

**BAYSHORE BEACH CLUB, INC.
BOARD OF DIRECTORS MEETING**

Saturday, July 16, 2022 Agenda

Quorum

		Attending	Absent
Kenn Apel, President	Division 1	_____	_____
Kate Guptill, Director	Division 1	_____	_____
Steve Sager, Director .	Division 3	_____	_____
Tom Hurt, Vice President	Division 4	_____	_____
Carolyn Gardner, Corporate Secretary	Division 5	_____	_____
Storr Nelson, Director	Division 5	_____	_____
Vivian Løjborg Mills, Director	Division 6	_____	_____
William Nightingale, Director	Division 7	_____	_____
Michael Vest, Director	Division 7	_____	_____

Approval of Minutes of June 18, 2022 Board Meeting

Good News

Reports

- A. Financial report:** Carolyn Gardner, Secretary/Treasurer;
- B. Facilities:** Bob Tunison, Facility Manager, **Report submitted**
- C. Accessibility Task Force:** Tom Hurt, Liaison: **Verbal Report**
- D. Committees**
 - a. Planning:** Michael Vest, Liaison; **Report Submitted**
 - b. Long Range Reserve & Physical Assets:** Tom Hurt, Liaison, **No Report**
 - c. Safety:** Chair Karen Fitzgerald, Steve Sager, Liaison; **Report Submitted**
 - d. Policies and Procedures:** Interim Chair Debbie White, Storr Nelson, Liaison; **Report Submitted**
 - e. Social:** Chair Roger Smith, Vivian Løjborg Mills, Liaison; **No Report**
 - f. Communications:** **Verbal Report (Breeze)**
 - g. Budget/Finance:** Chair Mary Lou Morris, Carolyn Gardner, Liaison; **No Report**
 - h. Canal:** Chair Karin Couch, William Nightingale, Liaison; **Report Submitted**
- E. Motion to accept all reports for minutes**

Unfinished Business

- A.** Reminder: signed ethical statements
- B.** Sand in south section of Oceania
- C.** Zoom
- D.** Accomplishments since last Board meeting
- E.** Update on capital projects
 - Mackey Park: tennis courts, playground set, drainage
 - Backyard patio rental

- Dike pass
 - Volunteers for non-discriminatory language changes in founding documents
- F. Bylaws Task Force

New Business

- A. How to contact the Board

Member Comments

Executive Session

Adjournment

Zoom Link:

<https://us06web.zoom.us/j/89226321405?pwd=MURkNUlpQ3dLNnBNXXk3S3dEUUY4Zz09>

Meeting ID: 892 2632 1405

Passcode: 424371

DATE: Saturday, July 16, 2022

TO: Bayshore Board of Directors

FROM: Bob Tunison, Facilities Manager

SUBJECT: July, 2022, Board Report (2nd Revision 7/9/2022)

*****ACTION ITEM (BOARD APPROVAL): REQUEST FOR POLICY & PROCEDURE AMENDMENT
LIMITING A VACATION RENTER OF A SINGLE PROPERTY TO A MAXIMUM OF 10 PERSONS ANY
GIVEN TIME WHEN USING THE BAYSHORE POOL**

Currently, Bayshore members are limited to a total of 10 swimmers on any given day when they wish to use the Bayshore pool. However and when vacation renters wish to use the pool, there is no stated limit in Bayshore's Policy and Procedures regarding the total number of swimmers that vacation renters can bring to the pool on any given visit. I am seeking board approval to add appropriate language to the Bayshore in order to limit the number of vacation renters to a maximum of 10 persons during any single visit to use the Bayshore pool. While this may, on the surface, seem to be a recommendation solely based on ensuring that both groups are limited to the same degree when visiting the pool. However and while the argument in favor of this proposal to amend Bayshore's Policy and Procedures could be supported by this "surface" reason alone, the proposal is being suggested on an additional and more practical basis.

