

MINUTES OF SSCA REGULAR BOARD OF DIRECTORS MEETING DECEMBER 17, 2025

Meeting called by:

Jeff Johnson, President

Type of meeting:

Regular Board Meeting

Attendees: Jeff Johnson (President,), Susan Ippolito (VP/Treasurer) via zoom, Sue Bigbee (Membership/Slip Rentals) Joel Newton (Properties), Kenny Woyer (Communication), Nancy Sheehan (Bylaws/Long Range Planning), Laura Richer (Secretary), Luke Falconer (West Side Parks & Marinas), Aida Alvarez (via zoom) Confirm Quorum.

Jeff moved to approve the 12/17/25 agenda; Susan seconded. Unanimously approved.

Jeff moved to approve 11/19/25 meeting minutes; Luke seconded. Unanimously approved.

1. President's Comments:

Aida Alvarez, Volunteers/Event Coordinator has had to resign. Laura Richer will take over Aida's position. Tisa Head will take over as secretary. The Town Hall Meeting January 12 at Pitts will vote to vote Tisa in. Tisa will have a year left for remaining for secretary position. We have to move our BOD meeting to January 14 at Skyline instead of 3rd week. Susan will be nominated as President at White Smoke Meeting. Susan will nominate Luke for Vice President.

George Beach taking Joel Newtons Properties job, and Jim Major will be taking over as Treasurer. Directors spots are a duration of three years. Laura will have two years left as Volunteers/Event Coordinator.

2. Volunteers/Event Coordinator – Aida Alvarez:

Little Free Libraries (LFL) (September)

- Followed up with volunteers to paint Kingfisher LFL, should be done in January

Santa Ride (December)

- Met with planning team and volunteers
- Distributed/posted flyers and yard signs
- Purchased supplies
- Developed online Santa Tracker using Glympse

- <https://glympse.com/lobxsantaride>
- Updated [artwork](#)
- Updated [planning document](#)
- Next steps
 - Prepare and drop off supplies to CPOA and MPOHA POCs
 - Pre-clean Pavilion
 - Execute event

Azalea Lane/Trail Cleanup (January)

- TBD

SSCA Open House (February)

- TBD

Earth Day (April)

- TBD

Volunteer Appreciation Event

- Booked venue

Summer Concert Series (June-Sept)

- Booked artists

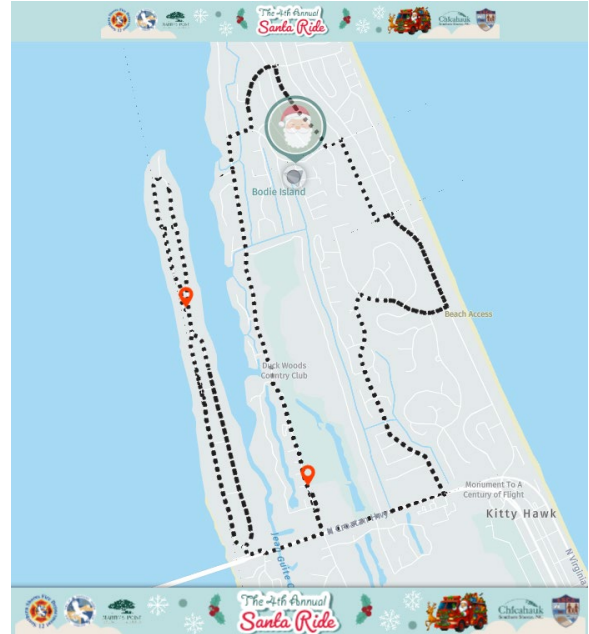
Doggy Bag Station Monitors (Ongoing)

- Reviewed [2025 schedule](#) and oversaw activities
 - 22,600 doggy bags distributed YTD

Other

- Documented timeline of social/volunteer tasks
- **Updated [2025 YTD report of volunteer hours](#) – 1,878 hours**
 - \$37,560 in cost savings (based on \$20/hour)
- **Updated A. Alvarez hours worked in 2025 – 325**
 - \$8,125 in cost savings (based on \$25/hour)
- Updated [2024-2025 volunteer database](#) and continued analysis

