

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: 23 June 2014

Location: Laney Realty, MayFair III Building

Call to Order: 6:39pm

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 (1)

HSC Bookkeeper/ Non board position: Steve Lee

Quorum: Yes

Appointed Recording Secretary for meeting: Janet L. Warren

Adoption of Agenda: Approved unanimously

Janet Warren provided "Old Business" handout for board to review for the July 2014 Board Meeting. The approved minutes on file reflect the unresolved questions recapped in this Handout. The requested answers, clarifications or resolution for each line item should be addressed to reflect the boards completion of each task or information requested from the other members of the board of directors at the April and May 2014 meetings. All responses from the board will be included upon receipt of the information and included in future minutes. See "Old Business" section below.

Adoption of Minutes: Motion to approve revised minutes by President Eddie Lawler.

Revised the following: Facility Report by Bo Wessell dated 4.28.2014, should read Line #1 (\$3320.00) not \$320.00.

Seconded by: Ken Johnson – Approved unanimously.

Please note: The recording secretary was requested to highlight requested action, motions and information discussed within each meeting as a point of reference for the board members. The board can determine if the final approved minutes reflect the highlighted text prior to being inserted in the annual Minutes binder or on the website/blog. Please inform the HSC Treasurer of the board's preference. ***Example:Text – Bold, italic, underlined***

Reports of Officers.

President: Eddie Lawler

No Report, see comments at end of meeting under "New Business".

Vice President: Sally Godwin

No Report.

Treasurer: Linda Tinga

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

HSC Bookkeeper – Steve Lee

Financial Statements (2) Included:

Cash Position as of June 23, 2014 (Accrual Basis)

ASSETS

Current Assets

Checking/Savings

1 - UNRESTRICTED FUNDS

1000 – PNC Operating – 0766	\$ 17,375.43
1020 – PNC MMarket- 5823	388,248.05
1024- TD Bank 0.25% 12 Mo CD-4479	<u>17,096.02</u>
Total 1 – UNRESTRICTED FUNDS	422,719.50

2 - RESTRICTED FUNDS

1053- Live Oak Bank CD	52,851.00
1050-New Bridge Hurricane CD-0979 Qt	5,840.81
1054-TD Bank CD-6101	<u>99,000.00</u>
Total 2 – RESTRICTED FUNDS	157,691.81

1080- Cash Drawers

1080.04- Vending Machines	79.00
1080.1 REG 01 Drawer Reserve	100.00
1080-Cash Drawers-Other	<u>-4.04</u>
Total 1080 – Cash Drawers	174.96

1082 – Petty Cash 358.96

Total Checking/Savings 580,945.23

Total Current Assets 580,945.23

TOTAL ASSETS

\$ 580,945.23

LIABILITIES & EQUITY

0.00

Profit & Loss by Class Schedule to be inserted manually to the board at the July 28, 2014 Meeting. Prior to releasing to Elise Beall the excel schedule will be scanned into the final format.

Insert Graphics/data.

Board members discussions regarding Treasurer's Report:

1. Snack Bar income up and has been busy with little complaints of extended wait time for food/service.
2. Dining Room loss \$6,000 in May 2014.
3. Tuesday 6.24.2014 attendance should be good at cut off of 125 people. (July cost statements will reflect profit or loss for meal).
4. "Cost of Goods Sold" reflects food sold at a loss. (\$7,000 cost, \$5,000 income, \$7,309 Payroll).

Lengthy discussion followed regarding needing the cost analysis information to be able to evaluate profit and losses, purchasing modifications, etc. Ken Johnson again, asked why the cost analysis voted on at the April 2014 Board Meeting has still not been provided. The Treasurer informed the board that at a non-schedule board meeting, attended by Eddie Lawler, Sally Godwin and Jim Morgan, that Mollene Smith, HSC Manager was instructed not to provide the requested data to the Treasurer and bookkeeper. Without her breakdowns the proper evaluations cannot be captured and the board will be unable to be provided an accurate analysis, as requested, of where the problem is occurring which will limit their ability to correct any problems. **Additional information was request for the July Board Meeting, it included a breakdown of the total number of individuals who are using the dining room facilities – renters/upstairs residents and walk-ins, age (Adult/Senior/Child) categories and amount billed for each category and meal. The board requested a per week analysis for July and possibly August. The roles of each person on staff, number of hours worked (time sheets and who they reported to and/or managed by). Any year to year comparisons would also be helpful. The "cost of goods verses revenue to meals served" needs the board's attention to minimize additional losses to the club over the summer and balance of the year.**

