

Hanover Seaside Club



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P. O. Box 434
Wrightsville Beach, NC 28480

Board of Directors Meeting

Minutes

Date: August 25, 2014

Location : Laney Real Estate

Call to Order: Eddie Lawler, 7:10 PM

Board Members in Attendance:

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

Board members (6) -

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

Absent: 0

Quorum: Yes

Appointed Recording Secretary for meeting: Jan Sheppard

Jake suggested that the Board amend the agenda to include Old and New Business. The amended agenda was approved.

Sally asked to include a correction on page 2 in July's minutes.. Grady Windham gave a presentation and questions were asked and answered. Sally asked Mr. Windham what he will do with this year's books. He stated he would do a compilation on the books with the fiscal year ending 10/31/2013 and a review on the books with the fiscal year ending 10/31/2014. The meeting minutes will be corrected.

The minutes were approved, as amended.

Old Business:

Minutes –The Executive Committee will meet and discuss the format of the monthly minutes and bring back recommendations for future minutes. This will be discussed next month.

Dining Room Cost Analysis and data will be compiled by Steve and will be given to the Board at a later date.

Jake Wessell stated that the Nominating Committee should have been posted by August 15 according to the Constitution. This has not been done. Linda Tinga suggested that we post the names of the Nominating Committee as soon as possible. Nominations for the Nominating Committee will be held in Executive Session.

Jake also asked about Manager's Report. As of the May 28, 2014 minutes, Eddie was to request a written report from the Manager monthly. Jake also stated that it would be a great idea to have Mollene attend Board meetings as often as possible so that she could be involved and informed on Board actions. He also stated that a written list of motions passed and action items should be created after each meeting and addressed as part of Old Business at next meeting.

Reports of Officers.

President : Eddie Lawler

Budget proposals must be submitted by the next meeting so that the budget can be approved in October.

Vice President: Sally Godwin

No Report.

Treasurer: Linda Tinga

Financial Statement: (As of 8/22/2014)

Unrestricted Funds:

PNC Operating 9,527.41

PNC MMarket 295,607.43

TD Bank CD 17,096.02

Total: 322,230.86

Restricted Funds: 157,825.71

Total: 480,801.57

Finance Committee Report:

The Newbridge Bank CD matured 7/27/2014 (\$5,855.40). Since this CD had an interest rate of .15%, Linda transferred this CD to the Live Oak Bank CD which has an interest rate of 1.35%. Live Oak Bank gave Linda the same interest rate as the \$52,970.31 CD that was opened in May. Therefore, we now have \$58,825.71 in the Live Oak Bank CD.

Reports from Committees.

Finance Committee / Operations Committee (Combined)

Linda Tinga, Chair Finance Committee, Jim Morgan, Operations Committee

The Dining Room Cost of Goods is 67%. The cost analysis looks good until you add the COGS into the financials. They prepared a chart that compared the cost analysis summaries for 3 years (to date). The charts show the income vs. expenses. Steve Lee discussed the numbers and described how the Finance Committee is working to gather information regarding the cost for the dining room. The conclusion of the committee is that there is a discrepancy between food analysis, food cost, labor cost as percentage of sale vs. what the general ledger shows. This led to motions that Linda sent to the Board .

Linda Tinga made 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.
2. Inventory spoilage—the kitchen staff will submit to the bookkeeper each Monday a record of spoiled food from inventory that was discarded during the preceding 7 days. The bookkeeper will deduct the value of the spoiled inventory from the inventory balance sheet account.
 - c. When to implement: upon BOD approval.
 - d. Responsible for implementation:
 - i. Creation of forms and bookkeeping: Bookkeeper;
 - ii. Responsible for tallying and pricing: Manager.
3. Record daily in TAM any complimentary meals consumed by staff.
 - e. When to implement: upon BOD approval.
 - f. Responsible for implementation: Manager.
4. Perform a comprehensive cost analysis (that is not overly burdensome) of eight Sunday meals in September and October, 2014, including an accounting for food actually cooked and served, remainders to be trashed, and leftovers to be reused at a later time.
 - g. When to implement: upon BOD approval prior to first Sunday in September.
 - h. Responsible for implementation:
 - i. Creation of methodology and design of simple forms: Manager, Asst. Manager and Bookkeeper;
 - ii. Responsibility for measuring and recording the required information: Manager and Asst. Manager;
 - iii. Responsibility for reporting data to Operations and Finance: Bookkeeper.
5. Present recommendations to the BOD regarding mission and standards for Dining Room food service operation in response to questions raised at the July 2014 Board Meeting, including: should the dining room be required to make a profit? What levels of profit do we want? Etc. (See minutes of that meeting.)
 - i. When to implement: recommendation to be presented at the November 2014 board Meeting
 - j. Responsible for implementation: Operations and Finance Committees jointly.

The motion was passed as presented.

Steve says that people tend to forget that dining room minimum was to subsidize the dining room operations. Money that was not used last year was close to \$16,000. The dining room losses for 12 months through June is about the same amount (about a \$17,000 loss). We may want to consider budgeting for the loss.

Constitution Committee –

Chair Jake Wessell
Committee: Janet Warren and Steve Lee
No report.

House Committee –

Chair : Chris Furr
No report

Nominating Committee –

Chair: Chris Furr
Nominating committee has not met. They will discuss who to include on the committee in Executive Session.

Operations Committee –

Chair Jim Morgan
Operations Committee
Report was covered in joint report above.

Social Committee –

Chair: Ken Johnson
Low Country Boil Saturday.
Weekend Bingo, Saturday, September 13
October 18 Oyster Roast
Summer has been great because everyone has been involved. Forty to 50 people were involved with the activities and, to date, between 500 and 600 people have attended activities. Ken thanks everyone who participated.

Facilities Committee -

Chair: Bo Wessell

Nancy May has resigned from the Facilities Committee.

Bo will obtain bids for the kitchen floor repair.

Bo made the motion to “get rid of 2 undocumented sailboats in slips. There are no numbers to be traced to the owners.” Jake seconded the motion. The vote was unanimous.

Bo suggested that all beach chairs be removed after Monday, September 1.

Bo got an estimate on dredging at the sound for \$13,000.

The Facilities Committee will meet again on Sept 15.

Communications Committee

Chair: Tom Cheatham

Tom gave a report on the web page usage.

Meeting Adjourned at : 8:45pm

Executive Session called at: 8:50pm

In Executive Session the following actions were approved:

1. Chris Furr was appointed Chairman of the 2015 Nominating Committee. Francie Godwin and Maclyn Slack will be asked to serve on this committee.
2. Tom Cheatham was appointed to the Operations Committee.
3. Summer Britt, daughter of Michael and Lynn Britt, was voted in as a new member of the Hanover Seaside Club.

Above minutes respectfully submitted by Jan Sheppard and Linda Tinga