SCWDC

Board of Directors Meeting

October 19, 2020

**FINAL MINUTES
Approved November 16, 2020**

Present: Absent: David Toms

Bill Johnston, President
Leo Boelhouwer, Vice President
Donna Harris
Mary-Jo Swinimer
Mary Kaye Hrivnak
Ruth D’Alessandro
Rita Togni
Rene Thierry

Madeline Metcalfe, Acting Secretary

**Call to Order:** The meeting was called to order by Bill Johnston, President, at 7:11pm. Bill presented opening remarks.

**Approval of Agenda:** Motion to approve the agenda made by Rene & seconded by Donna . Unanimous approval.

**September 21, 2020 Minutes:** Motion to approve the September 21, 2020 BOD Meeting minutes was made by
Mary-Jo, seconded by Donna, and approved unanimously.

Motion to approve the Special Skigram-for Thursday, October 15 about the change in cancellation penalty date and amount” was made by Mary-Jo seconded by Donna, and approved unanimously.

The financial manager’s monthly report was reviewed briefly. It required no action for this month. However Bill pointed out that Bev had been submitting regularly at the beginning of the month, and it had not been previously recognized or discussed. She also produces a flights accounting report of flights trips status that the board does not need to see, but it does go to the flights committee.

FY 21 Draft Budget was discussed in some detail and various line item amounts were changed. The biggest one involved estimated flights income. Bill had put down $8,300 for flights income. Bev recommended something between 15,000 and $20,000 as flights income. After the meeting Bill changed the flights income amount to $15,000.

Bill provided information in the agenda, that Pete’s assigned work hours had continued at 40 through October although the original intention was to end the 40 hours practice earlier. The combination of special projects and not getting his contract in the final shape, meant that he’s continued to work at 40 hours. Beginning Monday, November 2, he will begin his 20 hours a week paid status. The FY 21 budget for Pete’s salary area may be short a few dollars because it was based on his going to 20 hours in September.

In order to convert Pete from 40 hours to 20 hours, it was necessary to pay him for unused annual leave that he had not taken from January 2019 through September 2020. This amounted to approximately $2300.

Pete’s contract was discussed in a small number of changes were made. Bill sent the contract to him after the meeting and he accepted it.

On Monday afternoon of the October 19 meeting, Brian Chollar, sent an email to all BOD members, requesting consideration of moving Pete to become the senior Wild Apricot administrator and remaining at 40 hours a week salary. This was not discussed in detail because Gary, our current Senior administrator, is willing to continue to work as a volunteer.

Our outside auditor, Mark Rhodes, provided us the draft FY 20 audit in mid-September and it was sent to the entire board, with comments made by Bill about some of the meeting of the facts. The board voted to accept the audit unanimously. It is traditional for the BOD to review it and accept it, because it might contain recommendations for change. However, there were no recommendations for change. Bill comments: this is a financial audit, evaluating our records and confirming that our financial statements accurately represent the financial condition of the club. It does not contain evaluations or recommendations about accounting processes, and there are two separate ones, one contained in Wild Apricot and another contained in off-line Excel files. These serve several purposes but the auditor does not evaluate them. (FYI: the BOD agreed to a review of all accounting processes in a prior meeting. This will be started soon.)

A very important subject, the Policy Manual recommends the establishment and beginning actions by Nominating Committee in October. This subject was taken up and the Board agrees to serve again as the Nominating Committee. The committee needs to elect a chair: previously Leo B service chair, and he might consider doing this again. (Subsequently, Ruth agreed to be the Nominating Committee chair and has asked Geoffrey Pennoyer to participate.)

Also in a late breaking item, Ken Eng asked the board to agree to his sponsorship of another Warren Miller movie showing event. Beginning in 2011, he became a WME event promoter with SCWDC BOD support, and arranged for the next/new/exciting WME movie event to be shown at the Naval Heritage Center in Washington DC, very near to Metro stops and well attended for many years. The BOD agreed to support him on this 2020 effort. Subsequently, approximately October 25, Ken informed us by email that a showing of the 2020 WME event would not be possible, several complications. Footnote: in the years that Ken ran this event, he earned for the club $36,000 in new income, so the BOD had every incentive to allow can to produce the event again, although it would not have been for any financial gain this year. (Subsequently, Ken wrote that the showing was not possible due to copyright rules.)

Last subject: Bill brought up the matter of Pete’s annual leave and ski trip-away time, who could serve in the office and under what conditions? To keep this part of the description meeting short, the BOD unanimously agreed that bill or another board member or Beverly financial manager or Brian color treasure, could serve in the office while Pete was away, and that full access to the administrative manager’s computer, Windows logon and password, and SCWDC email address/emails should be available to whoever is serving in that substitute role. In fact, the BOD emphasized, that standard business practice required full access to all important systems and communications, so that in the event of anyone’s inability to perform for either a short time for a long time, could be handled by authorized and designated substitutes.

The meeting was concluded at 9:10 PM on October 19. Madeline Metcalfe, Acting Secretary