# MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS

**DIAMONDHEAD COUNTRY CLUB AND PROPERTY OWNERS ASSOCIATION, INC**

## December 9, 2019

A Special meeting of the Board was held at the Diamondhead Country Club, Diamondhead, MS, pursuant to notice attached hereto as Exhibit A.

Vice President Craig Harvey chaired the meeting and called it to order at 7:00 PM.

Present were Vice President Harvey, Secretary Karen Rice, Treasurer Bill Hatchett, Director Gary Becker, Director Teresa Ertel, and Director Stewart Nutting, Director Donald Silcio, and Ex-Officio Pat Laird. Absent were President Bob Marthouse, Director Nicole Boisdore’, and Director Sharon McCulley, and Attorney Gus Rechtien. Also present were GM Tom Koger and Controller Darrion McInnis.

# Approval of Minutes – A motion was made by Secretary Rice to approve the minutes of the November Meetings and was seconded by VP Harvey. The vote was unanimous with Director Ertel abstaining.

# Financials - Controller McInnis presented the Financials and Balance Sheet through September 2019. VP Harvey moved to publish the information quarterly, Treasurer Hatchett seconded the motion, and it passed unanimously.

**Insurance -** A motion was made by Director Becker to authorize the GM or his stead to seek insurance quotes preferably without a letter for agent of record, but if one has to be issued, it will be to the South Group and All Phase Ins is authorized to get quotes from the specialty market they represent.  Motion was seconded by Director Nutting and passed unanimously.

# Sparklight – A motion was made by VP Harvey to offer Sparklight, after obtaining any necessary approvals, a contract to purchase the building they currently occupy and, during the interim, pay rent at a rate of $750/month. Atty Rechtien to research and negotiate with GM approval. Motion was seconded by Director Nutting and passed unanimously.

# Clarifications of Employee Practices - A motion was made by VP Harvey, to be effective November 1, 2019, to clarify and implement the following employee practices:

1. **Employee Meal Plan –**that full-time employees may receive up to one (1) discounted meal per eight (8) hour workday. This meal is limited to dine-in only and breakfast or lunch menus. Discount is fifty percent (50%).
2. **Timekeeping –** As defined in the Employee Handbook, ”time worked” means all the time that employees spend performing their assigned work. As such, time used for meal breaks (whether on or off premise), smoke breaks, doctor’s appointment, breaks lasting more than 20 minutes, etc. are not considered time worked and are considered “off the clock”. Employees should not be clocked in for doing such nonwork-related functions. Failure to clock out for non-work time may result in disciplinary action, up to and including termination of employment. Motion was seconded by Director Nutting and passed unanimously.

**Capital Purchase Approval Process Update –** Director Becker, Treasurer Hatchett, and Controller McInnis to come up with a straightforward and defined process for Capital Purchases.

**Lazy Gator –** A motion was made by Director Nutting to spend up to $16,500 to replace the flooring in the Lazy Gator. Motion was seconded by Director Silcio and passed unanimously.

**Marina Slip Fees –** A motion was made by Director Becker that the slip fees be increased from $3/foot/month to $4.50/foot/month with a $0.50 discount for members. Rate change to take place on January 1, 2020. Motion was seconded by VP Harvey and passed unanimously.

**Dredging Update –** The Tidelands Grant has been extended until August 2020, and the RFP is written and will be going out within the next few weeks.

**Golfmak –** A motion to table discussion of Golfmak until January was made by Director Becker, seconded by Director Nutting, and passed unanimously.

# Adjournment – Treasurer Hatchett moved to adjourn the meeting. The motion was seconded by Director Ertel and passed unanimously. The meeting was adjourned at 8:10 PM.

Respectfully submitted,

/S/ Karen H Rice

Karen H Rice

Secretary