



**Board of Directors Meeting
January 10, 2018
3:00pm – Starbucks - Hwy 278
Minutes**

Call to Order 3:06 pm

Approval of Minutes: December 11, 2017 Board Meeting approved by email.

Present: Becky Elliott, Mike Salera, Bill Anderson, Vito Magarelli

Absent: Kathy Reynolds

Reports:

Treasurer's report

- Discussed several examples from the Christmas party on how/why good accounting procedures need to be followed to accurately track Club income and expenses. Possible action for next BOD.
- Discussed PayPal:
 - Treasurer had no detail on four PayPal transactions reflected on the bank statement. Suggested procedures be developed for the future.
 - Group discussion on the necessity of a PayPal account – suggested topic for the next BOD to address.
- Discussed “missing check” situation with Celina Hall. No action necessary, Vito resolved.
- Current bank balance \$53,057.62 as of 1/10/18.
- Discussed an old proposal of posting financials and BOD minutes to Club website for member transparency. Action passed to next BOD.
- Vito presented a spreadsheet of floor fee revenue from Lessons and Socials. Well done and useful for future BOD financial analysis.
- Update on IRS Form 990EZ: Becky wrote and submitted explanatory letter to IRS, have not heard back from IRS yet.

Social Committee

- 2107 Party Cost summary:
 - Christmas Party –

- In discussion with Hilton Head Country Club Mike learned the HHCC had shortchanged themselves \$291. Mike's contact told him to forget it.
 - Cost to the Club (HHICSC): \$1371.
 - Discussed how to handle overcharging of drinks by HHCC – in light of HHCC's shortchanging of \$291, and estimating the overcharging of drinks is about \$300, the general consensus was call it a wash, but make sure Mike's contact understands that we see this as a good-will gesture because we want to work with them in the future.
- Valentine's Party –
 - Mike signed DJ contract for \$250.
 - Party flyer ready to go – Mike asked for input on cost of \$35 for members, \$45 for guests. Becky asked us to consider lower - \$30/\$25. Last year's was \$35. BOD decided to leave at \$35 for 2018.
- Winter Classic update –
 - Registrations at 355-360; BOD learned post meeting of another 12 registrations passed over from PayPal.
- 2018 Club Party scheduled to date – no discussion.

Dance Committee

- First night lesson attendance report –
 - Beginner I – 12 ladies, 8 men.
 - Beginner II – 10 couples plus two Juniors.
 - Core Step – 10 couples.
 - Practice time – 6 couples, 7:30 – 8:00; 1 couple, 8:00 – 8:10.
- Beginner I and II videos posted to HHICSC website – no discussion.
- Advertising –
 - Winter Classic – two ads, Island Packet and Sun.
 - **Becky mentioned that we were also written up in the Bluffton Breeze.**
 - Beginner lesson ad in HH Plantation Calendar
 - Island Packet no longer offers "community calendar".
 - Reprinting Club's tri-fold soon – to be presented to next BOD.
- Nominating Committee update
 - Secretary recruiting continues, but have transition plan.
 - Historian and Membership Chair still open.
 - BOD discussion: consider dividing up Secretary duties:
 - Assign PayPal account management to Treasurer.
 - Find Chairs for Communications and Website Committees.
 - **BOD discussion of the above –**
 - **Highlighted making mention at Annual Meeting of need for Secretary.**

- Continuing to assign Kathy's many duties out to others.
- Suggestion that we have 2-3 people knowledgeable with the Website, especially with fielding and answering questions that come in through the website.

Communication Committee

- No report.

Unfinished Business

- Annual Meeting, January 26th:
 - Finalize preparation - **below**.
 - Junior Shagger Friendly Designation vote - **below**.
 - Review and proof Annual Meeting handouts – agenda, ballot
 - Becky suggested a snack platter for the Annual Meeting – **discussed, but decided food is not needed for two reasons: the Club does not like outside food being brought in, and the Club's dinner entrees will be available.**
 - **BOD discussion:**
 - **Bill will prepare a second draft and circulate. Try to finalize for inclusion in the next two Club newsletters and on the Club website.**
 - **Junior-Friendly Shag policy to be included on Annual Meeting Agenda per Becky's draft wording.**

New Business:

- National Fast Dance Association Membership –
 - **BOD discussion:**
 - **Becky explained her calculations – our cost for 2018 is \$531.56, versus \$700+ in 2017.**
 - **Some discussion over why we are charged for party's where we provide the DJ, who should have their own royalty fee coverage for music.**
 - **Because our 2018 application must be turned in with payment asap, it was suggested that the next Treasurer may want to look into the fee structure.**
- Procedures and Practices Guidelines –
 - **BOD discussion:**
 - **Becky discussed 4 pages of draft travel expense policies prepared by Sam Heidt that were discussed by a previous BOD, but not resolved.**
 - **All agreed that it is a good idea, Mike to consider for next BOD.**
 - **Postponed for next BOD to take up, Becky is going to try and get the complete document from Sam.**

Adjournment: 5:05 pm

**Respectfully submitted,
Bill Anderson
2nd VP**