The occasions on which vacation renters visit the pool with 10 or more persons in the group far outweighs the same scenario with member visits. Considering that our Policy and Procedures manual includes a provision to deny access to the pool when, in the opinion of the Pool Manager, the pool is overcrowded and temporarily denying access to the pool until some of the swimmers leave becomes a safety consideration. Both vacation renters as well as Members and their families are allowed to use the pool from 1:30 PM to 4:30 PM, seven-days-per-week. By far, this can be the most congested period during which large numbers of swimmers are in the pool at one time. Since members very seldom wish to use the pool with more than 4-5 members in their group, it is far more likely that admitting excessively large groups of vacation renters (greater than 10) will result in our members being the more likely group to be denied access to the pool for safety reasons specifically during the 1:30 PM to 4:30 PM swim period. In my opinion, this circumstance should be avoided whenever and wherever possible and the change in our Policies and Procedures manual being proposed would significantly contribute to that goal.

I would ask that the board approve of this change in Bayshore's Policies and Procedures by adding a statement in our manual of or similar to: *"Bayshore limits a vacation renter of a single*

Bayshore property to a maximum of 10 persons at any given time when using the Bayshore pool”.

*****ACTION ITEM (REQUEST BOARD’S DECISION ON MERIT’S OF SUGGESTED CHANGES)
REQUEST FOR CHANGE IN POLICIES AND PROCEDURES DEFINING CONDITIONS AND
PROCEDURES WHEN ISSUING A BAYSHORE YOUTH MEMBER CARD**

Bayshore currently has a policy for the issuance of a Bayshore "Youth Member Card" which, to my knowledge, was originally created in order to define procedures which can be followed in order to authorize use of the swimming pool/activity room by a family members at least 14-years of age but not yet 18-years old ***without requiring the presence of an adult***. Our "general" policy regarding use of the pool and activity room by children below the age of 18 is that they must be accompanied by an adult member (unless they have been issued a Youth Member Card). A further, more restrictive policy regarding age-restrictions for use of the activity room is that children under the age of 18 must be accompanied by an adult, but even when accompanied by an adult and in order to use the **pool table** or **exercise equipment**, they must be at least 18-years of age. The issue of the number of guests a youth card member holder is allowed is currently addressed in our Policy and Procedures manual. The manual states that a Youth Card member is limited to one guest any given time.

The current, P&P manual regarding issuance of a Youth Member Pass requires that the parent must request that a Youth Member Card be issued to their child and the card is then issued and given to the parent.

The suggestion I am making is that clarification of the wording in our P&P manual regarding the issuance of a Youth Member Pass should be done by editing the information in the current manual and, more importantly, that additions to that policy be made to include all of the requirements and procedures to follow regarding the card's issuance. Here is a very rough outline of what I think our P&P manual needs to state in order to bring the policy and procedures in line with the intent of providing these Youth Member Cards:

"A Youth Member Card may be issued to an immediate family member(s) of a Bayshore member in good standing who is at least 14-years of age and below the age 18 by following these procedures:

- 1. A Bayshore member who is the parent or another person who is the legal guardian must request a Youth Member Card **in person** at the Bayshore office.*
- 2. The adult member requesting a "Youth Member Card" must sign and date Bayshore's **"Authorization Request and Liability Waiver"** form which contains Bayshore's policies/rules regarding the issuance of a*

Youth Member Card to an immediate family member of the parent/legal guardian requesting the card.

3. *Once issued by office staff, the Youth Member Card does not need to be renewed as is the case with Bayshore member cards. However, a Youth Member Card will be considered invalid if, for any reason, the card of the member parent/guardian becomes invalid.*
4. *Holders of a Youth Member Card must abide by all of Bayshore's rules and regulations regarding the use of the Bayshore pool which are attached to and become part of this form. The youth member will sign and be given a copy of these rules which the parent/legal guardian acknowledges by affixing his name to the **"Authorization Request and Liability Waiver"** form.*

What I am attempting to propose is that we need to extend our current policy to include the use of a new form signed by the parent/guardian which serves to authorize Bayshore in **writing** to issue a youth card to their child and that this form also include a waiver of liability relieving Bayshore or at least acknowledging that the parent/legal guardian is aware that the responsibility and decision for allowing their child to swim at our pool (with specified rules/conditions including among them but not limited to the absence of life guards and the distinction of being allowed only one guest) is theirs and they have been informed of the risks they are taking in granting approval of the youth card. I strongly believe that, Bayshore is in immediate need of this **"Authorization Request and Liability Waiver"** form which, to my knowledge, has never been available (and may well have never existed) since my original hire date or prior to it.

