

SOUTH BAY COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
July 11, 2024 9:30am
Draft Minutes

1. Call to Order
Meeting was called to order at 9:32 am.
2. Determination of Quorum
Quorum was present to start the meeting with 6 Board members in attendance: Christine Spagle, Mark Schwendener, Randy Edwards, Michael Stuber, and Peggy Thuotte. Dave Jurca attended via phone. John Cacho was absent. Three SBCA members (Robert Gilbert, Dan and Soozie Darrow) were in attendance along with SBCA's GM Mark Torres.
3. Approval of Agenda
Dave Jurca made a motion to approve the agenda, Randy Edwards seconded the motion. Carried 6/0.
4. Motion was made by Dave Jurca to approve of meeting minutes with a slight change to correct the typo in section 9.a.ii from "ABCA Design Standards" to "SBCA Design Standards" for June 13, 2024. Randy Edwards seconded. Carried 6/0. Randy Edwards made a motion to approve the Special Mtg. minutes for June 25, 2024. Michael Stuber seconded the motion. Carried 6/0.
5. President's remarks - Christine Spagle
 - a. This is Christine Spangle's last Board meeting as president.
 - b. Christine Spagle thanked Dave Jurca for his eight years on the Board. Thanks also was given to GM Mark Torres. Thanks to all the volunteers and all of those in the audience for attending today's Board meeting.
6. Manager's report – Mark Torres
Club Operations
 - a. Staffing/HR
 - i. Mark has hired a bartender to support Member events.
 - ii. Mark worked with HR regarding year-end staff performance reviews and then proposed applicable merit-based increases to staff wage rates. HR committee will report on the details during the committee report.
 - iii. HR was advised that it was time for a salary review. WA State minimum wage increases and compounds at a rate of approximately 7.8% each and every year. This increase to minimum wage then places upward pressure on every other rate for all non-entry level positions as well. The salary schedule was updated approximately 2 years ago.

- b. Pancake Breakfast: our monthly fundraiser for July was for EJFR. We had a larger than normal turnout, the organization will end up receiving over \$650 in share of proceeds and direct donations from the event. Mark thanked Ted Ross and Bob Gilbert for cooking the bacon and sausage for the event.

Bay Club equipment/active projects

- a. RE: The engineering assessment on the pool area (dehumidification system). Mark still has not received an amended report. The last half of the payment has not been paid.
- b. We had our Pest Control contractor out to investigate sounds of rodents in two storage areas. The investigation concluded most likely the source of the noise was a squirrel. There was no evidence of rats or mice. Pest Control said intrusion is typically temporary and short lived. So far, there has been no continuation of activity.
- c. HVCA (AirFlo) came in to do a quarterly PM but also to fix a problem with the Fitness (Cardio) Area thermostat/aid handler unit. The situation is being monitored.
- d. Bird electric came out and completed electrical work for the dust collection system in the woodshop and added a dedicated circuit for our fire panel.
- e. The member's Lounge is continuing, on Wednesday only. Our new bartender and supporting staff may allow us to transition back to Wednesday and Thursday soon. Mark is planning on a Wednesday/Thursday operation in August.

Administrative Projects

- a. The annual General Meeting, annual staff performance reviews, and associated year-end accounting tasks have been the administrative focus since the last Board meeting.

7. Treasurer's Report – No report

- a. There was no meeting.

8. Board Communications

- a. RE: Bayview Village Complaint
The Board heard both sides of the complaint. The Board responded to both parties. One side was not happy with the Board's decision.

9. Committee Reports

a. ARC

- i. There were seven applications submitted for June. All were approved. One of the seven applications was a "Fast-Track" approval (approved via email in advance of the in-person meeting) that was ratified. There was a short discussion on updating the forms on the website to a "fillable" pdf version. No action items for the Board, and no other matters addressed.

- b. Activities – Mark Schwendener
 - i. Attendance was poor for the June 8th garage sale.
 - ii. The June 18th presentation by Jefferson Healthcare on osteoporosis was well attended.
 - iii. The June 21st Brat’s and Beer Member event was very popular.
 - iv. At the July 5th EJFR pancake breakfast both Chief Black and Robert Wittenberg spoke.
 - v. The annual meeting is July 17th at 1:00.
 - vi. August 2 is the next pancake breakfast.
 - vii. August 9th will be the date of the quarterly members social.

- c. Facilities – Randy Edwards
 - i. There was some discussion about who will remain on the committee for the new term.

- d. Finance – Christine Spagle
 - i. Christine made a motion that the Board approve moving Capital Improvement Funds to an interest-bearing account with the determination as to where the funds are to be placed to be made by the Treasurer, President and General Manager. Dave Jurca seconded the motion. Carried 6/0.
 - ii. Both finance and HR recommend the Board approve the distribution from the 6/30/24 positive variance of \$39,480. Christine Spagle made a motion that the Board approve the distribution of \$39,480 as follows: \$10,540 to Reserves, \$14,000 to the Rainy-Day Fund and the balance of \$14,940 to remain in the Operations Account. Randy Edwards seconded. Carried 6/0.
 - iii. We are close to having 0 delinquent accounts. Some members haven’t paid their 3rd quarter dues.
 - iv. Lounge income is down but so are the related expenses due to the one day a week operation.
 - v. There are some expenditures approved by this Board but not yet purchased. (chairs for the card room and the bench press).

- e. Health and Fitness – no meeting

- f. Human Resources – Christine Spagle
 - i. The proposed salary schedule was presented to the Board. Dave Jurca made a motion that the Board accept the salary schedule plus add an additional amount not to exceed \$800 to the GM’s salary. The GM is also authorized to round off salaries as long as it doesn’t exceed the budget. Randy Edwards seconded. Carried 6/0.
 - ii. GM Torres is going to prepare a staffing plan that results in fewer employees with broader skill sets to present to the new Board.

Motion to accept all committee reports was made by Randy Edwards and seconded by Michael Stuber. Carried 6/0.

10. Old Business - None

11. New Business – None

12. PLVC Report – Dave Jurca

- a. Jame Hawn said the recent power outage was due to a tree falling on the power lines. PUD encourages residents to inform PUD of any potential trees that appear to be close to falling on lines.
- b. An eblast will be coming out to encourage SBCA members to participate in a test sampling the quality of water at various locations.
- c. PLVC is going broke. They encourage donations.

13. Members comments : none

14. Adjourn

Motion to adjourn was made by Dave Jurca at 10:13. Seconded by Randy Edwards.
Motion carried 6/0.

Next SBCA Board Meeting: August 8, 2024

Next SBCA Board workshop TBD