



PANAMA CANAL SOCIETY  
EXECUTIVE BOARD MEETING  
MINUTES – June 11, 2016

Meeting called to order at 9:30 a.m. by Mike Coffey (President).

**Attendees:**

Shirley Avery (1<sup>st</sup> Vice President), Kathy Malin (2<sup>nd</sup> Vice President), Noreen Hanson (Treasurer), Kelly Parthenais (Director), Mike Young (Director), Brittney Wilder (Director), Patrick Smith (Sergeant of Arms), Tom Wilder (Past President), Bill McLaughlin (Historian & Past President), Jacque Vowell (Editor), and Cheryl Williams (Office Manager).

**Guests:** James & Katie Beattie

**Telephone Attendees:**

Ray Husum (Director–At-Large),

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

Mike welcomed the board and guests to the pre 84th Annual Reunion executive board meeting and thanked everyone for attending. He invited Katie Beattie to speak first.

**Golf:**

Katie announced we have 57 golfers registered and gave a brief update on the tournament plans and prizes. Katie has worked with Lego Land in the past and she talked them about offering a discount to Lego Land and Merlin Enterprises for the Society members throughout the year. We can add a link to our web site for members to click on to take advantage of the discount. Mike asked for a motion to partner with Lego Land and Merlin Enterprises, Tom motioned, Shirley second, and was approved by all. Mike stated Betty will supply water for 70 people.

**Database:**

Mike introduced James and thanked him for putting in over 250 hours so far working on our database. He has written an entirely new program for our access database. We are currently using Access 2003 and will be changing to Access 2013. James took the floor and provided an overview of changes to the database. During the discussion Noreen requested adding a refund button for the Reunion portion and a drop-down menu to add guest staying in the rooms. We will assign a beta testing group to work with James once he has finalized his work. The goal is to use this new database by the end of 2016 and moving forward.

Mike thanked Katie and James for their updates.

**Minutes:**

Mike asked if there were any corrections to the minutes, Noreen had a few corrections and they were corrected. Mike requested approval of the April 16, 2016 Executive Board minutes. Tom motioned, Shirley second, and was approved by all.

**Expenditures:**

There were errors noted in the check detail and a vote was tabled until the detail could be corrected. Expenditures will be circulated via email for a vote once the corrections have been made.

**Membership:**

There were 4 new members to vote on and the board voted them all in.

**Reunion:**

Mike gave a brief update from Betty LeDoux regarding hotel reservations. If anyone at the reunion has a hotel issue, the board was advised not to get involved. Betty or Nancy will be stationed at a table near the hotel registration/lobby area to handle all hotel issues. They will be stationed there Wednesday thru Friday.

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Registration is now closed so anyone getting a room from a cancellation will have to register at the reunion in order to receive our discounted rate for the hotel. Noreen will have a list of these people at the registration desk. Hospitality suites have all been assigned. We have more 3 bay suites and all are filled this year. Betty will supply all the board members with contact information, so we can communicate during the reunion.

**Registration:**

Noreen & Kathy reported on registration. All the registrations are in the database. All the registrations that have been input on or before May 20<sup>th</sup> have been checked. Cheryl and Kathy will work Sunday and check the final group. The name badges will be printed, and Noreen will run the report to print the envelope labels for the tickets. She hopes to have this all completed by Sunday, June 18, 2016. Kathy and Noreen stated they could still use a few more volunteers at the registration area. They usually get several on site. Kathy requested extra volunteer letters and gifts to cover this group. It was suggested to put an announcement and link on Facebook for volunteers. Kelly will help Noreen set this up.

**Information Desk:**

Cheryl showed everyone a picture of what was ordered for the Volunteer gifts this year. The count was completed for the class for holding a mini reunion and having the most Governors Club members. The class of CHS 1961 had 18 GC members. Every class holding a mini reunion had governor's club representation. We are pleased that more classmates are supporting us every year in lieu of once every 5 years.

**Annual Meeting:**

Tom and his committee will count the votes and announce the new board at the annual meeting. Mike will take care of purchasing Margot Jordan's gift certificate. Bill printed the certificates and will buy the frames for them.

**Annual Luncheon:**

We will use one projector and screen this year. We will use the society's projector and Mike will bring his personal projector as a backup. Kathy Wilder is working on the seating chart. George's prints arrived, and we will pass them out at the door as members enter the luncheon. We have 40 tables for 10 at the current moment. Mike will get a gift for George.

**Ticket Sales:**

Brittney & Patrick are all set for the reunion.

**Vendors:**

We have 36 vendors, up from 30 last year. Richard Grimison will bring a cayuco, and it was decided to display it in the vendor room.

Each vendor will be notified, and a sticker will be put on our gift certificates that they must be redeemed at the reunion. If they fail to do so they will be void and not refunded at a later date.

Mike talked to the board regarding a person wanting to be a vendor and joining the reunion as an associate member. Cheryl has not received an application from this person as of this moment. He/she has had ample time to submit this. Due to missing the cut off dates he/she will have to wait until next year to be a vendor if they are approved as a member.

**Photography:**

David Wright will not be able to attend the reunion this year. Bill had asked David to recommend someone, but he hasn't gotten back to him. Betty and Mike had discussed using members with high-end cameras to take pictures so that we have enough pictures for the October issue. Catherine Husum and K Boy Richey were brought up as possible photographers to ask about doing this. David sent out an email to the classes a few weeks ago for them to schedule their pictures. It was discussed that our members and board that have high-end cameras take pictures at the different events they are attending. Katie can take pictures of golf with Cheryl's camera. We will have to assign people to cover each event. Betty or Mike can take pictures at a designated time frame and he can email the pictures to the class coordinator and they can take it from there. Kelly will reach out to David and then the classes to figure out a schedule. Mike would like a window of an hour or hour and a half to do all the class pictures.

