

**New Seabury Club Members Associates, LLC.  
Board of Managers Meeting Minutes**

**September 13, 2018**

The meeting was called to order by Chairman Richard McGrail at 6:05 p.m. In addition to Mr. McGrail, Board members Bill Blaisdell, Bill McCormack, Mike Richardson, and Mike Forbes were present. Sharon Bazarian participated via teleconference.

Mr. McGrail informed the Board that Chris Card was not going to be able to attend the meeting this month due to another business commitment. Mr. Card said he would attend the October session.

The next order of business was to review the three sets of meeting minutes circulated since the last meeting. The August 9, 2018, August 26, 2018 and the minutes from the 2018 Annual Meeting.

**After a brief discussion a motion was made to accept the NSBOM meeting minutes from August 9th, August 26th and Members Annual Meetings as submitted. The motion was seconded and unanimously approved.**

**Treasurer's Report**

Treasurer Mike Richardson reported that the bank account cash balance at the beginning of August was \$18,644.39. A check for \$621.16 to pay for the annual contract for the Boards Constant Contact software, was the only expenditure during the month leaving a balance of \$18,023.23. No additional spending occurred during the month of August.

In September, New Seabury Club Members Associates will be filing the 2017 Annual Report with the Commonwealth of Massachusetts. A fee of \$500.00 is required with the filing. No other spending is anticipated for the remainder of the month of September.

**A motion was made and unanimously approved to accept the July 12, 2018, Treasurer's report.**

**Committee Charters**

Richard McGrail led a group discussion regarding the role and responsibilities of the Board Committees. He highlighted that the Nominating Committee charter was defined in the Board Operating agreement. In order to improve efficiency and productivity it was recommended and agreed that each Board Committee should have a written Charter. The Charters will define the Scope of the Committee, the roles and responsibilities of its members and the working process for interfacing with Club personnel as appropriate. Also, since Committees have multiple members, a Lead or Committee Chair will need to be identified as part of the annual Committee assignment process.

A draft of the Finance Committee Charter was circulated and reviewed. It was agreed that it would be used as the template for the other Charter documents. Draft documents will be

prepared and circulated by the Board members identified below prior to the October Board meeting. All documents will be reviewed for final approval at that session. Once the Charters are approved, they will be reviewed with Management with the goal of standardizing and hopefully improving our processes for mutual interaction.

- Finance Committee, Mike Richardson
- Nominating Committee, Richard McGrail
- Golf Committee, Mike Forbes
- Tennis Committee, Sharon Bazarian
- Youth and Fitness Committee, Richard McGrail
- Communications Committee, Bill Blaisdell
- Food and Beverage Committee, Bill McCormick

There was a brief discussion regarding the formation of a separate committee responsible for reviewing the annual Membership Plans and Rules and Regulations documents. It was agreed that this would remain a group effort with all Board members involved in the review and comment process. Input will be consolidated and submitted to Club Management by the Board Chair on behalf of the group.

### **Communication Committee Report – Bill**

Bill Blaisdell presented a review of Board recent communications activities and schedule for the month of October. Since the August meeting, two e-mail blasts were posted to the Constant Contact mailing list as scheduled. On September 9, 2018, a message regarding the Members Annual Meeting and Board Election results was posted. It included links to the Board website where more detailed information on each topic is located. An email regarding the Dunes Course renovations project and Fall Hours of Operation for the Club was sent on September 10, 2018. Links to a photo diary of the Dunes renovation project and one providing a detailed listing of Fall Operation hours on the Board website were also included. Once again, the e-mails were well received with 75% and 78% open rates respectively.

Several members of the Board expressed concern that members weren't fully aware of the extended Fall hours of operations despite messages from the Club and Board. It was recommended that another e-mail reiterating that the Club was keeping various venues open after Labor Day this year be sent to our mailing list. It was agreed that an e-mail blast would be sent on September 16, 2018.

In addition to the emails, a submission was provided for the New Seabury Member September/October Newsletter. This was the fourth consecutive month the Board has had a piece in the Newsletter. An article was also included in the Peninsula Council publication.

The schedule for the month of October includes the fifth installment of NSBOM submission to NS Newsletter, an article for the Peninsula Reporter and an e-mail blast. Bill is working with Mike Richardson on the Peninsula Reporter article and Richard McGrail on the member's email blast.

Bill reiterated that the Board's goal is to keep communicating with the members throughout the off season. He encouraged all to submit ideas for future e-mail blasts and or articles for the other publications. Bill also asked for Board members to submit any photos taken of the

Dunes Course renovations so we can continue to document progress on the Community Corner page on the Board website.

### **2018 Member Satisfaction Survey – Richard McGrail**

The group discussed the process, possible updates and schedule for the 2018 Annual Member Satisfaction Survey. It was agreed that Board Committee members would review their respective sections of the 2017 survey for possible edits, deletions and or additions for the inclusion in the 2018 document. Any recommended changes will be reviewed and discussed at the October meeting. Unlike previous years, Club Management has welcomed the opportunity to participate in the survey. To that end, once the Board has a draft 2018 document it will be shared with Club Management for their review and input on areas that they might be interested in gathering data on this year.

The goal will once again be to circulate the survey by the end of October and have data collection completed by Thanksgiving. The Board will review and compile data by the first week of December and a meeting schedule for review with Club Management as soon as possible thereafter. Summary Data will also be shared with the members again this year.

**There being no further business, a motion was made and seconded to adjourn the meeting at 7:26 p.m.**

**Respectively submitted,  
Sharon Bazarian  
Secretary**