

PANAMA CANAL SOCIETY
EXECUTIVE BOARD MEETING
19001 Sunlake Blvd., FL 33558
MINUTES – January 14, 2017

Meeting was called to order at 9:32 a.m. by Mike Coffey (President).

Attendees:

Shirley Avery (1st Vice President), Noreen Hanson (Treasurer), Patrick Smith (Director), James Beattie (Sergeant of Arms), Bill McLaughlin (Historian & Past President), Jacque Vowell (Editor) and Cheryl Williams (Office Manager).

Phone Attendees:

Kelly Parthenais (1st Vice President), Kathy Malin (Director), Tom Wilder (Immediate Past President) Ray Husum (Director–At-Large) and Chris Wilder (Web Master).

Absent:

Brittney Wilder (Director), Lee Bentley (By-Laws Chair), and Richard Grimison (Chaplain)

Location: Panama Canal Society Office

Minutes:

Noreen Hanson made a motion to accept the October 2016 minutes, second by Patrick Smith motion carried.

Data Base Update:

James advised the Board that the plan is to have the Vendor and Golf tabs of the Database up and running in February. The Golf and Vendor tabs are only for information collection (example; teams, handicaps, items for sale). This does not impact the fees collected for these items as they are included in the Payment tab of the Reunion program. James also advised that the Reunion reports will be completed by February 15. A log has been created in the office to keep track of bugs or issues with the database tweaks that may need to be revised on the data base when they are accomplished.

Noreen requested a meeting with Shirley, Betty, Mike, Cheryl and James to go over reports needed for the reunion as well as other reports/information we will need for the reunion. Noreen also requested a meeting for her and Shirley to meet on Jan. 30 at 5:30 with James and Cheryl to show them how to enter member info into the database from start to finish and how to enter and complete a reunion registration.

Patrick sent Cheryl an email regarding website updates of which Cheryl advised what was still incomplete on the website. Mike will give Chris a copy of what needs to be done – Chris advised that the changes would be complete this weekend.

Kathy requested adding a volunteer tab to the application and data base so members could volunteer. Chris said he could add it this weekend. She will assist with coordinating volunteers and scheduling with committee chairs. Mike requested that each chair email Kathy with the number of volunteers, times and shifts for volunteers required along with a list of volunteers already scheduled.

Holiday Luncheon recap:

Kelly reported that 120 people attended the luncheon. Kelly will follow-up with the Vendors to see if they found their attendance to be worthwhile. Following the discussion, it was decided to return to the Yacht Club provided our end time is moved to 3:00 pm instead of 2:00 pm and that the room is set up to accommodate more tables.

Mike thanked Kelly for putting on one of the best Holiday events he has attended. Jacque requested that we make name tags for each event. Kelly will look at December 9, 2017 as a date for the 2017 Luncheon. Cheryl complimented Margaret on her outstanding job she did decorating the tables. A discussion regarding pricing was held, but no decision was made. It was decided to have Betty set up a hotel block for members attending and wanting to stay and enjoy St. Petersburg.

March Canal Record:

Jacque reported that the Canal Record should be mailed on time. A discussion was held regarding whether or not to print the 4x4 decal in color or black and white designed by George Scribner. It was decided to get a

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quote and decide at that time. Jacque spoke with Ms. Wanio regarding the coloring book. Ms. Wanio has sent in a four-page sample of her work for Board review. Jacque met with Nancy Smith (member) at Minute Men Press, who advised that she couldn't match the price for the printing and mailing of the Canal Record. Kelly was asked to send the information to the classes to see if they needed anything printed for their class reunions to possibly use Minute Men Press.

2017 Budget Proposal:

Mike advised the Board that we expect to lose approximately 40 members this year. With the additional help in the office, we will be able to reach out to previous members and encourage membership. Mike explained this is a working document which will be updated quarterly along with reporting to the Board quarterly on how we are tracking on our overall budget.

Expenditures:

Everyone received a check detail of expenditures from October 30, 2016 to Jan. 13, 2017. Tom made a motion to approve the expenditures seconded by Noreen seconded, motion carried.

Treasurer Report:

Noreen reviewed the Profit and Loss Budget vs Actual Draft information with the board but advised that December has not yet been reconciled. Noreen plans to have financials done and ready for the tax accountant by the 15th of February. If the Board has any questions or concerns, they are to let her know by February 15.

Reunion:

The making of a commemorative coin for our 85th anniversary was recommended. Discussion followed without a decision.

