

Hanover Seaside Club



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Board of Directors Meeting Minutes

Date: February 9, 2015

Location: Hanover Seaside Club

Called to Order by President Eddie Lawler at 7:40pm.

Board Members in Attendance:

Officers – President Eddie Lawler
Vice President Sally Godwin
Treasurer Linda Tinga

Board Members (6)-

Chris Furr	Jake Wessell	Bo Wessell
Jim Morgan	Tommy Cheatham	Ken Johnson

Quorum: Yes

Non Board Members: Steve Lee, Bookkeeper & Grady Windham, CPA

Appointed Recording Secretary for meeting: Janet L. Warren

Adoption of Agenda:

Motion to approve the agenda by President Eddie Lawler, approved unanimously.

Adoption of Minutes from December 2014 Board Meeting:

December 2014 Minutes – Bo Wessell made motion to accept the minutes as submitted, seconded by Sally Godwin. No revisions were required. Board unanimously approved the December 2014 as submitted.

Executive Session - President Eddie Lawler called for an Executive Session at 7:50pm.

Items on Executive Board Agenda:

1. Grady Windham, CPA Report
2. Membership Committee brought forward names of seasonal members wanting to become regular members. All decisions tabled to future board meetings.

Executive Session ended at 9:00pm.

General Meeting resumed at 9:10pm.

Reports of Officers.

President - Eddie Lawler.

1. Eddie Lawler called for Craig Schutt to speak to the Board. Mr. Schutt requested the opportunity to address the board regarding his request to be considered as a regular member from his current seasonal member position. Mr. Schutt was assured that he was still on the current list to be considered.

Treasurer's Report – Linda Tinga.

Schedule A – 5. Cash Position as of February 9, 2015 (Accrual Basis)

ASSETS

Current Assets

Checking/Savings

1 – UNRESTRICTED FUNDS

1000 – PNC Operating - 0766 19,739.91

1020 – PNC MMarket – 5823 134,510.91

1024 – TD Bank 0.25% 12 Mo CD-4479 17,096.02

Total 1 – UNRESTRICTED FUNDS 171,346.84

1080 – Cash Drawers

1080.01 REG 01 Drawer Reserve 100.00

1080.04 – Vending Machine Reserves 70.00

1080 – Cash Drawers – Other -53.96

Total 1080 – Cash Drawers 125.04

1082- Petty Cash 312.57

2 – RESTRICTED FUNDS

1053 – Live Oak Bank CD 58,825.71

1054 – TD Bank CD-6101 99,000.00

Total 2 – RESTRICTED FUNDS 157,825.71

Total Checking/Savings 329,610.16

Total Current Assets 329,610.16

TOTAL ASSETS

329,610.16

LIABILITIES & EQUITY

0.00

Treasurer confirmed that the unused Dining Room Minimum of \$16,000 will be applied to the 2013-2014 Dining Room loss.

Staff did receive Christmas Bonus for \$3,845.87.

President's Report continued.

Document Retention Requirements Policy Recommendations – dated February 9, 2015.

(Handout distributed to each Board Member.)

Accounting Records:

All accounting records should be in cloud, bookkeeper, and monthly electronic back-up in HSC Safe Deposit Box.

Accounts Payable & Receivable	7 years
Expense Records	7 years
Copy of Purchase Orders	7 years
Sales Records	7 years
Tax Returns	7 years
Audit Reports	Permanent
Chart of Accounts	Permanent
Depreciation Schedules	Permanent
General Ledger	Permanent
Annual Financial Statements	Permanent

Bank Records:

All bank records should be in cloud with monthly electronic updates placed in HSC safe Deposit Box.

Bank Reconciliations	2 years
Bank Statements	7 years
Canceled Checks/Electronic Payments	7 years

Corporate Records:

Contracts electronically in HSC safe deposit with copies to HSC file cabinet and to the committee chair(s) that it pertains to. Business licenses original in HSC office with electronic copies in HSC safe deposit box. Insurance policies and mortgages originals in HSC safe deposit box and copies in HSC file cabinet.

Contracts and Warranties	Life of Contract + 4 years
Business Licenses	Permanent
Insurance Policies	Permanent
Leases & Mortgages	Permanent

Employee Records:

All files should be in locked secure HSC files with back-up in cloud and on flash drive in HSC safe deposit box.

Benefit Plans	Permanent
Former Employee Files	7 years
Payroll Records	7 years
Employment Taxes	3 years

Real Property Records:

All original real property records should be kept in HSC safe deposit box with copy in HSC office files.

Real Estate Purchases	Permanent
Construction Records	Permanent

A motion was not made to accept these recommendations from Eddie Lawler who consulted with McGladrey & Pullen, CPA's. The following discussion did follow.

1. The recommendations do not state paper copies verses electronic copies for each category. Paper copies were discussed to be the original and backup on electronic format.

