



PANAMA CANAL SOCIETY  
EXECUTIVE BOARD MEETING  
MINUTES – October 29, 2016  
Society Office, 19001 Sunlake Blvd., Lutz FL 33558

Meeting called to order at 9:33 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), James Beattie (Sergeant of Arms), Lee Bentley (By Laws Chairman), Bill McLaughlin (Historian), Jacque Vowell (Editor), and Cheryl Williams (Office Manager).

**Telephone Attendees:**

Tom Wilder (Immediate Past President), Kelly Parthenais (2<sup>nd</sup> Vice President), Ray Husum (Director-At-Large), Brittney Wilder (Director), Jacque Vowell (Editor) and Richard Grimison (Chaplin)

**Absent:** Patrick Smith (Director)

**Guest:** Betty LeDoux

**Location:** Society Office, 19001 Sunlake Blvd., Lutz, FL 33558

Mike welcomed the board to the meeting and asked if everyone had reviewed the minutes from the August 20, 2016 meeting. Shirley made a motion to approve the August minutes, seconded by Noreen, Motion carried.

The September 17, 2017 meeting minutes were reviewed. After making a couple edits made by Noreen, Kathy made a motion to approve the minutes as revised, seconded by Shirley, Motion carried.

**Membership:**

The two (2) new member applications were reviewed and upon Motion by Noreen, and seconded by Kathy, were unanimously approved by the Board.

**Expenditures:**

The check detail report for the period through October 28, 2016 was reviewed. Kathy made a motion to pay the bills, seconded by Shirley, motion carried.

**Hotel Options for future reunions:**

Mike asked Betty to report on hotels for 2020 and beyond. Betty shared a spread sheet with price points and amenities/concessions offered by several hotels. A lengthy discussion by the board ensued regarding the Caribe Royale and Rosen Shingle Creek proposals. Betty stated we would be the only group at Caribe, which was a positive point. Betty will try to renegotiate a couple of items, including the hotel providing complimentary continental breakfast to include a hot breakfast sandwich, to the Caribe's agreement. Mike asked if anyone opposed going to Caribe as our first option. It was unanimous that Caribe to be our first choice and Rosen Shingle Creek be our second choice. Noreen made a motion that Betty renegotiate with Caribe for the 2020-2021 with the items she stipulated to move forward with the contract. If the Caribe does not agree, then we will go back to the Rosen Shingle Creek for 2020 -2021, seconded by Shirley, motion carried.

Assuming we get Caribe for 2020-2021, Mike asked for a motion to return to Rosen Shingle Creek for 2022-2023 so that Betty will have the authority to move forward with a contract and negotiate under these terms. Kathy motioned to return to the Rosen Shingle Creek, Shirley seconded the motion and board unanimously agreed.

A decision for 2024- 2025 was tabled at this time.

**Carnavalito:**

Betty provided a copy of the proposed menu to the Board with the request that we decide what menu options we would offer to the members for Carnavalito dinner.

The board agreed on a menu of:

1<sup>st</sup> Course: Garden Salad

2<sup>nd</sup> Course -Choice of:

Petite Medallions of Beef

Broiled Teriyaki Chicken Breast

Roasted Vegetable Pasta

3<sup>rd</sup> Course: New York Style Cheesecake

The price will remain at a \$40.00 per person.

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**Reunion:**

**Golf Tournament:**

Betty advised the Board that the contract that we have with the World Center was done several years ago, and provides for a 3% increase per year for the golf tournament and luncheon. Following Board discussion, it was decided to increase the price of golf to cover the fees and prizes to \$90.00 per person. There will be an increase in the Buffet Luncheon to \$35.00 for those not golfing but who want to attend the Golf Luncheon.

**Reunion Dances:**

After discussion by the Board, the following decisions were made regarding the Reunion Dances:

- We will resume the afterhours DJ music for Friday and Saturday from 11:00 P.M to 3:00 A.M.
- The Saturday Night Ball will be from 8:30 P.M. to 2:00 A.M., with Frankie Pretto starting the music at 9:00 P.M.
- The Murga will start at 8:30 P.M. to 9:00 P.M.
- Bill will talk with Sentimento about the Murgas and that the classes will not be allowed to hire them on Saturday night.
- A Rock and Roll band will be hired for the Friday night dance.
- The Marriott Hospitality suites are located on the same floor as the guest rooms. Mike asked Kelly to relay this to the Class Reunion organizers. They will not be able to host DJ's or bands in the Suites and cannot be too loud as hotel security will enforce its noise provisions.
- Ben Danielle of Grant Hemond and Associates will be the DJ for the Saturday After Hours dance.
- It was suggested that Gustavo Ortega, "DJ Tavo", be hired for the Friday After Hours dance. James will talk to Gustavo to find out what he would charge to DJ for us. Betty reminded the Board the Ben Danielle would be available on Friday as well.
- The Bands will be noted in the March issue.

