

Hanover Seaside Club



founded in 1898

601 South Lumina Avenue
Wrightsville Beach, NC 28480
910.256.2726

P. O. Box 434
Wrightsville Beach, NC 28480

Board of Directors Minutes April 13, 2015

The regular monthly meeting of the Board of Directors of the Hanover Seaside Club was held on April 13, 2015 at 5:35pm at the Hanover Seaside Club. The meeting was called to order by President John Cockrum.

Board Members present included:

President John Cockrum

Vice President Elise Wessell Beall

Treasurer Linda Tinga

Board members Present: Jake Wessell Francie Godwin Jim Morgan

Bo Wessell Ken Johnson

Absent: Duncan McFadyen

Fifteen regular members/ non board in attendance.

Agenda –Ken Johnson requested the agenda revised to include Unfinished Business. Motion to approved revised agenda made by Jake Wessell, seconded by Bo Wessell.

The minutes of the March 9, 2015 meeting were distributed to the Board in advance. Revised minutes were approved as distributed in dropbox.

Report of Officers:

President's Report – John Cockrum

No Report. See comments later in minutes.

Vice President's Report – Elise Wessell Beall.

No Report. See comments later in minutes.

Treasurer – Linda Tinga.

A. Cash Position Handout discussed.

Cash Position as of April 13, 2015

ASSETS

Current Assets

Checking/Savings

1-UNRESTRICTED FUNDS

1000 – PNC Operating-0766	31,234.85
1020 – PNC MMarket- 5823	446,407.05
1024 – TD Bank 0.25% 12 Mo CD-4476	<u>17,218.86</u>
Total 1 – UNRESTRICTED FUNDS	494,860.76
1080 – Cash Drawers	
1080.01 – REG 01 Drawer Reserve	<u>100.00</u>
Total 1080 – Cash Drawers	100.00
1082 Petty Cash	194.76
2 – RESTRICTED FUNDS	
1053 – Live Oak Bank CD	59,022.85
1054 – TD Bank CD-6101	<u>99,000.00</u>
Total 2 – RESTRICTED FUNDS	<u>158,022.85</u>
Total Checking/Savings	<u>653,178.37</u>
Total Current Assets	<u>653,178.37</u>
TOTAL ASSETS	<u>653,178.37</u>
LIABILITIES & EQUITY	0.00

- B. Motion to approve the Financial Statement as submitted was made and passed.
See attached Financial Statement.
- C. Annual Letter to members – The treasurer requested consideration on reviewing and possibly editing the pricing for the meals for this club year prior to this information being printed in the annual letter to the members which includes calendar of events, meal costs, car stickers, etc.. The board discussed the confusion with the multiple categories of the meal costs. A recommendation was made to issue a revised list to the board for review prior to the letter being sent. Recommendations included one cost per member (adult & senior) are as follows, no change to children’s meal costs:
- Mon. – Sat. \$7.50 per breakfast
 - Mon. – Thurs. \$10.00 per dinner
 - Fri. dinner & Sunday lunch \$11.75
- John asked Linda to contact Duncan, Chairman of the Operations Committee, to see what he thought about these changes since his committee is in charge of determining meal pricing.

Minutes verses Committee Reports-Elise Beall, Vice-President

Elise discussed what she thought should be included in the Committee Minutes verses what the committee should submit as a Committee Report to the board through dropbox. All Board Committee reports should include any motions from committee that the board should address at their next board meeting.

Dropbox was discussed. Some people having problems. Motion to change dropbox format discussed later in the meeting. See below.

Reports of Committees:

Facilities Committee – Bo Wessell, Chair.

See attached committee report with motions. Note motion 1 is from committee and motion 2 from Bo Wessell and Linda Tinga. The following motions from committee were made:

1. Motion One / Section One, Item 3. A motion will be made at the April BOD for the “Operations Committee to set the date and time for the AED training course for the staff

and interested members.” Suggestion made by Jake Wessell and Francie Godwin to sign up staff first to assure a place for them then open to the members and date of class should include the summer staff. Motion passed.

2. Revised Motion Two/ Page two, last section as follows: All unregistered or expired sailboats, surfboards and kayaks shall be stored in the garage under 605 S. Lumina Ave.. The unregistered article will be released to the owner only after securing the proper sticker from the treasurer or promise to remove the article from HSC property and not to return it. The unregistered article can only be released by the treasurer not a manager. If not removed by Labor Day 2015 the unclaimed property will be donated to Habitat for Humanity following Labor Day 2015. Revised by Jim Morgan, seconded by John Cockrum. Discussion followed and the above motion was amended (note unlined section). Revise motion was approved.

