

Hanover Seaside Club



601 South Lumina Avenue
Wrightsville Beach, NC 28480
910.256.2726

P. O. Box 434
Wrightsville Beach, NC 28480

Board of Directors Meeting

Minutes

Date: April 28, 2014

Location : Hanover Seaside Club

Call to Order: 6:46pm

Board Members in Attendance:

Officers - Eddie Lawler, President
Sally Godwin, Vice President
Linda Tinga, Treasurer

Board members (6) -

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

Other HSC Positions:

Steve Lee – HSC Bookkeeper
Mollene Smith – HSC Manager

Absent: None

Quorum: Yes

Appointed Recording Secretary for this meeting: Janet L. Warren

Adoption of the Agenda: Presented by President Eddie Lawler. Approved as submitted.

Adoption of Minutes: Motion to approve minutes as submitted by: President Eddie Lawler
Approved as submitted with following changes:

1. Change terminology : "Facilities Committee Report – Bo has ~~invited~~ requested"

Reports of Officers.

President : Eddie Lawler
Report given at end of meeting.

Vice President: Sally Godwin
No Report.

Treasurer: Linda Tinga

The following Financial Statements were presented

Cash Position as of April 28, 2014

ASSETS

Current Assets

Checking/Savings

1 –UNRESTRICTED FUNDS

1000 – PNC Operating – 0766	\$ 46,162.18
1020 – PNC MMarket – 5823	458,330.46
1024 – TD Bank 0.25% 12 Mo. CD-4479	<u>17,096.02</u>

Total 1 – UNRESTRICTED FUNDS 521,588.06

2 – RESTRICTED FUNDS

1050 – New Bridge Hurricane CD-0979 Qt.	5,840.81
1054 – TD Bank CD-6101	<u>99,000.00</u>

Total 2 – RESTRICTED FUNDS 104,840.81

1060 – Cash drawer 78.10

1082 – Petty Cash 493.20

Total Checking/Savings \$ 627,000.77

Total Current Assets \$ 627,000.77

TOTAL ASSESTS \$ 627,000.77

LIABILITIES & EQUITY 0.00

Financial report continued by Linda Tinga:

Dues - \$50.00/per member, as billed, needs to be transferred to the restricted funds.

Unpaid Members Dues to date: 4 members plus one partial member payment.

Chris Furr stated that the 2013 Dining Room balance of \$15,500 needed to be transferred to the restricted funds also. Discussion of this was not voted on at the annual meeting.

The following motions were made by Chris Furr:

Motion One: The balance in the unused dining room fund be transferred to the Restricted Fund asap. (Deposit in best interest rate CD account.)

Second: Bo Wessell – Passed unanimously.

Motion Two: \$50.00 (per member) of the annual dues should be moved to the Restricted Fund.

Second: Bo Wessell Passed unanimously.

Linda Tinga went over the Profit and Loss statement. Chris Furr noted the loss in the Dining Room.

Party Income – Labor on the P&L statement might be skewed because a party might overlap in two billing cycles. Best picture should be obtained over a few months period.

Transfer of \$50.00 plus Dining Room Fee should be posted to the Blog to confirm to the membership that the transfer has been completed as stated at the annual meeting.

Finance Committee Report (Pink Handout).

The Finance Committee met over the past weekend. The following items have been sent to the Board for consideration:

1. We received a bill from Crystal, the former bookkeeper, for \$1,166.09. Steve Lee has analyzed the charges and we cannot confirm these. He estimates that we owe Crystal \$421.85. We would like to have a meeting with her to validate these charges.

Karatech bill from former bookkeeper Crystal is high. This bill does not reflect the end of the year work to be done with Grady Windham. CPA. Amount invoiced, \$1,166.09, was for the period of time between 11.2.2013 through 11.23.2013.

Jake Wessell recommended: Send a written request to clarify the bill and request an itemized list of tasks for each amount.

Clarify end of the year billing if additional charges are to be sent.

Any HSC checks should be clearly state "Final Payment" when issued.

Board approved this action.

2. Tuesday Night Dinners - (White Sheet/Calendar Handouts).

We need some clarification on the Tuesday night dinners. In February 2013 minutes, a motion was made that Tuesday night suppers have a 45 minimum. As you see, only one Tuesday night dinner has met this requirement this year.

Month/Year	Attendance	Gross Sales	Profit or Loss
March 2014			
Sunday March 2	56	\$615.91	
Sunday March 9	40	\$446.25	
Sunday March 16	24	\$294.77	
Sunday March 23	61	\$796.33	
Sunday March 30	34	\$421.32	
Tuesday March 18	46	\$418.75	
Tuesday March 25	26	\$273.50	
April 2014			
Sunday April 6	57	\$715.56	
Sunday April 13	33	\$367.75	
Tuesday April 1	31	\$283.25	
Tuesday April 7	43	\$393.25	
Tuesday April 14	31	\$265.51	

Discussion:

Board voted last year to not serve any meals at the HSC unless 45 members were in attendance. 45 regular members are the break even amount allowing the dining room service to break even or at least not a loss to the club.

Options have been discussed to minimize the dining room losses by serving one meat, etc. Jim Morgan wants the Tuesday evening meals maintained even at a loss as a "service" to the seniors.

The Board requested a breakdown of the cost analysis of these dates and to provide additional information for the dining room costs for the four Sundays in May 2014. Analysis should provide bottom line cost with and without the 20% overhead. (See Item 4 below)
The HSC Board agreed and asked Linda Tinga to provide the information at the May Executive Board Meeting.

