

Minutes of the Annual Membership Meeting

Bethany Beach Landowners Association

Saturday, June 17th, 2017

South Coast Coastal Library, Bethany Beach DE

10 – 11 am, Guest Speaker; 11 – 12, Meeting

Guest speaker: Captain Darin Cathell, Bethany Beach Police Department

Board Present: Diane Fogash, Jerry Hardiman, Claire Loftus, Pat McGuire, Doug Mowrey, Tracy Mulligan, Margaret Young, Kathy Shorter, Larry Fishel

Board not present: Martin Decre, Jack Walsh, Robin Baxter

Other BBLA members and guests

Guest Speaker

1. **President's Welcome:** Tracy Mulligan welcomed those present and introduced Captain Cathell (see Attachment 1 for the meeting agenda).

2. **Bethany Beach Police Department Presentation:** Captain Cathall covered the following in his remarks

- Overview of BBPD: Small agency which has 10 Full Time Officers, one civilian employee and 15 seasonal officers. BBPD Officers have impressive credentials. BBPD carries out a unique vetting and training process for seasonal officers that leads to top summer hires. The process and is well regarded by other jurisdictions. BBPD is one of only 6 of 52 Delaware agencies to be accredited by the Commission for Accreditation of Law Enforcement Agencies (CALEA).
- BBPD covers 100 special events per year, with the season extending beyond the traditional summer months
- BBPD has upgraded its vehicles and equipment using funds from the town and grants. This includes SUV vehicles which operate as fully-equipped mini-offices; patrol rifles and gear which allow officers to respond to active threat situations; body cameras for all officers.
- BBPD focuses on prevention. This include patrol and visual deterrents; a focus on bike safety, including for foreign workers; partnering with Sea Colony kid's camps; partnering with state special initiatives (like cell phone patrols).
- New reality is the need to be prepared for terrorism and domestic active shooting incidents. This includes maintaining communication with the FBI, which is the main responsible agency for terrorism. Practice on responding to domestic active shooting incidents has changed over the years, and officers are now trained to be immediate responders (not relying on external swat teams), and have the necessary equipment, with

new protocols for paramedics. Citizen help to prevent incidents by being alert and reporting concerns is needed.

Several audience members commented that they were very impressed by the presentation which highlighted the proficiency and professionalism of the BBPD. Questions raised included: whether Bethany Beach is experiencing the heroin epidemic (A: this is mainly an issue in Ocean View, and is related to 80% of break-ins); how are incidents linked to mental illness handled (A: BBPD relies on “Mobile Crisis” support to provide guidance); who covers adjacent areas like north of Bethany or Sea Colony which are outside of BBPD’s jurisdiction (A: State Patrols, with BBPD providing cooperative back-up).

Annual Business Meeting

3. **Annual Meeting called to Order** by President Tracy Mulligan at 11 a.m. with a quorum of over 15 members established.

4. **Approval of the Minutes of the 2016 Annual Membership Meeting:** Approval of the 2016 Minutes was moved and seconded.

VOTE: Unanimous approval of the Minutes of the 2016 Annual Membership Meeting.

5. **Treasurer’s Report:** Patrick McGuire reported on the financial status of the BBLA, which is strong (see Attachment 2).

6. **President’s Report:** Tracy Mulligan presented the President’s Report (see Attachments 3a&b). This covered:

- Activities of the Board in each of the four main purposes of BBLA as stated in 1969 and remaining since then (Charitable, Communications, Advocacy to present views, History), as well as historical background on BBLA’s Charitable Donations.
- Brief update on beach replenishment.

7. Nominations and Elections:

Election of Board Members - Diane Fogash, Nominating Committee Chair, reported that the Committee, which also included Doug Mowrey, Kathy Shorter, and Jack Walsh, nominated the following candidates for election or re-election to the BBLA Board of Directors:

Current members for re-election, with Terms expiring in 2019:

- Pat McGuire
- Martin Decre
- Larry Fishel
- Diane Boyle Fogash
- Claire Loftus
- Jerry Hardiman

New members for election, with Terms expiring in 2019:

- Judy Bullis
- Mary Louise Embrey
- Susan Fried
- Kathy Sierra
- Joe Smith

The floor was opened for additional nominations; there were none. A motion was made and seconded to elect the nominated directors.

VOTE: Unanimous election of the above directors.

Election of Officers - The Committee nominated the following BBLA members to serve as the officers of the Board of Directors of the BBLA:

- Treasurer: Susan Fried
- Membership Secretary: Pat McGuire
- Recording Secretary: Kathy Sierra

The floor was opened for additional nominations; there were none. A motion was made and seconded to elect the nominated officers.

VOTE: Unanimous election of the above officers.

The following Board Members were elected in 2016, with terms that run to June 2018: Tracy Mulligan; Doug Mowrey; Kathy Shorter; Jack Walsh; Margaret Young.

