



EXCHANGE

EXCHANGE CLUB OF KIAWAH-SEABROOK, SC

Box PMB-J 130 Gardener's Circle Johns Island, SC 29455

Board Meeting 08/16/2023 @Seabrook Island Club

Attendee	Title
Ray Hoover	President
Jack Wilson	Past President /Americanism Committee Chair
Rich Boss	Treasurer
Lisa McDonald	Secretary
Committee Chairs	Bill Bane, Bill Nelson, Ed Leary, Dave Berry, Margorie Stephenson

Ray Hoover called the meeting to order at 4:32pm and proceeded through the agenda on Pg 3.

APPROVAL OF AGENDA

Ray made a motion to approve the agenda for this meeting (Pg3). Motion passed.

APPROVAL OF MINUTES

Ray made a motion to accept minutes from 6-21-23 board meeting, and the motion was passed.

TREASURER REPORT

Rich Boss reported Club and Foundation account balances (Pg 4) and noted that D&O insurance has been renewed. Ed Leary thought that Student of the Month is missing but Rich advised that it should be part of Education & Youth (Pgs 5-6) Rich will let Ray know about any shortfall in funds for 2023 but estimates it will be \$6,000

SECRETARY REPORT

Lisa McDonald recruited Todd Andersen as Americanism Committee Flag Coordinator. A job description was created and can be used as a template to help describe other roles we need to fill. See Pg7.

GRANT REQUESTS

In addition to the bulleted items on Pg 3 Item #6 the following were discussed

- Final grant amounts will be allocated to each committee during the 9/20/23 Board meeting.
- Ray will contact sponsors of grants requests that do not fit our criteria so that the sponsor can let the requestor know. For example, Sea Island Cares and Barrier Island Environmental Center. However, the Board will also consider one-off donations to those we have to turn down.

COMMITTEE CHAIR REPORTS

Bill Nelson presented the attached schedule for 2024 meeting dates and locations (Pgs 8-9). This is a working copy – not the final schedule. Seabrook Island Club is aware that most Exchange Club members are also Seabrook Club members and is giving us as many dates as possible. Ideas for other locations are being vetted. Best options are Briars Creek, Wingate, Black Flag Gym.

Margorie Stephenson informed that the golf event will be held at Seabrook Island Club on Oct 4, 2023 at 1:30PM. Volunteers who are golfers are needed. A sponsorship is being sought from Summit Apparel. Bill Nelson will help with a mass mailing (email) announcement to ensure awareness of this event.

ADDITIONAL NEW BUSINESS

None

TODAY'S MEETING WAS FOLLOWED BY A MEMBER DINNER MEETING IN THE ATLANTIC BALLROOM

NEXT BOARD MEETING September 20, 2023, 4:30 PM Cooper Room

Board meeting adjourned at 5:32 PM

Attachments:

- Agenda
- Treasurer's Reportd
- Job Description Template
- 2024 dinner meeting dates/locations

Submitted by Lisa McDonald 08/17/23

THE EXCHANGE CLUB OF KIAWAH-SEABROOK

BOARD MEETING AGENDA

Cooper Room at 4:30 pm August 16, 2023

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes from 6-21-23 meeting (See attached)
4. Treasurer Report – Rich Boss (See attached)
5. Secretary Report – Lisa McDonald
 - a. Creation of Flag Coordinator Job Description
6. Receipt of Grant Request Process
 - a. Grant request forms were due August 15th
 - b. Requests the committees anticipated but have yet to receive
 - c. Received requests outside a committee's criteria
 - d. Funding discussion
 - Distributed in 2022
 - Available (to date) for 2023
7. Update on 2024 dinner meeting locations and venues- Bill Nelson
8. Update on Members Social Golf Event- Marjorie Stephenson
9. Additional New Business
10. Next Meeting September 20. 4:30 PM in Cooper Room
 - a. Grant Request Allocations
11. Adjourn

Exchange Club of Kiawah-Seabrook

Board Meeting August 16, 2023

Treasurer's Report

- Conflict of Interest Statements – for form 990 for Club and Foundation
- QuickBooks Online – July 31 Bank Reconciliations complete, no issues
 - Balances as of July 31, 2023

Account	Bank Balance	Outstanding Items	Accounting Balance
Club - Operating	17,600	(475)	17,125
Club - Credit Card	2,207		2,207
Club - Ad Book	88,853		88,853
Club - TOTAL	108,660	(475)	108,185
Foundation	37,401	(6,000)	31,401
Foundation Schwab	105		105
Foundation - TOTAL	37,506	(6,000)	31,506
TOTAL - All Accounts	146,166		139,691

\$475 outstanding Operating item is a District Dues Check

Credit Card balance is a credit - I accidentally paid our bill twice

\$6,000 outstanding Foundation items are scholarship checks

- Ad Book
 - \$2,800 received early August (PayPal transfer)
- Angel Oak
 - \$800 received early August (PayPal transfer)
- Upcoming Actions
 - Form 990 and SC Registration due by November 15
 - Will need Bohicket Run financials from Pat Welch
 - Grant Calculations
 - Add Ray Hoover as signer on Truist bank accounts

The following two handouts were also provided for discussion and comparison of 2023 vs 2022

**Kiawah Seabrook Exchange Club Foundation
Funds Available for November 2023 Grants**

		TOTAL
Foundation Accounting Balance August 15, 2023	32,479	
Less: Scholarship to be Paid December 2023	(5,000)	
Less: Working Capital Needed	<u>(3,000)</u>	24,479
Bohicket Run - November 2023 Run N/A because funds not received until Q1 or Q2 2024	<u>-</u>	<i>would be needed until 2024</i>
Club Operating Accounting Balance August 15, 2023	17,421	
Less: Working Capital Needed	<u>(10,000)</u>	7,421
Club Contributions Accounting Balance August 15, 2023	88,958	
Less: Ad Book expense unpaid	-	
Less: Working Capital Needed	<u>(1,000)</u>	87,958
Grand Total		<u><u>119,858</u></u>

