

# 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 (Draft) May 11, 2015

The regular monthly meeting of the Board of Directors of the Hanover Seaside Club was held on May 11, 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 (6): Present: Jake Wessell      Francie Godwin      Jim Morgan  
Bo Wessell      Ken Johnson      Duncan McFayden

Absent: None

Five regular members/ non board in attendance.

Agenda – Agenda revised to include: Add voting, change New Business to Old Business.

Motion to approved revised agenda made by John Cockrum, seconded by Bo Wessell.

Motion passed.

Minutes - The minutes of the April 13, 2015 meeting were distributed to the Board in advance.

Minutes were revised prior to the meeting this evening, as well as, the following changes were requested by Elise Wessell Beall: Operations Committee Report was given by John Cockrum not Elise Wessell Beall. Attaching of all committee reports (“See Attachments”), etc. will be done by Elise Wessell Beall prior to posting on the HSC blog site. Revised Minutes were approved.

### **Report of Officers:**

President’s Report – John Cockrum

No Report.

Vice President’s Report – Elise Wessell Beall.

No Report.

Treasurer – Linda Tinga.

Treasurer’s Report given under Finance Committee Report.

## Reports of Committees:

### **Facilities Committee – Bo Wessell, Chair.**

See attached committee report dated 5-11-2015.

Motion (revised from Committee Report.) – Accept Bob Ahouse as the part-time maintenance person, taking money allocation from approved 2015 Budget a/c Wages & Maintenance into a/c#5367 in the total amount of \$8,000. Seconded by Elise Wessell Beall, Discussion included in 2014 Board passed a motion to hire a qualified building inspector to compiled complete written list of maintenance and code violations for the HSC Board’s review. Is this going to happen? Bob Ahouse is not qualified to compile this report, he is an independent contractor only and not an HSC employee. Board stated that all work done for the HSC should include a written work order provided by Bo Wessell and approved by Bo Wessell and Bob Ahouse prior to the work being started. Written work orders to include both parties’ signatures. Bo Wessell unable to provide the board with negotiated rate of payment to Bob Ahouse. No work can be approved beyond the budgeted \$8,000 without the board’s prior approval. No job description will be provided for this position. Motion passed.

### **Finance Committee – Linda Tinga, Chair.**

See attached Committee Report and Schedules 1, 2, 3, 4, attached at end of this document.

5. Cash Position Handout provided, no discussion.

#### **5. Cash Position as of May 11, 2015**

ASSETS	
Current Assets	
Checking/Savings	
1-UNRESTRICTED FUNDS	
1000 – PNC Operating-0766	18,712.17
1020 – PNC MMarket- 5823	510,000.00
1024 – TD Bank 0.25% 12 Mo CD-4476	<u>17,218.86</u>
Total 1 – UNRESTRICTED FUNDS	545,931.03
1080 – Cash Drawers	
1080.01 – REG 01 Drawer Reserve	<u>100.00</u>
Total 1080 – Cash Drawers	100.00
1082 Petty Cash	388.91
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>704,442.79</u>
Total Current Assets	<u>704,442.79</u>
TOTAL ASSETS	<u>704,442.79</u>
LIABILITIES & EQUITY	0.00

Motion from Committee: The Finance Committee recommends that members staying at the Club be able to charge items purchased at the Snack Bar while they/their family is in residence. The member shall sign a form upon check-in to authorize charges; the guest must provide their member number and sign the receipt to pay for the items. This service will only apply to guests staying at the Club. Charges will be paid upon check-out. Motion passed.

**House Committee** – Elise Wessell Beall, Chair.

See attached House Committee report.

House Committee is working reviewing and/or revising the current House Policies.

The committee requests option on the following items being discussed:

1. Appeals procedure of members to the board and club over current policies and procedures. Board recommendation: submit to House Committee and copy Board on each compliant.
2. Maximum number of people allowed per party/function on ground level/"downstairs". Current policy states 75, board requests no change.
3. Procedure to notify and resolve issues with non-approved parties/functions to ensure fairness to all members. Board states the Club Manager is responsible for resolving these issues based on job description. Problems should be copied to the entire board for review.
4. Party Contracts should be copied to whom: Board states one copy to Club Manager, Secretary/Treasurer and House Committee. (Total of three copies per function).

