

Hanover Seaside Club



founded in 1898

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: February 19, 2014

Location: Hanover Seaside Club

Call to Order: 6:38pm

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

Tommy Cheatham

Ken Johnson

Absent: None

Quorum: Yes

Guests: 7

Appointed Recording Secretary for meeting: Janet L. Warren

Adoption of Minutes: Motion to approve the 1.8.2014 Board Meeting revised minutes as submitted by Eddie Lawler.

Seconded by: Chris Furr

Approved unanimously.

General comments among board members:

Ken Johnson stated he had asked Linda Tinga/Treasurer to unfreeze his dues since he is a Regular 70 member allowing him to be able to vote on all financial matters.

Ken Johnson requested to be on the agenda to discuss "Annual Meeting Comments". He was asked to bring it up later in Executive Session, which he did.

Reports of Officers.

President : Eddie Lawler

Eddie welcomed the new board members and hoped that this would be a good year.

Vice President: Sally Godwin
No Report.

Treasurer: Linda Tinga
Financial Statement:

CASH POSITION as of 2.18.2014

ASSETS

Current Assets

Checking/Savings

1	UNRESTRICTED FUNDS	
	1000-PNC Operating – 0766	110,268.73
	1020– PNC MMarket – 5823	147,046.11
	1024 – TD Bank 0.25% 12 Mo CD-4479	<u>17,096.02</u>
	Total 1 – UNRESTRICTED FUNDS	274,410.86

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

	1080 – Cash Drawer –	78.10
	1082 - Petty Cash	<u>500.00</u>

Total Checking/Savings 379,829.77

Total Current Assets 379,829.77

TOTAL ASSETS **379,829.77**

LIABILITIES & EQUITY 0.00

Finance Committee Report:

Chair: Linda Tinga

380 members have paid their dues.

Resolution to clarify use of Dining Room Minimum Account (Handout)

Whereas, Club Members are confused about the use of the Dining Room Minimum credit account; and

Whereas, The staff needs clarity and support in the administration of Club policies; therefore be it resolve that

Resolved, Members shall be notified via website, next general mailing, and Front Desk signage that the Dining Room Minimum Account credit balance may only be used in payment for routinely scheduled: weekday or Saturday breakfasts, weekday dinners, and Sunday lunches.

Motion to approved the above policy as stated above from the Finance Committee.

Discussion: Clarification of which meals are included or not-

Christmas lunch – yes	Oyster Roast - no
Valentines – no	Special events - no
Breakfast with Santa – no	

Separation of the dues from special events needs to be maintained. Eddie Lawler requested that “can not be used for special events” be included in the resolution prior to being posted.

Requires no second but seconded by Jake Wessell.

Passed unanimously.

Resolution from Finance Committee for HSC Board of Directors

RE: Dining Room Minimum Charge Accounts – February 2014 (Handout)

Whereas the TAMRetail Point of Sale system will efficiently allow split payments between a member’s Dining Room Minimum credit balance and other payment forms; and

Whereas the money, and effort required to permit members to charge meals to their Dining Room Minimum credit balance (complete with invoicing and statements) is a cost that could be reduced; then

Resolved: The policy of the Hanover Seaside Club shall be that members may not charge meals to their Dining Room Minimum account in excess of their credit balance; and

Resolved: Members will be notified of this policy through website communication and signage at the Club.

Rational: Charges over the account balances requires additional invoicing and postage from the Treasurer. Several monthly account balances have accrued for several months and the Treasurer has had to bill multiple months to get the balance due paid.

Steve Lee discussed the set up of the POS system and its features to help resolve this issue.

Motion to approve the above policy as submitted from the Finance Committee was made by Eddie Lawler. Motion passed unanimously.

Chris Furr brought up Steve Lee’s contract to end April 1, 2014 as the transitional POS accounting point of contact. The board asked Linda Tinga to advertise and make recommendations to the board on a permanent replacement or other recommendations to keep this new system actively in place and working without continuity problems.

Agenda Recommendations: Jake Wessell requested that the format and timing of the release of all agendas this year be improved. He recommended that are written committee and officer reports be placed in the agenda and released to the board for their prior review before each monthly board meeting. This should create a more organized meeting, shorten the time needed to get through the agenda and create a format for the Recording Secretary to use. Eddie Lawler agreed and said he had planned on discussing this later in the meeting. The decision was made later in the meeting for all officer and committee reports to be sent to Eddie Lawler by 5pm on the Monday prior to each meeting, he will compile the information into an agenda and release the information to the board prior to the meeting. Send information in Word and if no report please respond to Eddie as “No Report”.

2014-15 HSC Committee Assignment recommendations:

Eddie Lawler recommended the following members for committee. There was discussion that the names were the same as the previous year, some chairs requested additional names be placed on their committees to fill positions where individuals had poor attendance or the chair felt there were better options. The board discussed each and accepted the following list.

Finance: Chair- Linda Tinga

Winfield Smith, Laura Earnhardt, Sara Cain, Steve Lee.