Up Coming Events:

Carnavalito: Bill reported that Sentimiento Panama was willing to perform at Carnavalito for the cost of \$800.00. They could perform during her breaks. It was also suggested that we have vendors at Carnavalito for our members to enjoy. We will have Betty look at the room size in order to accommodate the vendors. As of today we have 29 people attending this event, last year we had 95 attend. Cheryl will send an email blast to all Florida past and present members. Mike advised that Fran Morrissey was amenable to the idea of another group or DJ performing during her breaks. Mike will discuss this with Richard Grimison and make a decision.

UF Luncheon: Kathy reported that 38 people have signed up as of today. We are hoping to have a full house this year. Kathy requested \$250.00 for decorations as this is the grand opening and 85th Anniversary of the Society. Noreen made a motion to approve giving Kathy \$250.00 for decorations for the Gainesville Luncheon, seconded by Patrick, motion carried. Kathy advised that we have to give the caterers a head count by March 23rd.

South Florida Picnic: Scott Parker agreed with the October 14th date.

May Picnic: Kelly reported May 20, 2017 is the date for the Phillippe Park Picnic. She is planning several games to play similar to the old Elks Clubs picnic at Summit. Discussion followed regarding the inclusion of games such as tug of war, egg toss, 3 leg bag races, water balloon toss, and corn hole game. Kelly will go by the picnic area to see what games we can play near the shelter.

Reunion: Bill reported the contracts with Frank Pretto, are complete. Bill requested Cheryl cut two checks for the deposit for Grant Hemmond one for \$208.50 and the second for \$148.50 and give them to Betty who will hand carry them. Ben's normal price is \$995.00 for 4 hours; however, because of the longstanding relationship with them, they agreed to give us a better price. Bill asked Cheryl to provide him copies of the completed vendor applications that are mailed in to the office.

Sponsors: Richard Grimison is heading up getting sponsors for Shorty & Slim performance at the pool party with a target of \$2,000-\$3,000.00. Howler Money (Conan Herring and Tom Ellis) both said they would donate towards sponsorship. Noreen advised that Minute Man press has requested information regarding sponsorship. Ricardo March with Ron Abuelo will be sponsoring the bags once again this year. He will send the samples to the office for approval at the next board meeting.

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Tickets and Name Badges: Bill will make a mock up and have the tickets and name badges printed by Advanced Printing (Speedy) and will include Blue and Gold lettering.

Event plan: Bill advised that the Security contract is complete. Bill is working on the Coordinator event plan, which is a huge task as it encompasses the entire reunion and is more like a project plan.

Photographer: Mike and Noreen reported David Wright may be interested in returning on a smaller scale.

Mike suggested a kiosk with different back grounds for pictures for group or individual pictures. Bill will talk to Dan to see if he wants to come back and he will talk to David as well.

Cheryl reported that as of today we have 103 member families registered for the reunion that have come in by mail or online. Mike encouraged the board to register sooner than later.

September, Party at the Causeway: Noreen reported we charged \$10.00 per person for this event in 2016. Consequently, we ended up being over budget by \$1028.00 with the actual cost being \$2,900.00. The 50/50 and raffle helped off-set the cost, but not entirely. She received good feedback from the people attending. She suggested ordering less food, perhaps omitting the 9:00 p.m. appetizers. It was decided to hold the event in the same place and have Betty LeDoux negotiate the rooms for the date.

Space Coast Picnic: Richard is not here so this will be discussed at the next meeting.

Holiday Luncheon: Kelly is working on a date for this event.

Other Info:

Member Suggestion: A member sent in a suggestion we keep the Reunion Registration open longer on Friday night. Following discussion, it was decided to leave the times as they are. For people needing to get their packets picked up by someone else, they can request this by sending an email to the office no later than the 4:00 p.m. on June 29, 2017, with the full name of the person picking the packet up. This person will be required to show a photo ID, and sign for the packet.

Data information: We need to add Office 365 Pro to the office laptop. James will install this for us. James suggested getting a desktop for the office. Mike stated he talked to Chris who advised that we will not get more speed by getting another computer. It may time to update the laptop. Mike and James will look at the laptop. Mike will discuss the server and issues with Chris and advise the Board of his findings.

Carnavalito: Fran requested that we pay for her drummer and his wife's dinner; he performs every year at no cost. Kelly made a motion to pay for the drummer and his wife's dinner at Carnavalito; seconded by Noreen, motion carried.

The meeting was adjourned at 12:09 p.m.

Meeting was adjourned at 1:40 p.m.

Mike Coffey
President

Cheryl Williams
Office Manager