Francie Godwin questioned Bo Wessell on the costs related to the recently corrected repair/patch of the kitchen floor and projected costs to repair the kitchen floor and foundation since the information was included in his April 13, 2015 Committee Report to the board. Bo was unable to provide the cost data but did state the current kitchen repairs was over \$2,500 and the proposed upcoming repairs to the kitchen, scheduled for post Christmas 2015 holiday would be more than \$30,000. This work would include foundation and piling repairs, rotten wooden related to the problem within the club interior. This repair will require a bid process. Additional repairs for this area in the near future are estimated to be another \$3,000 (note spreadsheet).

Finance Committee – Linda Tinga, Chair.

A. 2015 Annual Dues.

Because of so many unpaid dues at this time, the Board decided to write a registered letter (return receipt requested) to each outstanding unpaid member stating the unpaid dues and the consequences for not paying the dues within a designated period. The following motion was made by Bo Wessell:

Motion: As of April 1, 2015 your dues remain unpaid. Your 2015 membership has been suspended. If your dues are not paid by May 11, 2015, you will need to appear before the Board of Directors of the Hanover Seaside Club on May 11, 2015 to appeal your hardship case. All members with unpaid dues by June 1, 2015, unless under a BOD hardship plan, shall forfeit their membership. Seconded by Francie Godwin. Motion approved.

House Committee – Elise Wessell Beall, Chair.

See attached House Committee report dated 4-13-2015.

The following two motions were made from committee:

- A. Motion – The House Committee proposes that the number of Seasonal Members on the Standing Committee be increased to 2. The House Committee proposes that the following changes be made to the composition and duties of the House committee on the Standing Committees document:

1. House (at least 2 Board members, 2 5 Members, House Manager).

- a. Assign rooms for the summer season—~~Memorial Day weekend through Labor Day~~

- b. Review and revise the Meeting and Party Policies annually

- ~~c. Suggest meal and room prices to the Board for approval (it is suggested that this be given to a combined committee of Operations & Management and Finance)~~

- ~~e. Liaison with Security Guards and review Security Logs~~

- d. Contact members who do not comply with rules
- e. Determine methods to and prepare a budget for beautifying the inside of the Club building.

Motion One was approved.

B. Motion Two –

The House Committee proposes that the following criteria be used by the Committee when assigning rooms:

1. Date of postmark (please make sure your Post Office postmarks envelopes with the date – you may have to have your enveloped hand stamped.)
2. Members' requests take precedence over guest requests.
3. Rooms are reserved based on member only requests – not members and guests (this pertains to room size).
4. Keep member families together who request to be together.
5. Care will be taken to honor all requests for one week prior to considering requests for a second week.
6. Alternate weeks will be considered in the order listed by the member on the room request form.
7. Rooms 109 and 14 (handicapped accessible), 5 and 6 (sleep up to 6), 12 and 14, 9 and 11 (connecting doors) will be assigned based on need and use for families.
8. Room requests for full weeks will take precedence over partial weeks and greater number of days requested will take precedence over fewer days.
9. Member requests that cannot be honored will be on a waiting list and these members will be notified to see if they can be accommodated in another week with availability.
10. Annual dues and other fees for (year) must be paid in order to make a reservation.

Motion Two was approved.

Operations & Management Committee – Duncan McFadyen, Chair. (Absent, report given by John Cocrum). See attached Report dated 13April 2015.

The following committee motion was read by Elise Wessell Beall. The following Motion was majority approved by the Operations and Management Committee on 4/12/15 and is recommended for adoption by the Board of Directors as a revision to the Hanover Seaside Club Standing Committee document:

Operations/Management (2 Board members, 3 Members)

- a. Consult with and supervise the Club Manager and Assistant Manager.
- b. Interface with the Club Bookkeeper with regards to Operations and Management Committee duties.
- c. Develop Job Descriptions, Work Policies and Evaluation Processes for all employees.
- d. Develop employee pre-employment screening procedures, obtain Board approval and implement.
- e. Evaluate the Club Manager and Assistant Manager annually.
- f. Evaluate the Bookkeeper annually with regards to Operations and Management Committee duties.
- g. Review Employee Bonus Policy annually and submit to Board for approval.
- h. Suggest employee compensation adjustments to the Board.
- i. Consult with the Club Manager and Assistant Manager and review food service and guest room operations and management procedures, policies and financials.
- j. Evaluate food service offerings prices and room rates annually and suggest proposed

changes to the Board for approval.

k. Provide general Club Operations and Management leadership as required.

