

Beverly Beach Improvement Club  
Board of Trustees  
Telephonic Meeting Minutes of September 29, 2008-4:30 PM

Present on the call: President Ron Buzard, Trustees Fred Marshall, David Demorest & Joel Wight and outgoing Secretary-Treasurer Terry Hawthorne.

President, Ron Buzard called the meeting to discuss Bookkeeper Pauline Elliot as a possible candidate to assist Secretary-Treasurer Lloyd Hammel with the BBIC books.

Ron spoke of meeting Pauline at her office in Langley at 1:00 PM on September 29<sup>th</sup>. Terry was also present at the meeting. Both Ron and Terry were very impressed with Pauline. Ron noted that we discussed the scope of the job, she asked good questions and she has a great personality. She also listed several of her client's for us. Terry noted that she knows her way around QuickBooks well, has a well equipped office and seems very organized. Ron recommended that we consider her for the position, not only for the above reasons, but because of her reasonable fee of \$30 per hour with the estimate of 3-5 hours per month, and the convenience of her office being nearby.

Fred made a motion to go forward with passing on the bookkeeping duties to Pauline Elliot, seconded by Joel Wight, and was passed unanimously. Ron will get in contact with Pauline again to set up a time for Ron and Terry to get together with her to pass on current BBIC information.

The meeting was adjourned at 4:45 PM.