

South Bay Community Association (SBCA)  
Board of Directors Meeting  
February 13, 2025

Minutes - Final

1. Call to Order 9:30 am
2. Determination of Quorum
  - Board of Directors Present
    - Bob Gilbert
    - John Cacho
    - Randy Edwards
    - Carolyn O’Keeffe
    - Mark Schwendener
    - Michael Stuber
    - Howard Weiner
  - General Manager
    - Mark Torres - Present
  
  - Board of Directors NOT Present
    - n/a all present
3. Approval of Agenda
  - ➔**Approved by voice vote**
4. Approval of Prior Meeting Minutes for January 9, 2024
  - ➔**Approved by voice vote**
5. President’s Remarks
  - Big Thank you to Ted Ross for his service filling in for Mark at the February 7 Pancake breakfast
  - President, Bob Gilbert expressed deep concerns about the recent actions of the PLVoice to edit and amend articles sent to it without conferring with the author
    - Per PL Voice policy, their editors do not make edits to articles (other than spelling and punctuation) unless they first confer with the author of the Article.
    - Background: Bob Gilbert and Michael Stuber met with the editor in chief of the PL Voice, Carol Riley, at a recent joint social between the Board of SBCA and the Board of LMC (North Bay). At the meeting Carol invited us to send in more material to the PLVoice on the promise that additional materials were welcome and that there were no space or length requirements. However, over the past several months PLVoice has declined to add all events as provided in the “Upcoming Events” section and has amended two articles without conferring with the authors. Bob Gilbert has reached out to the Editors of the PLVoice to ask for a face to face meeting to get clarification of the ground rules. The Editors of the PLVoice have declined meeting requests.

- At the current meeting there was vigorous discussion about whether PLVoice's unannounced edits were in keeping with the PLVoice's commitment or prior historical actions
  - Bob Gilbert had already held the February \$300 monthly contribution that SBCA makes to the PLVoice and wanted the Board to agree to continuing the suspension
  - Most audience discussion was not in favor of suspending contributions stating that the monthly contribution is an independent and approved expenditure of the SBCA as a support for a community service and contributions should not be considered fee for service
  - Bob Gilbert formally proposed that the monthly payment be suspended. There was no second to the motion. **Motion died.**
6. Manager's Report (Mark Torres; written report attached)
- Staffing continues to be a problem. Mark Torres is searching for staff to replace and fill in for shortfalls
  - Mark Torres presented an updated Facility Use policy
  - There was discussion about making further changes and adding further details
    - ➔ **Motion to adopt the Policy as Written; Motion by Carolyn, Seconded by John, and Approved by voice vote**
  - Mark Torres is adding the retail vs. discount rate for facility rental usage to the Budget Reports so the board will have a clear vision of the discounts that are enjoyed by community groups
  - Members suggested deferring any further discussion of changes to Board Workshops
7. Treasurer's Report
- Thru January 31<sup>st</sup> (First month of third quarter):
    - All is in good shape with payment timing earlier than usual for Third Quarter assessments
    - Expenses to date are less than budgeted, however there are some upcoming insurance expenses that are likely to put us closer to budget
    - Reserve Payments are on schedule
    - Treasurer is shopping around to determine the best investment for cash reserves
      - ➔ **Motion: The Board Authorizes the Treasurer to invest \$50,000 in a CD by using a soon to mature \$25,000 CD and reserve cash from other sources; Motion by John, Seconded by Carolyn, Approved by voice vote**
8. Board communication
- The WA State Department of Fish and Wildlife has requested access to SBCA wetland property to monitor for invasive species - specifically green crab
    - ➔ **Motion: The Board Authorizes the access to SBCA property as requested by the WA State Department of Fish and Wildlife; Motion by Robert, Seconded by Carolyn, Approved by voice vote**

