

12. Adjourn Meeting- Meeting was adjourned.

Respectfully submitted,

Clark Whitman

Clark Whitman

Secretary/Treasurer