The review of the balance sheet generated questions, "why is the value of the food higher in May 2013 than May 2014?" The approved 2014 Budget reflected an increase in food income of \$16,000 and estimated a reduction in food costs at \$11,000 after meeting with the club manager. Jim Morgan discussed two issues being discussed 1 – Income from food service verses costs of goods & labor and 2- Cost of revenue verses budget. He also stated that the first five months of each year are a loss. Ken Johnson and Jake Wessell want the losses to be limited to only those five months (Feb. – June) and not the entire year. **Eddie Lawler and Jim Morgan stated they would meet with Mollene Smith and they would try to get a handle on the boards concerns and report back to the board in July or before. The board again requested that they inform Mollene that she must provide the requested data upon request and in a timely manner for these reports and evaluations. The balance sheet reflects that the problem seems to be in the dining room and less in the snack bar, special events and parties.**

The board members serving two years ago stated they felt when evaluating this issue two years ago they got a better handle on costs and it needs to be done again now especially with the additional services that the TAM/POS system can provide. Jim Morgan stated that the meal cost has not been increased in three years and that food costs are higher resulting in the board might need to consider raising meal costs.

Steve Lee discussed “cost of goods” balance sheet item and how it is determined. (Inventory taken on the first day of the month with Beth, she counts everything. All purchases during the month are added to inventory resulting in an end of month inventory cost of goods. Items in the freezers are also counted and adjusted for. Inventory differences are addressed for if sold, wasted or simply eaten.) Steve Lee stated he thought that the figures he gets from Mollene/Beth are pretty accurate.

The following revised motion was made by Jake Wessell:

MOTION : I move that we task Mollene, in conjunction with Jim Morgan and Steve Lee, to provide a weekly analysis for July and possibly August. (Not in motion/clarification to the motion: Of the costs related to food service at the club – dining room, snack bar, special events and parties which includes food costs, labor and overhead).
Seconded: Jim Morgan - Approved unanimously

Chris Furr ended the conversation with stating that the board needed to look at the Friday night separate from Monday thru Friday meals and Sunday Lunch. Evaluate the information and any meals that are not profitable should be cancelled. Jake Wessell added that the salaried club management needed to be responsible for all losses, as well as, profits in the food service area.

Property Tax Reduction Report – Linda Tinga and Patsy Weinel Thurston.

Patsy Weinel Thurston stated that after working with the New Hanover County Department and Attny. Lonnie Williams Jr. that the HSC Tax bill for 2015 should reflect a saving of \$8,000 - \$10,000. The plan to parcel three of the club properties- the sound front/large paved parking lot, gravel parking lot and club house should allow the tax value for taxes to be lowered for a savings to the club. The A frame rental property would not be included in this parceling and any reduction in property taxes of this property will be addressed separately. The Club’s total site is 1.42 acres according to the 2013 files.

The following represents this discussion and handouts:

Current Assessments	Assessed Value @ 2013 tax rate.
RO6315-004-020-000	\$2,885,500
RO6315-004-021-000	\$2,122,300
RO6315-006-023-000	<u>\$2,670,700</u>
Total	\$7,678,500

\$7,678,500 x 0.00687 tax rate = \$52,751 taxes

Reduction of \$1,000,000: \$6,678,500 x 0.00687 = \$45,881

Reduction of \$1,500,000: \$6,178,500 x 0.00687 = \$42,446

Current taxes – Sound front/lg. paved pking. lot	\$18,347.71
- Gravel pking lot	\$14,580.20
- Club House	\$19,823.39
- A Frame Rental Property	\$10,054.25
(not in reparceling plan)	

Tax Value reduction being discussed.