No motions taken on above issues, final committee recommendations will be issued in House Committee Policies in near future.

**Long Range Planning Committee** – Jim Morgan, Chair.

No Report.

**Operations & Management Committee** – Duncan McFayden, Chair.

No Report.

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

No Report.

**Document Retention Policy Committee** – Elise Wessell Beall, Chair.

No Report.

**Communication Committee** – Elise Wessell Beall, Chair.

No Report.

**Policy Manual Committee** – Jake Wessell, Chair.

See attached Committee Report (Two pages).

Motion #1 – To establish Policy Committee as a Standing Committee.

The Policy Committee is designated a standing committee of the Hanover Seaside Club.

Discussion, John Cockrum recommended that the current committee stay together until the process has been completed for continuity. Motion approved unanimously.

#### Motion #2 – Establishing Current Policy.

Whereas, it is critical to identify existing policies and officially confirm them; and Whereas, orderly publication of identified existing policies at the front desk of the Club and Club website will provide an immediate resource for members, committees, and staff, then it is moved:

1. Each committee of the Club should decide which of its existing policy documents should be considered by the BOD as official policy of the Club.
2. Committees must submit their chosen policy documents to the Policy Manual Committee by May 25, 2015.
3. The Policy Manual Committee will assign policy numbers for existing policies submitted by committees and present the policies to the BOD as a batch at the June 2015 BOD meeting.
4. Submitted policies approved by the BOD at its June 2015 BOB meeting (or later if a second reading is required) will be published by the Policy Manual Committee as is.
5. Published policies not meeting the policy writing guidelines and template must be reformatted and submitted to the Policy Manual Committee by November 1, 2015.
6. No further approval of reformatted official policies will be required if the content of the policy has not changed when resubmitted.

No discussion. Motion passed unanimously.

Motion #3 – New Policy: Policy Manual Committee recommended format and job description. Motion to accept the format as submitted on page two of the committee report. Discussion – insert “Policy 1 description” on handout. Committee will supply copies of submittals for BOD review in “Word” format. Passed unanimously.

**INSERT DATA AS NEEDED FROM page 2.**

#### **Membership Committee – Francie Godwin.**

Board should consider revising Constitution to reflect term limits. Example: Sally Godwin continual service on Membership Committee for 10 years, she also maintains the books/files off HSC property. (Retention Policy issue: Storage/filed space & Chair’s responsibility vs. member of committee).

Questions from committee:

1. Constitution defines roles. Elise Wessell Beall stated that adding duties to designated roles doesn’t require Constitution change or general membership vote.
2. All new criteria for policy should be thorough and clearly defined, especially in the following areas:
  - Seasonal to Regular membership category change change.
  - Approved application for above membership request.
  - Process of acceptance, review and submittal to the BOD for review.
  - Considerations for who should be considered other than request for consideration only.
    - Length of membership in good standing, age, etc..
  - Review period of BOD. Recommended thirty date review from names being presented to BOD vote.

#### **Standing Committee Handout Review – By Elise Wessell Beall.**

See attached copy of “Standing Committee” revised job description.

Elise handed out a copy of the currently approved Standing Committee job description and scope of responsibilities at the April 13, 2015 BOD meeting. Elise had edited the document to reflect changes she feels need to be discussed by the board at this meeting. The Board

reviewed the handout and made the following changes:

Motion 1 - Paragraph One.

In an effort to improve the operation of the Hanover Seaside Club and to solicit input from the membership, Standing Committees “shall be” formed. Standing Committees “shall” operate under the direction and supervision of the Board of Directors. Committee membership is suggested and is subject to change as needed. No more than two seasonal members may serve on any committee except Social Activities which can have as many as needed. Committee members are nominated by the President and approved by the Board of Directors. Committees are nominated annually. Members may serve more than one term. Each committee must select a secretary who will record minutes of meetings. Minutes are placed in the Committee Dropbox folder and placed on the Hanover Seaside Club website. Seconded by Duncan McFayden, discussion to change terminology to “shall be/shall” as noted above. Motion passed.