Rather going into further detail and assuming that that the board understands my concern that this matter be addressed as soon as possible, I will refrain from going any further with my input regarding the particulars which I believe need to be included in the broad policy statement as well as inclusions within the authorization form I mentioned above. However, I do have further ideas regarding the important points that need to be addressed in both our policy statement and the form and intend to distribute a final recommendation to the board for their discussion and approval at the August board meeting. For now, I am simply asking the board whether or not they agree with the necessity that this policy change merits attention to the degree of warranting further work in order to present it to the board during the August board meeting for discussion/approval.

*****ACTION ITEM (REQUEST BOARD'S DECISION ON MERIT'S OF SUGGESTED CHANGES)
CONTINUE TO CHARGE \$8.00 TO VACATION RENTER'S WHO VISIT THE POOL BUT WHO DO NOT SWIM DURING THEIR VISIT**

Thus far this season, we have experienced an unusually large number of vacation renters challenging the need for them to pay for the use of the pool when they do not

intend to use the pool during their visit. Our Policies and Procedures states that vacation renters must pay a fee to use the pool even when they do not intend to swim during their visit. The number of vacation renters who asked this question of our pool attendants prompted me to bring this policy to the attention of the board in order to make them aware of this fact and in order to have the board review the matter and decide on whether they wanted to consider a change in this policy.

I believe that we should continue charging a fee to vacation renters regardless of whether they swim or not. One reason is that it would be extremely difficult (if not impossible) to keep track of which people sitting around the pool and who did not pay the fee (or even a reduced fee) are following through on not swimming. Many of the vacation renters using the pool, as an example, are primarily (if not exclusively) watching their children swim but still wear bathing suits which further complicates the pool attendant's ability to keep track of them let alone be able to identify them.

Another reason I support continuing to charge a fee to vacation renters not "intending" to swim during their stay is that whether or not they swim, they are still enjoying very pleasant surroundings which are expensive for us to provide and maintain.

Finally, and perhaps more significantly, the "non-swimmers" take up space in the limited number of chaise lounges and chairs provided on the pool deck and I do not think that it would be fair to have a member not be able to use the furniture if some of the swimmers did not pay for "use" of the pool which the members do through payment of their dues. As far as giving thought to reducing the amount paid by "non-swimmers", we have never, prior to this season, received significant or numerous objections to our current fees. Note should be taken that providing a setting for people to relax and enjoy their surroundings is not an inexpensive amenity. A great deal of time, energy, effort, and money has been spent by Bayshore members and staff to provide a relaxing setting which is worth the cost of admission in order to enjoy it for up to three hours per day by vacation renters whether or not they choose to swim.

I would ask that the board decide to continue charging a daily fee for "use" of the pool to vacation renters even when they decide not to swim during their visit.

POOL TRENDS:

The 2022 pool season is, thus far, revealing a dramatic increase in the use of the pool by children under the age of 14. From observation as well as speaking to new faces at the pool this season, it is obvious that there has been a significant increase in the number of new members with children under the age of 14. This trend was forecast as early as 2-3 years ago and is proving to be warranted based on results this season.

POOL MUSIC:

Based on the decisions reached at the June board meeting, we have activated our subscription to SiriusXM for the remainder of the pool season. We were able to re-activate our previous subscription at approximately half of the cost of the previous subscription. Bayshore will be paying \$10.03 per month for our Sirius XM subscription through the end of the pool season on Sunday, September 25th. I have spoken with the Social Committee and let them know that Bayshore can get another SiriusXM receiver (at no additional cost) so that music can be provided for outdoor events (such as the Meet 'N Greet event held behind the clubhouse on Saturday, June 25th) as well as their events held on the second floor of the clubhouse.

CHLORINATOR REPAIR/CHEMICAL CONTROLLER/HEATER REPAIR UPDATE:

As a follow-up to my June Board report, we have received and installed new pressure lines to the chlorinator which developed leaks shortly after the pool season began. Upon further inspection, all pressure lines were found to be losing strength and, consequently, all pressure lines were replaced in order to avoid additional leaks developing in the system.

The chemical controller which injects chlorine into the pool when needed and also controls the PH level of the pool water by periodically injecting small doses of muriatic acid into the pool water is now working. This system could not be used until the leak in the chlorinator pressure lines was repaired as described above.

