

# 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:** May 28, 2014

**Location:** Hanover Seaside Club

**Called to Order:** 6:40pm

**Board Members in Attendance:**

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

Board members (6) -

Chris Furr	Jake Wessell	Bo Wessell
Jim Morgan	Ken Johnson	

Absent: Tommy Cheatham

Quorum: Yes

**Appointed Recording Secretary for meeting:** Janet L. Warren

**Adoption of Agenda:** Motion to accept the agenda was made by President Eddie Lawler and approved Unanimously by Board.

**Adoption of Minutes:** Motion to approve minutes was submitted by President Eddie Lawler, approved Unanimously by Board with no corrections.

### Reports of Officers.

**President : Eddie Lawler**

Comments made at end of meeting.

**Vice President: Sally Godwin**

No Report.

Two new membership applications to be discussed in Executive Session at end of meeting.

Communication Committee Reports (2) given By Elise Beall.

Chair Tommy Cheatham unable to attend.

Report given early to allow Elise Beall to leave early.

### Communications Report – “Facebook Groups” (Handout)

Facebook Groups help gather friends around common interests. You can share updates, photos, documents and more.

Types of groups-

Open – Anyone can see the groups, who’s in it, and the posts, etc.

Secret – Only members of the Group can even see that the Groups exists, who is in the Group and posts, etc.

Closed Group – Anyone can see that the Group exists and can see who’s in the Group, but only Group members can see posts, etc..

\* I suggest our Group be Closed.

There are several ways to add members. First, the Administrator can add members - but only members who are already their friends. Group members can add their friends. It can be set that the Administrator has to approve all Group members, but I feel that members should be able to add other members without approval. If non-club members are added to the Group, the Administrator can always delete them. People can click a button to join the group. An Administrator must approve. Facebook users can be added to Groups without their permission – but they can always leave the Group if they choose.

Any member can post on the Group page, comment on posts, add photos, and chat with other members, create events, poll members and add documents. Again, it can be set that the Administrator has to approve everything, but I don’t believe we should do that. Members should be allowed to post. If something offensive or inappropriate is posted, the Administrator can remove it.

Group members are notified of new posts in the Group. This is controlled by the member in their notification settings.

Group pages can be used to poll members. These are simple polls. When a member responds, they automatically see the results of the poll. A member can only respond to a poll one time.

More than 1 Administrator can be assigned. Administrators have a great deal of control, so assigning Administrators should be done with care.

Administrators can:

Remove posts.

Remove members – removed user can request to rejoin at a later time.

Ban members – banned members can never return.

You can view who has “seen” a post unless the number of Group members exceeds 250.

**Motion:** Elise Beall made the following: I move that a HSC Facebook account be set up for members only, based on the above report, and be administrated by three Administrators – Elise Wessell Beall/Communications Committee, Henrietta Godwin/Social Committee and Francie Godwin/Member at Large.”  
Seconded by Ken Johnson  
Approved unanimously after board discussion.

Communications Committee Report – “Website Data Report.” (Handout)

*Hanover Seaside Club*  
Website Data

Month	Reg Users	Unique Visitors	Total Visits	Most Visits/Day	Aver Visits/Day	Stayed <30 secs	Downloads
Feb	482	768	1508	242 2/12/14	53	71.4 %	2014 Room reservation form - 60 Membership roster - 36 2014 Room reservation letter - 35 Proposed Constitutional changes- 2014 -13 Budget -13 Constitution -12
Mar	486	544	1046	64 3/2/14	33	72.2%	Membership roster - 23 Room reservation forms - 33 Room reservation letter - 17 Room rates - 9 2013-14 1st Qtr P&L - 8
April	<del>499</del> 496	608	1125	60 4/19/14	37	75.2%	Membership roster-14 February Board Min-11 Mem. Appl. - 8 Room Reserv. Form -13 Feb. P&L - 5

All website info is up to date except April Board minutes which will be approved by the Board tonight.

Any additional postings should be sent to Elise Beall.