Items One thru Eight:

1. Approved at last month by BOD.
2. No change.
3. Item f. moved to Operations Committee at April 13, 2015 BOB Meeting.
4. No change.
5. No change.
6. No change.
7. No change.
8. No change.

Item 9 c and 9d – New. Motion to accept the changes 9c & 9d under Membership Committee as follows:

- c. Recommend to the Board a method for determination which applicants will be accepted for membership when spaces are available.
  - d. Recommend to the Board a method for determining which Seasonal Members will be offered Regular Membership when spaces are available.
- Seconded by John Cockrum and Bo Wessell. Discussion, 30 day review period requested for consideration of Membership category change and new members.  
Motion passed.

Item 10. No change/not mentioned.

**Executive Session** – Motion to move into Executive Session made and approved at 7:30pm.

During the Executive Session, one new Seasonal Member was approved. The new member is the son of a member who has not reached his 26th birthday.

The Board also discussed a staffing issue which was referred to the Operations/Management Committee.

**Meeting adjourned at 7:45 .**

**Attached Reports from Officers and Committees:**

Treasurer: Finance Committee Report, Four (4) spreadsheets/schedules dated 5-11-2015 (Schedules 1, 2, 3, 4)  
Facilities Committee Report date 5-11-2015.  
House Committee Report.

Policy Manual Committee Report (2 pages.)  
HSC Standing Committee revised descriptions per Elise Wessell Beall.  
Copy of Unresolved Board items from 2014 compiled by Elise Wessell Beall.

Respectfully submitted,

Linda Tinga, Treasurer  
Email: [ltinga@bellsouth.net](mailto:ltinga@bellsouth.net)

## **Facilities Committee Report May 11, 2015**

### **Work finished or in progress:**

1. Broken or damaged bands on both floating walkways at the pier have been replaced. The float under the south end of the floating dock will be reattached and the piling on the southwest corner of the pier will be inspected.
2. The sound shower has been repaired and water is on at the sound.
3. Operations Committee will schedule and advertise the AED workshop.
4. Soap shelves replaced in the men's shower.

### **Work Day Results for Saturday, April 18, 2015**

It was the second work day or rain date scheduled for the members of the Hanover Seaside Club and IT DID RAINED!!! **BUT** Twenty-two members came to the Club and worked in the rain. After working hard, the crew enjoyed hot dogs, bbq and chips supplied by a couple of Board members.

This is what was accomplished:

1. Clothesline post were set in concrete.
2. One unregistered kayak removed from the sound.
3. Two outdated sailboats were removed from the sound.
4. Unregistered surfboards were removed from the storage area under the kitchen.
5. Ocean "shower" floor was removed, sand removed, and boards replaced to increase drainage.
6. The properties were weed-eated.
7. Unwanted yucca and vines were removed from and near to fences and sailboat racks.
8. The open area to the north at the berm was reclaimed from wandering yew(?).
9. New plants were added to the front of the Club and the walkway.

Those that enjoyed the morning and supplied the energy were: Elise Beall

Kathy Bujalski, Richard Cobb, Ginny Cockrum, John Cockrum, Eddie Lawler, Jean Lawler, Amy McLamb, Nancy May, Russ May, Bob Morton, Mike Pridgen, Peggy Anderson Russell, Mollene Smith, Eelco Tinga, Brad Walls, Bo Wessell, Bryan Wessell, Eddie Wessell, Clark Whitman, Max Woodbury, and Joe Woodward. All deserve a BIG thank you.