A final update regarding the pool mentioned in the June board report is that the igniter and temperature sensor in our pool heater has not been replaced. In large part, this is due to the fact the during elapsed time since the heater was first torn down, the components cleaned, and minor adjustments were made, the heater has shown no signs of intermittent failure of either of these parts. However and due to the inspection of these parts at the time of the initial work being done, I do plan on replacing them prior to the beginning of the 2023 pool season.

The overall result of this inspection is that the heater is in very good condition and, barring any unexpected or unforeseeable failure of a major part, its life expectancy can be reasonable estimated at between 8-10 years into the future. This longer than expected life expectancy is primarily due to the heater having been maintained in excellent working order throughout the majority of its lifetime thus far.

UPDATE ON POOL PAINT CONDITION:

Our pool was painted approximately 4-years ago. At that time and as reflected in the recently submitted and approved Long Range Asset Planning report, the life expectancy of the painted surface of the pool was estimated to be 8-10 years. While this range was originally determined as an estimate of the maximum amount of time before painting was required and based on the current condition of the painted surface, I can reliably estimate that this range will probably be expanded or, at the very least, this range can be considered conservative. This is largely due to the result of the pool's mineral content not having been monitored and treated either during the pool season or during the period of time between seasons prior to repainting the pool 4-years ago. This is the main reason why the last repainting of the pool only lasted 4-years. Since repainting the pool, calcium has been added on a regular basis to reduce the mineral content of the water which, when not monitored and adjusted on a year-round basis, renders the water corrosive to the point of degrading the painted surface and drastically reducing the time elapsed between paint jobs. At a cost of \$22,000.00 to repaint the surface, the process of continual monitoring of the pool's calcium level on a year-round basis is of extreme importance.

*****ACTION ITEM (BOARD APPROVAL): EAVE REPAIR/FLAGPOLE REPAIR**

Updating the topic of the pending eave and flagpole repair as well as the re-stringing of the halyard rope, the contractor mentioned in the June board report (Blue Foot Painting) has given us a bid of between \$250.00 and \$300.00 to complete both items. Several boards in the roof eave just outside the main pool entrance came down during an early Spring storm. These boards need to be replaced, repainted, and sealed. Blue Foot Painting is the contractor who painted the eaves two years ago and who, at the time, submitted the most competitive bid and whose work was excellent. Since the eave repair will require the use of scaffolding, the contractor has included the cost of replacing the pulley, anchor, and halyard rope to his bid. The delay in replacing the flagpole rope has been due to refusals on the part of Spectrum, Fire Departments, contractors, and others who have the necessary equipment ("cherry-picker") to consider using their equipment to replace the rope for free or at an agreed price less than the only other alternative which is to rent a "cherry-picker" from Newport Rentals which would cost between \$350 and \$400. Since I have now received a firm bid range of \$250.00 - \$300.00 from the contractor, I would ask that board approve this project during the July meeting. If approved, the work will be completed no later than the end of July. **NOTE:** This bid includes repair and replacement only of the boards that fell from the eave. I have asked the contractor and will confirm myself whether or not there is further damage to the area on the eave where the present damage is located. **If this is the case, I will need to get a quote for the additional work and present to the board for, hopefully, their immediate approval since the contractor**

will need to erect the scaffolding and possibly move it in order to assess the additional damage.

CLUBHOUSE SEPTIC TANK:

The septic tank for the clubhouse was serviced on Thursday, July 7th. The septic tank was last serviced in the early summer of 2017 and has been scheduled to be serviced every four years. Although 4-years elapsed in the summer of last year, the servicing was delayed one year due to the pool and (largely) the clubhouse being closed during 2020 due to the Covid-19 epidemic. The cost of the service is approximately \$490.00 and will be billed directly to our office.