Current tax value	\$6,839,100.00
Probable new tax value	\$5,341,500.00

Reduction would lower property total tax value by

\$1,497,600.00 (does not included buildings/land only)

Estimated 2015 tax bill would be reduced by \$8,000 - \$10,000 on the three parcels and a reduction of \$600.00 on the A frame rental property.

Mr. Underwood should complete all necessary surveying and recording of the reparceling by end of July 2014 and Lonnie Williams Jr. Attny. will rewrite the legal documents soon after. Professional services for both men will be billed to the club.

Reports from Committees. (Not in alphabetical order.)

Operations/ Management Committee –

Chair: Jim Morgan

Committee: Sally Godwin, Clark Whitman

Operations Committee Report - June 21, 2014

We appear to be off to a sound start with food quality and service with many compliments on food preparation and quality. The Snack Bar start up has gone well with a new menu and price adjustments well accepted – especially the “child’s lunch of a hot dog with catsup, a small fries and a juice box for \$2.00. Clark Whitman monitored the start up. With only a few exceptions, most orders are served within 10 to 15 mins. or less.

Our new staff has learned fast and Mollene and Beth are pleased with them.

A number of grumbles have been heard about the auto registration for a parking pass.

The A Frame Cottage is off to a slow start due to extensive decorating, new furniture and repairs. Special thanks to Nancy May who worked on the upgrades and redecorating and to the entire Facilities Committee for their efforts. It is quite an improvement.

Our first Short Term Tenant came in on June 20. We have a problem to resolve with a “No Show” on June 13. I still have to get some answers as to what happened.

We now have six more of the “composite” rockers broken and out of service. This is in addition to four that were repaired earlier. We only purchased twelve. They can be repaired by us and that should be successful for awhile or we could eliminate the problem by returning them to the supplier for a refund.

If any Board members have not been down for dinner, please come and have a great meal and a good time. Our Staff would like to see you.

I think the Low Country Seafood Boil was quite a success with a very good turnout. Thanks to Ken Johnson and his helpers.

Jim Morgan

House Committee –

Chair: Chris Furr

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

To: HSC Board
From: Chris Furr
Date: June 21, 2014
Re: Drug testing

I contacted MEDAC Corporate Health after seeing on their web site that they provide a range of drug and alcohol testing. I went by the office at Long Leaf Mall and

spoke with one of the administrative assistants, Velda Sholar. She said the most commonly used employee drug screening was their Nine Panel Drug Screen which tests for amphetamines(stimulants), barbiturates(depressants), benzodiazepines(depressants), cocaine, marijuana, methadone(synthetic opiate), opiates(heroin, codeine, Vicodin), phencyclidines(PCP), and propoxyphene(pain killers such as Darvon). The cost of this test is \$48 and results are available in 24-48 hours. The Expanded Drug Screen tests for the same nine plus oxycontin and three others and is \$60. Alcohol screening is separate and can be done by Breath Alcohol (\$48) or by Urine Alcohol testing (\$51). MEDAC would bill us for the cost, I have the form needed to set up an account.

If we were to use drug screening for pre-employment then I think this is pretty straight forward. HSC would bear the cost of the test(s) and I assume we would send the potential employee for the test when we decide to hire them. In my experience, once the individual is notified that they have to have the drug screen there is a time limit set within which the test has to be done, 12 or 24 hours or the same business day for example. A designated HSC officer (I would suggest the president) would notify the potential employee of the time frame and where to report and also MEDAC of the need to test the individual (MEDAC has a form to authorize the test, I have a copy). MEDAC does require that one person from the organization or business be designated to receive the results, that person would then notify the potential employee of their hiring status after the results are received.

If we were to use drug screening for current employees, either randomly or when there is evidence an employee may be under the influence, then other issues come into play. For example, if we send an employee to be tested they have to be 'on the clock' and be paid for their time. I would strongly recommend consulting an attorney familiar with employment law for an employee drug testing policy because of the legal and financial issues involved. An attorney should also be able to answer questions such as "Are seasonal employees technically new hires even if they have worked in a prior season?" and "Are there any special issues with hourly versus full-time employees?"