**Treasurer: Linda Tinga**

Chair: Linda Tinga

Committee: Winfield Smith, Laura Earnhardt, Steve Lee, Beth Henderson,  
Betty Jean Lanier, Nancy Braswell

The following Financial Statements were presented:

**Cash Position as of May 28, 2014**

ASSETS

Current Assets

Checking/Savings

1053 – Live Oak Bank CD (New 1.35%/18mth.) \$ 52,851.00

1 – UNRESTRICTED FUNDS

1000 – PNC Operating – 0766 \$ 11,816.33

1020 – PNC MMarket – 5823 432,677.02

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

Total 1 – UNRESTRICTED FUNDS 461,589.37

2 – RESTRICTED FUNDS

1050 – New Bridge Hurricane CD-0979 Qt. 5,840.81

1054 – TD Bank CD-6101 99,000.00

Total 2 – RESTRICTED FUNDS 104,840.81

1080 – Cash Drawer

108001 – REG 01 Drawer Reserve 100.00

1080 – Cash Drawer – Other -4.04

Total 1080 - Cash Drawer 95.96

1082 – Petty Cash 500.00

Total Checking/Savings \$ 619,877.14

Total Current Assets \$ 619,877.14

TOTAL ASSETS \$ 619,877.14

LIABILITIES & EQUITY 0.00

Recap: Four (4) CD's and one (1) Money Market as of 4.28.2014:

CD'S- Live Oak Bank, New Bridge, TD Bank (2).

Money Market (MMarket) (1) – PNC Bank

Email May 28, 2014 from Linda Tinga:

A CD was opened at Live Oak Bank with an interest rate of 1.35%. They were running a special to the end of May. It is an 18 month CD. \$16,601.00 was unused from the unused DR (Dining Room) minimum and \$36,250 from the \$50.00 (per member) extra dues this year. Therefore, the CD was opened with \$52,851.00. (Note above report.).

**HSC Profit & Loss Prev. Year Comparison Report – April 2014**

Hanover Seaside Club  
**Profit & Loss Prev Year Comparison**  
 April 2014

5:09 PM  
 05/26/2014  
 Accrual Basis

		Apr 14	Apr 13
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
	4060 · TAM Opening Balance	-10.00	0.00
	<b>4000 · Dues/Membership Income</b>		
	400010 · Dues-One Time	-100.00	0.00
	400001 · Dues-Annual Regular	-425.00	0.00
	400002 · Dues-Annual Seasonal	425.00	425.00
	400003 · Dues-Annual Regular 70/75	-212.50	0.00
	400005 · Dues-Annual Dining Room Minimum	0.00	0.00
	<b>Total 4000 · Dues/Membership Income</b>	<b>-312.50</b>	<b>425.00</b>
	<b>4005 · Fee Income</b>		
	400501 · Boat Fee Income	-150.00	295.00
	400502 · Initiation Fee Income	0.00	1,000.00
	400503 · Locker Fee Income	-200.00	1,180.00
	400599 · Late Fee Income	0.00	80.00
	<b>Total 4005 · Fee Income</b>	<b>-350.00</b>	<b>2,555.00</b>
	<b>4010 · Food Income</b>		
	401001 · Food-Meals Income	5,244.22	7,281.00
	401004 · Food-Event Income	507.32	0.00
	401005 · Food-Party Income	5,621.00	2,301.14
	<b>Total 4010 · Food Income</b>	<b>11,372.54</b>	<b>9,582.14</b>
	<b>4020 · Rental Income</b>		
	402001 · Rental Income-601-Lodging	5,192.28	5,369.10
	402002 · Rental Income-605-Cottage	2,000.00	1,980.00
	402003 · Rental Income-601-Club Parties	294.00	375.00
	<b>Total 4020 · Rental Income</b>	<b>7,486.28</b>	<b>7,724.10</b>
	<b>4050 · Supporting Income</b>		
	405001 · Merchandise Sales	29.50	64.45
	405004 · Interest Income	101.59	70.81
	405006 · Non Food Vending Income	0.00	89.00
	405007 · Sales Tax Rounding	0.00	0.27
	<b>Total 4050 · Supporting Income</b>	<b>131.09</b>	<b>224.53</b>
	<b>Total Income</b>	<b>18,317.41</b>	<b>20,510.77</b>
<b>Cost of Goods Sold</b>			
	<b>5010 · COGs Food</b>		
	501001 · COGs-Meals/Dining Room Food	4,439.45	4,297.58
	501005 · COGs-Party Food	1,658.51	1,160.68
	<b>Total 5010 · COGs Food</b>	<b>6,097.96</b>	<b>5,458.26</b>
	<b>5015 · COGs Supplies</b>		
	501501 · COGs-Dining Room Supplies	502.81	866.99
	501504 · COGs-Party Supplies	15.63	5.06
	<b>Total 5015 · COGs Supplies</b>	<b>518.44</b>	<b>872.05</b>
	<b>5020 · COGs Rental 601 Lodging</b>		
	502002 · COGs-601 Lodging-Mortgage-Int	250.48	332.87
	502005 · COGs-601 Lodging-Janitorial	246.60	0.00
	502006 · COGs-601 Lodging-R&M Rooms	0.00	215.37
	502009 · COGs-601 Lodging-Utilities	80.51	79.90
	502010 · COGs-601 Lodging-Supplies/Fees	274.43	0.00
	<b>Total 5020 · COGs Rental 601 Lodging</b>	<b>852.02</b>	<b>628.14</b>
	<b>5025 · COGs Rental 605 Cottage</b>		
	502502 · COGs-605 Cottage-Mortgage-Int	375.97	499.31
	502503 · COGs-605 Cottage-Mgmt Fee/Comm	220.00	217.80
	502506 · COGs-605 Cottage-R&M Building	127.85	140.00
	502509 · COGs-605 Cottage-Utilities	505.33	784.71
	502511 · COGs-605 Cottage-Depreciation	0.00	611.00
	<b>Total 5025 · COGs Rental 605 Cottage</b>	<b>1,229.15</b>	<b>2,252.82</b>

