



**Photography Club of Sun City Hilton Head  
Special Executive Board Meeting Minutes  
February 15, 2022—11:00 a.m.  
(Held on Zoom)**

In attendance: President Jim Smith, Past-President John Burrack, Vice-President Stan Holz, Treasurer Everett Denning, Secretary Barbara Reeves, Education Chair, Dale Methven

Also in attendance: Mike Laferriere, New Field Trip Coordinator; John Rhyan, Membership Chair

Jim opened the meeting to discuss and vote on implementing the liability waiver for field trips and other offsite activities. He explained that the Community Association (CA) Insurance covers only on-site activities; however, the CA has prepared a liability waiver (CC 21) for clubs to use for off-site activities. If the Photography Club wants to change any wording in this waiver, it would have to hire an attorney to review it to make sure the Club is covered by that wording.

Discussion focused on what wording, if any, may need to be changed or added. No significant changes were proposed. Also discussed was the best process to use for getting members' signature on the waiver and for keeping the records. It was proposed that the CC21 be done as part of the new and renewing membership form electronically each year. In the interim, it was suggested that it become part of online field trip signup.

Dale moved and John seconded a motion to use the Community Association CC21 form as the Photography Club liability waiver, which will be signed by all future field trip participants and, in the future, by all new members and renewing members. The motion passed unanimously.

John Rhyan was asked to explore how the membership form, including the liability waiver, could be put online. It was suggested that all new and renewing members sign up online in the portal to eliminate the need for hard copy.

Mike raised the question whether the waiver needed to be specific for each field trip or general for the Photography Club. It was suggested that generic would be the best option so that once a person signs, it covers all future occasions. If a last-minute paper copy was signed, it should be sent to Jim.

Dale will contact Julia Parrish to let her know that Mike will be contacting her for help preparing the electronic field trip forms.

Discussion continued regarding options for long term storage. Rich de Asla manages a server in the Studio with large capacity, which may be able to be used to store forms

electronically. One Drive was also mentioned. John Burrack will explore options and report back.

Other Business

The Charter Club Showcase, a new event to be held May 12 from 10:00 a.m. – 2:00 p.m., is an opportunity for Clubs to demonstrate to residents what they do. Since the participation form needs to be turned in soon, Jim proposed that the Photography Club turn in something very general, which will allow more time to consider what the Club will do on that day.

There have been no volunteers to represent the Photography Club at the Earth Day event. The Club is still looking for a Competition Coordinator.

Everett Moved & Dale seconded that the meeting be adjourned. The meeting adjourned at 12:15 p.m.

Respectfully submitted,

Barbara Reeves, Secretary