Screening of new employees discussion:

Chris Furr stated that he and Jake Wessell discussed this issue and propose that criminal background check instead of drug and financial might be the best direction for the board to take. "People Liability" a larger concern. Each check would run about \$30 - \$50 per person, possibly as low as \$15 per person, Jake Wessell will check at his firm and see you they use. The criminal background check provides a pattern of behavior. Rechecking employees from season to season needs to be addressed. Concerns regarding larceny and child molestation would be important for the board. The North Carolina laws restrict information on all individual 16 years and younger. One person (legal officer – President, Vice President, Treasurer) on the board should receive the information and properly maintain the data on file. **A new policy & procedure needs to be established to clarify this point of contact and retention policy. According to the By-laws/Constitution this information needs to be retained by the Treasurer. Eddie Lawler requested that Jake Wessell, Chris Furr and Sally Godwin meet before the July Board meeting and provide the board with their recommendations, new policy and procedures and all necessary forms and permanent personnel filing system for these reports. A recommendation was also made to establish personal files on all HSC employees as part of this meeting.** A question regarding drug test clarified that drugs/weed remains in a users system for up to 6 weeks after use.

Chris Furr stated he would contact our club insurance carrier to review all liabilities the club would have if/when a problem comes up in the future.

Facilities Committee

Chair: Bo Wessell

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

Facilities Committee Report for June 23, 2014

Work completed:

1. Replace flagpole lights and front steps lights. Ray Lanier Jr., Electrical Contracting
2. Replace the heater in the "lift" room. Ray Lanier Jr., Electrical Contracting
3. Add a receptacle to south outside wall of picnic area. Ray Lanier Jr., Electrical Contracting
4. Correct electrical problems and install a second line to sound shed. Ray Lanier Jr., Electrical Contracting (1-4) (\$1,345.00)
5. Resurfacing bulkhead at the sound. Decorative Concrete Solutions
6. Reface the concrete beam at the northeast corner at the steps. Decorative Concrete Solutions
7. Inside painting and ceiling repair with outside ocean door areas at 605 S. Lumina (beginning 05/26/2014) M Fox Construction, Inc. (est. \$4400.00 +)
8. Replace two toilets in 605 S. Lumina. Jim Morgan
9. Replace the TV at 605 S. Lumina with a flat screen. Jake Wessell
10. Purchased a rug for living area of 605 S. Lumina. Nancy May
11. Purchased two Wilmington Grills. Atlantic Appliance and Hardware, Installation upon delivery. Gas to be provided by user. (\$2630.07)
12. Installed the two gas grills.
13. Replace air compressor for blowing up rafts and tubes. Eddie Lawler
14. Installed the air compressor. Woodbury Plumbing
15. Replacement of compressor for the parlor, hall, office, #109 HVAC. Tim's HVAC (\$4,871)
16. Repaired broken water line to upstairs icemaker. Woodbury Plumbing
17. Replace broken window in picnic area. Eddie Lawler
18. Made props for all windows in the picnic area. Jim Morgan
19. Repair cable to 605 S. Lumina. Time Warner
20. Replace damaged blind in 605 S. Lumina. Jim Morgan

Work in progress:

1. Fire extinguishers for both cook shelters. Duncan McFadden
2. More work to be done on the floating dock and sanding of sound side deck.
3. Surveyor for settling problem
4. Century plant
5. Unregistered sailboats

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.

Also not addressed are fans for the woman's bath/changing area.

Bo Wessell, Chair (bowess@nc.rr.com)

Additional conversations and information during meeting:

1. #5 and 6, listed above, should be listed as "Work in Progress" on above report.
2. Concrete Solutions repair on sound bulkheads will be posted on the blog. The work turned out well.

