**DHBA BOT Annual Retreat Minutes**

**September 19-20th, 2020**

Attending: Bryce Kisker, Stephanie Murphy, Chris White, Kerri Donovan, Jon Claus (Duke Campbell not onsite)

**Agenda topics for Day 1**

1. Budget Review
2. Caretaker presentation/feedback-what is working and what’s not.
3. Maintenance/capital improvement prioritization/discussion
4. Boat, buoy, dock plan
5. Review members feedback and priorities from survey
6. Caretaker review/discussion

**Agenda topics for Day 2**

1. Review priorities with Shawn and Heather, volume of work (w/Bryce and Stephanie).
2. Review of Caretakers/compensation discussion/long term plan for position
3. Projected Budget discussion for 2020-2021
4. Build annual meeting schedule
5. Miscellaneous and close-out.

**Annual Meeting Topics Discussed (Overview)**

* Overall Budget
* Skiffs
* Dock removal during winter, maintenance, and long-term improvements
* Not mothballing cabins this winter.
* Dredge update and schedule.
* Installing the 2nd gate at the beginning of the spit; similar to the new gate midway down.
* Caretaker compensation and review as well as yearly bonus and or gift cards.
* New committees to flush out needs or clarity:
* Policy Committee: What are the current policies and where we can find/store them for all to see and track.
* Style/Decorating Committee: look and feel of cabins to include art, furniture, lighting. A “style book” to guide future decisions.
* Skiff/Dinghy/Personal Items Committee: How much of what can each member have stored at the property. This should include the shed, crab/shrimp pots, and general clutter.
* Cabin 4 Committee: This exists now but was inactive this year in part due to Covid-19. Needs to start back up in earnest.
* Environmental Committee: This would include how to handle the environmental impacts of things like education on invasive plants, septic systems and use and protection, energy use and conservation, driftwood use and preservation, among others.
* All committees should be comprised of no less than 3 nor more than 5 people with at least two unrelated members.
* General Safety and taking ownership (dogs, campfires, unknown visitors to the property etc.)
* A new DHBA BOT Maintenance position will need to be filled this year to replace Stephanie Murphy who will be leaving the Board.
* A transitional strategy would be useful in light of the fact that (3) DHBOT members will rotate off the Board next year.

**Shawn and Heather’s input:**

General notes:

* Covid-19 shutdown helped make the transition easier for them, gave time to learn the ropes.
* Cabin heaters: some do not shut off, some members are leaving them on, especially the heated bathroom floors.
* Shawn and Heater test run the DHBA fire pumps on a regular basis and members that would like to see them and how they work are encouraged to about them.
* Sliding door and window screens are a constant issue. They would like to remove them in the winter to keep them from heavy use and damage.
* Stoves and range tops are use hard. Oven cleaning and burner catch plates are often left dirty. Members are still cooking crab in the cabins.
* Carpets: shag rugs…not their first choice for the cabins.
* Artwork: lots of it is faded, could use updating. There are watercolor prints in storage and they wonder if they can be used.
* The workshop shed and the gas-tool shed by tennis courts both are sagging and need to be jacked up and new posts or supports.
* The concrete dock buttress had sagged over last winter. Shawn has jacked it up and stabilized it somewhat for now. The dock segments are not easily screwed together anymore due to rotting wood where they are anchored. The dock will need some attention in the next year or two. Discussion was had about replacing the first “ramp” section to a grated material that would be more not-skid and safer. Perhaps one section of the dock could be replaced, and we can see how hard/expensive it is in order to project future dock work.
* Shawn and Heather asked if they could cut back the trail around the head, and what was the policy on that. The BOT responded with a “yes”. BOT gave direction that goal is to keep one main path maintained to keep people on a single route and safe as possible as they navigate the head.
* Pets are hard on the furniture: they suggested members use a sheet or blanket on couches and chairs. The BOT suggested we might keep those items in the Laundry Room for that purpose and ask all members to use them. The Pet Fee of $1.00 was discussed and what it could be for. Originally it was for flee-bombing a cabin if necessary. It was suggested that the fee increase to a reasonable rate to account for extra work needed to ensure proper cleaning, and for providing the laundry for the sheets/blankets provided.
* Hose to the dock has been left on more than expected and because all of the hoses leak, it not only drains the well, but the electricity for the pump had gone up each month more and more. Members should be asked to be aware of the energy use at the Head.
* Some members use the Laundry Room a lot. The BOT discussed that the Laundry Room should be used sparingly, and members should be careful with use of TP, and Soaps that are hard on the septic system. Perhaps continual education and notes?
* Fire Safety: Shawn and Heather have taken some fire safety classes and been active with Decatur Islands fire safety residents. The BOT decided they would run the mobile fire pumps to see if we could manage it and what problems might come up for the average member. New reusable water fire extinguishers would be a good addition to the existing chemical extinguisher. These can be reused and pressurized with an air compressor and used to douse a small exterior or interior fire that could get out of hand quickly before the larger gas-pump extinguishers could be deployed.
* Please read the checklists when cleaning cabins on your own. Clean up the cleaning products and leave used rags in the laundry room to be washed.