*****ACTION ITEM: (BOARD NOTIFICATION/APPROVAL) PURCHASE/INSTALLATION OF DISHWASHERS AND DISPOSAL**

Following approval during the June board meeting of the purchase of a dishwasher for the manager's apartment and being aware that the approved Long Range Asset Plan (LRAP) had been approved and included the purchase and installation of a dishwasher and disposal for the 2nd floor kitchen, I decided to look into quotes for the purchase of both dishwashers and one disposal in a single order in hopes of capitalizing on savings for both the purchase of the appliances, the delivery of those appliances, and (possibly) the installation of these appliances. Note should be taken that the amount approved by the board during the June board meeting for the purchase, installation, and removal of the manager's apartment dishwasher was \$680.00 and that the amount budgeted in the LRAP approved report for the replacement/installation/removal during the current fiscal year of the kitchen dishwasher and disposal was \$1,100.00. Bearing in mind that these items total \$1,780.00 and with the approval from the President in conjunction with other board members being informed about/voting on this approach, the appliances were purchased including the installation and removal of the two dishwashers (not including installation of the disposal) for a combined cost of \$1,496.98. The breakdown between the total price for the kitchen and manager's apartment is \$898.98 for the kitchen and \$598.00, respectively. Although the kitchen breakdown above does not include the installation of the disposal, the plumber who will be doing the repair on the kitchen leak (see next report item) will be installing the dishwasher with a maximum quote of \$149.00 for doing so which, when added to the appliances cost for the dishwasher and disposal of \$898.98, still places the total cost for the kitchen (\$ 1047.98) under the budget amount approved in the LRAP approved plan of \$1,100.00. The installation of both dishwashers has been completed.

*****ACTION ITEM (BOARD APPROVAL): LEAK IN 2ND FLOOR CLUBHOUSE KITCHEN**

Recently, a water leak was observed on the cedar shingles on the exterior, north wall of the clubhouse, below the steps to the balcony, and about 4-feet above ground level. After investigating the severity of the leak, Newport Plumbing was contacted for the repairs. With a good idea of where the leak was located, we cut an inspection hole in the north wall of the women's locker room at ceiling level as well as one in the cabinet directly below the double sink in the clubhouse kitchen, visually inspected as well as inspected the drain pipe located in the exterior wall behind and below the kitchen sink with a video camera and located the leak. Unfortunately, the leak was located at the site of a repair done by my predecessor which was done incorrectly causing the leak to occur a second time.

In order to repair the leak, the plumber has taken the video of the leak back to Newport Plumbing in order to get the parts together which will be needed to repair the drain pipe properly. At the present time, the repair is expected to be completed no later than Friday, July 15th. Although plumbing contractors do not normally submit single-quote bids for projects other than new home construction, I have requested one from Newport Plumbing and will advise the board accordingly. In the meantime, I am estimating that the entire cost of the repair will be in the \$600.00 to \$700.00 range. Currently, the water to the faucets and dishwasher have been turned off and the electricity to the dishwasher and disposal have been disconnected while the cabinet doors have been left open to air out a minimum amount of remaining moisture as a result of the leak. Due to a recent email problem, I have been unable to broadcast an email to all members to notify them of the sink, dishwasher, and disposal not being in working order but will do so as soon as the problem is fixed. I have also been and will continue updating Carolyn Gardner regarding the status of the repair and will be forwarding pictures of the damages as well as the final invoices to her so that she is able to forward a complete picture of the leak and repair to our insurance carrier for possible coverage of some/all of these costs.

Planning Committee Report to the Board of Directors, July 6, 2022

- 1) Date report submitted: July 6, 2022. Report covers June 10 – July 5, 2022
- 2) Planning Committee Membership Update
 - a) Planning Committee has changed our meeting day/time **to Tuesdays from 9-11AM in the office**
 - b) The committee has met each week except for Tuesday, June 28 due to illness & travel of some committee members.
 - c) PC members continue to invite people to serve with them on the Planning Committee.
- 3) Since last report:
 - a) PC is continuing to clean up Construction/Violations Log and committee email inbox.
 - b) New Construction:
 - i) New Construction approved
 - ii) Manufactured Home approved
 - c) Projects: (approved /submitted)
 - i) Fence - 2/2
 - ii) Painting - 4/5
 - iii) Sunroom - 1/1
 - iv) Siding - 1/1
 - v) Concrete driveway - 1/1
 - d) Permits:
 - i) RV - 2
 - ii) Boat - 4 (3 contingent on payment)
 - e) Complaints filed:
 - i) Trees - 2
 - ii) RV - 1
 - iii) Dog - 1
 - iv) Unapproved grading - 2
 - f) Complaint Letters
 - i) Informational - 3
 - g) Complaints Resolved
 - i) Trees -
 - ii) Boat -
 - iii) RV -
 - h) Other:
 - i) Reviewed several member concerns about 1714 NW Oceania about height of new construction. Determined construction meets height requirements.
 - ii) Sent informational letters for both 1601 NW Bayshore Drive and 2506 NW Mokmak Lake to address multiple complaints from members for both lots.

