

Decatur Head Beach Association

Board of Trustees Conference Call

December 19th 2019

Attending:

Bryce Kisker- President

Kerri Donovan - Vice President and Reservations

John Mannetti- Treasurer

Tim Coulter- sitting in as departing Treasurer emeritus

Duke Campbell- Special Projects & Task Force

Stephanie Murphy-Maintenance

Chris White- Secretary

Jon Claus- Boats and Docks

Bryce:

1. 1st week of February 2020, Seth and Anita will be leaving us. The agenda tonight will be to cover outstanding business and get to the caretaker transition for the balance of the call.

Tim & John Mannetti:

1. Finishing up his transition off the BOT as Treasurer, Tim joined the call and is handing off responsibility to John Mannetti.
2. Tim noted that we have money in the accounts due to 2 membership sales and can pay the insurance for the full year. Now that we have new roofs on most of the cabins (#4 is almost done, #'s 3 and 5 would be next but not needed right away) we should look at insuring the buildings for more than they have been. The way the policy has been written; the buildings are probably not valued correctly now.
3. Outstanding Treasurer responsibility is to issue the stock certificate to the Bridget and Trevor Sevigny. John now has all the Treasurer documents and files to handle that.
4. We discussed the Chase Bank accounts and access for Anita and Seth. When John and Chris went to Chase Bank to be put on the accounts, the debit cards that Seth and Anita use were closed, Bryce was removed from the accounts, and the Chase Bank scanner that Anita uses to deposit checks came off the accounts, all by mistake. John had to return to the bank 3 times to get the auto pay for the caretaker's salary set up properly.
5. Chris will follow up getting access to the account access fixed and note what happened so we can try to avoid this problem in the future.

6. The President and Secretary of the Board need full access to the accounts and the Secretary needs to be able to manage who has access other than the President and Treasurer for separation of access and control of the accounts.

Jon:

1. The appropriate dredge notice was filed with San Juan County. Jon recommends that with Seth gone in February of 2020 we wait at least until September of 2020.
2. The dock is now pulled. As it is we need an 8ft tide to move the dock into the lagoon, so the dock will be on the grass and staked in place for the winter.
3. Jon called about getting \$2 million worth of insurance for boat use, but does not know the cost, will forward.
4. The boat is now trailered and parked.

Stephanie:

1. The skylight is installed in #4- Roof 2/3rds done. Cabins #3 and #5 will need to be done next.
2. Cabin #4 interior kitchen remodel has not been started and Stephanie asked Anita to provide a list of what she thinks they can accomplish before leaving in February.
3. Cabin #4 Task Force: we will start up in January and ask for more volunteers to get going on a redesign of the building.
4. Cabin #1 mouse issue behind the bathroom tub will likely not be done before Seth and Anita leave.
5. We want to have Seth and Anita get bids for the water line hook-ups as they have contacts and understanding of what needs to be done.

Keri:

1. Reservation letter will go out in March.
2. Selling procedures are now on the website
3. The Handbook still needs to be separated and unified as planned.

Chris:

1. Transition of Secretary and Treasurer on the Chase Bank accounts did not go as planned and will follow up making it work.

Bryce:

1. Thursday last, Bryce was informed of the Caretakers wish to leave, with their regrets. They are sorry to have to leave.

2. Should we have general members help with search? Molly Rothwell, and Rolph Gruen were very helpful in the last hiring.
3. A 5-6-person committee of BOT and members would be a good balance.
4. Timing: what would be realistic for overlap with Seth and Anita and what do we need to get the best candidates? Would Seth and/or Anita be able to fly back and help train new caretakers?
5. May 1st would be a logical goal to have new caretakers up and running.
6. We might have Seth and Anita help review the job description.
7. What does the BOT think of starting salary for the job? DOE? Flexible hours. No overtime...
8. What might we do for Seth and Anita for a Thank You/send off?
9. Bryce will ask Anita to help with bookkeeping and help until we are covered with a new person to handle that.
10. Bryce will set up an email account where we can sort resume's into folders of Yes, Maybe, and No. Chris and Kerri volunteered to read and sort for first round picks.

We discussed that members and BOT members will be taking time off in the coming weeks and will have to stay on top of the above in January.

Attachments: None

Signed
Chris White, Secretary - DHBA Board of Trustees

Date: