

**BEVERLY BEACH IMPROVEMENT CLUB**  
Board of Trustees  
Meeting Minutes of **May 31, 2012**

The meeting was called to order at 10:00 am at the home of Dianne Shiner.

Attendees: Fred Marshall, Joel Wight, Ron Buzard, Maureen Horn, and Dianne Shiner.

**TREASURER REPORT**

Maureen happily reported that Linda Kemp has agreed to serve as our next Treasurer and can be added to the nomination slate. She also reported concerns about the availability of our current bookkeeper. The Board decided that we should look for a new, local (but not a member of BBIC), professional bookkeeping service with quicker access for our new Treasurer. Maureen will ask Linda to assist her in finding someone to recommend to the Board at our next meeting. Some suggestions were provided. Maureen will also meet with our current person to express our appreciation and concern, and will work with her to get an updated Profit and Loss by June 8 as well as other steps to make a smooth transition.

**AUDIT**

The Board decided that we should have an audit done of our 2011-12 books. Maureen identified 2 community members who have done it in the past and will arrange for this to happen in August. The work that was done recently by Edwards and Associates to create our overdue 990 tax forms resulted in some general journal changes that still need to happen. Maureen will pursue this also.

**RATE STRUCTURE EVALUATION REPORT**

David Demorest provided graphs showing comparative usage of last year to this year which do not show a significant decrease in usage. The few overage bills that have been sent in the 2nd and 3rd quarters resulted in less than \$100 total income but were our low usage quarters. After discussion, it was decided that we would continue billing for overage on the same basis as this year to maintain consciousness of conservation and correction of leaks. Ron will provide information on history of leaks to David D. All recommendations from last year were discussed and determined to be working, and therefore should be maintained for at least the coming year. Dianne will continue writing the report based on these decisions and will email to all for review.

## **ANNUAL MEETING MAILING**

Packets will include:

Agenda (Fred to provide)

Consumer Confidence report (Ron)

Rate Structure Evaluation (Dianne)

ByLaw Vote (Joel)

Stamped return envelope for bylaws (Dianne)

Mailing labels (Ron)

**A Board Meeting/Mailing party will be Tuesday, June 26, 10 am, at Dianne's.**