Motion approved.

Social Committee – Francie Godwin & Ken Johnson, Co-Chairs.

Francie Godwin stated the Easter Egg Hunt had a good turnout and went well. The Committee is working on the Social Calendar for this year to be inserted in the member mailing. She stated that the Hanover Seaside Club is a summer club and most activities will be during the summer season. The committee wanted clarification to whose responsibility was the decorating for the “club activities done through the Club Manager” and the Social Committees responsibility. Club Manager should be responsible for all “Club social calendar of events” such as the Luau, 4th of July, Christmas etc. and not the Social Committee. Social Committee should be responsible for additional functions like bingo, low country boil, etc.,

Document Retention Policy Committee – Elise Wessell Beall, Chair.

See attached Report.

Elise Wessell Beall made four motions from Committee as follows:

A. Motion One: The Document Retention Committee proposes that the Board purchase the following equipment necessary to carry out the document retention program as specified in the table:

1. 1TB external hard drive to store documents in the Safe Deposit Box (approximately \$75).
2. 4 drawer, fire=proof, locking cabinet to be located in the storage room off the dining room to store documents. (approximately \$1,000 - \$1.300)
3. Multipage scanner with 2 year protection plan (approximately \$600).

Motion approved.

B. Motion Two: The Document Retention Committee proposes that the Board purchase a Club account of Dropbox Pro at \$9.99 per month for 1 TB of space and additional sharing controls, (This would allow all HSC documents to be stored under one account. The bookkeeper and president are currently using their personal Dropbox accounts.)

Motion approved.

C. Motion Three: The Document Retention Committee proposes that the Board rent an off-site storage unit to store boxes of records that are currently in several different locations. (approximately \$60/month + initial admin. Fees).

Motion tabled until next month. Additional information on how much club data needs to be stored/cubic feet and board felt environmentally conditioned storage necessary.

D. Motion Four: The Document Retention Committee proposes that the Board approve the Document Retention Table with the understanding that it might be necessary to amend the table as documents are located and the process continues. Motion passed.

TABLE attached.

Policy Manual Committee – Jake Wessell, Chair.

See attached Report.

Jake Wessell reported that he had copied the board on the general outline and format of

the proposed policy manual. Each Standing Committee should:

1. Review current policies as stated in Standing Committee Report.
2. Any additions or changes to policies, letters or forms should be approved in committee and then submitted to Board for approval.
3. New Policy approved by committees and the Board should then be submitted to Policy Committee. These changes are to be dated as to Board approval revision date by committee and the date that new policies are to be implemented.

Standing Committee Handout Review – By Elise Wessell Beall.

Elise handed out a copy of the currently approved Standing Committee job description and scope of responsibilities. Elise has edited the document to reflect changes she feels need to be discussed by the board at the next meeting. Please review these changes in committee this month and be prepared to discuss at the May 2015 Board meeting. Attached revised handout regarding HSC Standing Committees.

President's Comments – John Cockrum.

Unresolved items from last year have been copied to the board. Review and discuss at next board meeting.
Attach copy of list completed by Elise Wessell Beall.

New Business – None.

Executive Session – President requested Motion to go into Executive Session. Motion made by Jim Morgan and Ken Johnson, seconded by Francie Godwin.
In Executive Session, discussion was held on a member in a Nursing Home.

Meeting adjourned at 7:30pm.

Respectfully submitted

Linda Tinga, Secretary/Treasurer

Facilities Committee Report
April 13, 2015

Work finished or in progress: (Facilities Committee met 2/9/2015)

1. After reviewing the report from Cheatham and Associates, PA Consulting Engineers on the humidity problems on the second floor, the committee agreed on a step by step approach to the problem. The first step is to modify the second floor hall system to add a dehumidification mode. We have received two estimates for the work to be done. We are awaiting information on controls that will interface the systems.
2. Blue Ocean is finishing the repairs to the kitchen floor and dining room. There was much more damage found than expected. A structural engineer was required to evaluate the job and a building permit was required. His report can be found in the Reports file under the Facilities Committee in Dropbox. Repairs are coordinated with Mollene to reduce the impact on food services.

