

SOUTH BAY COMMUNITY ASSOCIATION

BOARD OF DIRECTORS MEETING

AUGUST 10, 2023, 9:30 am

1. Call to order

The meeting was called to order at 9:30 am.

2. Determination of Quorum

Quorum was present to start the meeting with 6 board members present, Christine Spagle, John Cacho, Adina Rivers, Dave Jurca, Mark Schwendener, Peggy Thuotte and ex-officio GM Mark Torres. Board member Randy Edwards was absent. Four SBCA members (Katie Schwendener, Gil Skinner, Soozie and Dan Darrow) were in attendance.

3. Approval of meeting minutes for July 13, 2023. The motion was made and seconded to approve the July 13, 2023 meeting minutes, carried 6/0.

4. **President's remarks**

President Christine Spagle introduced the new board. The board held the orientation on August 2nd. for newly elected board members. Discussed the agenda for this year,

- a. Continue with the backyard area of the club to repair the drainage issues and improve the patio for better amenities and activities.
- b. Social activities and educational speakers are on the agenda for this coming year.

5. **Manager's Report**

Club operations

a. Staffing/HR

- i. Hired several individuals and are in the process of screening, for the front desk and for the Bay Club Lounge. The person at the desk will be supporting the lounge and bartending. All performance reviews for the staff have been completed and all pay raises have been initiated. By the end of August all positions filled.
- ii. At the Pancake Breakfast this month: the Port Ludlow Performing Arts benefited from the donation of \$250.00. Turnout was normal, 50 people were served.
- iii. The roofing replacement project is nearing completion and it came in ahead of schedule and is \$5,000-\$7,000 under budget. The Club will resume Lounge operations

on August 23rd. After staff has been trained it's anticipated Lounge service will expand in early September to three days a week.

iv. All SBCA wines have been received with special pricing until August 17th. Small tastings will be available at the Club on August 16th and 17th. Preorders to date are about 5 cases.

v. Mark and staff are supporting the Board and committees to fill committee chair and member positions.

vi. Recommendations for the amendment of club rules.

vii. Facilities policies and document management policy tool.

viii. Finance Committee will work on closing out the roof project and will update the reserve cash position after final payment.

6. Treasurer's Report

a. Finances

i. John Cacho reported that the first month of the fiscal year looks satisfactory and our expenses are lower (due to timing issues) and we have adequate money to meet our expenses. We plan to payoff the loan at Kitsap Bank and will make recommendations to the Board regarding placement of those funds after the roof is paid off.

7. Committee Reports

ARC

a. Two applications were approved and two were conditionally approved.

Two were only acknowledged as they didn't require approval.

b. No recommendations on design standards.

Activities Report

a. The Activities and Amenities Committee.

i. President chaired the meeting as we didn't have a chair. Adina Rivers has agreed to be the chair. Mark Schwendener, Christine Spagle, and Debbie Cacho are the committee members who would like to serve. At the next board meeting, we will approve the various committees and committee members.

ii. Members thought the General Meeting went well and the food was very good.

iii. Discussed the lounge and Gil attended and did a recap of events suggested for the 23-24 fiscal year at the July Activities meeting.

iv. Discussed the different events that we'd like to have for our members and some educational events. We discussed the beneficiaries of the Pancake Breakfast and those will be coming out monthly.

A question/recommendation from Dave that the board should approve the committee members to ensure D&O coverage. A motion was made for approval of Adina Rivers as chair and committee members as noted above for the Activities and Amenities Committee, so moved and seconded and carried 6/0. GM also suggested that members of the remaining committees be approved. Moved, seconded, and carried 6/0. President advised we no longer have a Communications Committee.

Finance Committee - John Cacho

- a. Board member Randy Edwards to join the Committee. Continuing committee members are Board members Dave Jurca, Dan Darrow, and Ed Knodle.

Motion to approve the committee members, moved, seconded, and carried 6/0.

- b. Finance Report, the committee discussed paying the roof bill.
- c. Discussed the CD's that have matured. There are sufficient funds to pay for the roof replacement.

d. Motion giving authority to the GM and President to pay off the HVAC loan using the Kitsap Bank Securing CD funds. So moved, seconded, and carried 6/0.

- e. Motion authorizing the GM and President to pay the roof bill using funds in both the Reserve Fund and the Rainy-Day Fund as needed.

So moved, seconded, and carried 6/0.

- f. Motion authorizing the Board to allow the President and GM to take appropriate action to remove the lien on one of the delinquent accounts that is now within a few hundred dollars of satisfaction after the delinquency is brought current. So moved, seconded, and carried 6/0.

g. The president advised that the new Board Officers will need to complete the applications to add them to all SBCA bank accounts so they can be authorized to sign checks. Motion for the minutes to reflect the names of the officer's with signature authority who are: Christine Spagle, President; Randy Edward, Vice President; Adina Rivers,

Secretary; and John Cacho,
and carried 6/0.

Treasurer. So moved, seconded,

Old Business - Mark Torres

- a. Roof is essentially done.

New Business - Dave Jurca

- a. Discussed the PLVC meeting and summarized the draft agenda from the meeting. Soozie Darrow asked why a microphone wasn't provided and why wasn't the auditorium available for the meeting. GM explained the reasons.

Motion to adjourn the meeting, seconded, and carried 6/0.