For Reference



Volunteer Team	Number of Volunteers	Goal	Estimated Time Investment
Beach Access / Crossover Team	35	Help monitor our beach accesses/dune crossovers, report safety issues and maintenance needs, and pick up minor debris	15-30 minutes a week
Doggy Bag Station Team	1-2	Help monitor our doggy bag stations and ensure that the bags are filled	30-60 minutes a week
Annual Clean-Up (Earth Day) Team	80	Help with the annual clean-up (Earth Day) event	4 hours in April
Hillcrest Volleyball Court Team	2-4	Help setup and take down the volleyball net and line	2 hours twice a year
Little Free Library Team	4	Help monitor our Little Free Libraries and replenish books	15-30 minutes per week
Marina Team	10	Help with minor repairs such as reattaching or replacing dock boards, attaching new lines or bumpers, installing and cleaning dock lights and cleaning up the pavilion	2-5 hours a month
Parking Lot Team	14	Help monitor parking lots during an assigned week between Memorial Day and Labor Day and ensure that only members and guests are parking in SSCA parking lots	1 hour a day for 7 days
Property Maintenance Team	2-3	Help assess maintenance needs and ensure that SSCA properties are safe and maintained	2-3 hours a month
Santa Ride Team	10	Help with the annual Santa ride event	2 hours in Dec
Seagrass Planting Team	15-20	Help plant seagrass on the dunes to deter/delay beach erosion	1 hour a week from Nov-Mar
Triangle Park Team	5-8	Help keep Triangle Park well-maintained and decorated for holidays	1 hour a week
Welcome Team	3-5	Help prepare welcome baskets for new residents	1 hour a month

3. Treasurer's Report – Susan Ippolito:

- Brick Fundraiser:
 - As of last count we have sold 74 bricks. We will keep marketing it.
- End of Year Spending:
 - It looks like we are in really good shape to end the year.
 - My calculations show we may have 90-100k in net income at the end of the year. \$48k of that was already designated to reserves so that will give us an extra 45k or so to add to the reserves. We may want to think about putting a lot of this overage to the marina reserves since we will have the big project coming up in the next year or two.
- I met with Jim Major to give him an overview of the job so that he can more easily transition in January.
- I have purchased \$100 gift cards for each of our 5 employees and we will be giving this to them with a thank you letter and a notice about their raises.

4. Racquet Club – Sue Bigbee:

No real update. They are under new management. Sue will give them a schedule of meetings for future updates. They changed open play to Monday-Thursday 1:00-3:00 pm.

Regarding codes to our racquet ball court. Sue wants to meet with agencies that rent houses in Southern Shores. Southern Shores Realty requires all rental home owners be a member of SSCA, therefore, allowing their renters to use our facilities. Sue is working on writeup for what SSCA is and this 100% model for the other rental companies.

5. Boat Club - Luke: Had event on 13th. Reach out to Rick to see who is coming over as new Commodore.

6. Laura Richer - ARB: No report

7. Directors Reports:

Membership: Sue Bigbee

	2025	2024
Membership Type	Count	Count
Membership Database	1,886	1,892
Renewed	807	781
Outstanding	1,079	1,111

% Renewed to Date 42.8% 41.3%

MEMBERSHIP

- Renewals went out 11/13
 - Renewal reminder went out to members that haven't paid
- Social media posts on membership renewal will go out weekly

Member Complaint/Issues

- Ron Kelly complaining about waitlist for boats
 - Sent him an email, no response
- Twiddy Realty is giving out the PB gate code to non-members
 - They agents don't know what the SSCA is
 - They don't know what the SSCA does

Developing a handout and plan to set up meetings to discuss

Will try to move rental companies to follow the SS Realty Model, 100% participation

Slip Rentals

Slip	Quant	Paid	Open
Wet Slips	77	27	50
Dry Slips	27	11	16
Kayak	52	23	29
Total:	156	61	95

% Renewed to Date 39.1%

Fees Received to Date: \$26,875

WET SLIPS - 6 Open

- 3 Slips at South Marina Released- Sail Slip 1-3, Slip 12, Slip 7
 - 1 slip at Loblolly released, slip 19. Members will rent slip 15 at South instead
 - 1 Slip NE and 1 Slip NW
 - 1 Slip is tough to rent. Slip 13 at the NW is too narrow for a boat
- Will start waitlist members in early December

DRY SLIPS

- All slips rented.