### **Work to be completed:**

1. Painting lines in the parking lot with Brad Walls. (rained out)
2. Construction of picnic tables with Walt Futch. (rained out)

### **Work to be scheduled:**

1. Repair/ replace rusted ductwork and air conditioner grills off the snack bar.

2. Inspection of 605 S. Lumina Ave. will be done on Monday, May 18, 2015 after the Facilities committee meeting. Inspectors will be Jim Morgan, Bo Wessell and Kim Edwards (?).
3. Replace an emergency light on second floor ocean porch.
4. Reverse the door on the storage room off the dining room.
5. Paint the front doors.
- 6.

**Motion: Accept Bob Ahouse as the part time maintenance person.**

**Request: Add Bob Morton and Eddie Lawler to the Facilities Committee.**

Submitted: Friday, May 1, 2015 by Bo Wessell

### **Finance Committee Report April 30 2015**

The regular meeting of the Finance Committee of the Hanover Seaside Club was held on April 30, 2015 at 1:00 P.M. at Jan Sheppard's house.

Members present: Linda Tinga, Beth Henderson, Betty Jean Lanier and Jan Sheppard.

Absent — Winfield Smith and Laura Earnhardt. Ned Marable said that he cannot be on the committee.

Jan Sheppard agreed to act as Secretary for the Committee.

The committee discussed the fact that Steve Lee is the only person who knows the TAM system. As a result of the discussion the Finance Committee made the following motion:

The Finance Committee recommends that the Club have at least one backup person who can serve as Bookkeeper. This person needs to be trained on the TAM system, must know how to access all data, run reports and must have an Administrator password.

- asked Jan Sheppard be one backup person. She sells Point of Sale Software, has worked as a software trainer and should be able to learn the software quickly. She can train a second backup person, if necessary. The Club may still need to ask TAM to do some additional training. The Committee will make that determination in June.

The Annual Letter has been completed. It will go to the printer when we get the addresses this week.

A list of the Standing Committee Responsibilities were distributed to the committee members.

The Committee discussed a few of the items:

c. Insurance. The Committee discussed item c. Insurance. Faye Hammond is an independent contractor for purposes of cleaning the Club. She works as an employee in the kitchen. Both , Grady Windham, and Crystal Ahmuda questioned hiring her without knowing what insurance she has (if any.) Linda is going to talk with the Club's insurance agent to find out if our policy covers an independent contractor. She will write Faye to ask for a copy of her insurance coverage and have a conversation with Faye as well.

The Committee discussed previous items on which the Board of Directors voted and no action was taken.

1) On April 28, 2014 the Board voted to require that Beth Cammilleri and Faye Hammond record their hours on a timecard. According to Jim Morgan, Operations Committee Chairman, this was not mandated because doing so would 'hurt their feelings'. The Committee discussed the fact that we need this data in order to make informative decisions. After this discussion, the Finance Committee made the following motion:

**The Finance Committee recommends that immediate action be taken on the vote made by the Board of Directors on April 28, 2014 and the employees listed begin punching a timecard on May 12, 2015.**

The motion that passed stated

*We would like to put Faye on a time card. She made \$18,000 last year in janitorial duties. A lot of this is piece work. For example, \$20 to clean each room and \$40 to vacuum downstairs. This would be a check to see if this is a good deal.*

*We would also like to put Beth on a time card. Her salary is allocated by working 50% in the dining room and 50% in the office. We felt some of this may be out of proportion.*

*Discussion:*

*Jake Wessell suggested getting comparative bids from other vendors as a double check also.*

*Regarding Beth, do a check to see if allocation of her time is accurate and start weekly time sheets now through July 15th and review where her time is being spent. The board felt this data would be a good way to track her time between the kitchen and the office. Beth needs more training on the computer system in place. Snack bar employees need more training. Marla has no POS training so far.*

*Jim Morgan's Operations Committee is to report back their findings at the May Board Meeting per Eddie Lawler.*

*Based on advice from a US Food Profit Analyst, we would like to do an experiment in the dining room with the food lines. During the first 2 Sundays in May we would like to do everything the standard way on the food line and then do a cost analysis of this. During the 3rd and 4th Sundays, we would use the profit analyst's idea with the more expensive food at the end of the line (cafeteria style). We would also do a cost analysis of this and look at the leftovers.*