## 9. Committee Reports

### A. ARC - See Manager's Report (attached)

### B. Activities

- February 7th pancake breakfast for the benefit of Center Valley Animal Rescue
  - 55 attendees
  - Direct donations of \$265
  - with an additional \$235 from the entry tickets
  - for an estimated total submission of \$500
- The committee has discussed obtaining a tent to cover the patio area just outside of the main lounge to increase seating capacity. A subgroup will look into feasibility and cost and refer a request to the finance committee.
- Upcoming events
  - February 14 - Member Social and Trivia (member provided Potluck); Theme: Valentine's Day
  - February 18 - Naval Undersea Museum presentation by Ted Ross
  - February 20 - JHC presentation canceled due to scheduling conflict
  - March 7 - Pancake breakfast to benefit Port Ludlow Trails
  - March 14 - Member Social and Trivia (member provided Potluck); Theme: St. Patrick's Day
    - Trivia is likely to become a stand alone event after this Member Social
  - May - Memorial Day

### C. Communication

- Web Presence subcommittee is working on redesign for the [SBCA.club](http://SBCA.club) website
- Looking at starting a SBCA monthly Newsletter

### D. Facilities

- Reviewing the reserve list for any adjustments
- Request from PLPA for new equipment - in discussion about specifics
- Pool Dehumidification search is in progress
  - This will be a big job - estimated cost is \$350,000
  - Finance will discuss status

### E. Finance

- CPA Audit has been completed
- The report was good
  - there were no comments and no request for changes
  - The Budgeted cost was \$10,000 - looks like the final will be closer to \$4,500
    - ➔ **Motion: The Board accepts the audit and will post for access; Motion by John, Seconded by Carolyn, Approved by voice vote**
- The finance committee is working on a five year projected budget

- F. Health and Fitness
- No quorum - no meeting

- G. Human Resources
- no meeting

- H. Strategic Planning
- Assignments continue

➡Reports Accepted by voice vote

10. Old Business

- None

11. New Business

- None

12. PLVC Report

- PLVC is working on a understandable and shareable description of the MPR (Master Planned Resort) and Land Use Policies
- There was a Town Hall meeting on February 6th with 80+ attendees
- Upcoming:
  - Clarification of the consequences of the expiration of the Development Agreement between PLA and the County
  - Status of the Marina Development - is affected by the expiration of the Development Agreement?
- Next major initiative will be OWSI

13. Member Comments

- None

14. Adjourn

➡Motion to Adjourn approved by voice vote

Next SBCA Board Meeting: March 13, 2025

Mark Torres, SBCA General Manager

Active Projects:

1. Club operations:
  - a. Staffing/HR:
    - i. I am still searching for a person to replace Debbie Reandeu (Front Desk Supervisor).
    - ii. I am also searching for a relief custodial/Front Desk staff member. Deneca Huff will be moving at the end of the month.
    - iii. March staffing/support will be a little bit of a challenge as Melinie will be off for two full weeks, and Karen will gone for the first (full week). I am working on staffing schedules for March and will review impact, but do not anticipate an issue covering shifts, unless there are additional, unanticipated absences.
  - b. Pancake Breakfast: Center Valley Animal Rescue. Activities will report, I was out of town. I processed donations and proceeds. The group will receive nearly \$500 from the SBCA.
2. Bay Club equipment/active projects.
  - a. The new kiln arrived. A shelving kit was ordered and installed. We still need to change the receptacle to match the cord/plug. Bird Electric will be doing this work. Until then, Ross will utilize an adapter to test fire the kiln.
  - b. The Member's Lounge service resumed last month but was canceled on Feb. 5<sup>th</sup> due to the snow.
  - c. The Snow cause on small tree at the entry to fall over. I am having a landscaper come out to assess health of tree and if applicable replanting.
3. Administrative Projects.
  - a. The CPA firm, Newman Certified Public Accountants, completed the Audit of FY 2024-2025 that was approved by SBCA Members at last year's AGM. The Audit was reviewed by the Finance Committee and the Committee will report its opinion later during the Committee Reports portion of the agenda.
  - b. I have completed a draft budget for next fiscal year. I also have created a draft 5-year forecast. Both drafts were reviewed at length during the last Finance Meeting. A 2<sup>nd</sup> draft of both budgets are now being worked on after receiving feedback and directions from the Committee.
  - c. I have drafted an update to the Facility Use Policy and User Agreement to better align with the staffing resources available for servicing event activities and scope of operations defined by Finance Committee and SBCA Board. I provided a draft of the two documents in the packet and ask if the Board would consider making a motion to approve both documents as amended.

ARC Committee Report (January meeting): There was only one application submitted for January. The application involved work that had already been completed. The application was approved. No other items were addressed, no action items for the Board.