

**BEVERLY BEACH IMPROVEMENT CLUB**  
**Board of Trustees Meeting**  
**January 7, 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, and Member David Demorest

Absent: Fred Marshall, Ron Buzard, Gordy Frederickson

### **New Member Directory**

Hot off the press! Deep appreciation to Ron for completing the directory, and to John Horn who has volunteered to pick up this responsibility for the future. The Horns and Linda will distribute them by hand or mail before the end of the month. Thanks to all.

### **Data Security**

After discussion about the best ways to protect computer data (Cloud? WD drive?), we recognized that we need an inventory of current data, identification of what and for how long things need to be saved, access options and other issues. Robin and David Demorest will investigate as a subcommittee and bring recommendations to the Board. Dianne volunteered to work with Ron on hard copy archival materials.

### **Financial Report**

Treasurer Linda Kemp reported that we currently have \$19,750 in our checking, \$4,067 in savings (contingency fund), and \$146,170 in the high-yield account (capital reserve). We agreed to transfer last year's surplus (\$4416) from checking into savings in order to rebuild our contingency fund. Since it had been originally a goal to maintain \$15,000 in contingency funds, it was recommended that we build a contingency amount into next year's budget and dues in order to gradually replenish the fund.

Linda distributed the latest P&L and we are working within budget at this time. We have a significant expense for a \$1,500 Hatch colorimeter still to be recorded. Noting our bylaws, this is not considered a capital expense (\$2,000 minimum) and must come from our operating budget.

### **Outstanding Bills**

Linda reported that we have \$7,300 outstanding member fees, \$7,189 of which is annual assessments, the balance in overage (one from last year). This includes about 26 members, 3 of whom have not paid anything this year. Others are now responding to the second billing that is due at the end of January. After a discussion regarding our collection practices, the following policy was **moved, seconded, and unanimously approved:**

1. **Annual assessments invoices go out in August, due by the end of Sept.**
2. **Second notice goes out in December, due by the end of January.**
3. **If not paid by the end of February, a friendly overdue notice is sent.**

4. **At the end of April, a notice would be sent that a lien may be placed if not paid by the end of June. The \$200 cost of placing the lien will be added to the account.**
5. **Before the lien letter, Trustees will attempt to personally contact members with debt to understand the circumstances and work out a payment plan when possible.**
6. **The Board reserves the right to place a lien at any time, particularly when there is a pending sale of property and timing is of the essence.**

### **990 Status**

Dianne reported that when Karen Franklin attempted to file our 990 electronically, she was told by the IRS that we were originally categorized as a 401c4, not as a 401c12 (previously used by Edwards and Associates when the 990 was sent by mail). Karen was told that to file electronically, she had to use the 401c4 category. Dianne will talk with Ron about whether our original documentation can be found, and assess whether a modification in status should be pursued.

### **Nominations**

In addition to the end of term for Joel and Dianne, Fred has expressed his intent to also leave office this August. In the light of these retirements and serious illness for other members, it was felt that we must make effort to bring possible new Trustees into Board processes as soon as possible. David Demorest will be asked to serve as a proxy member of the Board until elections (confirmed). A list of nominees was generated and Dianne will pursue at least one candidate for Secretary at this time. Others will be identified asap.

### **Golf Carts**

The application for BB 1, 2, and 3 to be considered a golf cart zone is finally in the process. Tom Cahill confirmed that no vote was required as sufficient signatures were initially obtained in 2011 to initiate the process. Fees have also been paid, although a letter will be going out to our members explaining the status and providing opportunity to contribute. This is not a Board responsibility.

### **Water Quality and Flushing Concerns**

Between meetings, Robin researched a response to a member's concern about water quality and potential link to the incidence of cancer by contacting the WA Dept of Health. The DOH confirmed that our water quality meets Federal and State standards which include possible carcinogens. Robin will inform the member of his findings.

In consultation with Ron, Robin also volunteered to draft the flushing alternatives report that was required by the membership at the annual meeting

**Next meeting** not scheduled at this time.

submitted by Dianne Shiner, Secretary