



PANAMA CANAL SOCIETY  
EXECUTIVE BOARD MEETING MINUTES  
Aging Solutions, 19001 Sunlake Blvd., Lutz, FL 33558  
April 16, 2016

Meeting called to order at 9:35 a.m. by Mike Coffey (President).

**Attendees:**

Kathy Malin (2<sup>nd</sup> Vice President), Noreen Hanson (Treasurer), Kelly Parthenais (Director), Mike Young (Director), Bill McLaughlin (Historian & Past President), Jacque Vowell (Editor), and Cheryl Williams (Office Manager).

**Telephone Attendees:**

Shirley Avery (1<sup>st</sup> Vice President), Tom Wilder (Past President), Ray Husum (Director–At-Large), and Brittney Wilder (Director)

**Absent:** Patrick Smith (Sergeant of Arms)

**Location:** Aging Solutions, 19001 Sunlake Blvd., Lutz, FL 33558

The board meeting started off asking the board to review the minutes from the last Executive board meeting. Tom Wilder motioned to approve the minutes and Kathy Malin seconded the motion, the minutes were approved by all board members present.

**Old Business:**

Reunion:

**Bags:** Bill displayed the bags that Varella sent as samples for the 2016 Reunion. The board chose the yellow bag, and a discussion was made about the color of ink to be used. Noreen motioned to ask Varella to use dark navy ink on the bags and Kathy seconded the motion and the motion was approved. They will print 1200 bags for us.

**Pool Party:** Howler Monkey Hot Sauce- Tom Ellis & Conan Herring will contribute \$750.00 towards the pool party cost. Canal Life – Shawn Coffey also agreed to contribute \$750.00 towards the pool party. Noreen motioned to approve Canal Life, Howler Monkey Hot Sauce & Varella as sponsors for the 2016 Reunion, Shirley seconded the motion and it was approved by all.

Mike Young stated that last year we did not have enough kegs at the Pool Party. The discussed this matter and Kathy Malin motioned that the Society spend a \$100.00 to total \$1600.00 (sponsors) to purchase 8 kegs for the Pool Party for the 2016 Reunion and Mikey Young seconded the motion.

**Key Board Specialties:** by not having 2 bands play, one for Friday and one for Saturday dances we are able to save approximately \$3,500.00. The cost will be \$13,388.00 for audio, \$2150 for equipment rental = \$15,544.00 which is approx. a \$3,500.00 savings from last year.

**Security:** Our Security contracts are completed.

**Name Badges:** We are using the left over plastic name holders from previous years, so we only had to order the card stock for the name badges. This saves the society around \$500.00 plus this year.

**Thursday Night Dance:** Will be sponsored by the BHS/81 headed by Kelly Fenton and they will have a local Zonian as the DJ. Jacque will promote this event in the June issue of the *Canal Record*. Tom will post the Thursday night event on Face Book and we encourage everyone to share this with your friends.

**Floor Plan:** Bill has a new floor plan and Schedule of events.

**Volunteers:** Each Chairperson needs to get their list of volunteers for their event to Cheryl by May 31<sup>st</sup>. She will send a reminder notice to everyone the week before.

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**Reporters Luncheon:** Jacque asked about the Reporter's Luncheon and a short discussion took place and Kathy motioned to continue the Reporters Luncheon on the same day and same time, Noreen seconded the motion and everyone approved.

**Catering:** Bill announced that we have a new person in charge of catering, and we are anticipating that everything will run as smooth as always.

**Young Adult Social:** It was decided not to hold the Young Adult Social this year due to poor attendance. This event maybe addressed again in the future.

**Vendors:** We would like to get feedback from our vendors on how well they do at the reunion. We would like to use this information to promote other vendors from the US and Panama to join us and add a larger variety of items to offer our members.

**Hotel:** Betty reported to Bill that we have a gate way coming up on May 15<sup>th</sup>, at this point we must decide to give up a percentage of rooms or keep them. If we keep them and they do not sell the Society is responsible for those rooms. A discussion was made and Noreen motioned approval to exercise up to 10% at the May 15<sup>th</sup> gateway and Kelly seconded the motion. Tom will encourage people on Face Book to sign up as soon as possible. The hotel cost for normal customers is \$189.00 plus taxes and fees which brings it to more than \$200.00 per night, our members are enjoying a substantial savings through the Society. Betty is still looking at properties for 2020 and beyond that can accommodate us. The board is open to an overflow 2<sup>nd</sup> hotel with in walking distance or shuttle in the Tampa Waterside area.

**Golf:** We need 60 players to play the downfall – 48. With 60 we have the course to ourselves and with 48 we would have to share the course. We have an extension until next Friday, April 22, 2016 to pay our \$500.00 deposit. If we cancel the tournament on or before May 6, 2016 there is a \$1,350.00 fine, from May 7, 2016 until July 7, 2016 there is a \$2,700.00 fine. The deadline printed in the yellow pages is June 10, 2016. Golf will have an earlier deadline in the future. We need to include the golf chairpersons in reviewing the golf contract next year.

A break was called at 11:05 until 11:20.

**Golf Continued:** A discussion was made with the pros and cons of keeping the golf tournament. Mike asked for a vote to cancel. A majority of the board decided to cancel so the golf tournament will be officially canceled. Mike will write a letter to inform the 28 members who have signed up thus far that the tournament and golf luncheon is canceled and will we accompany the letter with a refund check. If the members would like to play golf they can contact Betty LeDoux to set up something up for them.

We would like to recognize Margot Jordan for her 21 years as Golf Chairperson with a Distinguished Service Award. The Distinguished Service Award needs to be voted on at the Annual Business Meeting. We will publish an announcement for it in the June Record, and vote on it at the ABM. Mike asked Patrick for ideas for a gift for his mother and a discussion was made. Kelly motioned to give Margot a \$200.00 Gift card for a family dinner at a restaurant suggested by Patrick.

