

Drum Point Project, Inc. (DPPI)

Drum Point Club

Board of Directors Meeting

Tuesday, August 11, 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), Johanna Icaza (Treasurer), Ed Luczak (Secretary), Bruce Fall, Betsey Herbicek Fehn, Tim Hansen, Bill Kurtz, Terra Cooke.

Minutes: The Board voted to approve the Minutes of the July 14, 2020 Board of Directors Meeting.

President's Report

- **New Members** – The Board voted to approve the membership applications of 2 new members, one General and one Associate. Betsey had provided Board members access to the applications for these new members to enable their review prior to the meeting.
- **Membership Caps** - Tim reported that we now have 45 Associate Members, which is approaching the Board-approved cap of 50 Associate Members. Tim also reported that we have approximately 170 General Members on our membership list, but it is not clear how many will pay their 2020-2021 dues. The total number of dues-paying members for 2020-2021 may therefore be as high as 215, but may be as low as 160. The Board has not approved a cap on total membership, although a proposed cap of 250 has been discussed at several recent meetings.
- **Certificates Sale** – Mary Ann reported that Charter Member Phyllis Smith wants to transfer her 3 remaining Voting Rights (“shares”) to 3 of her Drum Point neighbors. The neighbors plan to become Drum Point Club members. Betsey noted that if the transfer to the neighbors was problematic, the Voting Rights could be purchased by the Club, and then sold to new General Members.
- **Bylaws Meeting** – The September Board meeting will include a 30-minute initial discussion of the Bylaws update project. Eric will organize the discussion. Eric asked Board members to email to him their ideas for the update project.
- **Rental of Board Room to Cindy** – Mary Ann reported that she and Johanna plan to meet with our tenant Cindy to further discuss Cindy’s possible rental of the Board Room. Cindy needs a quiet place to conduct her Work-From-Home activities (such as Zoom

meetings with county judges), and has expressed an interest in renting the Board Room for \$400/month. The room currently has been re-purposed as a game room, and contains the Club's air hockey and Foosball tables. The Board will be meeting via Zoom for the foreseeable future, and can use the Clubhouse when in-person meetings can be resumed. The rental income could help substitute for lost event rental income due to the coronavirus pandemic, and could enable the Club to fund several important maintenance projects.

Finance Report

- **2020-2021 Budget Review** – Ed shared the following review comments on the latest draft of the proposed 2020-2021 budget:
 - **Number of Club Members** – The budget is based on 160 dues-paying members for the 2020-2020 membership year. However, the Membership Committee has reported that we have as many as 215 members, and that we should consider a membership cap. Is 160 still our best estimate of the number of dues-paying members for the year?
 - **Building Maintenance Line Items** – There are several building maintenance items that should be performed during the next year, but are not included in the budget, such as replacement of the hot water heater. If we plan to make these repairs, we should include them in the budget. We have obtained a quote from Taylor Gas for the hot water heater replacement.
 - **Security Committee Expenses** – The Board voted at the August 11 meeting (see below) to approve an \$800 budget for purchases requested by the Security Committee. This expense should be included in the budget.
 - **Approval by Members** – The Bylaws require that the annual budget be approved by the Club members via a mail ballot. We need to make plans for this mail ballot.
- **Budget Revision Plan** – Board members discussed the review comments and agreed that we will have a better picture of the number of dues-paying members in about 2 months. The member dues bills for the 2020-2021 year (beginning July 1) were just sent out in the past two weeks. We will see how many dues payments are received. The Board agreed that the budget can be updated and discussed at the October Board meeting. After approval by the Board, the budget can then be mailed to the membership for a mail ballot later in October.

Rentals Report

- **Recent Rental** – Mary Ann reported that the Clubhouse and grounds were rented for a wedding on August 2-3. Most activities were held in a large tent erected behind the apartment.

- **Upcoming Rentals** – Mary Ann reported that two rentals are scheduled for the Clubhouse: (1) a group of 20 people on August 22, and (2) a group of 40 on September 6. Both groups have verbally agreed to comply with Maryland social distancing requirements. The maximum occupancy of our Clubhouse is 100 people. These rentals comply with the most recent Governor’s order, which restricts indoor activities to 50% of maximum occupancy.
- **Rental Agreements** – Mary Ann asked for help in updating our standard rental agreement to include appropriate COVID compliance language. Bruce will provide assistance.

Technology Report

- **Restroom Doors Combination** – Ed noted that the plan adopted by the Board some months ago was to notify members of the new combination when they pay their 2020-2021 dues. Betsey noted that the new combination could be mailed to members with the ballot for the annual budget later this year. Mary Ann noted that we don’t have funds to regularly clean the restrooms to COVID specifications, and the restrooms should remain locked for now. We have rented a Porta-Potty which is positioned next to the large shed, and is cleaned weekly by the providing contractor.

Security Committee Report

- **Committee Formation** – Bruce introduced a new committee that has been formed to handle trespassing and non-member intrusion issues. Club member Sal Icaza will chair the Security Committee; other members include Board members Terra Cooke, Bruce Fall, and Bill Kurtz.
- **Proposed Plan** – Sal presented the outline of a security plan that has been designed by the committee. The plan includes: (1) the creation of an easily-remembered Member ID number for each Club member, that can be used to help verify valid membership status; (2) procurement of T-Shirts or vests that will clearly identify Club security staff members who will periodically check membership status of persons on Club property; and (3) approximately 20 new signs that will clearly state that Club property is for use by members only. The committee will prepare more details of the plan and present them to the Board at the September meeting.
- **Board Approval** – The Board voted to approve a new 2020-2021 budget line item of \$800 for the implementation of the plan. The Finance Committee will update the draft 2020-2021 budget accordingly.

New Business

- **Missing Shingles** – About 30 shingles have been blown off the Clubhouse roof. Repairs should be made soon to avoid water damage. Mary Ann will determine the deductible for our building insurance.

Adjournment: The meeting was adjourned at 8:20 pm.

Next Meeting: The next Board meeting is scheduled for Tuesday, September 15, 2020 at 6:30 pm.

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

Prepared by: Ed Luczak, Drum Point Club Secretary