8. Approval of By-Law Amendments. The By-Law Committee worked over the last year and made several recommendations for amendments. These were sent to members by email, or US mail for the 10% without e-mail, and posted on the BBLA website over 30 days in advance of the meeting.

The Floor was opened for questions. There were none. A motion was made and seconded to approve the Amendments to the By-Laws.

VOTE: Unanimous approval of the By-Law Amendments.

10. Question-and-answers included: A request for more information on recipients of Charitable Donations (A: the President outlined the recipients); the link between the BBLA and the Town Council (A: while these are separate entities with distinct roles and governance -- the Town Council is an elected body with statutory obligations, BBLA is a voluntary membership organization -- the two work respectively together); the cost associated with the Annual Dues Appeal (A: mailing, with a newsletter, to all member and non member households in the Town, prepaid postage for members to renew, and printing); a discussion of the advocacy needed on beach replenishment, especially on concerns related to the engineering aspects of the beach shoreline (A: the BBLA does not have a role on design which is the purview of the Army Core of Engineers).

11. **Appreciation:** President Mulligan expressed the BBLA's thanks for their years of Board and officer service to Robin Baxter and Jerry Morris. Robin resigned as she in the process of selling her Bethany home, since her children moved to the West Coast. Jerry resigned after he was elected as treasurer for the Town

13. **Adjournment:** After a motion was made and seconded, a VOTE was unanimous to adjourn and the BBLA 2017 Annual Meeting was adjourned at 11:50 a.m.

Documents distributed at the meeting: Meeting Agenda; Attendance sign-in sheet; Treasurer's Report; President's Report including Historical Background on BBLA Charitable Donations; Summary of BBLA Board of Directors Nominations

Kathy Sierra, Recording Secretary

**Agenda BBLA Annual Meeting
Saturday June 17, 2017 at South Coastal Library**

Welcome and Introductions.

Approval of Minutes of June 16, 2016 BBLA annual meeting (hand vote by members with name tags*)

Speaker Captain Darin Cathell, Bethany Beach Police Department

BBLA Business Meeting.

Treasurer Report

Report from the President on Behalf of the Board

- Significant Activates since last annual meeting
- Donations History
- Appreciation for Board members who left

Nominating Committee Report- Election of Board Members and Officers

Bylaws Committee Report

- Recommended Bylaws amendments, as provided to all members and posted on the BBLA website
- Motion to add this sentence to ARTICLE XIV – BOARD OF DIRECTORS- in Section 1 “Nominations may also be made at the Annual Meeting from the floor, providing that a written commitment signed by the candidate confirming that he/she will serve if elected, is submitted.”.
 - Same sentence as in Officers article to reflect our long standing practice of allowing nominations for the floor for both board members and for officers.

Other Committee reports, as needed

Possible Member Input for Board- Charitable Donations

Questions and answers

*As members arrive they are issued nametags after a review of the member data base

Attachment 2: Treasurer's Report

Bethany Beach Landowners Association Treasurers Report

For June 17, 2017 Annual Meeting – Year 2016 –Jan 1 to Dec 31.

Plus Year 2017 YTD

January 1 to December 31, 2016

Assets (Dec 31, 2016)

Non Profit Checking	\$ 42,797.94
Business Premium MM	\$ 18,561.00
Total Assets	\$61,358.94

Liabilities (Dec 31, 2016)

Accounts Payable	0
Debt	0

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Revenue (2016)

Dues Revenues	\$27,841
Brochure Sales – Walk through History	\$ 78
Total	\$27,919

Expenses (2016)

401 Bank Fees	\$ 33.00
410 BBLA meeting expenses	\$ 11.00
411 Board Materials, books & copies	\$ 484.38
420 Newsletter Costs	\$ 557.00
421 Newsletter Mailing costs	\$ 2,836.45
422 Annual Membership Appeal	\$ 5,760.94
433 Post Office	\$ 70.00
434 Maintenance of Web site	\$ 509.40
435 Misc. Op. Costs	\$ 240.87
436 Bethany Fenwick Chamber	\$ 200.00
440 Spec. Proj. – Redo the Database	\$ 2,490.00
450 Donations to Other Organizations	\$ 1,000.00
454 Donations – Op.Seas the Day	\$ 1,000.00

Total Expenses **\$15,193.04**

Net Increase in Assets during 2016 **\$12,725.96**

Summary of Assets, Revenues and Expenses YTD 6/17/17

Assets as of 6/17/17

Non Profit Checking	\$ 46,021.89
Business Premium MM closed and transferred to checking 4/3/17	\$ 18,562.56
Total	\$ 64,584.45

