



Broad & Gales Creek Community Association, Inc.

3010 Hwy 24, Newport, NC 28570

Phone: 252-222-3700

<http://broadandgalescreekca.org/>

Tony Bello, President
Steve Phifer, Vice President

Sallie Salter, Secretary
Jeff Batten, Treasurer

Minutes of the Regular Monthly Meeting July 13, 2023

Meeting was called to order at 7:00 pm

Board Members Present:

Tony Matthews, Steve Phifer, Dusty Desteunder, Sallie Salter, Jeff Batten, Tony Bello, Missy Rhodes, Ryan Garcia, Mark Rippeth

Community Members Present: Olivia, Patrick Bello Jr., Charles Upton, BJ Reed, Danny Moreno

Adoption of Agenda: Tony Bello

1. Motion to approve the agenda.
 - a. Motion to approve by Tony Matthews
 - b. Seconded by Dusty Desteunder
 - c. Motion passed.

Secretary's Report: Sallie Salter delivered the report.

1. Minutes of the previous regular meeting were issued for approval.
2. Motion to approve the minutes.
 - a. Motion to approve by Tony Matthews
 - b. Seconded by Dusty Desteunder
 - c. Motion passed.

Treasurer's Report: Jeff Batten absent. Tony Bello delivered the financial report.

1. The Monthly financial report was issued.
2. Tony Bello mentioned that our bookkeeper is drafting a budget for the Community Association separate from fire tax funding. This will allow us to provide a separate budget report each month to show expenditures and income like we currently utilize for fire tax funding.
3. The report is dated 6/30/2023, the last day of the fiscal year. This would be the complete financial report for the year.
4. Motion to approve financial report by Tony Matthews
 5. Seconded by Sallie Salter.
 - a. Motion passed.

Fire Department Report: Chief Tony Matthews

1. Busy month
 - a. 83 calls since our last board meeting.
 - b. 46 EMS calls.
 - c. Three house fires, Three vehicle fires, one camper, 3 woods fires, and one exploding jet ski.
 - d. 9 calls just yesterday.
2. More volunteer interest from retired firefighters, retired and active-duty military.

3. Camp Albemarle past Tuesday for a Fun Day
4. A crew planning Weekend at the fire department for kids.
5. Tony Bello inquired about the background check.
 - a. Chief Matthews is still working on it. Still in process.

Standing Committee Reports

1. Executive Committee: Tony Bello
 - a. No Report
2. Bylaws: Ryan Garcia
 - a. No report due to Ryan's absence.
3. Building and Grounds: Steve Phifer
 - a. No Report due to Steve's absence.
4. Community Services (*Community Building*): Sallie Salter
 - a. Rentals are picking up since our last meeting. July, September, November booked up.
 - b. Sallie did get three signatures for the security light notice. Just two more signatures to get. Hope to have the rest by the next meeting.
5. Ways and Means: Missy Rhodes
 - a. No report due to Missy's absence.

Old Business:

1. Security Light on the basketball court.
 - a. Sallie will continue to handle getting signatures.
2. Procurement Cards for Officers with Dogwood Bank.
 - a. Dogwood is requiring a minimum of \$100,000.00 expenditures to get the cards.
 - b. We are held up due to that requirement.
3. WEX
 - a. Chief Matthews has been working with Alison to get new numbers assigned. Somehow, Chief was taken out of the system. Alison is working with WEX to get it fixed.
 - b. In the meantime, all staff is required to sign each receipt.

New Business:

1. Policy and Procedures Amendments
 - a. Fiscal Policy Amendment Request per Alison Bentz, bookkeeper
 1. Memorandum for missing receipts.
 - a. The Chief (or any approved staff) can click on the link and complete the online form. This form should be completed by the person that made the purchase; therefore, an evaluation must be made on staff that can and cannot make purchases. This form can be completed on a computer or mobile device. Once the form has been completed, the bookkeeper will receive a notification. The bookkeeper will send the memorandum to the Chief and the Treasurer for electronic signatures to approve and acknowledge the submission. The Chief will be required to take action with the employee that submitted the form. If the Chief does not agree that the expense is a valid business expense, he can reject the electronic signature request and "not approve" and take further action with the employee. Each month, after each account is reconciled, the bookkeeper will let Chief know what receipts are missing and will let him know if a memorandum was submitted for a missing receipt. This will allow the form from being overused.
 - b. The link to the form is: <https://forms.office.com/r/sLwTjiQyCv>
 2. Motion to approve by Tony Matthews
 3. Seconded by Dusty Desteunder

4. Motion passed.
2. Dogwood Bank
 - a. Since Dogwood Bank has too many restrictions on Procurement cards, Tony Bello recommends that the board switch banks and move to Truist.
 - b. Tony Matthews moved to switch banks from Dogwood to Truist.
 1. Second by Sallie Salter
 2. Motion passed.
3. Full Time Fire Department
 - a. Tony Bello recommends that the board needs to investigate the possibility of moving to a Full Time Fire Department. This is due to the influx of new residents and property owners. Increased call volumes have been recorded due to the growth.
 - b. Tony Bello appointed an Ad Hoc Committee to investigate, complete a feasibility analysis, and come up with a plan for implementation in 2024, if recommended. If approved, a bylaw amendment will need to be posted 30 days in advance (October Meeting) of the annual meeting.
 1. Steve Phifer – Chair
 2. Tony Matthews – Fire Chief
 3. Charles Upton – Community Member
 4. April McGilvery – Community Member
 5. Robert Lewis – Former Board Member
 6. Patrick Bello, Jr. – Fire Fighter
 7. Sallie Salter – Secretary
4. Ice Machine
 - a. The ice machine died.
 1. Sallie Salter moved to purchase a new ice machine with a max cap of \$4,500.00 including tax.
 - a. Seconded by Dusty Desteunder
 - b. Motion passed.

Adjournment:

1. Tony Matthews moved to adjourn.
 - a. Seconded by Dusty Desteunder.
 - b. Motion passed, adjournment 7:26 pm.

Respectively presented by Secretary Sallie Salter.

Approved by: _____
 Initials Date