**Conference Call to Revisit Golf Tournament:** Held April 20, 2016 at 7:00p.m.

Attendance: Mike Coffey, Shirley Avery, Kathy Malin, Noreen Hanson, Tom Wilder, Brittney Wilder, Ray Husum, Bill McLaughlin, Richard Grimison, Kelly Parthenais and Cheryl Williams.

Mike thanked everyone for getting together this evening. He wanted to get back with the board after talking to Katie Beattie and Patrick Smith. There were many important factors that were taken in to consideration on Saturday. We have until this Friday, April 22, 2016 to cancel with the hotel. Mike asked Cheryl for a current

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count. We have 31 paid members and one member who will be paying tomorrow for a birthday for her brother. A total of 32 golfers. Mike sent the agreement with the Omni hotel to everyone to review. According to the contract we must have a minimum of 48 golfers to have the tournament. We have our deadline in the yellow pages as June 10<sup>th</sup>, based on Mike's feedback from Katie there are quite a few golfers that want to play but have not yet signed up. Tim Corrigan's group expressed their disappointment at canceling the tournament so early. Mike expressed his concern about how this will look to the members that Margot is not doing the GT this year and it looks like we didn't have an effective hand off to the new Chairs and could create a negative impression to our membership. If we do not get 48 golfers to attend, we will be responsible for the cost of difference from our number to 48. Margot told Patrick Smith that the golfers always wait until the last minute to register. That this has been the practice for many years. Kathy motioned to keep the tournament and pay the \$500 deposit. Another discussion was made. Kelly said she would tell the class reunion coordinators to encourage their classmates to play golf and sign up as soon as possible. We need to get more of the younger group involved. Mike asked Cheryl to contact John Hern tomorrow and ask him to notify his group to sign up and help recruit more golfers. (Katie had already asked him to do it today, so there was no need to call him.) Further discussion was made and Tom motioned that we entertain to keep the golf tournament as written in this contract and move forward with it and hope that the chairs will get on the phone and get our 48 minimum golfers. Kelly seconded the motion and the majority of the board agreed. It was requested that Cheryl keep the board up to date with the golf count. Mike will sign the contract and send it to Cheryl and she can call the hotel with the credit card to meet the April 22, 2016 deadline.

**Mini Reunions:** Kelly nothing new to update. Kelly will send an email blast to the mini reunions regarding hotel reservations that the May 1<sup>st</sup> is the deadline, and that BHS/81 is sponsoring the Thursday Night Party.

**Registration:** Noreen would like to add a registration cut off next year. We need preregistration deadline date for printing badges before we go to the reunion. We need more time on the front end to print the badges and organize the tickets in the envelopes to have everything ready for Registration on Wednesday of the Reunion. The cutoff date for preregistration will be June 1st.

**September Event:** We would like to change our venue from Rick's on the River. They have changed management and not amendable to the way we want to hold our event. Noreen has found The Beach and they have offered us a discount on rooms and a room to have our event. There is no rental fee for the room and there is a minimum for food and Beverage of \$2250.00. We are looking at approximately \$3,000.00 for the event. We were thinking about allotting around \$1,000.00 for appetizers. The hotel has blocked September 17, 2016 for us. We will have raffles and a 50/50 drawing to help with the cost. The board decided to call it the Causeway Party. Noreen will write up a flyer with instructions for the room block and \$10.00 preregistration fee. Kathy motioned that we have The Causeway party at the new venue The Beach on Sept. 17, 2016 and supply a deposit of \$500.00 and up to spending \$3000.00 Kelly seconded the motion.

**Carnavalito:** A debrief on Carnavalito will be held at our next meeting when Richard can be present, as he has several suggestions and ideas.

**Treasurers Report:** The balance sheet is cleaned up. Everything will stay on here except the portion of 2016 Governor's Club revenue which will be moved to the P&L on Jan. 1<sup>st</sup>. The P & L as it stand: we are at \$17,434.04 for 2015 which is net income. We are back on track as far as recording expenses in the proper year and recurring revenues in the proper year. The financials are ready to turn into our accountants for tax purposes. There may be some slight changes because of depreciation that is being kept up by them. If there are any other corrections they will call and let us know. Check detail was presented to the board, Kathy motioned to pay the bills and Kelly seconded the motion and everyone present approved.

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**New Business:**

**Copier/Printer:** Cheryl talked to Xenia and had a technician come out to service the machine. He found several pieces broken, he was under the impression his company did not move the machine. Cheryl showed him an email order that proved they did. He took pictures and will have Xenia call us back with their decision on what to do.

**Data Base:** A discussion was made on when to start the new data base. It was decided that a sub-committee will review a tutorial for the data base with James Beattie and then present their findings to the board. This will stay on the agenda for the next meeting. We need a transition line. Will ask James to make a presentation to the board at the August Executive board meeting.

**Logo for next year:** We need to start thinking of Logo's for next year's 85<sup>th</sup> anniversary. There was a nice quote from last year's survey from one of our members. The question was "Why Current PCS Members Joined?" *"Believe in the future to remember the past"*. We will continue to add suggestions and vote on one at a later date.

**Museum/PCS:** We would like to increase our partnership with the Museum by possibly adding a link to sign up for Friends of the Museum membership to our web site. We will have to look into this to see how it can be done. We talk about this at our Annual Business Meeting.

**Donation:** We received a donation of Panama baskets, chakiras and molas from a member.

The meeting was adjourned at 12:40 p.m.

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**Office Manager Cheryl Williams**

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**President Mike Coffey**