



SOUTHERN SHORES CIVIC ASSOCIATION

Thursday, August 31, 2023

9:30 A.M.

Pitts Center

August Meeting Minutes

Meeting called by:

Tisa Head, President

Type of meeting:

Regular Monthly SSCA Board

Attendees:

Tisa Head, Ernie Dash, George Kirby, Rick Koch, Mike Guarracino, Penny Lobred, Lisa Minerich and Joel Newton. Don Pratt, excused absence.

Guests: Audit Committee: Susan Ippolito (Absent), Teddy White, Noel Langois, Katie Frampton

Approval of Agenda and Minutes

Approval of Agenda and Minutes of July 20 Regular Board Meeting - Approval Passed Unanimously

Member Comments (3 minute max. each)

- Bill Ferretti
 - Questions/Comments on Racquet Club (Tennis/Pickleball) organization. What authority did the Tennis club incorporate/change name to Racquet Club. Tisa gave an explanation of the discussions between the SSCA board and Tennis club board in the formation of the Racquet Club. Tisa also explained the financial arrangements (budget, reserve, spending authority) between the SSCA and the Racquet Club - who is responsible for paying for what. Bill also had questions on Racquet club's board makeup, updating bylaws and transition from Tennis club to Racquet club. Tisa advised Bill to take up some of his questions with Jay Dunlap (Tennis Club president).

President's Comments:

- SSCA Audit Committee – Introduction of Audit Committee Members
 - Teddy White - Just moved here Jan 1. Background: worked for public school districts and non-profits in the Florida keys as a CFO and has participated in audit processes.
 - Katie Frampton - Moved here one year ago. Background: Worked in the Inspector General's office doing investigations and private industry doing government contracts.
 - Noel Langois - Bought house down here two years ago. Thirty years experience working with Morgan Stanley in their investment management division running operations for hedge funds and private equity funds. Has been through the audit process several times.
 - Susan Ippolito - Chair of the Audit Committee
 - Charter of the Audit Committee
 - Recommended a minimum of 3 people
 - With experience in accounting and auditing (5 years)
 - Removal of conflicts of interest (No board members/immediate family and staff)
 - Tenure of members (5 consecutive years)
 - Board approved Audit Charter Unanimously
- Tisa ran through a list of items to cover and the deadlines to complete (See Old Business Section)

- Need to look at and approve the budget - short turn around time to get in the newsletter. General membership meeting Oct 9th. Proposed budget needs to be published in the newsletter no later than Sept 25th.
- Electronic voting of the budget.
- Sent letters to 70 members who have not furnished their emails with their membership. At some point we will need to discuss how to communicate with members who do not use email.

Boat Club Report - (George Kirby)

- Boat Club Labor Day Crab Fest will be this Saturday (Sept 2)
- Holiday Party - SSCA will contribute to Holiday Party if Boat Club uses electronic registration. George Kirby will follow up with George Berry (SSBC Commodore)

Tennis Club Report - (Penny Lobred)

- Racquet and Social meeting on Sept 23rd.

Committee Reports

VP/Long Range Planning/Bylaws

Don Pratt (absent)

- No Report

Membership/Slip Rentals

Mike Guarracino

- No change in membership and slip rentals numbers.
- Hardy Peters fixed the finger pier
- Electronic invoice for slip rentals and contract - payment is due Dec 31 with a grace period to Feb 15. Mike will look at and update the rental agreements (kayak, boat, dry slip).
- Stickers for trailers. \$400 for 1000 stickers. Mike is working on sticker design.

Secretary

George Kirby

- Requested board members provide a roadmap job description for new board members on what, how and when to do responsibilities assigned to their position.
- Ask for feedback on submitting minutes as a shared document. No objections to using a shared document.

Treasurer/Finance/ARB

Ernie Dash

- Overall:
Our Revenue continues to track ahead of last year. We can expect about \$5000 more of 2023 Revenue (mostly Cell Tower) – thus we'll end the year only about \$4000 short of our budget.
- Balance Sheet:
Checking: Our Current Balance is \$55,983.58. We had paid the PB Court (\$42,040) & Circle Pond (\$12,105) costs from our checking/operating funds – thus the low balance. I have transferred \$50,000 from our Reserve/Savings and will transfer additional funds to ultimately cover any final PB costs.
- Key Topics / Issues:
 - 2023 EOY Projects: I'll project our EOY Revenue/Expense status and distribute next week.
 - 2024 Budget: First draft review today. We are going final next month for Member vote to approve in October.
- 2022 Audit (w
An Audit Committee has been established and is off to a great start.
- Cell Tower Agreements – Still Continuing:

No discussion today. We have one offer & three inquiries – all offering large payments for a “perpetual lease” to replace our existing agreement which currently extends to 2035. Don Pratt, Jeff Johnson and I have met and will distribute a point paper for Board review at our September meeting.