3. An AED has been purchased and includes a rapid response kit. David Glendenning, a paramedic with New Hanover EMS and the Community Cardiac Education Administrator, has offered a "Hands Only" CPR class for our staff and interested members up to 40 persons. **A motion will be made at the April BOD for the "Operations Committee to set the date and time for the AED training course for the staff and interested members."**
4. Seven windows downstairs have been replaced by Window World. A final inspection was completed on April 8, 2015.
5. Fence (wood) and gates work at sound and Club is being completed by Seeger's Fence Company.
6. On Thursday, March 12, 2015, Wrightsville Beach Landscaping made corrections to the dirt parking areas at both 601 and 605 S. Lumina Ave. Bob Morton and Bo Wessell removed the gate from the entrance of the 601 S. Lumina Ave area. They also repaired loose panels in the wooden fence and raised some of the concrete parking bumpers that had been buried. Dirt was placed in the two parking spaces on either side of the cooking shelter in an attempt to prevent runoff from going onto the deck or under the Club.
7. Mike Lewis has reset the valves and returned water to the downstairs restrooms, showers and sinks.
8. Downstairs exterior door locks have been checked and lubricated. The door knob on the ocean side must be replaced.
9. Soap shelves in the men's shower have been removed for the replacement of rusted shelf brackets.
10. The latch on the east end of the under kitchen storage has been replaced.
11. By the direction of the Board, the committee is researching a safety inspection of all Club property. Steve Lee is checking with the insurance company to see if they will send an inspector at their cost as it is also to their advantage.

New Work to be scheduled:

1. Replace the broken band on the northwest end on the floating walkway on the pier.
2. Repair/replace rusted ductwork for the snack bar hood.
3. Repair sound shower. Pipe froze and burst. Water turned off at the sound.
4. Research new park-style charcoal grills to compliment the gas grills.
5. 605 S. Lumina Ave. will vacate on May 15, 2015. Jim Morgan and I will inspect the house and ready it for summer rentals. Pressure washing and painting the exterior of 605 S. Lumina Ave is on hold until the final cost of kitchen/dining room repairs are known..

Work day(s)

Two work days were scheduled. Weather eliminated the first. The second is scheduled for Saturday, April 18, 2015 from 9:00 am until 1:00 pm. Lunch will be served to those who participate. We will work on our landscape, install clotheslines, rework the outside showers and hoses, make picnic tables and paint lines in the parking lot. Thanks to Walt Futch for the picnic table project and Brad Walls for the line painting.

Facilities Committee will next meet at 11:30 am on Monday, April 20, 2015

After a long discussion with Linda Tinga, we would like to present a motion to the BOD to help correct problems we are having with unregistered surfboards and kayaks. Motion: **"All unregistered or expired sailboats, surfboards and kayaks shall be stored in the garage under 605 S. Lumina Ave. The unregistered article will be released to the owner only after securing the proper sticker from the treasurer or promise to remove the article from HSC property and not to return it. The unregistered article can only be released by the treasurer not a manager."**

Submitted by
Bo Wessell

House Committee Report April 13, 2015

The House Committee met on Sunday, March 22, 2015.

The House Committee proposes that the number of Seasonal Members on a Standing Committee be increased to 2.

The House Committee proposes that the following changes be made to the composition and duties of the House Committee on the Standing Committees document:

1. House (at least 2 Board Members, 2 5 Members, House Manager)
 - a. Assign rooms ~~for the summer season—Memorial Day Weekend through Labor Day~~
 - b. Review and revise the Meeting and Party Policies annually
 - e. ~~Suggest meal and room prices to the Board for approval~~ (it is suggested that this be given to a combined committee of Operations & Management and Finance)
 - c. Review General Rules annually
 - e. ~~Liaison with Security Guards and review Security Logs~~
 - d.. Contact members who do not comply with rules
 - e. Determine methods to and prepare a budget for beautifying the inside of the Club building.

Last year, the House Committee wrote a list of criteria to be used when assigning rooms. The list was published in a letter that the Board approved by e-mail, but was never presented to the Board for a vote.