HSC Board broke for 10 minutes to have the 2014 Board of Director's Photo taken by Elise Wessell Beall. Reconvened at 7:40pm.

Linda Tinga/Treasurer continued her report:

3. 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.

4. 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.

5. We would like to use the WebReserv for our internal use by May 15. We are paying \$19.95 per month for this. It shows room availability and official party events.

Discussion:

Tommy Cheatham will share Google calendar site to log in and have available schedules for board's internal use by May 15th. Okayed by Board.

Reports from Committees.

Communications Committee-

Chair: Tom Cheatham

No Report.

Constitution Committee –

Chair Jake Wessell

No Report

House Committee –

Chair: Chris Furr

Room Vacancies: 88% occupancy reserved.

65% paid (this Thursday is the deadline)

Steve Lee will send out reminder by email of reservations and possible opening.

No written report to include.

Facilities Committee –

Chair: Bo Wessell

Report dated April 28, 2014:

Work completed or in progress.

1. Rebuilt the three screen doors for the picnic area. Thanks, Jim.
2. Replace flagpole lights.
3. Replace the heater in the “lift” room to hopefully prevent even more broken pipes.
4. Correct electrical problems.
5. Resurfacing the bulkhead at the sound.
6. Repaired boat ramp approach.
7. Reface the concrete beam at the northeast corner at the steps.
8. Replace the broken slab in the south walkway to the club.
9. Replacement of the wooden deck at the sound.
10. Repair the end of the floating dock.
11. HVAC maintenance contract awarded to Tim’s Heating and Air Conditioning.
12. Purchase furniture and mattresses for 605 S. Lumina.
13. Inside painting and ceiling repair in 605 S. Lumina (beginning 05/23/2014).

The facilities committee has not addressed the amount that separates small projects from large projects.

A successful mini work day was held Wednesday, April 23, 2014. The bushes in the area around the sign and in front of the parking spaces were trimmed, cleaned up and sprayed in preparation for mulch. The grass (?) was cut and the fence lines and parking bumpers were sprayed. The angle brackets in the windows on the upper floor were removed in preparation for window cleaning and screen removal. Thanks to the crew of three: Bob Morton, Bill Rathgeb (my neighbor) and me. Other mini projects for members will be discussed at the next facilities meeting.

Thanks to Jim Morgan and Nancy Noel May for their work in, on, and around 605 S. Lumina.

For Board’s consideration:

Request to purchase 2 Wilmington Gas Grilles at \$2,630.07 and have one installed at the sound and the other at the club. (Bo Wessell stated that additional funds will be needed in 2015 for additional grilles, four in total have been discussed.)

How to supply gas for the grilles?

1. The user will supply their tanks. (Board decided to let users supply and see how it goes.)
2. The club will supply the gas for \$5.00 per use.
3. The club will supply the gas at no charge.

There are locks on the grills covers. A member would have to request the use of the grill from the club manager and receive a key to the lock. The key would have to be returned after use. A \$20.00 deposit could be required to receive the key. A schedule for use would be appropriate.

Additional information & discussion:

A Frame Rental Property: Under budget so far.

Contract to be issued to be issued to the paint contractor for \$4400.00. \$1500 Budgeted but \$5,000 contingency should cover the difference.)

Operations Committee-

Chair Jim Morgan

Operations Committee Report dated 4.24.2014:

Work and preparation for the 605 A Frame are lining up to begin May 23. Nancy May has furniture ordered, John Cockrum is arranging inside painting and Jim Morgan is handling misc. carpentry, exterior cleaning and painting. We are currently booked full except for 2 weeks – and negotiating for next winter’s long term tenants.

On close inspection we found 44 chairs needing repairs. This includes porch and dining room.

We scrapped 8 rockers and salvaged parts to fix 6 that we had no parts for. Our porch rockers now total approximately 105, which is still more than we need. The composite rockers were repaired at a cost of about \$15.00 each – they are not good quality. R.E. Corbett and Jim Whitehurst each volunteered a day to fix chairs.

The needed shelves in the snack bar are complete except for final painting. We followed Beth’s design.

The screen doors to the picnic area have been rescreened with screen and hardware cloth as before which lasted 5 years – a good life considering traffic and salt spray.

I have a candidate for a combination security, maintenance and snack bar position, if we intend to have a security person this year.

Although we have given our two managers good performance reviews, I find no record of a salary increase for Mollene for 5 years and possibly 6. This needs our review.

Social Committee

Chair Ken Johnson

No report.

Nominating Committee – No Report.

Opening Letter dated 5.7.2014 Approved.

Motion to approve letter was unanimous with a few terminology changes that will be addressed between Linda Tinga and Jake Wessell after the meeting to reflect changes discussed.

New Business/Other Comments:

Motion from Bo Wessell : To improve transparency, all meetings should be announced on the blog at

least one week in advance of the meeting. That means committee chairs need to notify Elise (Wessell Beall) of the meeting, location and time no later than midnight on Tuesday the week before the planned meeting. Meetings should be planned enough in advance that this is possible.

Discussion: All members are invited to attend Board and all committee meetings annually.

Second: Tommy Cheatham

Concerns expressed by Eddie Lawler and Chris Furr related to executive or closed sessions regarding personal and membership issues.

Vote deferred to May Board Meeting.

President Eddie Lawler presented Elsie Wessell Beall's recommendation to announce new members in the news releases and announcements. Board okay'd unanimously.

Next Board Meeting – May 28, 2014.

Executive Session called – Minutes taken by others.

Above Minutes respectfully submitted by,

Janet L. Warren