3. Today, June 23rd, the following were addressed:
- Flushed lines in AC unit in 605 S. Lumina.
 - The stair treads in main club house facility need to be replaced, a member fell yesterday. They were not hurt but this work must be addressed asap.
 - Sailboats: Total of 18.
 - Ten have 2014 stickers
 - 5 have 2013 stickers, contract each and ask new stickers be installed asap.
 - 1 has 2012 sticker
 - 1 has 2008 sticker
 - 1 has 2005 sticker
 - *The 2005 and 2008 sailboats will be removed permanently from the club property.
 - Century Plant – Eelco Tinga does not want to deal with the removal or relocation. A professional landscaper will charge \$500 to remove or relocate. Jim Morgan made the following motion:
MOTION – I, (Jim Morgan) move to leave the century plant alone (as is).
Seconded by Jake Wessell, Passed unanimously.
 - Picnic Table Plans - Plans for current picnic plans are included in a book Sally Godwin gave to Linda Tinga according to Sally. Linda will follow through with this and get back to Bo Wessell.
 - New gas grills have been installed. Mollene Smith, Mgr. has the keys. Bo Wessell has asked Mollene to hold users driver's license when they are using the grills and return the licenses to the user upon return of the keys and the return of the grill tools. Operating instructions are on the grills and Henrietta Godwin said she would post the grill operating instructions to the Social Committee website also. (Copy of instructions attached at end of minutes.)
 - HSC Workdays for 2015 have be set: March 14, 2015 and April 18, 2015.
 - A window pane downstairs on the club house will be replaced.
 - Facility Committee recommends budgeting for replacing all club house windows in next two year's.
 - Bo Wessell shared photos of the A frame rental house with the board.

Social Committee –

Chair: Ken Johnson

Committee: Jean Lawler, Ann Schutte, Marietta Johnson, Henrietta Godwin

Social Committee Report.

The following activities have been attended:

1st Ladies of the Club Meeting: 27 attended on May 18, 2014

Luau: 80 attended on May 24

Porch Party for Members: 55 attended on May 31

Low Country Boil: 115 attended on June 14

Due to the success, the committee will do an additional Low Country Boil on August 30, 2014.

1st Bingo: 105 attended on June 18

Children's Party: 55 attended on June 21

Total club participation to date : Over 500 members & quests.

Club Volunteers over 50.

The Social Committee would like to thank Henrietta Godwin for preparing and displaying all the posters and schedules for each of the scheduled HSC events in the dining room, snack bar, entry

areas and on the HSC facebook.

Ken Johnson, Chair

Discussion regarding a better payment plan was discussed. All individuals attending the Low County Boil paid as Linda Tinga and Steve Lee had set up but twenty (20) people did not pay for the Luau. **This loss, if any, is determined to reflect that payments for the dining room meals are collected at the front desk, the individuals (paid or unpaid) get in line for the dining room. Without the server checking the paid receipt or some other form of paid identification the individual simply passing through the serving line on good faith. A better system needs to be established to eliminate this possible collection problem for future meals/events.** The Low County Boil required payment at the snack bar cash register and after payment your dinner plate/utensils were given to you plus a sticker with your name printed on it to be worn when going through the serving line downstairs.

The board decided to get pricing for new HSC shirts and hats. Three competitive bids are needed. Club member, Vic McKoy should be asked to provide a quote if interested. Eddie Lawler said he would get the three quotes and come back to the board for a final decision.

Constitution Committee –

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

Communications Committee -

Chair : Tom Cheatham
Committee: Elise Beall, Ann Wessell, Loretta Lewis
No Report.

Long Range Planning Committee -

Chair: Tom Cheatham
Committee: John Hancock
No Report.

Nominating Committee –

No Report.

New Business.

President Eddie Lawler discussed with the board of a request from John Kaiser, club member, on a gift of a beach handicap wheelchair in exchange for the accessibility of handicap children his non-profit handicap space renovation group is associated with. If granted, the handicap children would need the use of the stored beach accessible wheelchair, club parking and facilities Monday through Fridays only. The wheelchair would be stored at the Hanover Seaside Club and the board discussed that the only beach access at this point in time would be in front of the A frame rental house. **After discussion on the club's liability and compliance issues, President Eddie Lawler said we would check into all these issues regarding insurance, handicap compliance since the club is not in state/federal handicap compliance as presently built. The board needed additional reinsurance of what might be required of the club and existing facilities if we approved this request. This issue will be brought back to the board in July after much research has been completed.** Conceptionally, the board thought it might be a good humanitarian item to consider.