Hanover Seaside Club  
 Profit Centers--Basic Profit and Loss

05/26/2014

April 2014

Accrual Basis

		DRoom	Party	601Lodging	605Rental	TOTAL
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
	4010 · Food Income	5,244.22	6,128.32	0.00	0.00	11,372.54
	4020 · Rental Income	0.00	294.00	5,192.28	2,000.00	7,486.28
	<b>Total Income</b>	<b>5,244.22</b>	<b>6,422.32</b>	<b>5,192.28</b>	<b>2,000.00</b>	<b>18,858.82</b>
<b>Cost of Goods Sold</b>						
	5010 · COGs Food	4,460.46	1,637.50	0.00	0.00	6,097.96
	5015 · COGs Supplies	502.81	15.63	0.00	0.00	518.44
	5020 · COGs Rental 601 Lodging	195.30	0.00	656.72	0.00	852.02
	5025 · COGs Rental 605 Cottage	0.00	0.00	0.00	1,154.15	1,154.15
	<b>Total COGS</b>	<b>5,158.57</b>	<b>1,653.13</b>	<b>656.72</b>	<b>1,154.15</b>	<b>8,622.57</b>
	<b>Gross Profit</b>	<b>85.65</b>	<b>4,769.19</b>	<b>4,535.56</b>	<b>845.85</b>	<b>10,236.25</b>
<b>Expense</b>						
	5100 · Payroll Expenses	2,356.24	844.36	1,202.77	0.00	4,403.37
	<b>Total Expense</b>	<b>2,356.24</b>	<b>844.36</b>	<b>1,202.77</b>	<b>0.00</b>	<b>4,403.37</b>
	<b>Net Ordinary Income</b>	<b>-2,270.59</b>	<b>3,924.83</b>	<b>3,332.79</b>	<b>845.85</b>	<b>5,832.88</b>
	<b>Net Income</b>	<b>-2,270.59</b>	<b>3,924.83</b>	<b>3,332.79</b>	<b>845.85</b>	<b>5,832.88</b>

