

Attendees: Rich Ericsson  
Ed Meline  
Mark Miller  
Jay Keough – Absent (Was present for pre-meeting discussion)  
Hugh Gray

The Meeting was a scheduled Teleconference

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**Misc. discussion prior to the official start of the meeting:**

Job Description for the Marina Operations Manager - Ed working with the Personnel Committee to draw up Ad this week. Mark to speak to Greg once the Ad for the Marina Operations Manager position is posted. Greg needs to understand that if he wants to apply he can and that no further decisions have been made about the HBHYC staffing

Rich to talk with Brian about using the template for project reporting.

Emergency Procedures - Need to build a procedure for when the weather dips below 32F that someone from the staff needs to inspect the Building, Docks and Boats in the water for obvious freeze up damage and concern about frozen pipes or boats sinking in their slips. It was discussed that if a procedure was put in place to have an inspection required once or twice a day when the weather dips below freezing, a lot of damage could be avoided.

**The Meeting was officially called to Order at 8:15pm and the Board immediately went into Executive Session**

1. Minutes of 1-22-07 and Minutes of 1-27-07 both discuss the Board's discussion on the potential Ban of the previous Marina Manager.. There was concern that the topic of the Ban should not be discussed openly. A request was made to remove the comments on the MOTION and all discussion of this topic from the M and place the discussion into the executive Session Minutes. The outcome of our discussion was for Mark to modify the wording in the 1-13- 07

Minutes, so that it is clear that the MOTION was TABLED and that no final decision has been made at this time.

2. Status of the Motion to Ban the previous Marina Manager - Need to include in the letter to be drafted for the 4 owners, who are attorneys, alternatives to the ban for their comment as well.

**End of Executive Session and return to Board Meeting:**

1. Mailing to the owners – The contents of a general mailing to the owners (to include Board Minutes, State of the Marina Letter and Treasurer’s Report) was discussed and agreed upon. Additionally, it was decided that we should inform the owners to hold the Date for the Owners’ Meeting on March 24<sup>th</sup>, the date agreed upon at the last Board Meeting. Another item to be included in the mailing was an announcement of the March 3<sup>rd</sup> Board Meeting with an open session for Owners, who wish to attend, to take place at 11am.
2. Project List - Suggestion to send out the Project List with the mailing was agreed to.. Additionally, the plan was to use the format of the Weekly Project Report supplied by Ed
3. Bulletin Boards Per the recommendation of the Communication Committee, the construction of three (3) Bulletin Boards was added to the current Project List?
4. Safety Equipment - Hugh to research the legal requirement of maintaining the ladders and the numbers of ladders needed within the Club. The usefulness of the club engineered ladders was discussed. The need for additional safety equipment was also addressed (Defibulator, Oxygen, First Aid equipment, etc.) The action of defining what equipment we should have has been assigned to the Docks and Bulkheads Committee.
5. By-law changes - It was agreed to include the full list of potential changes discussed at the Open session of the 1/27/07 Board Meeting and ask the Owners to add their suggestions for any changes they felt should be included. The objective si to send out proxies and have ballots prepared for the Owners’ Meeting on 3/24/07.

6. Letter to Andreas (Unipets)– Brian’s letter refuting the \$5200 up-charges has been reviewed and will be sent to the vendor.
7. Project Work – Concern around the fact that we only have two weeks worth of inside work showing on the current project plan.
8. Work for Brian – Provide a detailed estimate of the walk way materials and plan to build (Note we should be cautious on not over-committing our ability to get this work done and risk the loss of damage to the materials. Brian should estimate doing one walkway and its materials at a time.
9. It was decided to put power in the Maintenance Shop
10. Brian will go forward with obtaining the necessary Permits for the building, so that when we are ready to start the re-siding and new windows/doors project, the Permits are on hand
11. Signage for the slips – There was discussion on purchasing professional signage that is viewable from the water to navigate through our Marina. No decision was made on this topic

The Meeting was adjourned at 10:20pm