

Drum Point Project, Inc. (DPPI)

Drum Point Club

Board of Directors Meeting

Tuesday, April 28, 2020

Call to Order: The meeting was called to order by President Mary Ann McGowan at 6:30 pm. Because of the coronavirus pandemic, the meeting was held online as a Zoom video conference. Terra Cooke hosted the meeting using her Zoom account.

Attendance: Board members: Mary Ann McGowan (President), Eric Andreas (Vice President), Ed Luczak (Secretary), Bruce Fall, Betsey Herbicek Fehn, Tim Hansen, Bill Kurtz Terra Cooke.

Minutes: The Board approved the Minutes of the March 10, 2020 Board of Directors Meeting.

President's Report

- **Associate Members** – Mary Ann noted that quite a few new Associate Members have joined the Club recently, and we are receiving new inquiries every week. She recalled that last year the Board discussed the possibility of limiting the number of Associate Members. The Club Bylaws require that Club members be Drum Point property owners. About 10 years ago, in a time of financial difficulty, the Board created the Associate Member category in order to attract new members. Associate Members need not be Drum Point property owners. However, the Bylaws were not amended to describe this new category of members. Betsey reported that the Club now has a total of 197 members; less than 50 are Associate Members. The Board approved a motion to limit the number of Associate Members to 50. The Board will discuss a possible limit (e.g., 250) on the total number of Club members at the next meeting.
- **Finance Committee** – Mary Ann reported that the new Finance Committee met for the first time on April 23. The Committee is Chaired by Ralph Swartwood; members are Brook Edinger, Bruce Fall, and Tim Hansen; Mary Ann is providing supporting information. The committee is looking for a new bookkeeper and drafting a proposed 2020-2021 budget.
- **Board Members** – Mary Ann reported that Eric Andreas has agreed to serve another 3-year term on the Board. His current 3-year term ends June 30, 2020. Brook Edinger (Treasurer) has decided to leave the Board when his 3-year term expires June 30, 2020. The slate of candidates for the three open Board positions beginning July 1, 2020 are: Eric Andreas, Terra Cooke, and Johanna Icaza.
- **Treasurer** – Mary Ann noted that with Brook leaving the Board, we will need a new Treasurer beginning July 1. Treasurer is one of the four officers elected by the Board

from its among members at the first Board meeting after July 1. She asked if any of the Board members had an accounting background and would be willing to serve as the Treasurer.

- **General Meeting** – Mary Ann reported that we may need revised procedures for the June General Membership Meeting, considering the restrictions on group gatherings due to the coronavirus pandemic.

Financial Report

- **2020-2021 Budget** – The Finance Committee has prepared a draft 2020-2012 budget, which was emailed to Board members prior to the meeting. Spending reductions are being proposed due to the significant shortfall in rental revenue due to the pandemic. Reductions or elimination of line items are proposed for phragmites treatment, exterminator, social events costs, and trash pickup costs. Due to the reduction in activities at the Club, trash pickup is proposed to be reduced to once/month. Board members suggested several other cost savings, such as putting the Clubhouse thermostat on an economy setting.
- **Cell Tower Payments** – Mary Ann reported the good news that we are once again receiving monthly rent payments from the cell tower company. We've received checks for January through April. November and December are still missing; Brook is still trying to get them.
- **Dues Arrears Letters** – Mary Ann reported that she is continuing sending out notification letters to members who have not paid this year's dues.

Membership Report

- **Membership Spreadsheets** – Tim reported he is consolidating the 9 existing membership spreadsheets into a single spreadsheet for ease of maintenance. The existing spreadsheets focus on particular areas of membership data including member information, dues payment, fob ID, etc.
- **Shared Drive** – Betsey reported that she will provide read-only access to membership files, including Tim's new consolidated spreadsheet, on a Google shared drive, for all Board members.

Rentals Report

- **Rental Income Losses** – Mary Ann reported that because of the Governor's orders to eliminate all large group gatherings due to the coronavirus pandemic, all of our April and May rentals have been cancelled. The Club has lost about \$3,500 of revenue. It is possible that we will lose an additional \$3,500 of revenue if rentals through the summer must also be cancelled, for a total of \$7,000 lost.
- **Rescheduling** – Mary Ann reported that we have returned rental deposits to some renters. Others have reserved the Club for the same date next year.

Buildings Report

- **Boardroom Door Lock** – Ralph will purchase and install a replacement combination door lock for the Boardroom door. The lock is worn and often requires several attempts to lock or unlock. If it fails completely, we won't be able to get into the Boardroom. Replacement of the battery inside the lock has not helped. Cost of the replacement lock is estimated to be \$200.
- **Repair of Vandalized Sliding Door** – Bruce reported that the broken sliding glass door at the far end of the Party Room has been repaired.
- **Party Room Thermostat** – The thermostat on the Party Room wall has failed and must be replaced.
- **Plumbing, Hot Water, and HVAC** – Mary Ann reported that the water pump failed and was replaced. She has arranged a new contract with the Boothe company for all of our plumbing, hot water, and HVAC maintenance. The hot water heater was installed in 1983 and cannot be serviced due to its advanced age. We will have to plan for a replacement when it fails. A continuous flow water heater might make economic sense for the Club if the reduced cost of operation over time can justify the high purchase cost.

Grounds Report

- **Grass Cutting** – Mary Ann reported that the Club is responsible for cutting the grass on our property at the corner of Rousby Hall Road and Barreda Blvd (around the Drum Point sign). DPPOA has been cutting this grass, but has recently notified the Club of our responsibility, which was defined some years ago in a written agreement between DPC and DPPOA. The Board approved the payment of \$20/cutting to Mike.

Adjournment: The meeting was adjourned at approximately 8:15 pm.

Next Meeting: The next Board meeting is scheduled for Tuesday, May 19, 2020 at 6:30 pm. The meeting will be held as a Zoom video conference.

Current Board of Directors: Mary Ann McGowan (President), Eric Andreas (Vice President), Brook Edinger (Treasurer), Ed Luczak (Secretary), Bruce Fall, Betsey Herbicek Fehn, Tim Hansen, Bill Kurtz, Terra Cooke.

Prepared by: Ed Luczak, Drum Point Club Secretary