Revenues YTD 2016

Dues	\$28,237
Total Revenues	<u>\$28,237</u>

Expenses YTD 2016

401 Bank Fees	\$ 15.00
402 Charter Expenses	\$ 25.00
411 Board Materials, books & copies	\$ 858.56
412 Meeting Refreshments	\$ 112.93
420 Newsletter Costs	\$ 2,173.96
422 Annual Membership Appeal	\$ 7,749.86
433 Post Office	\$ 85.80
435 Misc. Operating costs	\$ 566.94
450 Donations to Other Organizations	\$ 10,500.00
454 Donations – Op.Seas the Day	\$ 1,500.00
460 Insurance	\$ 1,425.00
Total Expenses YTD 2017	\$25,013.05

Notes for 2017:

- 1) Revenues until the end of the year will be minor. Perhaps some small number of additional members plus some revenue from brochure sales for a total of less than \$500.
- 2) The major monetary move in 2017 was the closing of our Business Premium MM account at PNC and the transfer of the funds to our Checking account on 4/3/17 of \$18,562.56. We were earning 30 cents a month and it is now easier to understand our total financial position.
- 3) The other distortion to our expenses is the \$12,000 donated to eight charities last month. This is often done in the second half of the year. We had fallen behind our typical donation pace during the past three years so there was an element of catch up this year.

Submitted by Patrick McGuire, BBLA Treasurer 6/17/17

BBLA Annual Meeting June 17th, 2017- Presidents Report on behalf on the Board

In 1969, the certificate of incorporation stated “The purposes for which this corporation is organized is to carry on charitable, educational, and civic work for the improvement of Bethany Beach”.

- “to collect and disseminate information”,
- “to present the views of its members and of the Association”,
- and “to preserve the historic character of Bethany Beach.”

In other words, the four purposes were

charitable, communications, advocacy, and history.

Will also report on History of BBLA donations, and Beach replenishment

Charitable

- Updated the donations policy
- Applied it
- Debated it- one of the Board values is respectful debate

Communications

- 3 print newsletters, 2 in 2017 YTD
- 8 electronic notices by e-mail, 4 more in 2017 YTD
- Member data base moved onto a secure server instead of a members hard drive
- Correlated the Town's property tax list with the BBLA member data base.

Present views of members and the Association.

- Opposed permit approvals for wetlands area development in BB
- Supported bulk density ordinance
- Supported beach repair _ e-mail to all members.

History

Gathering documents related to History of BBLA (More appreciated)

Liaison with CHAC committee

Other Board actions

=Approved policies on financial controls, and obtained liability and BOD insurance

=Ad hoc Marketing Committee looked at ways to reach out to new members. Joined Chamber

=Continued our contractor/vendor relationships with the local UPS store and IWebitt

=Nominating Committee- large interest in members serving on Board, 5 new Board members

=Bylaws Committee -completed recommendations.

History of BBLA Donations – separate page

Update on beach repair

--Bid process underway, possible Sept award- possible start by year end –Fed emergency fund.

Attachment 3b: Historical Background on BBLA's Charitable Donations

Historical Background on BBLA Charitable Donations

BBLA Annual Meeting – June 17, 2017

BBLA has a tradition of charitable giving that goes back to its start over 48 years ago.

In 1969, the certificate of incorporation stated “The purposes for which this corporation is organized is to carry on charitable, educational, and civic work for the improvement of Bethany Beach”. That overall wording has remained in every update of the bylaws.. Specific bylaws language has always included “to collect and disseminate information”, “to present the views of its members and of the Association”, and “to preserve the historic character of Bethany Beach.” In other words, the purposes were charitable, communications, advocacy, and history.

- Going back 28 years, the 1989 BBLA newsletter cited a donation to the volunteer fire department and the discussion to start the South Coastal Library
- From 2009 to 2012, BBLA averaged \$6000 per year in donations to other organizations. During 2013 to 2017, the average was \$4000 per year, with most years lower.
 - The reduction occurred because the Board responded to results of a member survey on BBLA priorities, because the Board shifted resources to increase its electronic communications capability, and to build reserves. As membership and revenues increased, the proportion utilized for donations decreased.
- There was also a shift in the organizations receiving BBLA donations.
 - In the 2009-12 period, these were mostly to the Volunteer Fire Dept, the South Coastal Library and the Fourth of July Parade Committee.
 - As the three main recipient organizations became larger and received greater government funding, the Board shifted to allocating the lower level of donations to smaller organizations. For example, donations to the Bethany Beach Farmers Market and Operations Seas the Day made a difference in these organizations' early days.
- Three years ago the President established a donations policy committee of the Board to recommend criteria for a donation process and award criteria. The Board approved a policy, implemented it for a year, revised it, and then implemented it for a second year. One learns a lot about a policy when actually using it.
- The Board may again seek member views on two areas. One is the relative priority of charitable donations among BBLA's purposes. The other is input on the criteria to use in approving a donation, in general and possibly by using specific examples.