

**SOUTH BAY COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING**

**August 10, 2018**

**9:30am**

**APPROVED**

**1. Call to Order**

*Gil Skinner called meeting to order at 9:31am*

**2. Determination of Quorum**

*Secretary Walkowski and Treasurer Christine Spagle absent; acting Secretary Mark Torres established quorum with all other Directors present. Approximately 10 additional SBCA members in attendance.*

**3. Add new Board Member**

- a. Motion for approval of Ray Sheldon as new SBCA Board Member to fill the position vacated by Paul Moreau (resigned) by Dir. Jurca, 2<sup>nd</sup> by Dir. Shadrick: Motion carried 4/0.
- b. Motion to ratify Officers of the Board for 2018-19 by Dir. Jurca as follows, 2nd by Dir. Shadrick: Motion carried 5/0
  - i. President – Gil Skinner
  - ii. Vice President – Vicki Derrenberger
  - iii. Treasurer – Christine Spagle
  - iv. Secretary - Sarah Walkowski

*\*Officers of the Board are SBCA authorized check signers.*

**4. Approval of Agenda**

Motion for approval by Dir. Shadrick, 2<sup>nd</sup> by Dir. Derrenberger: Motion carried 5/0.

**5. Approval of meeting minutes – July 13, Board Meeting**

Motion for approval of minutes by Dir. Jurca, 2<sup>nd</sup> by Dir. Derrenberger: Motion carried 5/0.

**6. President's remarks**

*President Skinner announced grand re-opening of Port Ludlow Post Office and a quilt raffle sponsored by Quilters by the Bay.*

**7. Managers' report**

*GM Mark Torres presented the operations report including an update on various Club projects in progress or completed. GM reported on a new staff member (Zach Royer) recently hired and the new SBCA website; also four new members were added to the SBCA in July. A copy of this report can be obtained upon request.*

**8. Treasurer's Report**

*GM Mark Torres presented the Treasurers report as of July 31, 2018 for Christine Spagle. A copy of the report can be obtained upon request.*

**9. Board Communications**

*None.*

**10. Committee Reports and assignments**

**a. ARC**

*Chair of Arc, Vicki Derrenberger reported on applications reviewed and approved at the July ARC meeting.*

**b. Activities and Amenities**

*Committee Chair Barb Burke commented on four events; the recent pancake breakfast, the September 2<sup>nd</sup> End of Summer BBQ & Concert, Movie Nights and plans for a 4<sup>th</sup> of July picnic.*

**c. Facilities**

*Chair John Sweet covered a number of items that were covered at the Committee's March Meeting:*

- i. Potter's Wheel donation proposal*
- ii. Entry Planters*
- iii. Flooring options for outside the Pool & Fitness Area*
- iv. Lighting in the Fitness stretching area*
- v. Storage Policy needed from the Board*
- vi. New Fitness equipment; lease proposal forwarded to Finance Committee*
- vii. Made recommendation to add Associate Member Rosenthal as new Facilities Committee member – tabled for discussion; deliberate on allowance of Associate members as Committee members.*

**d. Finance**

*GM Mark Torres reported on items covered at the July Finance Meeting that included:*

- i. July month end variance report*
- ii. Assessment delinquency*
- iii. Loan principal pay down analysis*
- iv. New higher yield CD options*
- v. SBCA updates to physical asset inventory*
- vi. Reserve component planned expenditures*

e. **HR**  
*Pres. Skinner stated no report for July.*

f. **Communications**  
*Covered by GM in Operations Report; new website.*

**Discussion;** *ratification of committees membership for 2018-19 as proposed:*

**Finance Committee:** *Ed Knodle, Sue Oemichen, James Milner, Dan Quail, Christine Spagle, Dan Darrow, Dave Jurca. Motion for approval by Dir. Jurca, 2<sup>nd</sup> by Dir. Sheldon; Motion carried 5/0.*

**AAC Committee:** *Garry Caven, Jere Sheldon, Barb Burke, Kay Cathcart, Pat Lohrey, Sarah Walkowski, Bob Kent and Ray Sheldon. Motion for approval by Dir. Jurca, 2<sup>nd</sup> by Dir. Sheldon; Motion carried 5/0.*

**Facilities Committee:** *Bob Kent, Chris Dean, John Sweet, Christine Spagle, Dean Rosenthal, Susan Shadrick. There was discussion about whether there was any prohibition on appointing an Associate Member (such as Dean Rosenthal) to an advisory committee; Dir. Jurca stated that he was unaware of any such prohibition and expressed the view that under the bylaws the Board has discretion to appoint any advisory committee deemed appropriate to assist the Board in carrying out its purposes; Motion for approval by Dir. Jurca, 2<sup>nd</sup> by Dir. Shadrick; Motion carried 5/0.*

**HR Committee:** *Sarah Walkowski, Gil Skinner, Mike Boock, Susan Shadrick (alternate). Motion for approval by Dir. Jurca, 2<sup>nd</sup> by Dir. Shadrick; Motion carried 5/0.*

**Communication Committee:** *Vicki Derrenberger, Rick Hellewell, Phyllis Waldenberg, Susan Shadrick. Motion for approval by Dir. Sheldon, 2<sup>nd</sup> by Dir. Jurca; Motion carried 5/0.*

**ARC Committee:** *Vicki Derrenberger, Jim Nickless, Joe Vozarik, Dave Jurca, Chester Wells, with Ray Sheldon as alternate Board representative. Motion for approval by Dir. Jurca, 2<sup>nd</sup> by Dir. Shadrick; Motion carried 5/0.*

**Pres. Skinner;** *Requested motion to accept GM, Treasurer and all Committee reports: Motion for approval by Dir. Jurca, 2<sup>nd</sup> by Dir. Sheldon; Motion carried 5/0.*

## **11. Old Business**

a. *None*

## **12. New Business**

- a. *GM requested Board approval for revision to Facility Use policy in regard to Instructor Led Classes (as previously submitted to the Board). Dir. Jurca made Motion to approve with one modification (under “Indemnification” heading, changing the term “Owner” to “Instructor/renter”). Motion for approval by Dir. Jurca, 2<sup>nd</sup> by Dir. Sheldon; Motion carried 5/0.*
- b. *Instructor Led Classes will maintain requirement to hold liability insurance policy of no less than \$1M naming the SBCA as an additional insured and pay \$5 for use of a room to conduct a class. The Instructors will no longer be required to pay the SBCA a \$2 per participant fee.*

**13. PLVC report**

*President Skinner reported on discussion and reports at the monthly PLVC meeting. Member Steve Frenzl also commented on PLVC meeting topics of discussion.*

**14. Additional Member comments**

*None.*

**15. Adjourn**

*At approximately 10:25pm, Motion to adjourn, by Dir. Jurca, 2<sup>nd</sup> by Dir. Sheldon; Motion carried 5/0.*

**Next SBCA Board Meeting: Friday, September 14, 2018**

Next SBCA Board workshop date: TBD