Added (3): Nancy Braswell, Betty Jean Lanier, Beth Henderson.

Motion to add three new names and accept the above 7 names was seconded by Tom Cheatham/Ken Johnson. Approved.

Social: Chair – Ken Johnson

Jean Lawler, Ann Schutte, Marietta Johnson, Fran Huggins, Mollene Smith Ex-Offico

Add (2) -

Facilities: Chair – Bo Wessell

Jake Wessell, John Cockrum, Duncan McFayden, Nancy May

Long Range Planning: Chair – Tom Cheatham

John Hancock

Communications: Chair – Tom Cheatham

Elise Beall, Ann Wessell, Loretta Lewis

House: Chair Chris Furr

Ken Johnson, Elise Beall, Peggy Russell, Becky Teel, Molleen Smith Ex-Offico

Added: Henrietta Godwin

Motion by Ken Johnson to add Henrietta Godwin, Seconded by Tom Cheatham/Chris Furr. Approved.

Ops./Management: Chair – Jim Morgan

Sally Godwin, Clark Whitman

Constitution: Chair – Jake Wessell

Added: Steve Lee, Janet Warren

Motion to add Steve Lee & Janet Warren, remove Ann Hutterman was made by Jake Wessell. Eddie Lawler and board approved.

Ann Hutterman will be used as a consultant when needed.

Set Board Meeting Dates for 2014-15:

Eddie Lawler and the board tried to set a monthly schedule but were unable to do so, the March 2014 meeting was approved only, which will be:

4th Wednesday – March 26, 2014. Approved.

New Business –

Board of Directors monthly meeting agendas: See above under “Agendas”.

Alsco Linen Service Contract - Eddie Lawler reported that the Alsco 5 year contract with five year renewal in February 2014 had been cancelled. To get out of the contract cost the club \$650.00 plus balance owed on our account of \$638 – totaling \$1288.00.

Motion: Eddie Lawler made a motion for the board to approve the buy out of the Alsco Linen Service Co. and the cancellation of this contract at a cost of \$650 plus balance due of \$638, totaling \$1288.00. Seconded by Jake Wessell. Approved unanimously.

Tom Cheatham stated that there needs to be better policies in place so that unauthorized

members of staff or a member of the board/club can do this again. Eddie Lawler again discussed the policy in place of only 3 officers (President, Vice President, Treasurer) can sign contracts and only with prior approval of the Board of Directors. This contract was discovered through the new POS/TAM system.

Facilities Committee Questions & Comments:

New Chair, Bo Wessell, asked the following questions of the Board:

Does the Board need to approve expenditures on approved budget items?

Power washing of exterior - \$12,500.

Stablize kitchen floor - \$5,000

Concrete bulkhead on sound side, hopefully patch - \$6,000

Hire structural engineer to address kitchen floor - \$4,500

Board requested three competitive bids, Bo Wessell stated there was no time if repairs are to be completed by the opening of the season. He wants to take John Cockrum's recommendations for sub-contractors.

Motion: Facility Committee can spend up to approved budget amount but not over without board's prior approval. Second by Jim Morgan/Linda Tinga.
Approved unanimously.

Additional items on list:

Sound side electrical circuit - It was stated the repair has been completed.

Jim Morgan was asked to provide date when the rental property would be unoccupied and the facility could be available to be painted.

South concrete walkway needs repair at main building. Low priority per Bo Wessell. Board requested that at least the damaged area be painted/highlighted (yellow) to visually notify users to be careful.

Add non slip surface to the sloped walkway at the club house on ground level parallel to the main staircase. Les Turrington Jr. fell on the sloped composition planked walkway when it was wet. He had a substantial fall injuring his knee.

Any non budgeted items or items in excess of approved budget /line item estimates need to be submitted to the board prior to authorization of the expenditure. Written cost estimate should be attached.

Fire System - Eddie Lawler will contact Odyssey Fire Service and Sunland to clarify who has the contract for the club. Sunland is not under contract.

Update on New Construction Area in HSC parking lot related to the property south of the club on the sound side. New owner of residential property south of the club's parking lot is a Chicago architect. The HSC Board approved her request to use the corner of the parking lot as a staging area. The \$1,000 usage fee has been received and deposited to the club account. In addition to her property upgrades she will install a new wooden fence to match the wooden fence installed last summer, but a little higher in height.

Parking Lot Lights Compliant –

Duke Energy will provide a new light fixtures with a more downward light source.

Lower wattage lights to be placed on the club buildings.

Recommend changing the wattage on club house in the exterior stairwells.

Exterior Handrail Modification – Mollene has suggested to Eddie Lawler that the exterior wooden handrails be modified to be easier grasped by members hands- a handicap type profile or similar. Facility Committee was asked to provide the Board with their recommendations.

Jim Morgan to have full set of keys made for the new Facilities Committee Chair Bo Wessell.

Old Business. None.

Above Minutes respectfully submitted by,
Janet L. Warren

Executive Session called at: 8:22pm.