**Budget:**

John Mannetti ran through some of the highlights of the budget. Overall, this year’s budget (2019-2020) came out approximately $18,000 in the black from what was projected.

Noted:

* Maintenance costs were down. There were no emergency repairs or projects.
* Having mothballed (no heat/shut off/drain water) cabins 5-8 during the winter months, electricity cost savings was a wash. We still had issues with pipes freezing and so this year we propose NOT to mothball those cabins but take precautions to insure they won’t freeze.
* We will have John present and analyze the budget at the Members Meeting in October.
* Budget for the Dredge was discussed. George gave Shawn a cost of about $7,000-10,000 to perform the first dredge up to 250 cubic yards of material.
* Budget for the new water line hook-ups to the cabins was set at $14,000, but no bids have been given to substantiate that yet.

**Dock and Boat Report:**

* We are completing year #2 of 6 on the warranty of the new motor. Discussion centered around whether we need to keep the boat at all. With Covid-19 keeping membership from using the boat, the Island Express ferry service having become much more easy, convenient and dependable, the question posed was, “do we need a boat at all?”
* We decided to table the question for one more year, and not bring it up at the Annual Membership Meeting. The value of the boat is not depreciating significantly. The value of the boat is not far from what we paid for it 2 yrs. ago.
* The Hewscraft needs new bottom paint and will be hauled out at Skyline Marina for that purpose. Shawn and Heather can tackle this task. Bottom paint costs about $250/gallon.
* Slippery dock boards continue to be an issue of concern. Long term maintenance and repair will need to be looked at, possibly as capital improvements if we end up replacing sections or the full dock.

**Mooring Buoys**

 A few of the buoys are slated to be inspected next spring after the winter storms have hit.

**Dredging the lagoon:**

* The low tides required for George Lamb to dredge will happen in December and or January during the nighttime low tides. The dredge must not be done after Feb. 15.

**Caretakers Compensation:**

* Prior to the retreat, Shawn and Heather expressed some concerns about their pay. Bryce and John M. spoke with them to flush out what the issues were and how to resolve the discrepancies. The main issue was wage plus health care and whether they were to be combined or separated to get to an annual wage number they were expecting. Looking into this further, the BOT found an error in the employment contract (hourly and annual compensation numbers were not equal).
* Among the talk was that they do not value Cabin #3 as compensation as they feel have to live on site to perform their role as caretakers.
* Philosophic discussion was had of how to compensate for the role of Caretaker and what we should provide as an organization.
* The idea of not having them in Cabin #3 was touched upon. Duke suggested that we might consider putting a trailer by the tennis courts and take back Cabin #3 for members, but this was tabled due to time and complexity.
* With the need to operate our boat, the emphasis on having qualified operators such as Shawn and Heather makes sense. However, with the thoughts of eliminating the boat entirely, it brought up the discussion of just what the skills of any caretakers should be, and how that might affect the compensation.
* The BOT generally agreed that without the caretakers putting value on living in Cabin #3, the current compensation package does not work, at least in the long term, and would only build resentment in the future if we can’t get past this issue.
* Bryce stated that the BOT mission is to work toward the best interest and value for Membership. Does this strictly mean dollar amount or is there other intrinsic value that are not based on money?
* The prior year compensation is known to any future set of caretakers and it is important to be careful of overpaying if we are not ready or able to do so in the long term.
* The BOT voted to correct the contract issue by giving the caretakers the higher of the greater of the two amounts in the contract moving forward and retro any lost wages. ($13.85 vs $13.50)
* The BOT decided to go to the membership for caretaker compensation philosophy direction.