By Category (Placeholder)	% of Funds	Proposed	Proposed	Actual	Actual
		2023-Rounded	2023	2022	2022
Education and Youth	25.0%	30,000	29,965	26,000	20.60%
Community Service - Hunger	22.0%	26,500	26,369	23,500	18.62%
Community Service - Health	25.0%	30,000	29,965	28,000	22.19%
Child Abuse Prevention	25.0%	30,000	29,965	45,200	35.82%
Americanism	3.0%	3,500	3,596	3,500	2.77%
Subtotal Fall 2022 Grants		<u>120,000</u>	<u>119,858</u>	<u>126,200</u>	
Scholarships May 2024 (funded by Angel Oak dinner)		15,000	15,000	15,500	
Angel Oak Award May 2024 (funded by Angel Oak dinner)		5,000	5,000	5,000	
TOTAL	100.0%	<u><u>140,000</u></u>	<u><u>139,858</u></u>	<u><u>146,700</u></u>	100.00%

*** For proposed allocation, I used the percentages from Fall 2022 before special gifts directed to specific charities.

Kiawah Seabrook Exchange Club Foundation
Funds Available for November 2022 Grants

By Committee	Proposed 9.21.2022	New Gifts Restricted	New Gifts Unrestricted	Future Funding	TOTAL 2022	Actual 2021
Youth and Education	23,200	700	2,100		26,000	27,000
Community Service - Hunger	20,500	500	2,500		23,500	28,500
Community Service - Health	23,400	1,700	2,900		28,000	35,000
Child Abuse Prevention	23,200	19,500	2,500		45,200	29,400
Americanism	3,500	-	-		3,500	6,000
Subtotal Fall 2022 Grants	93,800	22,400	10,000		126,200	125,900
Scholarships May 2023	12,000	-	210	2,790	15,000	15,000
Angel Oak Award May 2023	5,000				5,000	5,000
TOTAL	110,800	22,400	10,210		146,200	145,900
		new gifts			<u>32,610</u>	

Late restricted gift of \$600 by Bane (total \$1,200) increased total for Health from \$27,400 to \$28,000.

percentages before new gifts	0.247
	0.219
	0.249
	0.247
	0.037

Exchange Club of Kiawah-Seabrook SC

Job Description

FLAG COORDINATOR

Committee	Americanism
Basic Function	Publish flag event dates. Communicate with Flag Captains. Maintain roster.
Time Commitment	1-3 hours per event
Responsibilities	Attend Americanism Committee meeting or phone call to determine set-up and take-down dates for each event
	Publish dates to Flag Captains by email, phone call or text message
	Prior to each event, determine if Flag Captains are available. If not, contact their alternate or ask them to do so
	Instruct Captain/Alternate to contact their volunteers to coordinate locations and times for set-up and take-down
	Assist with on-going recruitment of volunteers for positions as Captains and set-up/take-down Volunteers
	Maintain and publish roster of captains and volunteers including phone numbers for ease of use at each event

Event Dates coincide with these Holidays: Memorial Day, Fourth of July, Labor Day, Veteran's Day

2024 Event Locations

Date	Meeting Issues	Proposed Location
January 3 rd	Holiday	No Meeting
January 17 th	Normal Meeting Date	Seabrook
February 7 th	Normal Meeting Date	Seabrook
February 21 st	Slow Month	Seabrook
March 6 th	Normal Meeting Date	Seabrook
March 20 th	Slow Month	Seabrook
April 3 rd	Normal Meeting Date	Seabrook
April 17 th	Busy Month	TBD
May 1 st	Normal Meeting Date	Seabrook
May 15 th	Angel Oak	Wingate
June 5 th	Normal Meeting Date	Seabrook
June 19 th	Busy Month	TBD
July 3 rd	Holiday	No Meeting
July 17 th	Normal Meeting Date	Seabrook
August 7 rd	Normal Meeting Date	Seabrook
August 21 st	Slow Month	Seabrook
September 4 th	Normal Meeting Date	Seabrook
September 18 th	4 th Open Night	Proposed No Meeting
October 2 nd	Normal Meeting Date	Seabrook
October 16 th	Busy Month	TBD
November 6 th	Normal Meeting Date	Seabrook
November 20 th	Busy Month	TBD
December 4 th	Normal Meeting Date	Seabrook
December 18 st	Holiday	No Meeting

No Meeting	4 Nights
Seabrook Dates (Normal/Slow Month)	15 Nights
Angle Oak	1 Night
Open	4 Nights

19 Cumulative
 20 Cumulative
 24 Cumulative

*Wingate
 maybe*

2024 Event Locations

4 Open Nights to Solve

Options Under Consideration

Seabrook Club - Lower cost and easiest terms

Turtle Point - Higher price and our members view of the food

Briars Creek - Agreed to support us once in 2024, higher price and distance

Wingate - Weather and Angel Oak exclusivity?

Black Flag Gym / Sports Night - Distance, no speaker, acceptable program?

Tuesday Night – If all else fails

Others

Lunch - Member reaction/participation?

Kiawah Town Hall - ?

Churches - Practical, members' view?

Mengo Point - Cost

Seabrook Lake House - Too Small

Camp Saint Christopher - Too rustic

Kiawah Sand Castle - Too Small

Local Restaurants - Too Small

Johns Island Restaurants – Taking over the entire facility isn't practical