

HSC Board Meeting Minutes

August 19, 2020

Hanover Seaside Club 6:00 p.m.

6:00 PM

1. Call to Order – Meeting called to order by President Jan Sheppard. Present were Jan Sheppard, Cher Pridgen, Clark Whitman, Elise Beall, Ernie Alexander, Armistead Boyd. Absent were Mackie Hughes, Andrew Walden and Dan Harris.

2. Adoption of Agenda – Agenda approved with revisions

3. Adoption of minutes – July 20th BOD meeting were adopted Aug 1 Called Meeting minutes were adopted with a final change to state The Teller Committee with multiple observers counted the ballots three times with the same result.

4. 605 Committee- Armistead reported the committee is working on finalizing details before signing final contract with Lewis Builders. The issue involves the elevator opening on both floors, storage under the building, bathroom accessibility and various small issues. At this time, the plans call for the elevator to open only on the second floor. Armistead stated that because a residential elevator is what is allowed in WB building code, we do not have time to change the plans to accommodate a commercial elevator because this would require going before the WB Board again. He feels we can solve this problem with making minor changes that would not greatly change existing plans. There was discussion among BOD that is important for the elevator to open on both floors as we want both floors to be handicap accessible. He stated the committee will be working on making this happen. Therefore, Frank Lewis will begin the permitting process now in order to begin work the day after Labor Day. The committee will submit a final contract for BOD review so we can sign ASAP. Clark stated he had heard from the bank appraiser this week and the loan process is moving forward.

5. New Business – Jan stated since we will be having an election at the annual meeting. we need to form a Nominating Committee. We know that 2 board members, Elise Beall and Andrew Walden will be leaving due to term limits. Elise and Armistead agreed to be the BOD members on the Nominating Committee. Elise will call Beverly Alexander, Zorie Brown and Deak Walden to see if they will serve on the committee. The slate of members running for office will need to go out 30 days ahead of the annual meeting date October 24, 2020.

Armistead made a **motion** to send a $75 gift certificate to the 2 builders who did not get the bid. Also, he requested that we send a $150 gift certificate to Scott Sullivan. Vote was taken and **passed 5 for 1 against**.

Board will send a thank you letter to member Steve Jeremais for his work on repairing the dock after the hurricane.

Clark discussed a plan to use the Jonas System to automate updating member status to freeze club dues at 70, 75 and 80 years of age. Elise stated this could not be done without a change to the constitution requirement that members must request a status change in writing. Discussion was tabled at this time.

6. Old Business

a. Insurance for Salaried Employees – Clark has received 3 quotes from Claude Bridger of George Chadwick Insurance. Quotes are from Blue Cross, Blue Shield and United Healthcare. He stated that due to the rules for small business to acquire group insurance, any employee working 30 hours or more per week will have to be offered insurance option. Seasonal employees are not included in the requirement. Clark is sending the quotes to the whole Board so they can review. Claude will contact them to set up a time to meet with them via Zoom meeting or conference call to answer any questions they may have.

7. Operations Committee - Elise brought up an issue with a member having a dog on the sound pier who said it was a therapy dog. Jan questioned the member who was very belligerent to her. The constitution states no pets will be allowed on club property from April 1 through September 30. Since we are a private club, we do not have to conform ADA requirements. A discussion was had on whether to pass a motion to change the rule and say we could allow serviced/therapy dogs on the property if the member presents proper paper-work. After more discussion, Armistead, Ernie and Clark all stated they thought we should not change the rule, that any member with a legitimate need would have documentation. If we changed the rule, we could open up the chance for more problems. The **motion** was presented and defeated 4 against, 3 for. Ernie made a motion that we send a letter to the member regarding belligerence to Jan. Armistead seconded and motion which passed.

Elise presented the July Meal Summary reports from Peter and Garrett. Summaries were done on all meals served except breakfast. A loss was shown for the week of the 4th due to low room rentals and also for the meal where we served prime rib. Forty-seven people came for the prime rib dinner and we still had a loss of $153 due to high beef cost. Even with the losses, we showed a profit for July of $1,690. Kudos to Peter and Garrett for making a profit in dining room.

8. Manager’s report – Due to Manager’s absence report is included in Operations report.

9. Secretary-Treasurer report – Clark summarized July Financials. Cash went down $73,500 due to Prepaid insurance of approximately $17,000 and the reduction of payables by $55,000 He stated that the food ingredients versus revenue on food was 51.6% for the month. This shows that the Peter and Garrrett are able to manage costs much better with reservations being required so they can plan preparation amount and avoid waste. July is still in the black and we are hopeful that August will show similar numbers. He discussed the July Controller Report received from Jackie Casey. The report was very favorable. Her thoroughness of review was demonstrated by her pointing out 5 missing receipts for the credit card statements. Clark addressed this matter with Peter and Garrett and this shouldn’t happen in the future.

Jan asked about the 605 loan requirements for changing bank accounts. He is working with Ned Marable of FNB to open 3 accounts: checking, money market and construction account. He negotiated a money market rate of .8%. The construction account will initially be funded from the Reserved 605 Insurance proceeds.

10. Committee reports

a. Finance Committee

i. Budget – Clark has been working with Elise in Operations and Bo with Facilities. He asked to move target date for budget from Sept 15th to 17th. The constitution does not require that the final budget has to be sent 30 days before annual meeting. Elise will blog once budget is complete and can be seen online.

b. Social Committee – n/a

c. Facilities Committee- Problems from hurricane with the metal roof ~~shingles~~, siding and gutters. So far, we have not ~~no~~ estimates on repairs. If estimates from the contractors are more than our deductible, we will contact our insurance agent. Bo said Peter has been talking with the roofing company. Bo is handling the air conditioning units that are giving problems. ~~not working~~. Both units that need replacement service the dining room.

d. Governance Committee- Elise will take over this committee to work on constitutional changes.

e. Security Committee – No official security guard since Mindy left. Using kitchen help to monitor the lot when needed.

f. 605 Committee (Moved 4 Above)

g. Operations – (moved to 7 above)

h. House Committee n/a

i. Covid-19 committee – Ernie said we will continue with our Phase II plan and hope for the best. He sees some early sign of some improvement, but school starting could likely make a difference.

11. Next Board meeting is set for September 16, 2020.

12. Adjourn to Executive Session

13. Summarize Executive Session – The board discussed disciplinary actions. There are 2 openings to move seasonal members to regular members.

14. Adjourn meeting

Respectfully submitted,

Clark Whitman

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Secretary/Treasurer