**General comments and discussion:**

* Search for the remainder of incandescent light bulbs that have not yet been converted to LED
* New stoves in the future should be replaced with more expensive but longer-lasting, more durable stoves.
* Electrical baseboard heaters that are not shutting off could be replaced.
* More electrical outlets should be replaced and more of them should get a new the kind that have USB charging ports. We decided last year that a minimum of 3 of these per cabin would be nice to have.
* Lighting in general could be much better with some forethought and perhaps architectural lighting design. Light emanating from the cabins could be reduced while enhancing the quality of light throughout. This is a topic similar to “Style” and could be part of a new committee or task force.
* Screen doors will be removed in all cabins for the winter, we need to improve them somehow.

**Cabin Walkthroughs:**

* Walkthroughs were not done due to Covid-19 this year. We all filled out checklists for Stephanie to compile a master of items that need work or attention.

**Other Notes:**

* Water line connections will need to be done from the new 2” stubs provided this spring, to the cabins themselves. We have not gotten any pricing on that yet.
* Skiffs/Dinghies: The ongoing discussion about the number of skiffs resulted in a decision that the few boats that are suspected of being abandoned or not used would be taken up to the tennis court area and set aside. If the are then claimed in a year’s time they would be dealt with appropriately. If no one notices, they will be given or taken away.
* Pete Fox of Gallager insurance who has our boat insurance said they will not handle insurance for DH dinghies. His explanation was that they would need to be classified as commercial crafts because they were used for crabbing. However, our insurance for grounds and cabins would cover them for $20 each for liability and would fall under our umbrella insurance. At a minimum, we should look into insuring the boats that the caretakers use and up to one per cabin if the membership were to vote on getting rid of personal dinghies over a period of time. The dinghies may have to be owned by the DHBA.
* Motors: It will be necessary to have personal motors as the DHBA would not be able to maintain and insure them. One motor/membership is desired. This needs to go to the newly proposed “Policy Committee”. Clean out of excess fuel cans and supplies requested from the sheds.
* The Russel cabin next to our property was talked about in the thought we should investigate what we could do when it does come on the market. It would be good to know if it is or is not a viable purchase for DH.

**Member Feedback (abbreviated):**

* There is desire for crab cooking stations that would shelter the fire and minimize the time cooking. An area needs to be set aside for a small permanent structure. Size and shape to be determined.
* Cost control and cabin/property improvements were general requests from the membership.
* BOT communication with the membership is always requested in the annual survey. The BOT discussed ways to do this. We decided that it could be a regular newsletter with information about current conditions and ongoing issues of concern to keep us all informed. It could be from the Caretakers that would have the most up to date info on operations and conditions. The BOT would be able to provide information in addition regarding other issues. Photos, island information and status of things like burn bans would be desired.

**Reservations: (Kerri Donovan)**

* This year reservations were done online and the reservation committee found that it was easier to do this way. Refinements could be made and knowledge of how to do the draw should be transferable to someone new looking ahead.
* Cabin use was full this year, even with Covid-19 rules.
* (Restated from last year)- Members need to remember that when requesting the prime-time draw to send $50/week requested and it is advised that they send in the full $150 for the 3weeks allowed. This will insure you can reserve for other time when you would like to reserve outside of the general 30day rule.

**Fire drill**

* The BOT as a group pulled out one of the fire hose pumps and started it up to test our skills and see how it worked. It was a good way to come together and check our skills and understanding of fire preparedness. The exercise validated that the pump could be started within a couple minutes using only the written instructions.

**Upcoming Annual Meeting**

* Discussion of how we will run the upcoming annual meeting. An announcement will be sent out with details to follow.

 Date:

Chris White, Secretary - DHBA Board of Trustees