*Board Okayed trying this and report back on their findings.*

August 25, 2014 - Background: In order to hold down expenses and determine how much food to buy, discussion was held about having the staff ask the guest their entree preference when the reservation is being made. On August 25, 2014 the Board approved the following motion:

*Motion: The joint meeting of the Operations Committee and Finance Committee recommends that the following steps be taken in order to gather more accurate information regarding food service operations in the Dining Room:*

*1. Entrées—members making a reservation for the dining room will be asked (at the time of reservation) to state their choice of entrée. Upstairs guests must select an entrée at the evening meal for the next evening meal.*

*a. When to implement: upon BOD approval.*

*b. Responsible for implementation: Manager.*



*The motion was passed as presented.*

This was not implemented.

**The Finance Committee makes the motion that Board immediately enforce the decision approved on August 25, 2014 and require that the Staff ask the member their entree preference when any meal reservation is made. This will begin with the lunch on May 17. The Finance Committee would like to see the data in order to analyze food orders and subsequent costs.**

Linda reported that Ken J. asked about the process for paying for meals at Club events. There is no organized way to pay for these meals. Linda suggested that we ask someone to act as a host or hostess and route people to the office to pay for the meals before they enter the dining room. This person would have a list of attendees and check off the member at that time. No recommendation.

Since the Ad Hoc Policy Committee has been formed, the Committee decided to list the tasks of the Treasurer, the dates that tasks need to be performed, etc. Linda has this information documented; Jan Sheppard will work with Linda to document the duties of Secretary-Treasurer.

Linda distributed the Financials. The Committee will look carefully at the numbers quarterly. The Committee members reviewed the numbers and discussed the losses. No action.

The Committee discussed having a Recording Secretary for the Board meetings and annual meeting. No action.

Linda reported that members have asked to be able to charge food at the Snack Bar when they stay at the Club. The Finance Committee made the following motion:

**The Finance Committee recommends that members staying at the Club be able to charge items purchased at the Snack Bar while they/their family is in residence. The member shall sign a form upon check-in in order to authorize charges; the guest must provide their member number and sign the receipt to pay for the items. This service will only apply to guests staying at the Club. Charges will be paid upon check-out.**

We asked if Linda has heard from Grady Windham regarding the ongoing investigation of previous records. Linda will be talking with him on May 4 and will report the results of her conversation at the Board meeting.

### **House Committee Report May 11, 2015**

The Committee discussed a letter written by Suzanne Blake Edwards asking permission to rent the downstairs area of the club, the boardwalk and the beach frontage for a wedding for a friend on June 27. Elise Beall noted that the currently Party Policy states that only members may reserve the Club during the summer season (Memorial Day to Labor Day) and that no functions will be permitted downstairs on Saturday, Sundays or holidays. Henrietta Godwin moved that the motion be denied because it is in conflict with the Party Policy. The motion was seconded and approved unanimously. The Committee's vote was sent to the Board who agreed with the decision. Elise Beall contacted Suzanne regarding the decision of the House Committee and the Board.

The Committee began revising the existing Party Policy. Elise Beall edited the policy and e-mailed it to members for approval. The Committee decided that the Policy is not yet ready for board approval. The goal is to make a policy that is so clear and concise, there can be no misinterpretation.

Questions I would like the Board to weight in on before we complete the Policy:

1. Our goal is to give the Manager the full power to approve or deny a party request based upon the rules stated in the Party Policy. However, there could come a time when someone asks something that is not directly and clearly stated in the policy, so there should be an appeals process. This process would not be used to circumvent the policy, but to get clarification on questions that are not specifically answered in policy. Who should the appeal go to? House Committee Chair, House Committee or Board?

2. What is the maximum number of guests that should be allowed for a party in the snack bar area? It is set at 75 now, but the Board recently approved a party for up to 100. Let's find a number that we can stick to. The reason for a set number is to insure that Club members who want to picnic will have room.