Continuation of Current Business:

Jake Wessell asked the following questions at the end of the meeting.

- A. What is the cost of the A Frame Rental property's annually cost to the HSC?
Answer: \$40,000 annually, mortgage \$5,410 month.
The club tries to maintain a break even on the costs to revenue annually.
- B. **Jim Morgan thinks the board needs to evaluation the club's long term concept and use of this property. Chris Furr agreed** and stated that the original purchase of the 605 S. Lumina rental property was made because of the then board's interest in enlarging the club's dining room and new kitchen project. An architect had been hired at a cost of \$25,000 without the general membership's knowledge to layout the possible future project. The project was cancelled after the City of Wrightsville Beach's Planning Department would not approve the project.
- C. The current property rental company, Holiday Rentals, charges a 17% short term property fee and 11% for long term property fee annually. There is a \$100 discount to any HSC member who rents the property. The four bedroom unit usually loses two weeks of rental income each year in the fall and spring (total of four weeks). Summer rental fee is \$2,625 a week plus taxes.
- D. Jake Wessel felt the current property manager had dropped the ball regarding last weeks lost rental income and is not properly maintaining the property at a high standard based on the above fee charges. The HVAC filters had not been changed in a year (Jim Morgan thought that timeline was too long.) Judy Holiday had spoken directly with Jake Wessell and he thought his information was correct. The filters had not been changed, according to Judy Holiday, because of no ladder on the higher filter locations. Filters are stored in a closet on site but the responsibility seems to be on the tenants or property manager to switch them out even though the cleaning crew is on site weekly. **Jake Wessell suggested that the property rental contract should be let out for bid to confirm if we were being served most effectively. Jake Wessell and Ken Johnson stated the property manager should be responsible for maintenance on the rental property and the board should not have to dedicate as much time as currently being spent on the site.**
- E. **Jim Morgan suggested a special call meeting to discuss the 605 S. Lumina rental property and the future uses of this site for the HSC.** The discussion would need more time than allocated at a regular scheduled board meeting.
- F. **Bo Wessell thought a third level punch list needed to be done on the club house also. Jake Wessell also suggested that the HSC employees and management should be responsible for doing the all maintenance on all club property** and the board should not have to continually do the maintenance items or be responsible for the tasks. These items are included in their job description and they are being paid to complete these items.
- G. All weeks during the season need to be rented to maintain the annual budget. When rooms in the main facility or the A frame next door are not rented it effects the bottom line and a loss to the club. Both the third level in the main building and the rental property next door have "non rented" weeks still on the books. The five weeks not rented at the A frame is a problem. Weekly rent is \$2,625 in season and the loss of five weeks or \$13,125 is concerning. Reduction of the asking rental charge should and can be negotiated as the vacancy nears. (A Frame: three weeks unrented for August 2014/one week in July 2014). **Jake Wessell and Ken Johnson requested a complete copy of the leased, reserved (paid,unpaid) club owned rental property, for the February 2014 – February 2015 year, to be provided to the board prior to the next meeting for the boards review.** The board is fully aware of possible cancellations that could affect the information provided by the club management and bookkeeper.
- H. The A frame / 605 S. Lumina has a \$161,000 balance on the mortgage. The HSC annual mortgage payments are approx. \$60,000.

Old Business.

Janet Warren requested that the board review the following list of unanswered Minutes questions and issues and provide a resolution to clean up the minutes from the past two months. Some issues were addressed in the above meeting minutes and designated as so. This information would be classified as Old Business in future minutes: (Post meeting request, please number each line item.)