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Brittney brought up the Society purchasing a camera to use for the events. The board decided to table this idea for now. This could be a subcommittee of the reunion with possible printing to offer our members.

**Bingo:**

Bingo is good to go. Tom purchased supplies: new cards, daubers and table clothes. Prizes will be pulled out from the vendor donations a few that we have here at the office.

**Dances:**

Jacque reported she is ready. Coloring books have been ordered and will be delivered to her house. The Reporters luncheon will be attended by only 4 people, so it was decided not to reserve a room. Jacque will reserve a table for 4 in one of the restaurants.

**Afterhours Dance:**

Shirley has her crew ready.

**Security:**

Bill stated security is all set.

**Class Mini Reunions:**

Kelly announced we have 13 events going on. She talked to Kena at the Rosen Shingle regarding menus and plans. The Murga will start at the BHS/81 suite, starting at 9:30 and end up at the Hall in front of the Ballroom. The Murga band will then move into the ballroom. Members and guest must have tickets in order to enter the Panazonian Dance.

**Despedida:**

Raymond stated everything is ready to go.

**Cultural Seminar:**

Kathy reported that Lila would like to come by the office next week to check out the projector for her presentation. Posters are printed and will place around to advertise her event. Kathy also discussed possible dates for the Gainesville Luncheon. During the date discussion it was brought up if the Society would donate a display, and it was decided that this would be brought up at the Annual Meeting for a member vote.

We also need to start thinking of a Cultural Speaker and Luncheon Speaker for next year.

**Corporate Sponsors:**

We have several new sponsors this year.

**Decorations:**

Bill reported decorations are all set.

**Pool Party:**

Mike Young has his volunteers and is ready for the pool party.

**Zonie Schedule:**

Brittney will do random appearances, the Murga and Despedida.

**The meeting was paused at 12:15 for lunch and restarted at 12:45.**

**Trailer:**

Mike announced that Tom's trailer is not available this year to use for transporting all the Society supplies to the Reunion. Different scenarios were discussed, and it was decided:

Each committee would take their own supplies and a few board members volunteered their cars.

Mike Young will check with Timmy Corrigan to see if there is an option to use his trailer and have Patrick Smith pull it with his truck.

We could also rent a U-Haul as an option.

**Other reunion:**

Pre-purchase of drink tickets will be printed and put into a bag and we will place the signs in the acrylic frames.

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Bill had posters printed with the sponsors on them. It was decided that Bill would print tent signs to put on each sponsor's vendor table that stated their sponsor level.

Annual Meeting is in the Butler room this year on the bottom floor.

It was decided to order Volunteer, Vendor, and Governor's Club ribbons.

The board agreed to pay for Bill's scooter for the Reunion.

**Annual Picnic:**

Kelly reported the picnic was a huge success, with a large turnout. The egg toss was a huge success and it was decided to add more games like we used to do at the Elk's picnic in Summit. We had enough food. Mike thanked Mike Young for doing all the cooking and Kelly for organizing. We need to start thinking of next year's picnic. It was suggested the 6<sup>th</sup> or the 20<sup>th</sup> of May. The actual date will be tabled until our next meeting.

**Causeway Party:**

Noreen reported we have 20 rooms blocked for our members if anyone wants to stay the night. The cost will be city side \$99.00 + tax, and bay side \$109.00 + tax. The regular rates are 185 to 200+. We will raffle off a large Al Sprague print. This will be a preregistration event.

**South Florida Picnic:**

Kathy reported the date is set for October 15, 2016. We have rented the same picnic pavilion.

**Space Coast Picnic:**

The date is set for the first Saturday of November. (November 4, 2016) The site will be announced at a later date.

**Christmas Luncheon:**

Kelly reported the luncheon will be held at the St. Petersburg Yacht Club. Kelly suggested having a few vendors to offer merchandise to the members to purchase for gifts. We also suggested a 50/50 and having a Santa for the children attending. Each parent will be able to bring a gift for their child for Santa to hand out. Kelly will look into the cost of a Santa Suit or renting one. The board decided to hand pick local vendors to invite to this event.

**New Business:**

Lori Snow asked permission to sell tickets for a raffle at her table in the vendor's room to raise money for a new Organ for the Balboa Union Church. Tom motioned to allow this, Shirley seconded, and motion was approved by all.

**Membership & Governor's Club request:**

A member would like to cancel their membership due to their age. She is a seventy-five-year-old who is taking care of her ninety-five year old father and neither are in good health. We do not refund for membership Mike will call them and follow up with this matter.

**Copier Service:**

Mike asked everyone to review the points that Xenia sent in an email. We paid to have the printer to and from the storage unit. It is thousands of dollars to have the old one fixed. They are not claiming culpability. They have our old copier and we are using a loner unit now. When the printer was delivered, it could not be hooked up and the mover said he was going to notify a technician to come by and look at it. Cheryl waited for 3 separate appointments set by the company and no one ever showed up. Mike will call them and talk to the company.

**Treasurer Report:**

Noreen reported that the 2015, 990 Tax Return was completed and filed. She will start working on 2016 financials and 2017 budget.

No new board updates and the meeting adjourned at 1:50p.m. Tom motioned to adjourn, and Kathy seconded the motion.

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Cheryl Williams Office Manager/Secretary

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Mike Coffey/President