

**Decatur Head Beach Association
Board of Trustees Meeting
Monday, November 29^h, 2021
7 -8:38pm**

Attending:

President- John Mannetti

Vice President, Reservations - Jeff Garfield

Secretary, Cabin Standards- Sharon Schell

Treasurer- Cabin 4 Committee & Environmental Committee- Chris White

Facilities/Maintenance Boat (sale)/Buoys Richard Mesher

Special Projects/Dock, Cabin 4 - William del Valle

Special Projects/-Committee Liaison- Rolf Gruen

Meeting opened by President, agenda reviewed. No additional agenda items added.

AGENDA

#1 Short update from each BOT member on turnover items from previous Board.

Clarifications:

Responsibilities of Committee liaison/chair position: Act as point person; provide the BOT with updates, provide clarification and direction to committee leadership, determine how and when to engage with the BOT.

Anita was wondering if the small improvements in Cabin 4 kitchen were still on the agenda for work this winter. Answer: not at this time.

Richard Mesher, Facilities/Maintenance Boat (sale)/Buoys Chair

- **Facilities/Maintenance**
 - Caretakers have provided a to-date list of completed maintenance items.
- **Boat Sale**
 - Previous DHBA boat sale was handled without a broker, ad through Craigslist
 - Discussion of pros/cons of facilitating the boat sale to bring maximum profit while providing sales support and oversight
 - Determined next step is to contact Tom & Jerry's (where boat was purchased) and explore sales options. If a sea trial is needed, it was suggested that former caretakers Shawn or Heather could provide a possible option.

Jeff Garfield, VP

- **Member Reservations**
 - Stated his goals for the reservations system is to further streamline the process online and address member questions.
 - Plans to continue to review and simplify current online solutions for the annual draw and review additional options to facilitate member payment.
 - Policy issues relevant to reservations will be ongoing with Policy Committee and BOT

William del Valle

- **Special Projects/Dock Committee Chair, Cabin 4 Committee Chair**
 - Dock addition is a 15' section to be added to the land side of existing dock.
 - Seth is involved in the project, George Lamb? will do the work on piling installation.
 - Cabin 4 Update committee plan: Renovations planned to start in Sept. 2022 & be completed by spring 2023.

Chris White

- **BOT Treasurer duties**
 - Transitioning of corporate paperwork (Chris, John, Sharon) was completed during a meeting at the bank in Seattle
 - Transitioning of duties with past treasurer to be completed in the next few weeks

Sharon Schell

- **BOT Secretary duties, Cabin Standards, Co-Chair**
 - Transitioning of secretary duties/records has gone well with assist from past secretary Chris
 - Update on Lighting Initiative below

Rolf Gruen

- **Special Projects/Committee Liaison**
 - Has contacted and been updated with 3 of 4 committee chairs (Environmental-Nancy, Dinky-Sam, Cabin Standards-Steve and Sharon)
 - William Del Valle has agreed to oversee Cabin 4 Committee
 - Currently there is no chair for the Policy Committee.
 - Following further BOT discussion, it was determined the BOT will limit the scope of the Policy Committee and address the top 2-3 policy concerns. (adult children cabin use, reservation questions, number of cabins that can be used and by whom, bumping rights and how to do it)

Agenda Item #2: Discuss high level BOT goals for the year.

President proposed the following 2021-22 goals:

1. Selling the association boat.
 2. Repairing the dock.
 3. Hook up water line.
 4. Cabin lighting upgrades plan-pathway forward.
 5. Cabin 4 renovations-pathway forward.
 6. Policy updates- resolving top 3 issues.
- Additions:
7. 50th Anniversary Celebration. Ideas shared- Commemorative T-shirt, install a flag pole with commemorative plaque, online story share, improvement to playground area, group celebration event, cookbook. Jeff will collect additional ideas/input from BOT.
 8. Develop a 5-10 year long term vision/plan for Decatur Head

Agenda Item #3: Discuss and align on cabin lighting plan and budget.

Update provided by committee co-chair on current efforts.

Review of cabin lighting goals:

- Provide a comprehensive survey of cabins and assessment of lighting needs.
- Utilize the services, expertise, and recommendations of a lighting consultant.
- Produce a tool/blueprint to guide and budget the recommended upgrades.

Current status: Committee has reached out to a retail lighting consultant who has agreed to provide services at no cost.

BOT discussion and budget and direction clarification followed:

- DHBA will source product, has access to wholesale sources.
- Survey and consultation services to include all cabins, excepting Cabin 3.
- Budget approximately \$500-1K. All expenditures to be pre-authorized and inclusive of travel costs.
- BOT requests contracting the services of an independent lighting consultant and avoiding any obligation to purchase retail product.
- Labor and implementation timeline TBD.

#4 Agenda Item: Discuss committee expenses (travel, cabin stays, etc.)

Discussion recognized the scope of volunteer efforts represented in five active committees and the importance of supporting those efforts. Also recognized the budget limitations. Board agreed to support volunteer efforts on a case by case basis.

#5 Agenda Item: Discuss mobility challenged guest

Discussion of measures to take to increase member awareness of responsibility when hosting guests, as follows:

- Newsletter messaging to reinforce to members the need to be aware that Decatur Head can be a physically challenging environment for some individuals and members should make sure that guests are physically able to navigate the terrain.
- John agreed to contact and assure caretakers that their concerns are heard and BOT has an action plan to address them.
- Jeff will reach out to member and communicate BOT concerns.

Submitted by Secretary Sharon Schell 12/2/21

Meeting adjourned 8:38pm.

Next Meeting: TBD (mid-January)