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	<b>Total 5110 · Auto &amp; Truck Expense</b>		
	5120 · Bank Charges	13.72	15.00
	5135 · Cash Over/Short	-10.00	-0.50
	5170 · Computer Expenses	5.65	0.00
	5220 · Dues & Subscriptions	0.00	70.00
	5245 · Equipment, Furniture & Fixtures	525.66	0.00
	5260 · Finance Charge Expense	5.00	0.00
	5335 · Mailing Services	238.41	769.12
	5360 · Maintenance & Repairs		
	5362 · Building R&M-Club-601 S Lumina	14,471.35	1,687.65
	5364 · Equip R&M-Alarm	1,716.60	1,716.60
	<b>Total 5360 · Maintenance &amp; Repairs</b>	<b>16,187.95</b>	<b>3,404.25</b>
	5370 · Merchant Services	961.04	548.28
	5380 · Office Expense/Supplies	639.38	113.94
	5440 · Postage & Delivery	150.93	79.61
	5460 · Professional Fees		
	5462 · Accounting Fees	2,404.09	3,575.00
	<b>Total 5460 · Professional Fees</b>	<b>2,404.09</b>	<b>3,575.00</b>
	5500 · Tax Expense-990 Tax	0.00	0.44
	5600 · Utilities		
	5602 · Electric	1,651.20	1,766.26
	5604 · Gas/Propane	508.50	444.94
	5606 · Water	1,833.08	1,603.88
	5608 · Telephone	253.55	251.77
	5611 · Recycling	0.00	525.00
	5612 · Internet/Cable/Website	129.03	107.76
	<b>Total 5600 · Utilities</b>	<b>4,375.36</b>	<b>4,699.61</b>
	6001 · Depreciation Exp-601 Club	0.00	6,886.00
	6998 · Voided Checks	0.00	0.00
	6999 · Uncategorized Expense	21.73	0.00
	<b>Total Expense</b>	<b>34,713.15</b>	<b>29,054.90</b>
	<b>Net Ordinary Income</b>	<b>-25,093.31</b>	<b>-17,755.40</b>
	<b>Net Income</b>	<b>-25,093.31</b>	<b>-17,755.40</b>

y instead of quarterly, to include Year to Date: Budget & Actual. Steve Lee stated this would not be a problem.

Linda Tinga notified Board that there are two member openings. Sally Godwin/Membership Chair will discuss names in Executive Session.

## **Reports from Committees.** (Not in alphabetical order per approved Agenda.)

### **Communications Committee**

Chair : Tom Cheatham

Committee: Elise Beall, Ann Wessell, Loretta Lewis

Report given prior to Treasurer's Report earlier in meeting. See above.

### **Facilities Committee**

Chair: Bo Wessell

Committee: Jake Wessell, John Cockrum, Duncan McFadyen, Nancy May

### **Facilities Committee Report for April 28, 2014**

#### Work Completed:

1. Repaired damage from winter freeze and replace screens in Shower rooms. Blue Ocean Construction (\$3320.00)
2. Pressure wash and paint 601 S. Lumina. M. Fox Construction, Inc. \$11,750.00)
3. Rebuilt the three screen doors for the picnic area. Jim Morgan
4. Repaired boat ramp approach. Decorative Concrete Solutions
5. Repaired the broken slab in the south walkway to the club. Decorative Concrete Solutions
6. Replacement of the wooden deck at the sound. Coastal Marine Construction
7. Repair the end of the floating dock. Coastal Marine Construction
8. Repaired deck at sound shower. Coastal Maine Construction
9. Repaired separated drain tile under sound deck.
10. Landscaped front. Eelco Tinga, Bob Morton, Bo Wessell
11. All grass cutting. Bob Morton
12. Returned pressure and hot water to downstairs showers. Mike Lewis
13. Rebuilt three tables and screwed down numerous boards. Eddie Lawler and Bo Wessell
14. Removed screens and applied "Do NOT Open!" labels to upstairs windows. Bo Wessell
15. HVAC maintenance contract awarded to Tim's Heating and Air Conditioning.
16. Purchased furniture and mattresses for 605 S. Lumina. Nancy May (Custom Home Furniture)
17. Repaired damaged fence between Club and A-frame. Seegars Fence Company (\$385.00)
18. Repaired fence at sound. Seegars Fence Company to be paid for by Doster Building (\$363.00)
19. Correct water pressure and partially cleaned shower head at the sound. Bo Wessell
20. Replaced toilet seat in Room 7. Repaired toilet in Room 6. Replaced window lock in Room 1. Replaced fan light globe in Room 3. Bo Wessell

#### Work in Progress

1. Replace flagpole lights.
2. Replace the heater in the "Lift" room to hopefully prevent more broken pipes.
3. Correct electrical problems and install a second line to sound shed.
4. Resurfacing bulkhead at the sound. Decorative Concrete Solutions
5. Reface the concrete beam at the northeast corner at the steps. Decorative Concrete Solutions

6. Inside painting and ceiling repair in 605 S. Lumina (beginning 05/26/2014). M. Fox Construction, Inc. (\$4400.00)
7. Replace two toilets in 605 S. Lumina. Jim Morgan
8. 8. Purchased two Wilmington Grills. Atlantic Appliance and hardware, Installation upon delivery. Gas to be provided by user. (\$2630.07)
9. Fire extinguishers for both cook shelters.
10. Request replacement of compressors for the parlor, hall, office 109 HVAC.

Most noticeable repair need is the dirt parking lot bumpers.

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

Bo Wessell (end of written report/ note additions to list below)

**Bo Wessell discussed the following:**

A great deal of work is/was required to get the club facilities open annually.

Plumbing – Disclosure tabs are needed to be used between renters to check for leaks. Chris

Furr stated they can be obtained free of charge from the Utilities Commission for free.

Eddie Lawler purchased new compressor on 5.28.2014 for \$100.00, old one lasted 4 years.

New toilets have been ordered for A frame rental property.

Obvious needs –

A. Bumpers in parking lots, prefer concrete to wood.

B. Fans for women’s bath area on first floor. These need to be vented to the outside.

**Motion:** Bo Wessell made a motion to remove the Century Plant in front of the club building.

Seconded by Chris Furr.

Discussion lead to a vote to be delayed until Eelco Tinga could advise and

Jake Wessell could possibly determine other location for the plant.

Motion tabled until next meeting or later date.

New Air Conditioning Unit for 109 Unit/Main Club Facility was ordered after breaking down within this past week. New unit services the 109 Rental Unit, Corridor and Office. Cost quoted by Tim’s Heating & Air is \$4,871.00. If a crane is needed to install the new unit and/or remove existing it will be an additional charge (unknown). Tim’s sign copy has not been returned to Edie Lawler as of tonight.

**Motion:** Bo Wessell made the following motion – I move to accept the Tim’s Heating and Air Invoice/bill for \$4,871.00. Seconded by Chris Furr.

Approved unanimously.

Conversation regarding maintaining all service contracts and warranties need to be maintained on file at the HSAC in the office. Facilities Committee and President need to make sure this is done. Board in total agreement. Jake Wessell suggested that all contracts & documents be scanned and retained in a “Document Retention Policy” also, future discussion is needed to create such a file and proper storage of enclosed data. Two copies of each document should be on file. Contact previous Officers and President if some contracts are missing. Previous Motion is on file to maintain this type of filing system.

Chris Furr thanked Bo Wessell and committee for their work and stated the club looked nice. Bo Wessell asked the board to thank previous board member John Cockrum for his work last year which lead to this year’s work beginning completed.

Bo Wessell added the following:



Members had requested to maintain at least one charcoal grill for their use.  
An Electrician will be on site on 5.29.2014, if additional items need to be added please contact Mollene Smith, Mgr..

Jake Wessel stated the following needs to be added to Facility Report "Work – In Progress/ Unfinished", please add the following:

- A. The dock repairs (at faucet) needs accessible hatch with key latch.
- B. Piling survey needs to be added to "work in progress".
- C. Rerouting of downspouts to "work in progress".
- D. Kitchen floor survey regarding "unevenness" needs to be included to "work in progress".

**Constitution Committee –**

Chair Jake Wessell  
Committee: Steve Lee, Janet Warren.  
No Report.

**Operations/ Management Committee –**

Chair: Jim Morgan  
Committee: Sally Godwin, Clark Whitman

**Motion:** I move that the HSC provide Bo Wessell with one free night at the HSC for his work this past two weeks to get the club open. Seconded by Jake Wessell  
Approved unanimously.

**Operations Committee Report – May 27, 2014.**

The Operations Committee met with Mollene today to review the past few weeks and preparations for the start of our summer session.