KAYAKS – 3 Open

- 3 racks were released: C3 and J3 and I3
- Will start waitlist members in early December

WAIT LIST	Count
Wet Slips	45
Dry Slips	41
Kayaks	4

MARINAS

- We had 2 abandoned kayaks, NW Marina & Sound View
- We notified all members via Facebook and email for a month to claim them or we would donate or sell
- Kayak at Pavilion disappeared
 - Kayak at Sound View was donated to Chowan U biology department

Bylaws/Long-Range Planning - Nancy Sheehan:

Bylaws Review

- Incorporated additional suggestions into the final version of [2025 Bylaws_Final\(v1\)](#)
- *Next Steps:* Jeff has recommended postponing a vote on the Bylaws until early next year, when new board members will be installed and can review.

Mission Statement

- *Next steps:* BoD to approve our mission statement [Our Mission](#)
- *Next steps:* Key question – should we keep adding to the “Fun Facts” section? Are these Fun Facts helpful in promotional materials? (see [Our Mission](#) document.)

Nancy moved to approve mission statement. Jeff seconded. All approved.

N.C. Resilient Coastal Communities Program – RCCP:

1. What: TOSS received a grant of \$17,000 from the State of NC Div. of Coastal Management to assess vulnerabilities to flooding, storms, and sea-level rise; engage communities in the planning process; and develop prioritized projects.
2. Status: I attended the first RCCP Community Advisor Team (CAT) meeting, which included town leadership, coastal engineering experts, state resiliency staff, and academic partners.*
3. Purpose: Establish a clear, data-driven understanding of Southern Shores’s coastal risks as the foundation for resilience planning.

Next steps: Key question: Board guidance is requested on how might SSCA assist in organizing public engagement events to ensure that the opinions and experiences of our membership are included in the planning process? Inviting consultants to give a presentation and solicit input via a community mapping exercise at an SSCA-sponsored event, including working with Boat Club members and Racquetball members to determine which public events would work best.

Sending an email appeal to participate in an online survey.

Providing information about this grant in a newsletter and/or social media post.

Other...

SSCA – TOSS Collaborative Projects

1. Pending action

*Attendees: CAT voting members: Robert McClendon (ECU), Lori Trawinski (property owner, student); Elizabeth Morey (Mayor, TOSS), Richard Filling (property owner, retired, civil engineer); and me. Contract managers -- Joel Kubick (RCCP Project Manager and Senior Civil/Coastal Engineer, Coastal Protection Engineering), Ken Willson (Program Manager and Senior Coastal Geologist, Coastal Protection Engineering), Stephanie Spranger (UNCW Coastal Engineering Intern, Coastal Protection Engineering), Jay McLeod (AICP – Director of Comprehensive Planning; Inspire Placemaking Collective). Municipal and State staff: Cliff Ogburn (Town Manager, TOSS), Kasen Wally (Coastal Resiliency Specialist, State of NC), Makenzie Todd (Coastal Resiliency Coordinator, State of NC)

Secretary – Laura Richer: No report.

Communication – Kenny Woyer: Access with drop box. Phishing emails still an issue. When do we cut off emails to directors stepping down and reset it to the new directors. Suggesting the week after White Smoke Meeting. He needs everyone’s personal emails to swap, and forward SSCA emails to new directors. Susan will have Debbie forward contact info.

Would like to start digital calendar for board members and office folks. We should also add in pavilion rental info.

