

# Hanover Seaside Club



601 South Lumina Avenue  
Wrightsville Beach, NC 28480  
910.256.2726

P. O. Box 434  
Wrightsville Beach, NC 28480

## HSC BOARD OF DIRECTORS MEETING-DECEMBER 15,2014

The meeting was called to order by President Lawler at 7:05 PM

President Lawler called for the agenda to be approved. The agenda was approved unanimously.

Minutes of the November 20, 2014 Board meeting were presented to board and approved by the board unanimously.

The financial report was presented by Linda Tinga.

Chris Furr reported that he was checking on Employee Background Policy. The report was a preliminary report and he was going to look into his sources further and would report back to the board at a later date.

Bo Wessell informed the board that there was no report on the third floor HVAC system at this time.

### Old Business:

Document Retention Policy: Eddie Lawler is still in review. The policy will be presented to board when finalized.

Facilities Committee: At the November Board meeting the board voted unanimously to have the Facilities Committee move ASAP to determine a plan of action and approximate costs to remedy the problems with the kitchen floor. Bo Wessell reported that the facilities committee has looked at the floor and would get the floor inspected. There is a possibility that an engineer would need to examine the piling as well as having the floor inspected to determine the problem. Facilities Committee made a motion that the board approve an expenditure of up to \$30,000 for the repair to the kitchen floor. The committee expects to begin the repairs beginning the first of March.

Tax Evaluation Update: Patsy Weinel The consolidation of the parcels has been approved and signed by the NH County Tax Dept and turned over to Wrightsville Beach for approval.

### New Business:

Steve Lee, Bookkeeper: Final touches are being put on the budget for 2015 and final figures will be emailed to the board.

Linda Tinga, Secretary-Treasurer made the following motion concerning Payment Portal for HSC-Motion that the Board of Directors authorizes the Secretary-Treasurer to implement a credit card payment portal on the HSC website for accepting credit card payments online.

The following features are to be included:

- a. Portal accessible only by member password
- b. Portal must be PCI compliant for security
- c. Code for portal must be written by PNC Merchant Services
- d. Payments must be processed by PNC Merchant Services
- e. Budgeted costs are authorized as follows
  1. \$150 to PNC for code and implementation
  2. \$15 per month processing fee
  3. A maximum of \$175 to Web Designer for creating a page on website and incorporating PNC code
- f. Portal will be promoted in dues letter and on the website.
- g. Portal will be available for member use no later than 1/15/2015

Motion passed unanimously.

Linda Tinga, Secretary-Treasurer, made the following motion regarding Parking Sticker Policy

The motion was made that the Board of Directors authorizes the Secretary-Treasurer to implement a system of registration of member vehicles that has these features:

- a. Simple online for on Club website accessed after member has logged in with password
- b. Simple for available for member self-service use on secure Club computer until Memorial Day weekend
- c. Simple paper form included as part of annual letter
- d. Allows verification of ownership of vehicle using NCDMV registration system
- e. Will require members to enter two items from their registration card: tag number and last 5 digits of title
- f. System will be available no later than 1/15/2015

Motion passed unanimously.

Linda Tinga, Secretary-Treasurer made the motion to accept the following Bookkeeping Calendar for 2014/2015.

The deadlines for items related to the bookkeeping are as follows:

- a. 12/20/2014 Dining Room Minimum may no longer be used
- b. 01/02/2015 Annual letter with meeting notice, dues, and proposed constitutional changes mailed no later than this date
- c. 01/08/2015 Annual letter mailed no later than this date
- d. 03/02/2015 Room reservation opens for members
- e. 03/15/20015 Room reservation opens for guests
- f. 04/01/2015 Membership year begins and deadline for receipt of dues
- g. 04/01/2015 Members notified of room reservation assignments and deposit due
- h. 04/30/2015 Room deposit deadline

Linda Tinga reported on the Christmas gift distribution to the staff. To date, \$2970 has been collected and the donations will be distributed to staff on 12/18/2014. The total amount will be divided as follows: 40% of total to the manager, 30% of the total to the assistant manager and the remaining 30% will be split between remaining staff and based on the amount of hours worked. Any donations received after 12/18/2014 will be paid to the staff on 1/06/2015

Finance Committee made the motion to pay the Christmas Bonus. Motion passed unanimously.

Chris Furr informed board that he will ask all nominees for board positions to submit a summary of their information to him by December 31 so that he can get the information to the Secretary Treasurer by January 2. This information should consist of no more than 250 words.

The board then went into Executive Session.

Henrietta Godwin

Volunteer Recording Secretary