



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 August 10, 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: N/A

Adoption of Agenda: Tony Bello

1. Motion to approve the agenda.
 - a. Motion to approve by Steve Phifer
 - b. Seconded by Ryan Garcia
 - 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 Steve Phifer
 - b. Seconded by Jeff Batten
 - c. Motion passed.

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

1. The Monthly financial report was issued.
2. Different Format.
 - a. Page 1 – Revenues for the month and broken down.
 - b. Page 7 – Account information
 - c. Fixed assets are also included.
 - d. If the board would like to continue to have this information, she will continue.
 - e. Tony Bello mentioned that it is easier for Alison to present in this format without any additional hourly expense.
3. Missing some credit card receipts so that account is not up to date.
4. Motion to approve the Treasurer's Report.
 - a. Motion to approve by Steve Phifer
 - b. Seconded by Ryan Garcia
 - c. Motion passed.

Fire Department Report: No Report. Chief Tony Matthews, Dusty, and Mark on a call.

Standing Committee Reports

1. Executive Committee: Tony Bello
 - a. No Report.
2. Bylaws: Ryan Garcia
 - a. No report.
3. Building and Grounds: Steve Phifer
 - a. The sewer alarm was active. Steve will contact Rouse's to have them check it out.
 - b. Steve contacted the carpet cleaner. He is supposed to come out the week after next to clean the meeting room carpet.
4. Community Services (*Community Building*): Sallie Salter
 - a. Rentals are steady.
 - b. Sallie did get all but one of the signatures for the security light notice. Several attempts were made but nobody answered the door. Tony Bello recommended that Steve accompany her one day since it is a little rough looking.
 - c. Sallie inquired about getting the fence fixed.
5. Ways and Means: Missy Rhodes
 - a. No report due to Missy's absence.
6. Ad Hoc Full Time Fire Department Committee
 - a. Had our first meeting, basically just a meet and greet.
 - b. Steve offered the agenda of the committee.
 - c. April, Sheriff's office admin, is doing most of the leg work with a cost analysis.
 - i. She will be using the county template to put numbers together
 - d. Staff proposal
 - i. Three tier option
 1. One-Two full time employees (24/7 – 365),
 2. paid officer (M-F 8:00am-5:00pm) or an administrative assistant.
 - ii. Need to investigate tax base growth over the past few years.
 - iii. April will compare with Otway Fire Department according to Tony Matthews recommendation.
 - iv. Paid staff will not be able to volunteer.
 - v. Proposing \$18-\$22 per hour.
 - e. If needed, Bylaw Amendment proposal will need to be posted with the Combination Department language at the October Board Meeting, 30 days in advance of the annual meeting.

Old Business:

1. Security Light on the basketball court.
 - a. Sallie will continue to handle getting signatures.
2. Truist Bank Migration
 - a. In the process of setting up accounts.
 - b. Once accounts are setup, the credit cards will be processed for the officers and Steve.
3. WEX
 - a. Chief Matthews has been working with Alison to get new numbers assigned and not to be shared.
 - b. In the meantime, all staff is required to sign each receipt.
4. Ice Machine
 - a. A new ice machine is in place.

New Business:

1. Steve recommends that we get a pressure washer since some of the paid staff have been using their own. Tony Bello mentioned that since it is under \$500, board approval is not needed. This will follow under general maintenance.

2. Tony Bello mentioned that Alison has mentioned that Steve may subcontract from her for some of the administrative duties like HR paperwork, collection of receipts, etc. Tony just wanted board opinions on conflict of interest. Ryan and Jeff agree that it would be ok but may need to sign some type of disclaimer.

Adjournment:

1. Steve Phifer moved to adjourn.
 - a. Seconded by Ryan Garcia.
 - b. Motion passed, adjournment 7:37 pm.

Respectively presented by Secretary Sallie Salter.

Approved by: _____
 Initials Date