

APC Board Meeting: Special Session

6/10/2020

Called to session at 7:07pm.

To discuss: Possible re-hire of general manager (GM) who has been furloughed due to COVID19 NM bar closures, and devising a plan for re-opening.

Motion to rehire former GM made and seconded.

Discussion included: past infractions and non-compliance, ability to complete the list of complicated tasks required for this particular position, previous complaint over mixed messages (president vs liaison), lack of initiative regarding grounds and maintenance and communication ,minimal effort, previous alteration of GM duties to leverage authority, possibility of breaking up duties, and the cost thereof, assistant manager.

Suggestions included: opportunity to set goals, ground rules, timelines, a probationary period with oversight by the entire Board, plan for offer from Board to be developed before rehire offered with reasonable performance goals, opportunity with re-hire process to reduce margin for error with documentation, increased communication, and reiteration of expectations, redefining of the GM job description in the operations manual.

Items to be included in specific, updated job description: job encompassing building, working with committees, communication with membership and board, rentals, events. Need specific job duties, hours, documentation, improved communication, professional use of APC account, ownership of Club duties, not just bar, work orders to be completed (accountable to Board, not just one or two persons) to facilitate full transparency, continue submitting time sheets (already created and used in contractor capacity) which include breaks, start/stop, and description of duties.

Side point developed on the role of committees. Building and Grounds should be expected to perform oversight of facilities, not day to day maintenance. Needs to be clearer and updated in our manual. There should be an assumption that committees will only perform limited volunteer hours.

Amended Motion made to revise operations manual before offering GM a rehire position. Motion seconded.

MC to send outline of specific duties to Sec and work to update for GM's consideration as part of the offer of rehire. Discussion included: ordering done once a week on a consistent day. Duties while waiting for deliveries to include entering daily sales, paying bills, placing orders, payroll, etc., filing paid invoices, deposits, bank transactions. Weekly reconciliations must be done. Watering grounds and daily maintenance during shifts. 20-25 hours in pre-approved managerial duties per week. Anything above must be approved by Board.

Amended Motion voted on and passed.

Deadlines: MC to send responsibilities to LE by the end of the week.

Board to review and wordsmith draft in accordance to existing manual in a timely manner.

Motion made to have final draft of Operations Manual, GM section by the 20th of June, 2020. Motion seconded and passed.

Things to be done before reopening:

- Finish touchups on bathroom paint, hang mirror (DH)
- Professional cleaning crew to prep the building (MC)
- Contractors clean up after themselves
- Touch up paint in the upstairs poker room (LD)
- Exterior clean up (weeds and excess supplies)
- Hang dart board. LD to donate carpet for back of board area, SG(?) and LD to procure 1/2" plywood, and DH to assist with hanging.
- WF to donate paint and labor to repaint porch, DH to supply labor and wood filler
- DH to purchase stair strips and kickplate for front door to be installed

Suggestion brought to Board to use Microsoft teams for communication. Question arose whether APC can ally with WHPF on the move.

Motion made to switch to Office 365 platform for communication.

Motion amended pending permissions from WHPF.

Amended motion seconded. All approve.

Motion made to enact the amended motion to switch to Office 365 platform for communication upon said approval.

Motion seconded, voted, and approved.

Motion made to adjourn. Seconded. Approved.