

## **Bishop Estates Cabana Club Board of Directors Minutes**

**Meeting date:** September 19, 2018, 6:36 p.m.

**Attending:** Lindsey Turkov, Joe Dauer, Bob Hooy, and Julie Dennler.

**Agenda adopted.** The Board adopted the proposed Board of Directors Meeting Agenda dated September 19, 2018.

**Minutes approval.** With a second from Julie, Lindsey moved that the minutes from the July 10, 2018 meeting be adopted. The motion to approve the minutes was unanimously passed. A copy of the approved minutes is attached.

**President's report.** Joe provided the Board with a brief synopsis of an informal meeting of members of the Board who discussed the advisability of installing security cameras at the pool. Joe also updated the Board on the status of the installation of Wi-Fi; he will keep working on it.

**Vice Presidents report:** none.

**Secretary's report.** Deferred.

**Treasurer's report.** Lindsey reported that she has obtained 10 years of financials from the prior treasurer for the Club. She plans to digitize them. She also reported generally that the Club is on budget. Attached is a copy of the profit and loss budget versus actual analysis for the period January through September 18, 2018. Of note, the snack shack generated a \$900 net revenue; it cost \$1,400 to replace the front gate lock; and, the Club has about \$23,400 in the bank.

**Membership committee report.** No report.

**Operations committee report.** No report.

**Compliance committee report.** Bob reported on issues to be addressed before next year, including creating a new swim team contract, addressing liability insurance (perhaps higher limits), drafting liability waivers for members, revising the bylaws, and posting the minutes and other pertinent documents on the Club's website.

**Activities committee report.** No additional report.

**Unfinished business:**

**Liability waiver.** Bob reported that he has prepared a liability waiver for guests, which is modeled after similar forms used by other pools in our area and elsewhere.

**Insurance.** The Club is insured with liability limits of \$1,000,000. Nevertheless, as stated above, insurance coverage and limits remain a work in progress.

**Ellis award.** In recognition of the enormous efforts of the Ellis family in support of the Club, the Board agreed to establish a perpetual award recognizing a member or member family of the Club whose efforts materially enhanced the Club. The award will be given annually and the person's name placed on the perpetual plaque. Julie agreed to coordinate.

**New business:**

**Membership structure.** As the Board has done over the past two months to discuss wide-ranging issues that merely require discussion before crafting a position on which the Board could act, the Board agreed to discuss this issue informally in a non-Board setting at a later time. When appropriate, the Board agreed to address the issue in a formal meeting.

**Prepaid membership.** The Board deferred this issue for discussion in an informal setting.

**Financial planning.** The Board also agreed to discuss this issue informally and formally report to the Board when appropriate.

**Informal meetings.** The Board scheduled two informal meetings tentatively scheduled for the next Tuesday evenings to address specific items, the first to discuss repairs and the second to address the other above subjects. The Board also agreed to schedule the annual meeting on about October 20, 2018. To encourage member attendance, the Board agreed to hold a year end party with food, including barbecue prepared by the Board.