Bayshore Safety Committee Meeting Minutes 6-28-2022 1:30 pm

Attendance: Karen Fitzgerald, Chair, Steve Sager, BOD liaison, Jesse Peters

Karen reported that she and her husband Stephen assembled and installed the three metal shelving units in the emergency cache on Saturday. All emergency supplies were removed from cardboard boxes and placed in Rubbermaid containers. Supplies were also organized on the placed on the shelving units.

Karen also reported that the Bayshore office had received an email communication from Skip Smith, a Board member of the Seal Rock Fire District. Karen had responded to Skip via email and phone. Skip had stated the Fire District was working on volunteer recruitment, and he would be sending additional information to the Safety committee regarding their request.

The committee discussed a date to open the emergency cache for Bayshore residents to review or modify their personal supplies. It was agreed to notify residents that the cache would be open on Saturday, July 16th, following the Board of Directors meeting from 3:30 – 4:30 pm. The members of the Safety Committee will be present during this time. Residents will be reminded about tote specifications and agreement.

Steve Sager reviewed some of the topics discussed at the last Board of Directors meeting with the committee.

Action Items:

- Steve, Karen and Jesse to open the emergency cache on Saturday, July 16th, following the Board of Directors meeting at 3:30 pm.

Respectfully submitted,

Karen Fitzgerald

The report is a compilation of the meeting held June 15, 2022, along with interactions over the following weeks before submitting report for the BOD meeting July 16, 2022. Respectfully submitted by Debbie White, Interim Chair

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Duties and Responsibilities of the P&P committee is to address requirements for managing the affairs of the HOA. The committee or any member can bring revisions of the Policies and Procedures, to the BOD, to be approved or revised & resubmitted. Revisions cannot conflict with ORS, nor with Bayshore's governing documents.

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Meeting for June 15, 2022. Attendance: Storr Nelson (Board Liaison), Elaine Ferguson (Chair), Kathi Lenz, Debbie White (Interim Chair), Jennifer Berry (Excused), Dwayne Hayden (Invited Guest – Chair of Nomination Committee), Carrie Davis (Invited Guest - Chair of Elections Committee – Unable to attend)

Old Business:

Received a briefing from Dwayne Hayden, Chair of Nominating Committee, regarding the revised policy.

Discussion took place with several conclusions for edits... (Dwayne was thanked and excused)

- 1 – The entire process needs to start one month earlier
- 2 – All members of the committee should be voting members
- 3 - Member list kept up-to-date, and formatted for ease of sending informational post-card
- 4 – Change due date for the intent to run for the BOD – to the last Friday in March by noon.
- 5 – Hold a candidate fair or informational Zoom meeting

New Business:

Discussion on need for more committee members. Four people are interested w/two placing their name for BOD consideration.

Discussion on the Bylaws Task-force. There is interest from 7 Bayshore members. A board liaison for the task-force was approved prior to BOD working meeting. (Will the liaison be in addition to or part of the five?)

On-going:

Finalize edits for both Nominations and Elections Committees

Clean-up finish cleaning up the committee sections – (teams w/new members)

Begin work on the BOD sections – (teams w/new members)

Research into bids/vendor process

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**Other issues still being processed**

- Modify the form for clubhouse rental form to fit the rental of the backyard
  - Political signs (what went to members, what is in Articles of Incorporation, and other municipalities BOD used for wording last year)
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**Election Committee debrief from Kenn Apel, BOD liaison of the Election Committee**

- 1 – The new process worked well with detailed instructions
- 2 – Everything is locked up for the year
- 3 – Documents/templates saved for each year, so the next committee does not need to reinvent
- 4 – Use the Nomination Committee as the observers (already volunteering vs. finding more)
- 5 – A few minimal tweaks in the language
- 6 – Address the language for proxies (elections and general voting)
- 7 – Address the confusion with ballots vs. proxies (language and templates)

# Canal Committee Report

Submitted for July 2022 BOD Meeting

A couple members will be photographing the canal erosion along the shoreline. They will not be taking pictures of any houses or people.

We hope to be done by the end of August.

We would like to remind people they cannot dump their yard debris into the canal.

Karin L Couch  
Canal Chairman