OLD BUSINESS – June 23, 2014

April 28, 2014 Minutes

- A. Treasurer Report – Linda Tinga**
 - 1. Have all Karatech bills been paid and we have no outstanding bills to Crystal?
 - 2. Any outstanding bills to Grady Windham?
- B. Operations Committee – Jim Morgan**
 - 1. How many under 45 people meals have been served in May and June to date?
 - 2. Update in party rentals and income?
 - 3. Time Cards – Have Faye, Beth and staff been filing in time sheets as approved by the board in April?
 - a. What is the findings of time usage and should some changes be made by the board reflecting this new data? (Approved for 4.28.2014-7.15.2014)
 - 4. Has Marla completed the POS training?
 - 5. Parking stickers – are they working well this summer, color coding successful, does the \$5 per sticker match to the total number of stickers issued by the staff?
- C. Facilities Committee – Bo Wessell**

Blog – motion made by Bo Wessell for all meetings to be posted to the blog at least one week in advance to insure transparency. The board request the motion be brought back up at May board meeting. Not discussed in May board meeting.

May 28, 2014 Minutes

- A. Manager's Reports – Mollene Smith**

No reports on file since Feb. 2014 Annual Meeting.
Is this not required per job description?
- B. Facilities Committee - Bo Wessell**
 - 1. Update on "Work in Progress" list.
 - 2. Update on Jake Wessell's additional items list.
 - 3. Update on century plant possible replant and new location? *6.23.2014 voted to leave alone.*
 - 4. Facility Committees clarification of small projections from large as far as the budget is concerned. Is this committee still within approved budget?
 - 5. Has disclosure tabs been placed in all toilets?
 - 6. Confirmation of new HVAC system has been completed, all invoices received to Treasurer and proper budgeted/not budgeted clarification for the 2014-15 budget.
 - 7. Maintenance contracts and warranty retention policy (previously board approved) has it been updated to date? Who has it? How would a board member access the folder?
 - 8. Has the E cigarette policy, approved 5-28-2014, been posted at the club?
- C. Operations Committee – Jim Morgan**
 - 1. Update on all rental rooms and A framed unit next door? Effects on annual budget?
Main Facility – Unleased places and dates.
A Frame – unleased: June 6-13, June 27–July 4, August 8-15, August 15-22, 2014
 - 2. Has all construction and renovations been completed? On/off Budget?
 - 3. Has general maintenance on all buildings been addressed for this season?
 - 4. Did board authorize the new pricing structure in Snack Bar?
Is the new posted costs generating a profit or loss?
 - 5. Labor – Time Sheets were to be completed by entire staff, have they been received and does the reporting provide the needed data requested by the board and the treasurer and bookkeeper?

6. Total costs of replacing dining room supplies (glasses, etc. and kitchen supplies (pots/pans)? Included in approved budget?
7. Has the proper drug testing and financial review been completed on all new employees?
8. Dining Room –Has the cost analysis requested in April board meeting been completed and provided to the board?

Above Minutes respectfully submitted by,
Janet L. Warren (July 15, 2014)

Executive Session called at 9:06pm

Newly Installed Gas Grilles – Users Instructions.

PRELIGHTING INSTRUCTIONS

Check the cylinder to ensure that it is equipped with an OPD (over protection device).

Inspect the Valve connections, port and regulator assembly prior to each use. Look for any damage or debris remove any debris, If it is evident there is excessive abrasion or wear, or the hose is cut, it must be replaced prior to the grill being placed into operation.

Check the air shutters at the burner and valve interface to ensure they are properly located.

Liquid Propane Connection.

Remove protective plastic cap from cylinder valve.

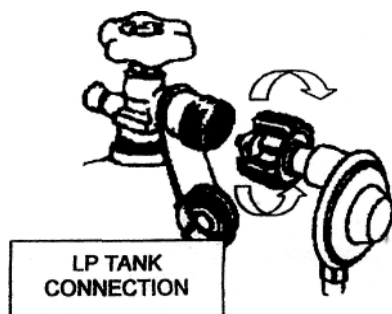
Align the Type 1-LP Tank connector with the valve threads.

Turn the fitting clock-wise until snug.

•Do not use a wrench to tighten.

Use of wrench may damage quick closing coupling nut and result in a hazardous condition.

