

**Black Point Beach Club Association
Board of Governors
December 12th, 2018 Special Meeting**

Present: Kevin Callahan, Chair
Will Fountain
Bill McDowell
Ronnie Phelps
Steve Beauchene
Phil Lombardo
Mary Cahill, Ex-Officio

FILED IN EAST LYME
CONNECTICUT
Dec 18 2018 AT 1:14 AM (M)
Bradford
EAST LYME TOWN CLERK

Absent: Maureen Lowney, Treasurer
Ruth Ames, Tax Collector

The Special Meeting of the Black Point Beach Club Association Board of Governors was held on Wednesday December 12th, 2018, at 6:00 p.m. in the Black Point Beach Club Association Clubhouse located at 6 Sunset Avenue in Niantic, Connecticut.

1. Call Meeting to Order & Attendance

Mr. Callahan called the Special Meeting of the BPBCA Board of Governors to order at 6:03 p.m. A Quorum was present.

2. Personnel- Secretary Position

The Board determined they're not ready to discuss this item and tabled it until the next meeting.

3. Reports

a. Club Program- Ronnie Phelps

Ms. Phelps gave her report on the Club Program; she is still working on drafting the Co-Director job description and would like some feedback. She noted that they need to determine when and where we will post it; she would like someone even if it's a subcommittee of two that reviews the description for her since no more meetings are scheduled.

Ms. Cahill said they discussed at the previous meeting hiring two Co-Directors; the budget next year will be 15% higher.

b. Surveys of Director and Club Staff

The Board decided there was insufficient time to precede with staff surveys this year.

c. Request to Form a Personnel Committee to

- Review job descriptions for Club
- Develop job postings for Club
- Interview candidates for Directors

MOTION (1)

Mr. Beauchene moved to approve the advertising of two Co-Director for the Recreation Department as discussed at the November 27th, 2018 Meeting.

Mr. McDowell seconded the motion.

Ms. Phelps said they can post the job listings on the website and share via community email, the winter email list, the Men's Club and the Women's Club. The Board discussed how publishing the positions in the newspaper are too expensive and Mr. Beauchene suggested utilizing Craigslist and possibly The Lyme Times and Post Road Review.

Mr. Fountain asked when the listing will close and Mr. Callahan asked if they should hire only one person if they don't get two qualified applicants. Mr. Lombardo said they should worry about that when/if it happens and deal with that than.

Vote: 7-0-0, Motion carried.

The Board discussed the Director positions and decided February will be the cutoff for submittals; the entire Board will interview the candidates.

Mr. Fountain reminded Ms. Phelps of the previous resume he had supplied her with.

d. Closure of 2018 Club Program

Ms. Phelps detailed how she needs the following records:

1. Club Registration Records
2. Club Attendance
3. Swim Attendance/Records
4. Tuition Receipts
5. Counselor/Volunteer Evaluations

She suggested sending written correspondence requesting these records along with the Association keys. The Board discussed her request and Mr. Callahan said he will contact the former Director.

e. Evaluations

MOTION (2)

Mr. McDowell moved to suspend employee evaluations for the year ending 2018 due to impending staff changes.

Mr. Beauchene seconded the motion.

Mr. Callahan said is rationale for this is we didn't have a Beach Manager, we changed the Secretary and Treasurer, The Tax Collector is in Arizona, The Recreation employee is in Fairfield and not coming back; Ms. Phelps noted that we did schedule an appointment with him. In sum, that left no one to evaluate since Mr. Moffett had just been hired.

Vote: 7-0-0, Motion carried.

f. Follow up on FOI Training

Ms. Phelps noted how beneficial this training and discussed the clarification of emails that was given. She asked how we should handle the individual complaints and concerns of people in regards to emails. The Board discussed proper FOI procedures. Ms. Phelps will contact the FOI Committee for further clarification.

4. New Business

a. Beach Manager Position

The Board had an in-depth discussion regarding the duties of Beach Manager and reviewed the list Mr. Beauchene compiled with input from Ms. Cahill, line by line. The Board also reviewed the Waterfront Security Manager and Supervisor duties and discussed the daily operational and maintenance of the Beach.

MOTION (3)

Mr. McDowell moved to enter Executive Session at 7:31 p.m. to discuss Personnel matters.

Mr. Beauchene seconded the motion.

Vote: 7-0-0, Motion carried.

MOTION (4)

Mr. McDowell moved to exit Executive Session at 7:49 p.m. with no action taken.

Mr. Fountain seconded the motion.

Vote: 7-0-0, Motion carried.

ADJOURNMENT

MOTION (5)

Mr. McDowell moved to adjourn the Black Point Beach Club Association Board of Governors Special Meeting at 7:50 p.m.

Mr. McDowell seconded the motion.

Vote: 7-0-0, Motion carried.

Respectfully Submitted,

Brooke Stevens, Substitute Recording Secretary

