

Harbour Heights Civic Association Board Meeting – July 11, 2017

Regular board meeting called to order by Jim McBride at 7pm

Present:

John Ginter
Kurt Benner
Maggie Tull

Steve Tull
Chris Alonso
Art Sevigny

Dan Topp
Jim McBride
Beth Stay

I Prior meeting minutes were summarized by Dan. Move to approve by Chris, seconded by Art. Unanimously accepted.

II Dan presented financial reports. Bank account currently has approximately \$17,000. Dan reminded the group that board members must be vigilant in assuring that timely state filings are made to maintain non-profit status. Dan is currently doing the filings. Art moved to accept financials, seconded by Chris. Unanimously accepted.

III House committee: discussion of trimming trees and spraying weeds. Also lamp bulb to be replaced. Dan moved to accept report; Jim seconded. Unanimously approved.

IV Rental Management Subcommittee Report: Committee recommended 15% commission on bookings, paid monthly as independent contractor receiving a 1099. Also, to increase rental fees and/or deposit to cover the additional expense of the Rental Manager and professional cleaning when needed. Discussion ensued. Final decision:

- 1) Newly created position of Rental Manager will receive 15% on all bookings, including regular bookings such as yoga, Yacht Club, and special bookings for parties.
- 2) Commission also to be paid on miscellaneous items such as chair covers.
- 3) Rents will be increased by approximately 15%, rounded to "nice" numbers to cover the commission, eg., \$300 rental will become \$350, \$600 rental will become \$700.
- 4) Cleaning deposit will increase to \$200, to be refunded fully, partially or not-at-all according to the discretion of the Rental Manager. Rental Manager should clearly communicate to renters the expectations of clean-up including exterior grounds, stacking chairs, etc. Increased cleaning deposit will be used to pay for professional cleaning when needed.

Chris moved, Art seconded, position unanimously approved according to above details.

V Selection of specific Rental Manager. Since Tammy Topp has been handling rentals as a volunteer, the board concludes she is the logical candidate. Dan recused himself in this matter. Chris moved, Art seconded, board unanimously approved selecting Tammy (with Dan abstaining.)

VI Discussion of upcoming social schedule of dinners and dances. Board decided on the following schedule:

October – Dance

November – Thanksgiving Dinner

December – Holiday Dinner joint with Yacht Club

January – Dance

February – Dance

Jim will work on entertainment for dances. Dan will work on November Dinner. We will need volunteers to work it. Specific dates were not selected at this time.

Dan moved, Chris seconded, board unanimously approved above schedule.

VII Patio Design. Tabled for next meeting.

VIII Bingo: Will be held year-round on 2nd and 4th Monday, no Yacht Club participation.

IX Open Board Meetings: In light of the fact that we are not holding General Meetings at this time, Dan suggested we invite the general membership to Board Meetings. This will be accomplished by email invitation (including sending out the agenda) to all paid members, as well as a sign by the Hall. Jim and Curt will get the sign.

X Future Board Meetings: will be regularly held on the 1st Tuesday, beginning in August.

Meeting adjourned at 8:23pm