

**SOUTH BAY COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS SPECIAL MEETING  
Wednesday July 28, 2021  
5:00 p.m.**

**DRAFT MINUTES**

**1. Call to Order at 5:00 p.m., by Christine Spagle**

**2. Determination of Quorum**

All current Directors were present.

DIRECTOR	PRESENT	ABSENT
Gil Skinner	X	
Joe Guillien	X	
Dave Jurca	X	
Chris Spagle	X	
Janet DeDonato	X	
Bill Wight	X	

**3. New Business**

**a. Appoint new Board member to replace Dick Grieves (resigned).**

- i. Motion to approve Bert Loomis as a new SBCA Board Member to serve out the remaining term vacated by Dick Grieves; Moved: Dir. Jurca, Second: Dir. Guillien, Carried. 5/0/1 (Wight abstained). The Board instructed the General Manager to call Mr. Loomis and inform him of the appointment and request that he join the Board meeting in progress. While the Board waited for Mr. Loomis to arrive, the Board members proceeded with introductions. Mr. Loomis arrived within 15 minutes and the Board Meeting proceeded with Mr. Loomis participating as a Director.

**b. Election of Officers.**

- i. Nomination for Gil Skinner as President. **Moved: Dir. Jurca, Second: Dir. Wight, Carried unanimously.**
- ii. Nomination for Bill Wight as Vice-President. **Moved: Dir. Jurca, Second: Dir. DeDonato, Carried unanimously.**
- iii. Nomination for Christine Spagle as Treasurer. **Moved: Dir. Jurca, Second: Dir. Loomis, Carried unanimously.**
- iv. Nomination for Janet DeDonato as Secretary. **Moved: Dir. Guillien, Second: Pres. Skinner, Carried unanimously.** After election of officers was completed, President Skinner led a discussion on a number of suggestions for the coming year including recruitment of committee members, revenue generation ideas, working collaboratively with the LMC towards a goal of enhanced amenities for the Port Ludlow community, new member orientation and other ideas. President Skinner then proceeded to poll the Board members for their preferences in regard to service on SBCA committees.

**c. Response to new State & Local Health Official guidance on masking. Motion to change the SBCA mask policy to match the guidance of state & local health officials; effective immediately masks will be required while in the Bay Club by all individuals, regardless of vaccination status, with only exceptions being, while eating or drinking, or while in**

the pool. Moved: Dir. Jurca, Second: Dir. Wight, Carried. 6/1 (Dir. Loomis opposed).

- d. **Check Signer policy.** Motion to temporarily suspend the requirement for two check signers until new officers can be recognized and approved by the SBCA banks. Treasurer Spagle will sign checks until other officers are approved as check signers for all of the SBCA accounts. Moved: Dir. Jurca, Second: Dir. Loomis, Carried unanimously.
- e. **Notification of retirement received from Duane Anderson, CPA**
  - i. Treasurer Spagle and Bert Loomis will research local accounting firms, in order to find a replacement for outside accounting support that historically was provided by Duane Anderson.

#### **4. Member Comments**

- a. One member attended the meeting and the member participated during the discussion on committees and Board introductions.

#### **5. Adjourn - Carried without objection.**

**Meeting was adjourned at 6:07 p.m.**

**Next SBCA Board Meeting: August 12, 2021, 2021 at 9:30 a.m.**

**Submitted by Mark Torres, SBCA General Manager**

*Drafted: 7/29/2021*