

**HARBISON COMMUNITY ASSOCIATION  
MINUTES TO THE MEETING OF THE BOARD OF DIRECTORS  
April 28, 2020**

**Note: Due to the COVID-19 Virus, the HCA Community Center has been closed since late March. The Annual Meeting of the Members, scheduled for April 28<sup>th</sup>., has been postponed until the Center is re-opened. The Regular Meeting of the Board typically follows the Annual Meeting. In view of the concerns surrounding the COVID-19 Virus, the HCA Board decided to hold a brief Meeting by way of a Zoom Video Conference Call on the above date – to discuss tentative plans for re-opening. The safety of Members and Employees were issues to be discussed. The Video Conference allowed communication among the Board Members while maintaining the required “social distancing” guidelines.**

Board Members present were Mr. Hank West (President), Mrs. June Cannon (Vice President / Secretary), Mr. Ozzie Nagler, Mr. Terry Helsley, Mr. Stan Seabrook, Mr. Tom Brower, Mrs. Mackenzie Fontaine. Absent, Ms. Julie Lucas. Absent: Ms. Tia Schafer. Association Staff Members in attendance were Mr. Dave Grove, Mrs. Danell Gunter, Ms. Betty Brooks.

A quorum being present for the meeting, Mr. West called the Meeting to order at 6:17pm.

**Approval of Minutes - Board Meeting – February 25, 2020**

Following discussion, Mrs. Cannon moved the Minutes be approved, Mr. Helsley seconded, and the Motion was passed with a vote of 6 for, 0 against, 2 absent at time of vote (Mr. Brower, Ms. Lucas).

**Old Business**

Board Elections: Dave Grove explained that due to the COVID-19 Virus and directives from local, State and Federal officials the Community Center was closed to prevent the spread of the Virus – out of concern for the safety of Members and Employees. In early 2020 the deadlines for Members desiring to register to Vote in the Annual Election (4/28/20) for Candidates seeking seats on the HCA Board of Directors had been published. The period for Members to register to vote was 2/28/20 – 4/13/20. Although the Center was closed in late March, requests from Members to become certified to vote were accepted up to the final day. Dave explained that while the Annual meeting had to be postponed due to the Virus, it would not be necessary to extend the period of certification. Once the Board establishes a new date for the Annual Meeting of the Members, the Members previously certified to vote would be notified.

Financial: Dave Grove explained that currently, the Board had \$ 909,234. funds in a local Bank. However, the COVID-19 Virus was impacting our projected Revenues as March showed a significant decline in Deposits. Although the Association had a healthy Reserve Fund balance entering 2020, ongoing expenses would severely drain the balance unless Revenues increased. Dave was optimistic that the Association would be able to manage the crisis as some projects were being delayed and several planned purchases cancelled.

**New Business**

As noted, the primary purpose of the Board desiring to meet was to plan for the eventual re-opening of the Community Center while maintaining published guidelines to control the spread of the COPVID-19 Virus. The guidelines and directives from various government and health officials on re-opening businesses seem to be changing almost daily, however, Staff presented some suggestions that could possibly be implemented – to provide limited services to Members whenever the decision is made to re-open. The Board agreed that HCA’s position on re-opening would be to phase in services – with the foremost concern being the safety and well being of Members and Employees.

Danell Gunter explained that she has been in contact with other organizations with similar facilities to determine their plans for re-opening. Mrs. Gunter and Ms. Brooks explained some of the measures that Staff has taken while the Center has been closed (sanitizing furniture – walls – equipment – cleaning the pool, etc.) and the installation of “sneeze or cough guards” at the Front Counter to protect employees.

Finally, the Board agreed that as directives from officials become more focused, another Meeting of the Board would likely occur prior to re-opening the Center.

**Adjournment**

Hearing no additional business, Mr. Brower Motioned that the meeting be adjourned, Mrs. Cannon seconded, and the Motion passed with a vote of 8 for, 0 against, 1 absent (Ms. Schafer). 7:39pm

June Cannon  
Vice President / Secretary