See Figure below



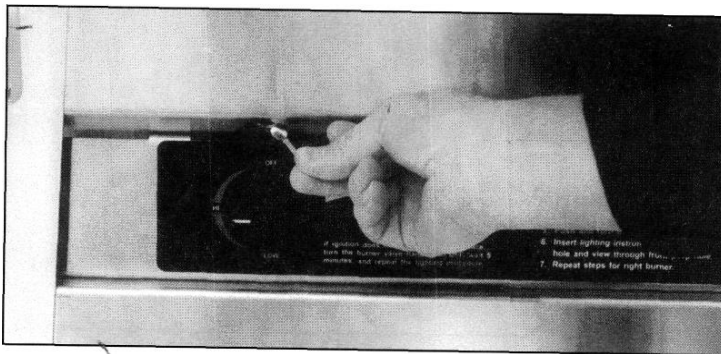
Make sure tank valve is in full OFF position.
(Turn Clockwise to Stop)

Make sure all burner valves are in their OFF position.

LIGHTING INSTRUCTIONS

1. Make Sure the TWO Gas Flow Control Valves with Black Knobs located on the Lighting Instruction plate are in their off position.
2. Lift the grill hood and leave in full OPEN position.
3. Open the LP gas cylinder valve to full open position. Turn Handle counter clockwise to stop.
4. Choose a burner and open its corresponding burner valve by pushing in and turning counterclockwise to "HI" position. **CAUTION!** Open only one burner valve at this time. The igniter button is located beside the corresponding burner control knob. Press the igniter button that corresponds to the opened burner valve.
5. With igniter option: Press the igniter button. The burner should ignite within 5 seconds.
6. Manual igniter option: Choose a burner and open its corresponding burner valve by pushing in and turning counterclockwise to "HI" position.
7. Insert a lighted match or lighting instrument through the burner hole. The burner should ignite within 5 seconds. Remove the match or lighting device after the burner is ignited.

Figure below shows Match Light



WARNING!

CAUTION!

If the burner did not light properly, close the burner valve and then the LP tank valve. WAIT 5 minutes before attempting to re-start the burner. Repeat Steps No.3 and No.4 for burner two.

8. Keep a safe distance from burner viewing ports located at each end of the grill Viewing Ports should only be used after the burners are lighted.
9. Never open viewing port cover while a free flow of gas is being administered for burner ignition or lighting.
10. Repeat Steps No.3 and No.4 for burner two.

CAUTION! If the burners go out, turn off all gas valves. Open lid and wait five minutes before attempting a re-light.

If fire occurs turn off all gas valves. **Close** lid and wait until fire goes out Never pour Water on a Grease Fire.

FLASH BACK:

When fire occurs in and around the burner venturi tubes, immediately turn the control knobs to "OFF" position. Cut off the gas supply. Wait until the grill has cooled and report the problem to the Manager.

WHAT TO DO IF THE WIND BLOWS OUT THE GRILL WHILE GRILLING OR IF YOUR GRILLING TEMPERATURE HAS DROPPED OR YOU SMELL GAS. IMMEDIATELY SHUT OFF ALL GAS SUPPLY CONTROLS.

WARNING!! Never open the hood or look through any viewing holes to check and see if the grill is still lit.

Turn the burner control valves to their OFF position.

Wait five minutes for the gas to dissipate.

Relight using the lighting instructions.

MAINTENANCE INSTRUCTIONS and CLEANUP

Proper care and maintenance will keep the grill in top operating condition and prolong its life. By following these cleaning procedures on a timely basis, the grill will be kept clean and working properly with minimum effort.

1. Keep grill area clear and free from combustible materials, gasoline and other flammable vapors and liquids.
2. Do not obstruct the flow of combustion and air ventilation.
3. Any metals prone to rust left in contact with stainless steel surface will leave rust stains. Warranty does not cover rust stains caused by rusting articles left in contact with the grill surface.
4. After use with the grill cooled, scrape the cooking surface with the tool attached to the grill.
5. Remove the cooking surface and using the spatula provided, remove the accumulated grease and food from the pan and place it in the trash can.

Please attempt to leave the grill cleaner than you found it!

**Members supply their own gas. See the manager for the key
Thank you!**