Key Items	2023 (YTD)	2022 (YTD)	2023 Budget	2022 Final	Remarks
Income					
Dues/Fees	\$238,022	\$220,315	\$247,035	\$241,399	Ahead of 2022
**Other	55,302	42,365	232,600	59,420	Reserve/\$125k
Total:	\$293,324	\$262,680	\$479,635	\$300,819	Ahead of 2022
**Other: Budget includes Reserve (\$125,000) - Undesignated/PB (\$60,000) + Tennis (\$65,000)					
Expenses					
Payroll	\$14,341	\$15,487	\$30,518	\$25,443	
**Website	\$9,415	\$8,891	\$15,500	\$10,359	
Total:	\$23,756	\$24,378	\$46,018	\$35,802	
**Website: Budget includes \$\$ for transition - Now deferred					
Ground Maint	\$25,311	\$25,892	\$47,500	\$51,024	
Property Maint					
Property Maint	\$24,735	\$39,221	\$46,200	\$48,261	
**Property Utilities	\$10,903	\$6,253	\$11,000	\$13,790	
**Porta John Costs: \$4000+ more than 2022. Other Contractors even higher costs					
Special Projects					
PB Courts	\$42,040		\$80,000		
Tennis Resurface	\$0		\$65,000		
Marina Walkway	\$0		\$20,000		
96A ADA Ramp	\$28,686		\$35,800		
Total:	\$70,726	\$0	\$200,800	\$0	
All Expenses					
Total:	\$202,299	\$122,625	\$479,635	\$213,711	
Net Income	\$91,025	\$140,055	\$0	\$87,108	

Balance Sheet	Jul 1st	Aug 1st	Delta	2022 EOY
**Checking	\$24,134.59	\$11,207.44	-\$12,927.15	\$174,149.87
Savings	\$666,707.25	\$655,416.44	-\$11,290.81	\$519,548.35
Total:	\$690,841.84	\$666,623.88	-\$24,217.96	\$693,698.22
**Checking - Current Bal: \$55,983.58 - Transferred \$50k from Savings				

- ARB Report:
 - Two applications were submitted in July. Both were for remodeling existing dwellings and did not require an ARB approval.
 - We are currently responding to an inquiry about an ARB application which was approved in June.

Communications/Website

Penny Lobred

- Communications Report. We should discuss each during the meeting. I am not sure what the board would actually like to see updated/changed.
- Susan and users do not want to make a change to MC and we will continue to use MC as our membership management system.
 - Susan will need to be the point person for all additional features that we want to access and use.

- Convert from MC Professional to MC Trade to have access to enhanced benefits.
 - Do we have pricing and specifics?
- Website redesign with MC is \$750 and takes about 8 weeks. Examples of the templates can be found here <https://memberclicks.com/portfolio/>
 - They aren't much different than what we have now, but they would do the rebuild with input from us and with pictures, logos, etc.
 - We would have them clean up the media and documents files and make sure we have all the documents and they are organized with links that work.
- Board voted and passed unanimously to upgrade to MemberClicks Trade and have MemberClicks redesign website with new templates.
- Outside Website hosting and design
 - We could build ourselves
 - Low monthly cost for hosting
 - Deidre or other Admin will have to maintain
 - Conflicting info from MC about the ease of connecting the site to the MC management system.
 - We have plenty of work here to connect for Member Area, Payment, Reservations, registrations, etc. and I am still waiting for MC to confirm that this is an option that is easy to implement and what the cost would be for them to help with the connection once the new site is built. (I am comfortable building the site, but will need assistance from MC to fully integrate.)
- Logo Redesign (Details from her below)
 - Penny has identified a graphic designer whose proposal includes the following:
 - New logo and 4 decal designs would be \$800. This includes my design time and any revisions you need after viewing my first design
 - Final files supplied to you would be in the format of high resolution (print quality) PDF and jpeg (for web and email).
 - I will also give you a lower resolution for any smaller applications you may need.
 - I will also supply print ready files to your printer.
 - Board will look at new logo design next year.

