

HNWS Regular Board Meeting Agenda  
February 18, 2020 – 6:00 PM

**6:00 PM: Call Meeting to Order – Board President Daryl Lynchard**

- PRAYER & PLEDGE OF ALLEGIANCE
- ANNOUNCE QUORUM (4 Required)

**Approval of Minutes and Transcripts**

Approve the minutes and transcripts from the December 17, 2019 HNWS Regular Meeting, January 23, 2020 Special Board Meeting, January 28, 2020 Special Personnel Meeting and redacted January 28, 2020 Special Personnel Meeting.

**Approval of Memberships**

Approve January New Memberships (269), Cancelled Memberships (248) & Transfers (2).

**ADMINISTRATIVE – President Lynchard**

**1. Finance – Review of 2019 YTD Un-Audited Financial Statements**

**Description:** Presentation of the un-audited 2019 YTD financials for both HNWS and MESI.

**Fiscal Impact:** N/A

**Legal Review:** N/A

**Staff Recommendation:** Approve 2019 YTD un-audited financial statements.

**2. CEO Position Workshop – Directors Lanier & Lynchard**

**Description:** In search for a new CEO the board needs to have a workshop to review and approve the requirements, job title, salary range, education/experience, what the new hire will do, review the qualifications of the employment agencies (three if possible for review).

**Fiscal Impact:** N/A

**Legal Review:** N/A

**Staff Recommendation:** The Board will direct.

**3. BOD Member Emails – Director Lanier**

**Description:** Discuss creating a policy that dictates how the Board will respond to emails sent directly to them, by members.

**Fiscal Impact:** N/A

**Legal Review:** N/A

**Staff Recommendation:** The Board will direct.

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#### **4. Addition to the Personnel Committee – Director Kennedy**

**Description:** Addition to the personnel committee.

**Fiscal Impact:** N/A

**Legal Review:** N/A

**Staff Recommendation:** The Board will direct.

#### **5. Eglin MOA Update**

**Description:** Update on the status of the Eglin MOA.

**Fiscal Impact:** N/A

**Legal Review:** N/A

**Staff Recommendation:** Information only.

#### **6. Board Visioning Workshop**

**Description:** Schedule a Board visioning workshop.

**Fiscal Impact:** N/A

**Legal Review:** N/A

**Staff Recommendation:** The Board will direct.

#### **7. FRUS/Gulf Breeze Surcharge**

**Description:** Discuss the Gulf Breeze surcharge and the representative's directives.

**Fiscal Impact:** N/A

**Legal Review:** Unknown

**Staff Recommendation:** The Board will direct.

#### **8. HNWS Company Vehicle Sale**

**Description:** Sale of the company's Chevrolet Tahoe immediately following the meeting.

**Fiscal Impact:** Unknown

**Legal Review:** N/A

**Staff Recommendation:** The Board will direct.

#### **9. Omnicommander Marketing Services**

**Description:** Discuss how to proceed with Omnicommander, the marketing company currently on retainer for HNWS. The costs incurred exceed the amount approved by the Board for CEO authorization and may have not been included in the 2019 budget.

**Fiscal Impact:** Unknown

**Legal Review:** Unknown

**Staff Recommendation:** The Board will direct.

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## 10. Company Vehicle Purchase

**Description:** The purchase of five new trucks is required to replace existing fleet vehicles.

**Fiscal Impact:** Unknown

**Legal Review:** N/A

**Staff Recommendation:** The Board will direct.

## 11. 2020 Gulf Power Symposium

**Description:** Discuss and approve BOD attendance to the 2020 Gulf Power Symposium. Approximate cost is \$275.00 each for registration with no per diem or lodging. The event is being held in Miramar Beach.

**Fiscal Impact:** Unknown

**Legal Review:** N/A

**Staff Recommendation:** The Board will direct.

## PERSONNEL COMMITTEE – Director Goulet

### 1. Organizational Chart

**Description:** Discussion and approval of the organizational chart.

**Fiscal Impact:** Unknown

**Legal Review:** N/A

**Staff Recommendation:** The Board will direct.

### 2. Employee Merit Pay Increases

**Description:** Discussion and approval of employees who have not received merit pay increases approved by the Board.

**Fiscal Impact:** Unknown

**Legal Review:** N/A

**Staff Recommendation:** The Board will direct.

### 3. Former Employee Reinstatement

**Description:** Discuss the reinstatement of a former employee.

**Fiscal Impact:** Unknown

**Legal Review:** Unknown

**Staff Recommendation:** The Board will direct.

## GOLF COMMITTEE – Directors Terasa & Goulet

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## **THE CLUB AT HIDDEN CREEK**

### **1. 2019 YTD Un-Audited Financial Statements – Cindy Callen**

**Description:** Cindy presents the un-audited 2019 YTD financials.

**Fiscal Impact:** N/A

**Legal Review:** N/A

**Staff Recommendation:** Approve 2019 YTD un-audited financial statements.

## **ENGINEERING – Phil Phillips**

### **1. Monthly Operations Report – Phil Phillips**

**Description:** Operations status update.

**Fiscal Impact:** N/A

**Legal Review:** N/A

**Staff Recommendation:** Information only.

**Member Forum:**

**Adjourn Meeting:**

*The next HNWS Board meeting is scheduled for March 17, 2020 at 6pm.*

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