

HOLLEY BY THE SEA IMPROVEMENT ASSOCIATION, INC.
REGULAR MEETING OF BOARD OF DIRECTORS
Holley By The Sea Recreation Center, Café Area
October 25, 2011, 6:00P.M.
Draft Minutes

1. Roll Call:

Joe Sipp
Brooke Goldberg
William Stuart
Pete Peterzen
Jennie Barrett (GM)

2. Confirmation of Notice: properly confirmed

3. Approval of Minutes/Agenda (Aug. 16, Oct. 11 & 17)

Motion to approve Oct. 11 Minutes, W.S., 2nd J.S., *Approved 3-0* (J.S. abstain).
Motion to approve Oct. 17 Minutes, B.G., 2nd W.S., *Approved 4-0*.
Motion to approve the agenda as amended, J.S., 2nd W.S., *Approved 4-0*.

4. Agenda Procedure: Motion to accept draft procedure for agenda requests as BOD policy, J.S., 2nd W.S., *Approved 4-0*. CLOSED

Unfinished Business

5. Café Use (Colombo)(Baker: withdrawn) – TABLED (B.G., 2nd W.S.)

6. GM Job Description Changes for Landrum – Motion to approve the Job Title/Description dated October 19, 2011 with changes as a preliminary working document, B.G., 2nd J.S., *Approved 4-0*. OPEN

Status Update by J.S. – open vetting being done on GM position by Landrum, \$50-60K salary range, no time cutoff/target date.
GM Job Description Committee will work on edits with the BOD, members will individually give edits to Committee (POC? Sandi Kemp?) and then have the edits done. Pete will contact Sandi. Joe will contact Landrum Wednesday 10/25 to continue search, will have draft job description within the day and that any viable candidates should be told that the salary is negotiable.

7. Tennis Committee Mission: Motion to approve the Tennis Committee's Mission Statement #1 & #2 (Advise the BOD & GM on tennis issues and act as liaison between BOD & GM and tennis community at large and provide an advisory resource for research and development of action plans to build, strengthen and grow the HBTS tennis program.), B.G., 2nd J.S., *Approved 4-0*. CLOSED

New Business

8. GM Report:

Electronic Record Conversion (INFO ONLY) – two companies sending proposal and another coming next week...one company already contracts with us on some of our equipment. Looking at hardware, software, management, ensuring that all docs are OCR Text recognition docs, etc.. Focus is on going electronic from this point forward. Dan Ramsey recommends calling member William Morris to offer expertise – Jennie will call tomorrow.

Additional Hiring for new Architectural Staff Responsibility (HIFIP) – GM proposes streamlining new owners and usage transfers in packages available online and at the front desk to make it all readily available. Also, add 10 hours a week in the evening, would like to advertise to current employees so that we don't run into full time employment costs. Would like to leave the Architectural Staff available during the day, have Member Management moved largely to these extra 10 hours of staffing. Motion to approve the 10 extra hours of staffing to take over Member Management and other changes proposed by the GM, B.G., 2nd J.S., *Approved 4-0.*

Beach House Hours – Sunday hours begin at 8am, but the Rec. Center does not open until 9am. Most often, the renter does not arrive prior to 9am. GM would like to change the hours.

Motion to change the Sunday rental hours to begin no earlier than 9am. (subtract \$15 from rental fees for Sundays), B.G., 2nd W.S., *Approved 4-0.*

9. Beach House Issues:

Motion to approve the unaddressed portions of the March 8, 2011 BHC presentation with amendment that clubs/committees can use the Beach House without rental fee up to four days per calendar year for events with anticipated attendance of 50 or more(unlimited for the Social Committee). B.G., 2nd W.S., *Approved 4-0.*

(March 8, 2011 minutes show approval for only the fee structure and expanded mission).

10. Other Committee Reports (please submit in advance via email to

HBTSBOD@holleybythesea.org) - none

Adjourn:8:30pm

Brooke Goldberg
Secretary, Board of Directors

Attachments:

Agenda Procedure

GM Job Description Draft

Tennis Committee Mission Proposal

BHC Proposal from March 8, 2011