

**Board of Directors Meeting
November 12, 2018
2:30pm – Dolphin Head Golf Club
Minutes**

Call to Order: 2:40 pm

Approval of Minutes: October 8, 2018, Board Meeting - Approved

Attendees: Present **Mike Salera, Bruce Zimmerman, Bill Anderson,
Pete Lievense, Kathy Reynolds, Sam and Joyce Heidt,
Becky Elliot**
Absent Mick Martin, Kate Sawyer

Reports:

Treasurer's report/Financial Update

- Review October Financial results – attached to Minutes
 - Income Statement – negative (\$1,521.25), not unexpected as we made previous decisions to draw down cash assets by supplementing parties more.
 - Balance Sheet – Total Equity = positive \$26,982.31.
- Party income/expense status – attached to Minutes, through Halloween Party, in line with Bruce's Budget Projections spreadsheet (below).
- Status of 2018 Winter Classic donations – Mike still working \$1,500, which will now be \$1,400 due to \$100 contribution to 7th Annual Junior Shag Team (letter request to Mike.)
- Improve handling of incoming party and membership receipts. Discussed and decided: Mike will no longer separate new member payments from the Membership Application Form – new member's cash and/or check will be stapled to the form and processed through the Membership Chair to the Treasurer. Bill and Brice to prepare instruction sheet for Greeters.

Social Committee

- Is it time to activate the 2020 WC Steering Committee? Yes.
- Should we set an interim or approximate budget for it? (The next Board will be in charge, but we can give them a start point?) Kathy to get committee together, prepare draft budget for BOD review and approval.
- Pete, can we get a rough idea of how much revenue we take in from floor charges per year, over and above DHGC cost? This will help us set party budgets. Numbers discussed, conclusion: roughly the same party budget for 2019 as 2018.
- Are we a line dance club or a shag club? Too many different line dances split the club. Discussion: **One side** - with too many new line dances from Leigh some feel members don't get up to dance them because they don't know the dance; would like to keep the new dances to a minimum,

stay with traditional dances – Tush Push, Sex on the Beach, Swamp Thing, River Waltz; **Other side** – not everyone likes line dances regardless of which one; some members say they like the variety from new dances. Decision: more discussion needed.

- Parties. How many should we have? Do we have too many? Should we combine the Re-up with Welcome back in Sept/Oct and re-up then? (Change in By Laws) Discussion: could combine and move to Sep/Oct; could move to Jan which is a big new member month; may want to change membership year to correspond; one traditional problem is new members joining January through April have to pay again with renewal in May (turns off some Spring new students/members); was suggested to change member's year to the month they join, and renew that same month, Pete not in favor due to accounting/record keeping; suggested prorating membership fee during last of year – would require a By Laws change. Decision: more discussion needed.
- Party "budget" for next year? This year we spent a lot. can we keep it up? See above, roughly the same party budget for 2019 as 2018. Bruce presented his updated Party Income/Expenses and Projected 2018 Budget (spreadsheet attached to Minutes)

Dance Instruction & Advertising Committees

- November lesson schedule – Nov 13, 27, Dec 4, 11. Dina and Barry taking Beg. I & II on Dec 11th. Bruce confirmed with Ernie that we have Dec 11th.
- 2019 Winter/Spring Schedule – sending out to instructors for sign ups.
 - Jan 8, 15, 22, 29; Feb 5,12,19,26; Mar 5,12,19,26; Apr 2,9,16,23.
Okay
- Future requested Dance Instruction events: No discussion.
 - Dec 11th - The Haven, New Riverside – lesson, music for dancing.
 - Mar 30, 2019 – (possible) Westin for a group
 - May 14, 2019 – Hilton Head Plantation Women's Club – lesson, music.
 - June 8, 2019 – Port Royal Plantation Social Committee – lessons, music, DJ.
- Advertising:
 - Decision Winter Classic Island Packet ad:
 - 2018 – 1/8 page; \$200; Sun. Dec 24th.
 - 2019 – Options –
 - 1/8 page – 1 time = \$200; 3 times = \$540
 - 1/4 page – 1 time = \$350; 3 times = \$945
 - Discussed and showed 1/8 page from last year. Decision: approved for Kate to do 1/8 page, 3 times at \$540. Bill to help Kate prepare and submit.

Communication Committee - Nothing

Unfinished Business

- Becky's Junior Shagger Budget: (some of the issues of interest that arose here, and were discussed, were the following:
 - Financial budget #'s, critical mass of teens that would be required, potential for legal liability, compromise to club precedent regarding paying for an event/ allowing partial time at an event/ wristband? exiting event when time was up?)

Discussion:

- Becky not getting much response for Junior Shaggers.
- Working with Hilton Head Plantation to form a club amongst resident youth. Costs would be minimal, but only open to HHP youth – slow going.
- Would like to have an annual youth event like other places, but no youth yet.
- Has an annual budget prepared to support a Junior Shagger club affiliated with HHICSC?
- Requested activating button on HHICSC website promoting/recruiting for Junior Shaggers.
- Pete suggested Becky get a Shag class into HHP “youth camp”.
- Revisited Becky’s request to allow Junior Shagger recruits/prospects and their accompanying parents attend the Junior Shagger demo at Winter Classic 2019 (Saturday night). Becky outlined how she and her Committee would control youth and parents to meet the previously expressed concerns of the BOD. General feeling of the BOD was that this is manageable and would be a good recruiting tool for Becky. BOD knows Kate is not in favor of this and we would like to hear her input at December BOD meeting.

BOD Decisions:

- Hold off discussing/approving an Annual Event and a separate budget for Junior Shaggers until see results - youth signing up to participate.
- Gave Kathy okay to activate Junior Shagger button on HHICSC website.
- Gave Becky okay for planning to have Junior Shaggers and accompanying parents attend Saturday night WC 2019 demo pending submission of the following and BOD final approval:
 - Preparing a written control plan by December BOD meeting.
 - Preparing a list of youth and parent attendees by January BOD meeting.

New Business:

- 2019 BOD Nominating Committee – Mike announced Committee chaired by Bill with Bruce as other BOD member; still trying to recruit two non-BOD committee members.
- Kate – Revisions to Schedule for Winter Classic 2019 – not discussed.
- Sam – Policies and Procedures Manual

Discussion –

- Sam presented a sample Policy and Procedures document that he first introduced to Club BOD in 2006. Has tried through several successive BODs to get it implemented. Mike asked him to try again with this BOD.
- Purposes/usefulness obvious: capture institutional knowledge of Club officers; don't have to rediscover information from BOD to BOD; provide basis and answers for rules traditional followed, but not covered in Club By-Laws, i.e. why parties are not open for just dancing without paying Party fee.
- Other discussion:
 - Don't try to get all encompassing the first time – just get it started and keep improving it.
 - P&P Manual would not have to be approved by Membership; reference existence of it in By-Laws and make available to membership for review/comment.
 - Possibly each new BOD should review the Manual and make changes within a set time period after they take office.

Decisions/actions:

- Current BOD members write up their job description and responsibilities for inclusion. Kathy may have a template format for us to follow.
- Kathy to give Sam a draft outline of topics that the BOD discussed several months back.
- Sam to collect input, edit and format P&P Manual as he thinks best.

Adjournment: 5:00 pm

Pete suggested that guest BOD attendees be given a time limit in advance and held to it – didn't get to regular BOD agenda until close to 4:00. All agreed.