3. There have been occasions when parties were held at the sound or downstairs without permission. We need a policy for when this happens and it should be listed in the Party Policy. Who does Mollene report violations to? President or House Committee Chair? Can we fine members and who determines the amount? In my opinion, the fine should be higher than they would have paid for the party had they gotten permission. We need to make it so that it's not easier to do what you want then beg forgiveness. Who writes the letter and who sends the bill for the fine? Can we make a policy that if the fine is not paid within 30 days that membership is suspended?

4. We are working on a contract that will be used for all parties and will be signed by the party host, the sponsoring member if the host is a guest, and the Club Manager. A copy of the contract will be maintained by the manager. Who else needs a copy? Secretary/Treasurer?

The Committee will meet again on May 18 and will hopefully complete the policy at that time.

**Document Retention Ad hoc Committee  
Committee Report  
May 11, 2015**

The Document Retention Ad Hoc Committee met at the Club on April 20, 2015.

The Committee decided to purchase a Seagate 1 TB external hard drive (\$70) and an Epson WorkForce DS-560 Document Scanner (\$400) from Staples. Steve Lee has purchased the equipment and has hooked the scanner up. He is learning to use it so that the committee can begin scanning documents.

The Committee chose a Sentry Safe 4 drawer Fire-Safe, water resistant file cabinet from Costco (\$700) for document storage. We do not currently have a Costco account, but we need one for drinks and

snacks for the snack bar. Steve needs to organize the storage closet in the dining room and work with Mollene to determine where the file cabinet will fit. He will order it once he knows where it will go.

Steve has set up a Hanover Seaside Club Dropbox account. Once he gets the folders set up and the current files moved, he will send invitations to the Board.

## **POLICY MANUAL COMMITTEE REPORT**

The Policy Manual Committee met on April 27, 2015, and as a result of that meeting would like to present two motions for consideration by HSC Board of Directors (BOD) on May 11, 2015. The motions are as follows:

Motion #1: To Establish Policy Committee as a Standing Committee

Motion:

The Policy Committee is designated a standing committee of the Hanover Seaside Club.

Motion #2: Establishing Current Policy

Whereas, it is critical to identify existing policies and officially confirm them; and

Whereas, orderly publication of identified existing policies at the front desk of the Club and the Club website will provide an immediate resource for members, committees, and staff, then it is

Moved:

1. Each committee of the Club should decide which of its existing policy documents should be considered by the BOD as official policy of the Club.
2. Committees must submit their chosen policy documents to the Policy Manual Committee by May 25, 2015.
3. The Policy Manual Committee will assign policy numbers for existing policies submitted by committees and present the policies to the BOD as a batch at the June 2015 BOD meeting.
4. Submitted policies approved by the BOD at its June 2015 BOD meeting (or later if a second reading is required) will be published by the Policy Manual Committee as is.
5. Published policies not meeting the policy writing guidelines and template must be reformatted and submitted to the Policy Manual Committee by November 1, 2015.
6. No further approval of reformatted official policies will be required if the content of the policy has not changed when resubmitted.

Hanover Seaside Club HSC Policy #: XXXX Effective Date: Month XX, XXX Revised: Month XX, XXXX

**TITLE: POLICY MANUAL COMMITTEE ROLE AND DUTIES**

Purpose:

Define role and duties of the Policy Manual Committee

Scope:

Policy Manual Committee, Other Committees, Board

Responsible Party:

Policy Manual Committee, Other Committees, Board

**POLICY**

**I. Policy Statement**

- a. The Policy Manual Committee must establish, implement, and maintain a process for the orderly creation, indexing, and publication of policies of the Club.