Volunteer Coordinator

Lisa Minerich

- Shout out to Joel, Dave Coplan and Trixie for taking down the nets at Hillcrest before the storm.
- Summer Fitness classes – 12 weekly classes provided this summer at Pitt Center, volunteer instructors except for Mary Bollwage received 100 \$ for her 4 yoga classes provided, not well attended despite the high interest expressed in survey, those who attended raved about the sessions
- Hospitality committee- with better process designed by Susan, Maslin, and Tisa then Debbie is able to identify newly moved in full time residents more accurately. We have delivered 4 welcome baskets in past two weeks, 2 houses on hold due to construction, 2 to deliver, donation inventory, visiting local businesses for donations and creating new baskets for delivery
- Music In Park concerts-July with Chris Toolan and Maslin Seal, August with Tom Keating, September 15 with Scott Sechman (tentative), approx. 100 attendees each, smores, Bocce, parking worked out fine with permission from Wes
- Thank You to Ocean Rescue Lifeguards- Barb Schmitz baked 300 cookies and Lisa's family presented homemade cards, 38 cookie bags for our beach lifeguards
- Parking monitoring-Hillcrest and North Marina busiest this year, upcoming summary report, no tows but lots of citations, approx. 300, marina issues
- Volunteer Appreciation Oct 14, rain date Oct 15, at Pavilion 4-7 pm, Stack Em High will cater, plans in works
- Trex Bench Project in future, to get a donated bench for Hillcrest
- Santa Ride- requested by Chief Ed again by popular demand, Dec 16, Rain/snow date Dec 17, Debbie Swick is co-planner, plans in progress, SSPD also on board.

Marinas & Westside Parks

Rick Koch

- The basketball backboard has yet to be turned over to Joel - ask him if he has any new input
- Looking into a seesaw kit to replace the seesaw at Sea Oats
- New kayak racks to be looked at this fall
- The piling costs are a 2023 item
- The plaque for Mr. Fisher has been mounted at Sea Oats
- Pickleball update
 - Paving is planned for next week
 - The Ad Hoc Committee and Susan are in discussion to determine questions for the scheduler administration; the plan is to meet next week
 - Have not heard back from the racquet sport committee member who was looking into the lock for the courts' gates
- Safety and security for N Marina is a must. We need to buy walkway lights, fire extinguishers and a camera security system now.
 - Discussion on camera security system - Board requesting more details on capabilities, options, cost, dues increase. Amortize over the life of the system.
 - Rick is moving forward with the lights and fire extinguishers (\$1200-\$1500 cost)

Properties

Joel Newton

- Town signed off on work at 96A Sea Oats & Chicahauk. Tourism board was suitably impressed with the construction results and the \$25K check is in the mail.
- \$2800 proposal to reslope the sidewalk from the shower to the parking lot at Hillcrest.
- Board Open Items:
- Finding a permanent home for the lifeguard building "temporarily" relocated to the Triangle ROW until construction of the new EMS station is completed.
- Response from Cliff re: TOSS honoring Emergency Vehicle Access agreement with the SSCA in terms of maintaining the 26A Ocean Blvd beach access, or deleting this access from the agreement and turning 26A into a normal beach access with a dune XOVR.
- Interestingly the lifeguard service/TOSS had Ben Vorndran use 26A to get his trackhoe onto the beach prior to the arrival of Hurricane Idalia so he could help move the lifeguard stands to near the toe of the dune.
- Cliff obtaining Mirek's signature on the Hillcrest lifeguard stand storage agreement.
- Path encroachment from 60 Ocean Blvd onto the 60A beach access.
- Asphalt repair by the TOSS at the intersection of Duck Road and the Hillcrest access road was destroyed by Weeks' tractor-trailers entering Hillcrest during Weeks' mobilization in April 2023. Cliff told me the TOSS would repair the pavement, and I sent him a reminder about the end of August.

Old Business

- Budget – Final Review and Board Approval
 - Budget Vote will be done by electronic means using MemberClicks
- Nominating Committee Update (Tisa)
 - Susan Ippoliti has agreed to run for Treasurer position
 - Susan Bigbee for Membership position
 - Jerrica Rea for Volunteer Coordinator position (Subsequent to meeting, Jerrica decided not to run for this position. Still need another volunteer to run for next year's Board!)
- Channel Dredge/Markers Update – (Mike)
 - Has been submitted, still waiting on CAMA
- New Slips (Mike) - LSI should begin work this fall installing new slips
- Non-email Members – Communications Strategy (Tisa/Penny) - Letter has been drafted and will be sent out.
- Online Event Registration (Tisa) - Will see if we can use for Holiday Party. Will also use for Volunteer event in October.

- New Kayak Racks (Rick/Joel) - No update

New Business

- September Newsletter – Will include Budget and voting information.
 - Go out NLT than September 25 (14 days before October 9 General Membership Meeting)
 - Need articles by 12 September

Next Board Meeting

- Sept 14th, 9:00 am