

THE UNIVERSITY CLUB
Board of Director's Meeting
May 27, 2014
Minutes

Call-to-Order:

The meeting was called to order by Ron Rehmeyer at 7:05 p.m.

Attendance:

Ron Rehmeyer, James Collins, Lynn Sidehamer Brown, Kim Martirano, Dick Frisque, Bruce Rohrbach, Gretl Collins, Janet Magner, Douglas Albert, Todd Sloan, Pat Vernon, Mary O'Neill.

Approval of Minutes:

Moved by Todd and seconded by Janet, the minutes of the April 29, 2014 meeting were approved.

Report of the President:

Andrew Rehmeyer, University Club legal counsel, updated the board as to where the club stands on all legal matters reviewed by he and his partner, Julian Allatt. The board was given the comprehensive history of the club's Charter and Deed. Board members were also appraised about the two current legal issues at hand: the upcoming unemployment hearing and resident evictions.

New Membership:

An application for new membership for Oscar and Moira DeArmit has been approved by the board.

A proactive approach to parking solutions is needed, one that addresses the parking needs of the residents. A map on the website can illustrate which spaces are open for social membership parking. Residents need to feel engaged in the club; they need to have one vote on the board. We will move towards full membership vote on these issues.

Jim will compose a letter that provides an update to the full membership on all projects and accomplishments, including new benchmarks in social membership, peaceful resolution of removal of basement bar party hosts, full reinstatement of resident membership following a 20 day suspension period, and an overall report of less tension among tenants, and tenants extending leases. Board members are asked to provide additional suggestions to Jim.

Bruce provided an update on Katrina's interim evaluation period, highlighting the following: Katrina finds the job exciting and rewarding. The main challenge has been organization, which she is managing easily. The total time needed to cover duties of Lorraine and Cori has averaged between 5 - 8 hours per week. With additional

exposure from the new website and an answering machine on the work phone, the club is at nearly full capacity on room rentals. The second half of Katrina's evaluation period will end on June 30. With continued job performance, Katrina will be named club manager. She will be willing to accept the following compensation: 52 weeks employment, with 2 weeks paid vacation per year, \$3 per hour raise (\$480 per month), retroactive to May 1, 2014 and she will receive a compensation check of \$960 to be issued after July 1, approval of manager position.

This closes the ongoing house management and employee issues in a most satisfactory agreement for club and manager.

Membership Directory Project:

Gretl has offered to create a membership directory in PDF form. This form would be sent to each member and may provide a means for members to coordinate transportation to social events. The feasibility of creating a "membership only" section on our website will be explored.

Statement on Use of Basement Area:

A statement about the residents use of the basement area, tied to the lease, needs to be composed. The security of the residents is a priority. Presently, the basement area (pool table, game room and basement area) will remain off limits for alcohol consumption and non members. The bar area is off limits for any use until further notice. A permanent sign defining the use of the basement area will be posted.

Reports:

Treasurer's Report: (Report submitted to board)

Ron highlighted the three areas of the report: Operating Account, Escrow Account, and Security Deposit Account. The total Checking/Savings balance: \$145,073.48.

The Reliance Bank deal is going forward, and the club is moving in a stronger position.

Ron recognized the great job Rosalie is doing as Treasurer. Moved by Janet, seconded by Kim the report was accepted.

Building and House Committees: (Full report submitted to board)

Bruce reported on the following:

Waterline---New 8" pipe from main to valve box at southwest property corner. SCBWA evaluated the existing 2" line looks to be in good shape. Final connection to be made late June 2014. Suggests evaluating flow and pressure after completion before replacing service line.

Meeting with Paul Moser at PSU West Campus Steam Plant

Update---trees and tree stump removal from property, planting of a heritage willow on property, property service contract awarded to "At Your Service," completion date for West Campus Steam Plant project is forecast to be 2017 (suggested that the club partner with PSU & ARL at appropriate time to develop a unified plan), lighting on North side of property is a liability (temporary fix is needed).

