

APPROVED

**MINUTES
SUPPLEMENTAL BOARD MEETING
THURSDAY, JAN 25, 2024
1 PM – BOARD ROOM**

DIRECTORS PRESENT

Ron Clark, President
Jim Collins, Vice President
Debbie Caneen, Secretary
Roger Zieg, Treasurer
Carrie Blaylock
Geri Roberts
Tony Rickert
Julie Porto
Nancy McCall

DIRECTORS ABSENT:

None

OTHERS PRESENT:

Lyn Reitz, Community Manager
Renee Bray, Acting Recording Secretary
12 Members

President Clark called the meeting to order at 1:00 PM. He welcomed everyone to the Supplemental Meeting, reminding everyone that this meeting is now open to the members for the purpose of increased transparency of the BOD in action. He also indicated that while the meeting is now open to CA members, we do not typically take communication from members at this meeting. He asked that all private conversations be held to a minimum to avoid disruption to the meeting.

1. 2024 committee chair appointments

President Clark indicated current committee chairs have been asked if they would like to continue as chairpersons for 2024. At this time, all responses received indicated they would be willing to continue to serve. He is still awaiting a few more responses.

2. APPROVAL OF PHASE I DESIGN DRAWINGS

Secretary Caneen indicated details and verbal acceptance have been received regarding proposed layouts from all clubs. The next step is receiving contract drawings that will go out to bid, and the goal for that is Feb. 15th. Appono (Construction Owners Rep) is also responsible for the RFP due by Feb 15. After that, the BOD will review and select the

vendor for the work. Phase 1a and 1b are being quoted separately, and it will be up to the board to determine what will go before the members for vote. The target date for member vote is April 15/16, which means it would need to be in the News of SCC for the April 1 edition. These are target dates.

3. AMENDING POLICY IV.402.L – LONG RANGE PLANNING COMMITTEE

Vice President Collins indicated that Policy VII had been amended last spring regarding construction, but Policy IV had not been updated regarding LRPC responsibilities. He will draft the amendment and it will be reviewed at the next Board Workshop.

4. UPDATE FITNESS CENTER COMMITTEE POLICY IV, 402.J

Vice President Collins identified errors in Policy IV, that need to be corrected. Specifically, a clause needs to be added in association with the Fitness Committee presenting requests to the BOD for approval, stating “after review by the Facilities Manager”. This will allow the Facilities Manager to review the request relative her area of responsibilities, that the BOD may not be aware of. In addition, Vice President Collins proposed deletion of the statement “provide insurance for the fitness committee and fitness trainers”, as we do not currently do this. He also requested the statement that the CA will provide fitness trainers with shirts be deleted, as this is not currently done either. This will be added to the agenda for the next workshop.

5. NATIONAL CLUB REPORTING

Director Blaylock said that there are 12 National clubs using our facilities that are not currently required to supply member information. There are also six 501C3 clubs that do not as well. Directly Blaylock proposed a 2024 Club Reporting adjustment that would require these Clubs supply membership info including a breakdown of where they are from (KP, FP, CA, Other). She is not in need of any financial detail from these clubs, but since they use our facilities, she feels they should supply membership detail. She also proposed both groups supply information regarding any equipment on CA facilities worth >\$1000. This will be reviewed at the next Workshop.

6. MEETING ROOM SIGNAGE FOR MEDICAL EMERGENCY REPORTING

Vice President Collins pointed out that during a recent event at softball there was a lot of confusion on where to send medical assistance, i.e. address, etc. He is proposing that ADA signs be put up in every room (or outside) that indicate the exact address of the room, that could be provided to emergency officials if needed. The need for this at outdoor facilities was discussed as well. Vice President Collins agreed to design the signs with his committee (Internal Audit) and bring a proposal forth to the board within the next 2 months. He also indicated that he is going to share what the Emergency Squad has with Hillsborough County so they can use this to assist in locating rooms.

7. FUNDRAISING – POTENTIAL NEW COMMITTEE

Director McCall proposed having Fundraising as a separate committee, outside of Grant Writing. These would be special purpose committees. This would require a policy change, which Nancy will write up and propose at the next Workshop. In addition, Nancy reviewed a suggestion for pavers around the new Historical Society sign in front of the CA building. This would be a fundraiser, and it was discussed where the funds raised would go. The Board tentatively agreed upon the SCCCA Future Facility Fund, but this will be discussed in more detail after the Fundraising Committee is official. Nancy demonstrated that this paver project at the new sign could potentially bring in \$26,000 which could be used for the upcoming campus improvements. Nancy agreed to take on the chair for the Fundraising Committee until someone else could be identified.

8. CLUB GUEST RULE 6.05.B.02

President Clark pointed out that this policy needs to change. Currently, guests of members can use the sport outdoor facilities during non-club hours. However, some clubs (e.g. Pickleball & Tennis) allow a member to bring a guest during club hours. He suggested it should be changed to add “if the club allows”. This will be discussed and voted on at the workshop.

It was also discussed that the last sentence of this policy indicating AFTER 30 DAYS, should be removed. CA Manager Reitz pointed out that some clubs are holding food events without CA notice, creating issues with maintenance. Carrie Blaylock agreed to notify the clubs that a work order with Lew is necessary for any club holding a FOOD event.

9. MISSION STATEMENT

Director McCall indicated that every non-for-profit organization needs a good mission statement. She pointed out that currently the mission statement in our 990 is inappropriate. She also stated that another Mission statement was identified that is used in the NEWS of SCC, which is also not completely appropriate. Nancy drafted a new Mission Statement and the board provided her with additional feedback. She will meet with Directors Caneen and Porto to finalize a version to be sent to the board for further review. In addition, Directly McCall identified that we do not have a Vision Statement. Nancy drafted one which the BOD reviewed and provided feedback on. Again, she will rework and resubmit to the board for approval. Once agreement can be reached within the board, the proposal will be brought forth at the next workshop.

10. AUDIT ENGAGEMENT LETTER/FEEES

CA Manager Reitz indicted that \$24.6K was budgeted for Audit, and it came in at \$25.3, a difference of \$700. She provided a justification to the board as given to her from the vendor (Already at extremely reduced rated). This item will be added to the workshop agenda.

11. LAWN BOWLING PAVER PROJECT

CA Manager Reitz pointed out that there is a safety hazard with walking on stones, and the Lawn Bowling Club has gradually been changing from stones to pavers. They have \$9624 collected from members, along with an additional \$4000 the club is donating, and is asking the CA for \$7000 to assist with this project. She pointed out that in addition to resolving the safety issue, it also improves the beautification of our campus. The BOD discussed and approved this proposal. This is within Lyn's approval limit, so she will go ahead and notify the club that the request for \$7000 has been approved and the project can start.

Additional discussion:

- President Ron Clark indicated he sent out the 2024 Director Assignments and asked for feedback/approval. Director Rickert indicated he could use help with the CO-AP assignment due to his newness, and Director Blaylock agreed to co-chair with him until he could come up to speed.

Motion to adjourn meeting was made by Director McCall, seconded by Director Roberts.
Meeting ended at 2:55 PM by general consent of the Board members.

Renee Bray
Acting Recording Secretary