

Anchors Aweigh Club, Inc.  
Steering Committee Minutes  
January 24, 2017

Meeting called to order at 6:45 pm by Treasurer Tom G.

Serenity Prayer

Steering Committee Members present: Secretary Katie F, Treasurer Tom G, Kenny J, Beth B, Sandy W and Tom Swain.

Board Members absent: Tim B and Vidal.

Also, present: Office Manager Nancy Rose, Birch O. Chairman Steve I Lee McM, Dan R, Charlie B, Mike L and Maria P.

*Minutes of December 27*, read and approved.

Club Manager's Report: Committee to hire new CM, Birch O, Steve I, Beth B and Tom G.

Steve I.: We received 5 resumes. Committee narrowed to 3 applicants.

- Motion by Steve I. To authorize hiring committee to conduct interviews and make offer to preferred candidate at a pay rate of up to \$13 hour and 35 hours per week and to set a start date. Second by Katie. Motion accepted.

*Office Manager's Report:* Nancy Rose:

Volunteer/Counter and 2 paid staff cover 16 shifts.

Membership List: 67

Utilization: 6,411 up 931 from last month. Average per day, 207.

Now using Square credit card processing system. We bought folding tables \$475 and replaced the microwave over. David P \$50 to fix/organize computer system.

**Donations:** Mc Mannis fund \$1,000. Murphy \$500. Fogarty \$1,000. Misc. \$365

Total donations: \$2865

**Treasurer's Report** – Tom G: We have a new Book Keeper; Maria Protopsaltis will bring reconciliation up to June alone with P&L ready for Sheriff's grant. 4 hours' week once we are caught up.

Tom S: On course will new book keeper. Set up a budgeting package. All in excel set up on a cash basis. Will get monthly reports on POS system. Built a new ledger in QuickBooks.

Should look at our workman's' comp policy

Finance Committee to look at budget: Tom S, Birch O, Tom G, Charlie B, Sandy W and Beth B.

End of month Mortgage Balance: \$97,910.10

Account balances:

Working checking account: \$27,230.37

Insurance escrow account: \$10,253.67

1<sup>st</sup> State for funds over \$10K per month: \$17,091.32 (reflects Silent Auction funds).

CD Building Fund from Klaus-Murphy: \$30,301.85 (We do not touch this emergency only).

CD Prudent Reserve: \$20,082.39

**Grant Report:**

Klaus-Murphy:

Sherriff's Grant: In the works. Due Feb 10<sup>th</sup>. Use toward insurance costs.

HSAB: Payroll, utilities everything except capital funds.

**Fundraisers:** Kenny J.

Buddy Pass 5K February 5<sup>th</sup>. We need volunteers. Exploring 'virtual silent auction' as per Dan R.  
St Paddy's Day Dinner here.

**House:** Mike L.: New sign on front.

**Garden:** Chris S. Acquired orchids, please address no smoking on front porch. This will be addressed/enforced with new club manager.

**Governance:** Seat Appointments:

Seat #2 Beth B (incomplete term of 18 months).

Seat #3 Tim B.

Seat # 4 Sandy W.

Class A Board Member Seat #8 open.

**New Business/Unfinished Business:**

Clubhouse policy forms must be signed annually. Board Members please stop by the office and sign these forms.

Dan R. In the spirit of AA, Class A members should not be members of AA but rather a member of the community at large. Therefore, it is suggested that Class A seats should be non-members. Steve I withdraws as nominee for Class A seat.

Discussion regards to adding two more Class B board seats bringing number of seats from 7 to 9. Further discussion suggests closely following club policy to adhere to the rules of attendance by Board members.

- Motion by Dan R to expand Class B board member seats from 7 to 9, quorum will remain the majority of seated board members. Class A will remain at two.

Second by Beth B. Hardy discussion follows. Motion passes. By-Laws will reflect changes in number of board member seats and seat assignments.

Appointment of Chairperson tabled until next scheduled meeting.

New signature cards will be addressed next agenda.

By-Laws have not been updated. Secretary will update and email to web- master.

Reminder Kathleen F.(3<sup>rd</sup>) term ends May 2017 along with that comes opening of Secretary position.

Next Steering Committee meeting: February 28th 6:45 PM.

Adjourned

Respectfully Submitted,

Kathleen S Ford, Secretary AACI

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