

Drum Point Project, Inc. (DPPI)

Drum Point Club

Board of Directors Meeting

November 7, 2017

Call to Order: The meeting was called to order by President Ralph Swartwood at 6:30 pm in the Drum Point Club meeting room.

Attendance: Ralph Swartwood (President), Dennis Baker (VP), Ed Luczak (Secretary), Mary Ann McGowan, Eric Andreas, Bruce Fall, Betsey Fehn, Fran Younger.

Board Membership: Fran Younger noted that she is an Associate Member of Drum Point Club, not a General Member.

Minutes: The Minutes of the October 5, 2017 Board of Directors Meeting were approved.

Financial Report

- The October 2017 financial reports were distributed, including the Profit & Loss Budget Performance Report, the Balance Sheet, the Club Improvements Budget Report, the Expense Report, the Member Dues Receivable Report, and the Rental Income Report. (The financial reports had also been previously emailed to Board members.)
- Ed reported that his investigation of recent Pump House electrical bills showed no anomalies. The Pump House bill includes electricity used for the water pump that feeds water to the Club house, the meeting room, and the apartment. It also includes a heater that prevents the pipes from freezing in cold weather. (This bill will now also include electricity used to power our new motorized gate and nearby floodlights.)
- Ralph reported that the tractor was purchased under budget for \$4,000; \$6,500 had been budgeted.
- Ralph reported that our two sheds have been re-shingled, and the right shed has been enlarged 12 feet to accommodate our new tractor. Larry Reich led the work to implement the improvements, which cost the Club \$1,200. New locks were installed on both sheds. These improvements provide a secure storage location that will protect our new tractor from the elements. Board members expressed their thanks to Larry for planning and leading this work.
- Ralph reported that the Club property used for the cell tower had to be removed from the Forest Stewardship program, which has resulted in the real estate tax for this property increasing by about \$1,000 per year. The Club's rental income for the cell tower is about \$10,000 per year, and is expected to increase next year.

Fall General Meeting and Christmas Party

- Ralph discussed plans for the Fall General Meeting and Christmas Party, to be held at the Club on Saturday, December 9, 2017. The Club will provide food and beverages for all members who attend the meeting and party. Members will be asked to RSVP to facilitate food planning.
- The General Meeting will cover recent improvements at the Club, including the motorized gate and fire pit.

Front Gate

- Ralph passed out the remote-control units for the Board members.
- The Grand Opening for the new gate is planned for Saturday, November 18, 2017. Members can pick up their Access Tag between 10 am and 2 pm. A grand opening ceremony and demonstration for members will take place at noon.
- A letter and members instruction sheet will be given to each member with their new Access Tag. Tags that are not picked up at the Grand Opening or later in the week will be mailed.

Fire Pit Update

- Ralph reported that the materials for building the fire pit had been delivered to the Club, and that construction by the Boy Scouts is scheduled to begin Friday, November 10, 2017, with completion expected a few days later.

Rental Update and Activities

- Mary Ann reported that the last rental this calendar year is November 11, 2017.
- Mary Ann requested that we update the lock on the clubhouse doors to a combination lock. This improvement would significantly simplify the process of granting renters access to the clubhouse for setup and cleanup.
- Mary Ann recommended that rental rates be kept unchanged for 2018. After we complete some of our planned renovations, we can consider increasing rental rates.
- Mary Ann requested that the Club purchase a new Christmas tree to be used for Club events. The existing tree is showing its age, and is difficult to set up.

Lisa's Navigator Group Request

- Eric drafted a "Policy Regarding Member Sponsorship of Events" that can help guide the Board in considering requests such as Lisa's Navigator Group. The Board discussed the draft policy, and suggested several revisions. Eric took an action item to update the draft for discussion at a future meeting. The completed policy, and other written policies that the Board may develop, should be posted on the Club web site.
- Ralph distributed copies of a sample contract between Navigators USA Inc. and a chapter sponsoring organization.

- The Board approved Lisa's request.

DPPOA Gift Basket Discount Certificate

- Ralph proposed that the Club prepare a Discount Certificate that would be included in the new gift baskets that are being given to new Drum Point community residents by DPPOA. The certificate would provide a discount on first year membership, or several months free membership, to introduce new community residents to the Club and encourage their joining as Club members.
- Board members agreed to the general concept, and discussed the number of months of free membership that should be given.
- Fran distributed a draft certificate for consideration. It includes a proposed new logo for the Club, which was well-received by Board members.

New Drum Point Club Flyer (Brochure)

- Fran distributed a draft update to the Club flyer, which is a tri-fold brochure. The current version of the flyer has not been updated for several years. Board members expressed very favorable reactions to the new photos and layout of the flyer.
- Fran is seeking editorial comments, corrections, and suggested improvements to the flyer from Board members by email.
- The finalized updated flyer can also be included in the DPPOA gift baskets.

Kayak Rack

- Discussion of the Kayak Rack Project was deferred until next meeting.

Capital Budget Items

- Discussion of Capital Budget items was deferred until next meeting.

Updates to Club Rules

- A special meeting will be scheduled to discuss proposed updates to Club Rules.

New Business: Recycling Bins

- Ed displayed two yellow Calvert County recycling bins that were obtained free from the Lusby recycling center by Jane Luczak. The bins will be stored in the Storage Room.
- Ed proposed the following plan for use of the recycling bins:
 - The recycling bins can be used at any Club event, such as Octoberfest or the Christmas Party, where a Club Member volunteers to take responsibility for the bins.
 - At the beginning of the event, the Recycling Volunteer should put the bins out where event attendees can deposit used bottles and cans, for example, next to the trash cans on the patio.

- The Recycling Volunteer should remove all recyclables from the Club the same day after the event is completed. The Volunteer should clean the bins after use and return the bins to the Storage Room.
- The Board approved the proposed plan.
- Jane will be the Recycling Volunteer at the upcoming Club Christmas Party.

Adjournment: The meeting was adjourned at 8:00 pm.

Next Meeting: The next Board meeting is scheduled for Tuesday, December 5, 2017 at 6:30 pm.

Prepared by: Ed Luczak, Drum Point Club Secretary