In review, I want to mention that Easter Dinner went very well with just under 200 split between two seatings and Mother's Day equally well at just over 200. These two major holiday events plus the recent Luau were accomplished very efficiently and with a minimum staff. We are fortunate to have a cohesive staff with so many years' experience.

Mollene has moved forward, starting in early May to line up her staffing for the summer. New hires include Trey Horton (returning), Aaron Ennis, Jaylyn Gainey and Blair Freeman.

Our reservations for rooms the week starting May 31, are low and the week of June 7 is not much better. Accordingly, meals through Friday, June 6, will be tentative based largely on the number of rooms rented.

The snack bar opened as scheduled and the menu/prices seem well accepted.

Our parking lot operation went well even though, twenty or more members were referred to the office for day passes. A few letters or phone calls might be expected.

I am concerned about food cost verses our budget. If we hold even or increase the meals served with no increase in meal prices, our budget for food costs will be difficult to achieve.

Kitchen and dining room supplies are in order after replacing many of our glass tumblers, some flatware and a few cooking pans.

Submitted by Jim Morgan.

Additional discussion:

Cost reduction of children's meals seem to be working. (Cost analysis of new pricing needs to be completed.)

Chris Furr - a clarification of when meals will be served verses renters upstairs needs to be clarified when the number of people staying upstairs does not meet the dining room minimum of 45 people and/or before June 1<sup>st</sup> or second week in June. This issue will be a problem until the second week of June 2014 while upstairs is not fully rented for meals service during the middle of the week. House & Operation Committee need to address this issue and report back to Board.

Jim Morgan was asked if the new two summer employees had been drug tested and checked for criminal records. Jim stated no. Board members reminded him that the board had previously requested this be completed for all new hires in advance. The 2012 HSC Employee Application Forms states this will be a condition of employment. Chris Furr will provide data to board.

Patsy Thurston discussed the rental of the A frame property next door, 4 weeks are still available for the summer season. The unrented space is approximately \$10,000. Discussion followed that unrented spaces could be negotiated to lower the fee as the open period of time approaches. Unrented spaces are June 6-13, June 27-July 4, August 8 – 15, August 15-22. Patsy Thurston also suggested that better photos be taken of the space and used by the rental company. Patsy volunteered to take photos for board approval and use after the new painting, new furniture, etc. have been completed in the next couple of weeks. The cost to the HSC for unrented space in the A frame is \$400 week. If photos are approved then Elise Beall can post to the HSC blog.

**House Committee –**

Chair: Chris Furr

Committee: Ken Jonson, Elise Beall, Peggy Russell, Becky Teel, Henrietta Godwin

No Report.

**Long Range Planning Committee**

Chair: Tom Cheatham

Committee: John Hancock

No Report.

**Social Committee –**

Chair: Ken Johnson

Committee: Jean Lawler, Ann Schutte, Marietta Johnson, Fran Huggins, Henrietta Godwin.

Ken requested the cost analysis for the dining room food and overhead stated in the April Minutes was supposed to be provided at this meeting to the Board from the Operations Committee. The data will not be provided this evening because the chair, Jim Morgan informed the HSC Manager Mollene Smith that she did not have to provide the requested information to the Treasurer Linda Tinga and HSC Bookkeeper Steve Lee last month. Further discussion was to be discussed in Executive Session at the end of this meeting.

The Social Committee held a meeting last month and 27 women (members) attended and discuss new and continuing special events for the members over the summer.

Note the following events:

Saturday May 24, 2014 - Luau – 80 people attended. Profit/Loss unknown.

Saturday May 31, 2014 – Hors 'doeuvres on the Porch – 40–50 people attended.

Kids Luau coming up.  
Seven bingos scheduled.  
July 4<sup>th</sup> tent has been ordered.

**Membership Committee –**

Chair : Sally Godwin

Committee:

Two (2) membership application will be discussed in Executive Session.

**President Report**

President: Eddie Lawler

Discussion of E cigarettes. Board decided to follow the same HSC rules as regular cigarettes.

**Motion:** The use of E cigarettes are not allowed except for designated locations as per the existing regular cigarette regulations currently on file.

Seconded: Chris Furr

Approved/ passed unanimously

Executive Board session called at 8:15pm.

Above Minutes respectfully submitted by,  
Janet L. Warren - 6.6.2014