



**Board of Directors Meeting
Wednesday, September 14, 2022 - 2:30pm
Hilton Head Presbyterian Church**

MINUTES (Rev. 9/20/22)

Attendees: Vicki Brown
Bruce Zimmerman
Marcia Salera
Pamela Stemzynski
Becky Elliott
Rick Elliott

Call To Order: The meeting was called to order at 2:30pm by Pamela Stemzynski.

Reading of Minutes of the July 13, 2022 meeting was waived; minutes were approved.
(There was no meeting in August.)

Treasurer's Report: Marcia Salera

- Marcia reviewed the August 31 financial report. The cash balance is \$68,473.11 broken down as follows:
 - Reserved funds = \$45,277.53.
 - Available funds = \$23,195.58.
 - The financial report was approved by the Board.

Social Committee: Vicki Brown

- Friday, Sept 23 – Welcome Back Party
 - 93 people have signed up.
 - Vicki and Bill Anderson have volunteered to work the sign-in table.
- Friday, Oct 28 – Halloween Party
 - Will be held at Heinrichs Hall.
 - We plan to do a flyer and have sign-up for reservations.

- Costumes will be optional. There will be prizes for best costumes.
 - Bruce will DJ.
 - There will not be dance lessons on the night of the party.
 - We need to put a notice on Heinrichs Hall door next Friday night to inform people there will be a Halloween party on Friday, October 28 instead of the regular program. Advance notice of the party should also be posted on the website.
 - The party will be catered by Bullies.
 - One fee (\$20) includes charge for the meal and floor fee.
- Storage Space
 - Currently, there are Halloween decorations, which need to be relocated, stored at Jean & Vito's house. They will not fit in the club's current storage unit.
 - We need a different (not additional) storage unit.
 - Vicki found 5x10 unit (larger and easier access than we have now) over by Office Park at \$94/month.
 - We need to check how much notice is needed to cancel the storage unit the club has now.
 - Bruce made a motion that we approve looking into storage space.
- Note: Vicki reported that there will be no social dance Friday night November 11, as Heinrichs Hall is unavailable on that date.

Nominating Committee for next Board of Directors

- Bruce volunteered to serve on the nominating committee.
- John Thomas was suggested as a nominating committee candidate.
- Becky Elliott has volunteered to serve on the committee.

Procedures: Becky Elliott

- We need a general outline of procedures that goes to the next president and Board members.
- Marcia noted that by-laws are on the website.
- Becky noted that the general outline of procedures should be appended to the by-laws.
- Bruce commented that the outline of procedures should be appended to the by-laws on the website, and someone needs to be responsible for it.

- Becky has volunteered to work with a small committee (2 or 3 people) to put together procedures.
- Bruce made a motion to nominate Becky to look into putting together a procedures manual and report back to the Board.

Contract vs. Letter of Intent: Bruce Zimmerman

- Bruce volunteered to prepare a letter of intent (rather than a contract) to the Christ Lutheran Church Board of Directors letting the church know that we appreciate their allowing us to use Heinrichs Hall. Marcia suggested saying that we would like to establish an on-going long-term relationship. Bruce suggested mentioning what the annual revenue to the church will be from our renting of the hall. Bruce will prepare the draft of a letter and send it to our Board of Directors for review.
- Vicki suggested sitting down with her contact at the church and going through the calendar from January through June to see what Friday nights are available in 2023.

Reimbursement Discussion

- Per diem vs. receipts was discussed.
- ACSC and SOS migration were discussed.

Next BOD Meeting is scheduled for Wednesday, October 5 at 2:30.

Adjournment: The meeting was adjourned at 4:25 pm.