Betty had to leave and Mike thanked her for her input and attending this meeting.

**Job Duties:**

Bill advised the Board that he is still working on the Job descriptions and should have them done shortly.

**Cultural Seminar:**

Sentimento Panama will be the presenters at the Cultural seminar and will be talking about the instruments and dances of Panama which is a great follow-up from the Cultural Seminar from last year.

**Thursday Night Dance:**

The Class of 1972 will be hosting the Thursday Night dance. The details regarding music, cost, etc., will be provided as soon as the Class organizers know. Bill advised that the setup is ready and the dance will shut down at 1:00 A.M.

**Luncheon:**

Mike advised that he has had communication with Bill Friar. Mr. Friar has a book due out on November 15, 2016. He lives in London, and is planning a book tour in the United States. We would have to cover a round trip from New York or Atlanta for \$500.00 or less to Orlando. He will be on tour in Panama promoting his book. Mike asked him for a commitment and hopes to hear from him soon.

**Decal for 2017:**

Mike talked to Tom Pattison about providing the Decal and a coloring book. Jacque talked to George Scribner about doing our Decal that goes in the March issue of the *Canal Record*. We also have artwork that Al Sprague did for us last year. Jacque is going to reach out to Richard Wainio's wife about doing the coloring book. It was also decided to make the decal smaller than the one included in the book last year.

**Data Base Update:**

Office 365 was installed on the server. James has transitioned a copy of what he is working on to the server. There are just a few items to add to the server and we should go live in a few days. Mike would like to get a small group of beta testers to test the database. Noreen shared concerns with the Governor's club, and James assured her he will have the Governor's Club working. Shirley agreed to help with reviewing the database. The forms for the Reunion will be in the same order as the Reunion or order form. James will have the data base ready by November 7, 2016. James needs to talk to Chris as to how many individual users we can have on our server. Tom stated we can set up different users with different permissions to their own virtual desk tops.

**December Record:**

Jacque asked those who have not sent in their Reports for the Record to send them to her asap. Bill and Jacque work together on quite a few documents that are included in the Canal Record. In order to create a more fluid transfer of these documents and to allow Bill to work on designs as well as having a backup rather than Jacque as the sole controller, Mike asked the board for a motion to pay for the software for Bill's computer for \$300.00. Noreen made a

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motion that the Society purchase the Quark software for Bill to use for the Canal Record and other documentation, Shirley seconded the motion and motion carried.

**Dance Decorations:**

The board agreed to have Margaret McLaughlin design and create the decorations once again for the 2017 Reunion. Kathy made a motion to pay Margaret \$2800.00 for the Reunion Decorations, Noreen seconded the motion and motion carried. Cheryl will send Margaret a check once she sends an invoice.

**Money Market Account:**

The board approved moving \$25,000.00 to the BBVA Money Market Account as we have excess funds in our working account.

**New Business:**

Mike brought up the need for extra help in the office. He talked to Betty LeDoux and she is willing to work part time. She can verify information in the data base, solicit memberships, recruit members, go through old files, etc. Mike asked for a motion to hire a part-time staff to up to 30 hours a week. Noreen made a motion to hire Betty LeDoux to work part time, up to 30 hours per week, at \$12.00 per hour starting sometime in December thru Reunion in July 2017. Shirley seconded the motion, motion carried.

A discussion was made about the telephone lines. Currently, there are two (2) phone lines; one for calls and the other is dedicated to the credit card machine. It was suggested we get another line. Mike asked Cheryl to look into the prices to add another phone line to the office.

**Monitor:**

Cheryl asked the Board that if the resolution for the new data base does not work with the old monitor, that she be allowed to purchase a new monitor. Noreen made a motion that we purchase a new monitor to work with the new data base not to exceed \$300.00, Kathy seconded the motion. Motion carried.

**Holiday Luncheon:**

Kelly asked how the response for the Holiday luncheon was coming along. Cheryl stated she had 6 people signed up so far and that she is planning on sending an email blast this coming week. Tom will put the Holiday Luncheon on Facebook. Kelly has 3 confirmed vendors for the Luncheon.

The meeting was adjourned at 11:55 A.M.

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Mike Coffey, President

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Cheryl Williams, Office Manager