

Anchors Aweigh Club, Inc.
Steering Committee Meeting
Minutes of December 23, 2014

Meeting called to order at 6:45 pm by Chairman, Steve I.

Welcome to all attendees.

Serenity Prayer

Steering Committee Members present: Steve I., Katie F., Vidal, Dan R., Lori M., Tom G. and Joe P.

Board Member absent: Nathaniel L.

Also present: Office Manager Judy B, Clubhouse Manager Mark S., Christopher T. (Our new Book Keeper), Michael L. and Chris S.

Minutes of November 25, 2014 were reviewed and approved as submitted by Secretary Kathleen F. Club Manager's Report – Mark S. Presentation of 'Trophy of Appreciation' to our Office Manager Judy B. for services above and beyond the call of duty. Steve I. 'The Board wants to recognize you for the incredible service that you preform and the skill set that you have and how freely you give of your time and your skills. The Club would like to be sure that your dedication would not go unrecognized. Thank you Judy'.

CM Report cont. The clubhouse was robbed 3 weeks ago. The cameras were on but picture was blurred. Codes and policies have been changed. Police report was made. A member donated/replaced the \$200 that was stolen (actual amount stolen \$184).

Suicide prevention workshop completed for staff and volunteers that may be of service on the telephone.

Clubhouse will be opened for 24 hours on New Year's Eve.

Office Manager's Report – Judy B.

- Membership List –67, down 1 from last month.
- Utilization Report: 5,738, down 269 from last month. Avg. per day 191. Last November: 6,016, November 2012: 5,772.
- Year-to-date utilization is 61,627 vs. 59,673 last year.

Finances:

- We received two checks from the Linville Family Foundation, one for \$5,000 and the other for \$15,000. The money is currently in the Iberia checking account.

Profit and Loss:

- Christopher T, our new book keeper took over for Kathy M. in September. This month we have P&L statements for September and October. Working on November now and December should be ready for next meeting alone with the End of the Year Report.
- September only thing of note was the shed project and roof repair.
- Budget vs Actuals is very close.
- October: Total cost of shed was roughly \$6,000.
 - Iberia Checking \$38,489.71
 - Iberia Escrow (for insurances) \$4,284.60
 - First State Checking \$3,348.39
 - First State Bank CD Long Term \$30,220.00 (Emergency fund)
 - First State Bank CD 6 month \$15,045.00 (Prudent Reserve)
 - Cash in Drawer \$200.00
 - TOTAL \$91,587.70

Of this total \$42,038.10 is not collecting any interest. Office Manager would like to propose that we take \$15K from the cash fund to put toward our Mortgage Principle and \$5K, from same fund and

put it in our Prudent Reserve. Dan R offers that it should be held at hand till we know if and when we will be getting the Klaus-Murphy Grant (for the roof replacement, \$28K). Tom G: PR CD matures in June. Steve I: We may not know anything about K-M until summer. Office Manager offers biggest advantage in saving/\$\$ earning is to put the \$\$\$ toward the Mortgage Principle hence lowering our interest payments. Mortgage is \$204K presently. Tom G suggests that if we need to, we could borrow against the long term CD (emergency building fund) and then replace it with K-M.

- Motion by Dan R. to take \$15K from the cash fund and put it toward the Mortgage Principle and \$5K from same fund to be put toward the Prudent Reserve. Second by Lori M. Motion is carried.
- Budget for October: \$4282.54.
- End of Month: Checking balance was \$8,351.30. End of budget balance was \$3,928.30. By the 15th of December I had deposited over \$9K in cash into our Iberia account and so I have to make deposits to our First State Checking account for the rest of the month. I will transfer the money into our Iberia account in January. Unless someone objects, I'd like to keep the First State Checking Account open on a long-term basis. There are no additional fees to keep this account open. Board agrees.
- I've begun to prepare a spread sheet to follow how our fundraisers have been flowing year-to-year. I began with 2013 to present. Chris S. has 2010-2013 figures which she will deliver to Office Manager. Chairman submits a big Thank You to Office Manager for taking this project on.

Fundraisers:

- Moonlight Meditation Sail \$1,047.03
- Holiday Gift and Yard Sale/Silent Auction \$12,696.62 and counting.
- Holiday Train Ride \$1,242.64
- Dan R. again requests all financial reports to be sent as attachments with minutes.

Progress for this Month:

- We served Thanksgiving Dinner to over 200 people this year.
- Still need to get 501 (c) 3 thank you letters out to the donors. Plan to have them out by the first week in January.

Fundraisers: Lori M.

- Big Thank You to all that helped with the Yard Sale.
- Buddy Pass 5K Run February 7th. Club Manager requests that he foster this fundraiser. Will be meeting with Beth tomorrow to gather further details.
- Valentine Raffle planned.
- Spaghetti dinner in March. Tom G. suggest St. Patty's day dinner also.

Treasurer's Report – Tom G. - See Officer's Report

House: Mike L. Nothing to report. Chris S questions the warranty on original roof work. Office Manager submits 'Warranty was voided when tree fell hit the roof'. Past minutes reflect the current contractor is hired only with written guarantee, as per Board vote.

Grant Report: Judy B. / Joe P. – We do not know when Klaus-Murphy will be coming. Talked with Marge Smith, their application coming from United Way, suggests we re-write application for a more specific child care/after school activities. We do have a match for the money from HSAB. SAMSHA.

Governance: Dan R.

- Am actively seeking new Board Members.
- Would like to remain on the Governance Committee. Will be re-visiting the By-Laws in the Spring.
- Update Ops Manual.

Garden Report: Chris S.

- Suggest punch list to become policy when we have any contractor work done to be completed before the final payment.

New Business: Election for Seat #4 will be tabled until we have a willing nominee. Nominees must be a club member. Membership dues must be paid by the 5th of the Month. No felons.

Dan R offers, 'According to the By-Laws, if no nomination comes forth for election, Board Members may appoint a Club Member to the Board. Seat #4 (Class A) and Seat #9 (Class B) will be agenda items for next meeting.

Steve I. then nominates Joe P. to be re-appointed to Seat #8 on the Board. Dan R seconds. Joe accepts. Joe P is re-appointed by unanimous vote.

Lori M nominates Steve I. to be re-appointed to Seat #3. Vidal seconds. Steve accepts the appointment to be held for another two year term. Steve I. is re-appointed by unanimous vote.

*The Secretary apologies' to the Board and the entire Club for her delinquency in not posting the notice for the Elections in the time frame dictated by the By-Laws. 'Elections are to be held the third week of the Month'. Due to unforeseen circumstances the time frame for notice of elections was not sufficient for this election to be held as dictated by the By-Laws. A profound apology from the Secretary is offered for this error.

Meeting adjourned at 7:40 pm.

Respectfully submitted,

Kathleen Ford, Secretary, AACI

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AACI December 23, 2014