2. Jake Wessell, as Constitution Committee Chair and Board Member asked for more clarification on whom, how and where this information would be combined, stored, by who and what time period. The President stated these unanswered issues would need to be address at a later board meeting. He asked the following questions for the board to consider:
 - A. Financial Documents stored in what format?
 - B. Who will be responsible for making the back up files? Policy & Procedures will need to be established.
 - C. Contracts and personal files – How will we back this data up and who will be responsible for the storage on secure information?
 - D. Don't want to lose any data in the process. One source for all documents is important.
 - E. The Retention Policy as released is a good start but is unfinished and will need board input into how to complete this task. This will take continual updating for whoever is assigned this scope of work.
 - F. Where does the HSC store this data – originals and backup electronic data?
3. Chris Furr stated the Constitution and state charters also need to be included in this new retention policy.
4. Steve Lee stated that so much of this is scattered in multiple locations and hands and this is a big job to complete. Who will do it, will they be paid and what time line is the board considering?

Reports from Committees.

Facility Report –

Chair Bo Wessell.

1. **Motion** – Bo Wessell made the motion from committee to delete \$23,500 from the 2015 approved Budget and return the funds to the general operating funds. The money will be requested in 2016 to properly complete the kitchen floor repairs. Motion required no second.

Discussion: The Facility Committee plans on patching the kitchen floor and reevaluating what additional work will be required in the Fall of 2015. Scope of work will then be included in the 2016 proposed budget. The patches are estimated to be approximately \$500.

Motion passed unanimously. Steve Lee made the correction to the approved 2015 Budget and provided the Board members with a corrected copy of the proposed 2015 budget for their files prior to the 2015 Annual Meeting in two weeks.

2. Ice maker on the ground level will be replaced with the same size unit but with a larger tub.
3. Ken Johnson requested information on the safety of the existing kitchen floor and expressed concern on the safety of the individuals in the kitchen area. He requested that it be inspected by an outside expert and have them provide the board/club with a certified statement of the safety of the existing area (and maybe patches). This certificate could provide the HSC will protection from possible liability and law suits if an accident does occur in the kitchen prior to a proper fix. Bo Wessell reassured the board that the patches would be ample for this winter and the upcoming Valentine

weekend dinner.

Motion – I (Ken Johnson) recommend we hire a Building Inspector to go through the club property (includes A frame rental) thoroughly and provide a list of problems for the board to review. The liability is high, children and members should not be allowed in the kitchen area. Seconded by Tommy Cheatham. Extensive discussion followed regarding preventive measures to safe guard club from any liability or legal law suits, this was a good idea and cost to the club for the inspection estimated at \$1,000 or less for all parcels/property. Facility Committee asked to handle the hiring and providing list to entire board. Motion passed 7 to 1.

4. Gas leaks discussed and Bo Wessell assured the board that the gas company will be on site the first thing Thursday morning February 12, 2015 to correct the multiple leaks.

5. Ken Johnson and the board thanked Bo Wessell and his committee for their work on the Facility Committee.

Social Committee –

Chair – Ken Johnson

Reminded the board that this past year had been a successful social function year but the year is coming to an end for the board and committee chair appointments. There will be down time in the communication to the general membership in next year's social calendar and posted food menus. The new President will address the committee assignments after the annual meeting in two weeks.

Closing Comments - President Eddie Lawler Comments in closing -

1. Online payments at the HSC is unknown when this service will be available. Steve Lee has been trying to work with PNC Bank but the contact there, Gretchin Hooks, has not been able to finalize this service from the bank to the HSC as of yet. Steve Lee continues to try to finalize this as soon as possible as the new club year is approaching.
2. Annual Meeting – the dining room will be set up as in recent past years if the board approves, board acknowledged that was fine.
3. Valentine Day dinner this weekend. Elise Wessell Beall will post a reminder to the general membership on the HSC blog as well as post the four recent deaths among the club's current membership. Deaths: Dan Gotlieb, Wynona Hughes, Virginia Tilden & Eelco Tinga, Sr..
4. Older members of the club who are not on the computer are not receiving updates and reminders. This should be addressed by the new board, possibly establish a telephone or mailing option. The Communications Committee is asked to address this in the 2015 board year.
5. New Committee Assignment will be done after the Annual Meeting. Anyone interested in serving on any committee should contract the board or new president. Elise Wessell Beall to post to the blog.

Old Business-

1. Chris Furr, outgoing Board Member's, Drug Test Policy in review since August 2014.
2. Annual cost for bed bug treatment in club house and rental property (Facility Committee, Chair Bo Wessell, since October 2014).
3. Cost to correct kitchen floor foundation problem, kitchen floor holes through subfloor, and cost to correct third level clubhouse continuing mold issue. (Facility Committee, Chair Bo Wessell, in minutes since October 2014).

Meeting adjourned at 10:15pm.

Minutes respectfully submitted,

Janet Warren, Appointed Recording Secretary