

BEVERLY BEACH IMPROVEMENT CLUB
Board of Trustees Meeting
April 15, 2015

The meeting was called to order at 10:00 am at the home of Robin Charlwood.

Present: Trustees Joel Wight, Linda Kemp, Dianne Shiner, Robin Charlwood, Jim Norman, pro-tem David Demorest, nominees Gina Truesdell and Trisha Brigham, and member Jean Summers.

Absent: Fred Marshall, Gordy Frederickson

Nominations

Jim Norman was welcomed to his first meeting since accepting the vacant Board position, as well as Gina Truesdell and Trisha Brigham, both Board nominees for the August elections. Trisha has accepted rotating in for Fred Marshall's final year. The secretarial position is not identified and Dianne will pursue conversation with the nominees in this regard.

Manual of Board of Trustee Functions

Jean Summers presented the final document (version 8!) of extended work and input on a manual describing Trustee and Related Service Provider Functions to be used as an operating manual for the Board. With one correction (of our bank), the Manual was **moved, seconded, and unanimously approved** as a working document for the Board to be reviewed on a regular basis. Dianne will utilize it in preparing an orientation packet for incoming Board members. The membership will be informed of the manual and its intended usage at the annual meeting after which it will be posted on the web. Jean has agreed to serve as the document manager as changes develop in roles and responsibilities. Kudos and thanks, Jean.

In interviewing Joe Waldrop, it was discovered that a volunteer is needed to conduct chlorine testing twice a week. Robin said he would follow up with Joe and see if another test kit is needed.

Financial Report

Treasurer Linda Kemp reported that we currently have over \$12,000 in our checking, \$8,400 in savings (contingency fund), and \$149,000 in the high-yield account (capital reserve). Eight owners are past due on their accounts (2 with member dues only). A letter, including a notice that a lien may be placed, will go out at the end of April according to policy.

David noted that we should post information about our rate structure and annual dues on the web. Dianne will provide a statement.

Record Retention Policy

Dianne presented the draft of a record retention policy. It was decided that an additional column identifying which records are digital and/or hard copy should be

added and this will be reviewed again at the next meeting. The storage and security of our digital records, as well as the location of our paper files, needs to be identified. Once adopted, this policy will guide the destruction of documents no longer necessary, especially the backlog that has been transferred from Ron's garage to Dianne's.

The retention of Board email decisions was discussed, and Gina and Tricia suggested this could be accomplished easily by having specific BBIC Trustee email addresses (rather than personal addresses) that would record/retain the conversation digitally. This will be pursued after the Board changes in August.

Master List

Ron was the excellent list keeper for the community and there has now been confusion about who and how these will be consistently maintained. At this time, Linda receives changes and provides that information to David and Amber. As we approach the annual mailing (August 5) which will be digital OR mailed for the first time, we need to identify how and who will correctly make the labels. Linda, Robin, and David will meet to clarify the process before our next meeting.

Memorial Bench

Dianne reported on the status of the memorial bench for Ron, indicating that Randi discovered that the original design developed by a subgroup on the site would not work out as planned. Another proposed design (later rejected) would require more money than has been raised to date (\$1300). No BBIC dues money will be used for this volunteer project, not even as a "loan" for a variety of reasons. Several felt that sufficient funds would not be difficult to raise if a more informative email were sent, including Ron's significant role in serving this community. Dianne will draft this after several questions are resolved regarding the direction of plans, and will report back.

Other

Bill Brigham has graciously offered to repair the BB sign at the south end. Thank you!

Future Agenda

Retention policy (Dianne)

Digital storage policy (Robin, David)

Bench dedication and BBIC picnic (Dianne, Robin)

Master list process (David, Robin, Linda)

Alternative flushing report (Robin)

Annual rate report /dues recommendation (Dianne, Linda, Robin)

Next meeting: July 13, 10 am, home of Robin Charlwood

submitted by Dianne Shiner, Secretary