Share files on google drive. Then, drop final products into drop box.

Westside Parks and Marinas – Luke Falconer:

- Joel, George and I loaded excess material from Loblolly, N. Marina Ramp and Joel’s house in my dump trailer. Load was 1640 lbs at Bayside

- N. Marina Ramp side, cleaned out around sheds, moved material and weedeated for painting of sheds. Caulking, priming and 1 coat on sheds, weather was good. Painter will return for second coat as weather permits. Installed new panel over old window as plywood was rotten.
- South Marina, Jeff, Susan and I met with Kevin from Millstone, good discussion with ideas for expansion. Agenda item to discuss the engagement of Doug Dorman as consultant for major permit.
- Shut off water and disconnected hoses at all marinas as needed.
- Met with ARB at Skyline for discussion on 8 Kingfisher, then Jeff, Susan, Tony and I met with Crouse Gray to discuss how to proceed.
- Sea Oats Pball ct fence next steps. Planning board meeting Dec 15th, 5PM – Result was approval of ZTA amendment, next step TOSS council meeting Jan 6th. Susan, Nancy and I attended.
- S. Marina – found a truck and boat on trailer as well as unhooked camper. Next step, Sue contacted member at 109 S. Dogwood to move. He had put a “temporary parking” note in truck. Interesting.
- Met Susan at 13 Skyline to rearrange pictures and other wall art.
- Still have issue with email regarding forwarding and Steve Hotchkiss getting emails. Provided Kenny with data.
- **To Do;**

There is room to expand the marina. We have to replace bulk heads. With doing that we could add more slips. We can reconfigure piers to make better use of the space adding in 8-10 more slips. **Add 3 options Susan and Luke spoke of on 1:34 of recording. Luke recommends hiring a consultant to explore all options. Will look at North Marina as well. We can do the bulkheads in phases.**

SSCA Maintenance Actions	To Do Da	Task	Version 12/16/2025	Priority
Sea Oats - Pball ct	Jan-Feb	Jan 6th TOSS mtg, then quotes		
Kingfisher	Dec/Jan	Hand rail on walkway		
Marina Work Day	Mar/Apr	Decking		
Soundview Park	Dec	Secure swim ladder		
Soundview Park	Jan-Feb	Restart cap board replacement		
Sunset Park	Jan-Feb	Bulkhead cap board replacement		
N. Marina	Mar/Apr	Complete gravel replacement after winter		
N. Marina	Jan-Feb	TBD on Roof vs. Expansion, brick sales?		
Azalea Lane	Jan-Feb	Clean up trail / area Volunteer?		
S. Marina Bulkhead	Jan-Feb	Major permit discussion, next steps TBD		
Loblolly shed	Apr/May	Light carpentry and paint		
Loblolly dry slips	Jan-Feb	Gravel add / grade		
On Going Actions				
Marina[s] Inspection	Bi Weekly			
• Park[s] Inspection	Bi Weekly			

Properties – Joel Newton:

Change speed bumps to speed humps. Will be a more gradual effect when going over. Joel has ordered them (work in progress). Luke will help Joel install them. Cleaned up porpoise run landscaping.

Moved one trash and one recycle cart to gazebo at hillcrest. This is helping with the trash issue there. He will pull them in April.

Christmas trees. People will be dropping them off at Hillcrest. Jeff will ask Cliff what will be done with trees. Len will be using some for the dunes at Hillcrest. Chippers will take care of the ones at the end of our driveways. We need commitment from town to see if they will be providing chippers.

8. Old Business:

Jeff sent out new policy including exclusivity for pavilion use. Mission Statement approved.

Susan motioned to approve treasurers financial policies and procedures. Jeff seconded. All approved.

Susan moved to approve definition of short pilings. Sue seconded. All approved.

9. New Business:

Susan moved to approve Doug \$500-\$800 and have him come up with a plan for the bulkheads at the marina.

Adjourn: Next BOD Meeting January 14, 2025, 10:00 a.m., Pitts Center