**Next Meeting:** October 20, 2018; subject to change.

Respectfully Submitted

/s/ Bob Hooy

Bob Hooy, Secretary

## Bishop Estates Cabana Club Profit & Loss Budget vs. Actual January through December 2018

	Jan - Dec 18	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
401-00 Income				
401-01 Membership Dues	39,950.00	40,000.00	-50.00	99.9%
401-02 Event Fees	0.00	500.00	-500.00	0.0%
401-03 Parties Income	1,175.00	1,500.00	-325.00	78.3%
401-04 Donations & Fundraising	3,408.58	3,000.00	408.58	113.6%
401-05 Recycling Income	539.61	600.00	-60.39	89.9%
401-06 BEST Splash Fee	7,500.00	7,500.00	0.00	100.0%
401-07 Snack Shack Sales	1,721.61	900.00	821.61	191.3%
401-08 Guest Entrance Fees	157.80	300.00	-142.20	52.6%
<b>Total 401-00 Income</b>	<b>54,452.60</b>	<b>54,300.00</b>	<b>152.60</b>	<b>100.3%</b>
<b>Total Income</b>	<b>54,452.60</b>	<b>54,300.00</b>	<b>152.60</b>	<b>100.3%</b>
<b>Expense</b>				
610-00 Payroll Expense				
610-01 Lifeguard Payroll	1,926.97	3,000.00	-1,073.03	64.2%
610-02 Pool Assistant Payroll	505.13			
610-10 Payroll Processing Fees	201.47	325.00	-123.53	62.0%
610-13 Payroll CA EDD	-180.91			
610-14 Payroll Taxes CA	28.01	13.00	15.01	215.5%
610-15 Payroll Taxes IRS	1,117.04	925.00	192.04	120.8%
<b>Total 610-00 Payroll Expense</b>	<b>3,597.71</b>	<b>4,263.00</b>	<b>-665.29</b>	<b>84.4%</b>
<b>620-00 Dues and Fees</b>				
620-01 Contra Costa Health Dept	1,165.00	991.00	174.00	117.6%
620-02 Website Maintenance Fee	111.05	111.05	0.00	100.0%
620-03 PO Box Fee	136.00	140.00	-4.00	97.1%
620-04 CA Secr of State SOI	20.00	20.00	0.00	100.0%
<b>Total 620-00 Dues and Fees</b>	<b>1,432.05</b>	<b>1,262.05</b>	<b>170.00</b>	<b>113.5%</b>
<b>630-00 Insurance</b>				
630-01 General Liability Insura	2,336.70	2,337.00	-0.30	100.0%
630-02 Commercial Property Ins.	864.00	864.00	0.00	100.0%
630-03 Workers Comp Insurance	1,632.14	1,061.00	571.14	153.8%
630-04 D&O Insurance	0.00	1,000.00	-1,000.00	0.0%
<b>Total 630-00 Insurance</b>	<b>4,832.84</b>	<b>5,262.00</b>	<b>-429.16</b>	<b>91.8%</b>
<b>640-00 Snack Shack</b>				
640-01 Snack Shack Inventory	773.15	500.00	273.15	154.6%
640-02 Snack Shack Supplies	66.86	50.00	16.86	133.7%
640-05 Square Card Proc Fees	47.63	30.00	17.63	158.8%

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Cash Basis

## Bishop Estates Cabana Club Profit & Loss Budget vs. Actual January through December 2018

	Jan - Dec 18	Budget	\$ Over Budget	% of Budget
<b>Total 640-00 Snack Shack</b>	887.64	580.00	307.64	153.0%
650-00 Pool Maintenance				
650-01 Cabana Club Grounds	30.00	4,000.00	-990.00	75.3%
650-02 Pool Service	3,010.00	4,700.00	-1,012.52	78.5%
650-03 Pool Supplies & Chemicals	3,687.48	235.00	0.00	100.0%
650-06 Sewer Maintenance	235.00	436.00	927.15	312.6%
650-07 Security Expense	1,363.15			
<b>Total 650-00 Pool Maintenance</b>	8,325.63	9,371.00	-1,045.37	88.8%
660-00 Events Expenses	776.76	1,000.00	-223.24	77.7%
680-00 Capital Improvements				
680-01 Structural Maintenance	0.00	500.00	-500.00	0.0%
680-02 Grounds Improvements	40.00	0.00	40.00	100.0%
680-03 Pool & Equipment Impr	782.18	1,200.00	-417.82	65.2%
680-04 Bathroom and Shower Impr	0.00	1,000.00	-1,000.00	0.0%
680-05 Snack Shack Improvements	1,805.85	3,000.00	-1,194.15	60.2%
<b>Total 680-00 Capital Improvements</b>	2,628.03	5,700.00	-3,071.97	46.1%
710-00 Taxes				
710-01 Property Taxes	1,130.35	1,130.00	0.35	100.0%
710-02 Federal Taxes	381.37	400.00	-18.63	95.3%
<b>Total 710-00 Taxes</b>	1,511.72	1,530.00	-18.28	98.8%
720-00 Utilities				
720-01 Garbage	633.61	800.00	-166.39	79.2%
720-02 PG&E	7,031.02	8,200.00	-1,168.98	85.7%
720-03 Water	3,978.05	4,800.00	-821.95	82.9%
720-04 Telephone & Internet	951.58	900.00	51.58	105.7%
<b>Total 720-00 Utilities</b>	12,594.26	14,700.00	-2,105.74	85.7%
810-00 Fees				
810-01 Bank Fees	350.69	350.00	0.69	100.2%
<b>Total 810-00 Fees</b>	350.69	350.00	0.69	100.2%
<b>Transfer to Capital Reserves</b>	0.00	10,000.00	-10,000.00	0.0%
<b>Total Expense</b>	36,937.33	54,018.05	-17,080.72	68.4%
<b>Net Ordinary Income</b>	17,515.27	281.95	17,233.32	6,212.2%
<b>Net Income</b>	<u>17,515.27</u>	<u>281.95</u>	<u>17,233.32</u>	<u>6,212.2%</u>