## II. Procedure

- a. The Policy Manual Committee must carry out its mandate by:
  - i. Creating and maintaining a policy writing guide, including a policy template
  - ii. Establishing and maintaining the content structure of the *Hanover Seaside Club Policy Manual*
  - iii. Vetting proposed policies for consistency with the Constitution of the Hanover Seaside Club and *Robert's Rules of Order*
  - iv. Assigning policy numbers once a policy has been approved by the Board of Directors
  - v. Publishing and maintaining an updated version of the *Hanover Seaside Club Policy Manual* at the front desk of the Club and on the Club website
  - vi. Establishing and publishing a procedure for the submission of policies to the Board of Directors
  - vii. Soliciting suggestions for needed policies and conveying those needs to the Board of Directors

### **Hanover Seaside Club**

In an effort to improve the operation of the Hanover Seaside Club and to solicit input from the membership, Standing Committees will be have been formed. Standing Committees will operate under the direction and supervision of the Board of Directors. The Chair of each committee, chosen by the President, will be is a member of the Board of Directors. Committee membership is suggested and is subject to change as needed. No more than one two seasonal members may serve on any committee except Social Activities which can have as many as needed. Committee members will be are nominated by the President and approved by the Board of Directors. Committees will be are nominated annually. Members may serve more than one term. Each committee will must select a secretary who will record minutes of meetings. Minutes will be forwarded to the President are placed in the Committee Dropbox folder and placed on the Hanover Seaside Club website.

### **Standing Committees**

1. House (at least 2 Board Members, 3 5 Members, House Manager)
  - a. Assign rooms for the summer season - Memorial Day Weekend through Labor Day
  - b. Review and Revise the Party and Meeting Policies
  - c. Suggest meal and room prices to the Board for approval
  - 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.
2. Constitution (2 Board Members, 3 Members)
  - a. Review the Constitution annually
  - b. Suggest Constitutional changes to the Board

3. Finance (Secretary-Treasurer, 1 Board Member, 3 Members)
  - a. Review monthly financial report
  - b. Provide general financial oversight
  - c. Review the insurance policy annually
  - d. Prepare the annual budget to submit to the Board
  - e. Review tax reports and audits as necessary
  - f. With the Operations/Management Committee, suggest meal and room prices to the Board for Approval
  
4. Facilities (2 Board Members, 3 Members)
  - a. Inspect property and arrange for minor \*(under \$XXXX), routine repairs
  - b. Submit large \*(over \$XXXX) and non-routine maintenance needs to the Board for approval
  - c. Develop short-term maintenance plan (1-2 years)
  - d. Report on utilities usage and needs to the Board
  - e. Develop and implement hurricane preparedness plan
  
5. Long Range Planning (2 Board Members, 3 Members)
  - a. Develop Strategic Plan
  - b. Develop Master Facilities Plan
  
6. Operations/Management (2 Board Members, 3 Members)
  - a. Interface with and supervise Manager and Assistant Manager
  - b. Develop Job Descriptions and Evaluation Process for all employees
  - c. Review Bonus Policy annually and submit to Board for approval
  - d. Suggest pay raises to the Board
  - e. With the Finance Committee suggest meal and room prices to the Board for Approval
  
7. Communications (1 Board Member, 2 Regular Members)
  - a. Improve communications between the Board and the Membership
  - b. Oversee the www.hanoverseaside.com website
  - c. Prepare monthly newsletter for the website at least monthly
  - d. Approve all communications between Committees and the Membership
  
8. Social Activities (1 Board Member, Club Manager, 3 Regular Members)
  - a. Prepare an annual budget for Club activities
  - b. Plan social activities including, but not limited to:
    - 1) Bingo
    - 2) Luau
    - 3) 4th of July Celebration
    - 4) Flotilla

### **Current Committees Set by Constitution**

9. Membership (3 Regular Members, appointed annually by Board)
  - a. Receive all applications for membership in the Club from the President
  - b. Investigate each applicant, especially as to character, moral habits, business or professional standing in the community, and any other facts that would be of assistance to the Committee in passing on the applicant

- c. Recommend to the Board a method for determining which applicants will be accepted for membership when spaces are available
- d. Recommend to the Board a method for determining which Seasonal Members will be offered Regular Membership when spaces are available

- 10. Nominating (3 Regular members, appointed annually by the Board)
  - a. Recommend to the Regular Membership at least two nominees for each officer, and further recommend at least four (4) nominees to the Board.
  - b. Names of Nominating Committee will be posted at the Club no later than August 15 of each year.