The House Committee proposes that the following criteria be used by the Committee when assigning rooms:

1. Date of postmark (please make sure your Post Office postmarks envelopes with the date - you may have to have your envelope hand stamped.)
2. Members' requests take precedence over guest requests.
3. Rooms are reserved based on member only requests - not members and guests (this pertains to room size).
4. Keep member families together who request to be together.
5. Care will be taken to honor all requests for one week prior to considering requests for a second week.
6. Alternate weeks will be considered in the order listed by the member on the room request form.
7. Rooms 109 and 14 (handicapped accessible), 5 and 6 (sleep up to 6), 12 and 14, 9 and 11 (connecting doors) will be assigned based on need and use for families.
8. Room requests for full weeks will take precedence over partial weeks and greater number of days requested will take precedence over fewer days.
9. Member requests that cannot be honored will be on a waiting list and these members will be notified to see if they can be accommodated in another week with availability.
10. Annual dues and other fees for (year) must be paid in order to make a reservation.

The Committee divided into groups to assign rooms. When weeks were over-requested, members requesting rooms did not assign for the weeks they requested. There were only about 3-4 weeks

that were over-requested. All room requests were honored with some members/guests getting an alternate choice. For the season (Memorial Day through Labor Day) there is an 80% occupancy rate. As usual, the first weeks in June and end of August have a low number of rooms rented. Open rooms will be listed on the Blog to try to increase occupancy. Last year, quite a few rooms were rented when posted on the blog. Occupancy rate by the end of April was 88%.

Date of Stay	Rooms Reserved	Rooms Available	Room # of available rooms
Memorial Day weekend	14	1	109
May 30-June 6	2	13	All except 1 and 3
June 6-13	14	1	12
June 13-20	14	1	109
June 20-27	13	2	10 and 15
June 27-July 4	11	4	4, 5, 6, 109
July 4-11	14	1	1
July 11-18	15	0	
July 18-25	15	0	
July 25-August 1	14	1	109
August 1-8	15	0	
August 8-15	15	0	
August 15-22	11	4	5, 6, 11, 15
August 22-29	2	13	All except 5 and 14
August 30-Labor Day	14	1	1
	181	44	

Operations and Management Committee

Motion Recommended for Adoption by the Hanover Seaside Club Board of Directors 13 April 2015

The following Motion was majority approved by the Operations and Management Committee on 4/12/15 and is recommended for adoption by the Board of Directors as a revision to the Hanover Seaside Club *Standing Committees* document:

Operations/Management (2 Board Members, 3 Members)

- a. Consult with and supervise the Club Manager and Assistant Manager.
- b. Interface with the Club Bookkeeper with regards to Operations and Management Committee duties.
- c. Develop Job Descriptions, Work Policies and Evaluation Processes for all employees.
- d. Develop employee pre-employment screening procedures, obtain Board approval and implement.
- e. Evaluate the Club Manager and Assistant Manager annually.
- f. Evaluate the Bookkeeper annually with regards to Operations and Management Committee duties.
- g. Review Employee Bonus Policy annually and submit to Board for approval.
- h. Suggest employee compensation adjustments to the Board.

- i. Consult with the Club Manager and Assistant Manager and review food service and guest room operations and management procedures, policies and financials.
- j. Evaluate food service offerings prices and room rates annually and suggest proposed changes to the Board for approval.
- k. Provide general Club Operations and Management leadership as required.

**Document Retention Adhoc Committee
Committee Report
April 13, 2015**

The Document Retention Committee proposes that the Board approve the Document Retention Table with the understanding that it might be necessary to amend the table as documents are located and the process continues. (The Table is a separate document in the Committee Reports folder.)

The Document Retention Committee proposes that the Board purchase the following equipment necessary to carry out the document retention program as specified in the table:

1. 1TB external hard drive to store documents in the Safe Deposit Box (approximately \$75)
2. 4 drawer, fire-proof, locking file cabinet to be located in the storage room off the dining room to store documents. (approximately \$1000 - \$1300)
3. Multipage scanner with 2 year protection plan (approximately \$600)

The Document Retention Committee proposes that the Board purchase a Club account of Dropbox Pro at \$9.99 per month for 1 TB of space and additional sharing controls. (This would allow all HSC documents to be stored under one account. The bookkeeper and president are currently using their personal Dropbox accounts.)

The Document Retention Committee proposes that the Board rent an off-site storage unit to store boxes of records that are currently in several different locations. (approximately \$60/month + initial admin. fees)