Structure---air conditioning for main floor and kitchen, masonry wall in attic (emergency fix), the committee continues to work with Nittany Co-op to develop a comprehensive listing of projects for future consideration.

Codes---A review was made of the 2012 Codes Report. The following work needs to be done ASAP: Repair & paint all wood trim, fascia, soffit, doors, windows, etc.; repair rotten wood at base of porch columns; repair ceiling and trim of kitchen porch; repair & paint fire escapes, add compatible mesh guard.

Insurance---Club currently holds 4 policies: (1) Property & Contents (2) Director's and Officer's liability inc. Employment Practice Liability (3) Workman's Compensation (4) Commercial Property & Liability. (#1 is held by the Shuck Agency, #'s 2, 3, & 4 by the Wasson Agency). All policies are being reviewed by Nittany Co-Op, with the goal to consolidate if possible at a reduced premium, under one agency.

Ron has information from the following: 2013 from Veronesi on repairs and bid for \$8300 (include gutters), AO Fletcher (from Cori) on outside work on building for two phases ---\$14,750 and \$11,750. Are these two bids connected with code requirements? Testing for lead is needed before a decision on painting can be determined, immediate attention is needed. A plan of action is called for for a five-year plan of action. Code items are a priority. It was recommended that a temporary fix on ramp repairs be done if economically feasible.

Secondly, Pat read a summary report on the committee projects he was involved in during his tenure. An outline of future projects, costs, and recommended resources were generated for the board's consideration.

Social Committee:

Gretl commented on the effectiveness of advance sign-up for social events; this has streamlined planning and food costs. The on-line credit card RSVP set-up is working. Gretl is working with Katrina and Paulina for party set-up, and the coordination is working. She noted that volunteers are helping with clean-up, and this is an idea we need to reinforce.

Membership Committee:

Todd is developing a strategic plan for new memberships, broadly defining his committee as a Development Committee. He has plans to host open houses for Penn State and Centre County Community Foundation, board member attendance will be requested.

OLD BUSINESS:

Ron reported the following:

- *Flooring replacement for upstairs rooms

*The complete cost for the new website including credit card interactive features and security is \$508.81 vs. \$1200 paid in 2011, this is a 55% cost savings and is helping to increase member attendance at events.

*Reliance Bank has almost completed our loan refinance at a 3.9% rate vs. the old rate of 6.5%, which will save the University Club about \$27,000 per year.

*The club will utilize our expertise to move forward.

*Board members voted to keep the club's antique safe; Kim has suggested moving the safe into a corner in the library and establishing an archival area. The Housing Committee will research the cost of moving it and finalize where to put it.

NEW BUSINESS:

Ron proposed the idea of using an electronic board to post all events. Such a posting on the dining room TV will serve as a means to keep residents abreast of activities in the building. There is consensus about opening our events to the residents, registration and cost would be the same. Co-events can also be planned.

MOTION: Jim moves that the board supports Rehmeyer & Allatt's decision regarding the return of Pascal's security deposit, prior to June 12, 2014. Seconded by Todd, the motion passes with unanimous support.

Terms of service for individual board members---Clarification is needed on each member's term, this includes member-at-large and appointed. A composite of each member's term will be presented at the June board meeting.

Lynn reported that National Penn Bank will no longer do transfer of funds for residents residing in other countries. Katrina needs to be apprised of this. When it comes to security deposit refunds for international residents, we can do a pre-walk through beginning with three months out, then two months out, and finally one month out; this will permit a procedure to refund security deposits before the end of international students lease terms.

Pat Vernon resigned from the Board of Directors of the University Club, as Co-Chairman of the Physical Grounds Committee, and Chairman of the IT Committee due to personal and business reasons; effectively immediately. Pat thanked all; Ron thanked Pat for his contributions and said he understands his decision. A new board member will be appointed immediately.

ADJOURNMENT:

The meeting adjourned at 9:55 p.m.

Respectfully Submitted,

Mary O'Neill, Secretary

