

AGENDA BOARD OF GOVERNORS MEETING
FEBRUARY 6, 2024 6 P.M. at Clubhouse

1. Call to order
2. Review of minutes from 11/7 meeting and 12/12 election meeting
3. President's Report
 - Clubhouse heat
 - Facebook
4. Treasurer Report
5. Park Chair Report
6. Jetty Report
7. Beach Report
8. Entertainment report
9. Clubhouse report
10. Action items from November meeting
 - DEEP Noise enforcement in Rocky Neck— Emilio
 - Speeding e tickets on Giants Neck Road— Emilio
 - Short term rentals East Lyme— Barbara
11. Review of proposed ordinances **Please come with suggestions for edits if you have any.**
12. Proposals for 24-25 budget
 - new employee supervisor job description and salary (attached)
 - other suggestions
13. Verify meeting dates (change August date due to clubhouse rental)
BOG April 9, Association May 25, June 29, August 31
14. Next meeting March 12 6 pm at Clubhouse: agenda will be budget finalizations

JOB DESCRIPTION

Parking Lot and Beach Employee Supervisor

Qualifications

The candidate must:

- professionally train and manage employees
- create and maintain documentation of policies and procedures
- be familiar with technology to schedule and track employee hours
- be able to use software for logging payments efficiently
- make decisions regarding disputes and requests with association members fairly and calmly
- handle scheduling changes and find coverage or cover shifts as needed

Hours and Salary

The supervisor will hire and train new employees in the months of April and May and report to the BOG Beach Chair. This will require approximately 15 hours.

From Memorial Day - Labor Day, the supervisor will manage parking lot employees, handle requests for hours or absences, purchase materials such as t shirts and chairs, and assist attendants in handling disputes among Association Members in the parking lot and beach areas. At times the supervisor will interface with the East Lyme Police hired to manage busy weekends. This will require approximately 15 hours per week.

The salary for the position is based on 195 hours (13 weeks x 15) as a starting point.

\$6,000 per year

Reporting

The supervisor will report suggestions, requests, or issues to the Board of Governors at the fall meeting.

Hiring

The supervisor will be hired by the Board of Governors after interviews held by the President and Beach Chair. The position will be advertised via email to members of the Association.