



PANAMA CANAL SOCIETY  
EXECUTIVE BOARD MEETING  
MINUTES – August 19, 2017

Meeting called to order at 9:31 a.m. by Mike Coffey (President).

**Attendees:**

Shirley Avery (1<sup>st</sup> Vice President), Kelly Parthenais (2<sup>nd</sup> Vice President), Noreen Hanson (Treasurer), Kathy Malin (Director), Patrick Smith (Director), Brittney Wilder (Director), James Beattie (Sergeant-at-Arms), Lee Bentley (Bylaws Chairperson), Tom Wilder (Past President), Bill McLaughlin (Past President/Historian), Betty LeDoux (Past President/Member Support), Stacy DeRaps (Member) and Cheryl Williams (Office Manager)

**Telephone Attendees:**

Ray Husum (Director–At-Large), Jacque Vowell (Editor) and Richard Grimison (Chaplain)

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

Mike welcomed the board and member to the meeting. He thanked Betty for mailing out letters, reunion bags and key chains to all Governor's Club members who did not attend the Reunion. Some Governor's Club members have posted/mailed that this was very much appreciated.

**Minutes:** Mike asked everyone to review the minutes from the last Executive Board meeting. Tom made a motion to approve the minutes from the June 10, 2017 Board Meeting, seconded by Patrick; motion carried.

**Membership:** Cheryl advised that the name of one new member was emailed to the Board. Tom Wilder made a motion to approve the new member, seconded by Shirley; motion carried.

**Expenditures:** Tom made a motion to approve the expenditures incurred since the last meeting, seconded by Kelly; motion carried.

**Treasurer Report:** Noreen stated that the Society is in a healthy financial state. The Society made approximately \$18,000.00 in revenue from the reunion. This was attributed in part to the increase of the registration fee by \$3.00 to \$10.00 and the increase for on-site registration by \$5.00 to \$15.00.

**Reunion:** Bill summarized the After- Action Reports as follows:

**Golf:** We need to inform Katie of hotel/golf information and of any changes. Betty will work with Katie next year. Discussed pricing of next year's event and decided to keep the same price. Katie and Patrick will continue to co-chair.

**Yacht Club Dance:** BHS 72 hosted this free event and it went well. The Board discussed BHS 73/78 & CHS 73/78 proposal to host next year's Yacht Club Dance. Tom made a motion to accept their proposal, seconded by Shirley; Motion carried. Bill will contact Marc Malavasic with contract and more details.

**Registration:** Discussed dispensing bags per person instead of per registration. It was decided Board decided to include a notice in the book that there will be only one registration bag per member/registration and that if anyone would like their own bag, they should register separately. The PCS laptop did not work at the Reunion. Cheryl is going to take it home for James/Sean to determine if a new laptop should be purchased; if so, James will report to the board as to pricing and his recommendation for a new laptop. Due to the volume of printing done in Registration for the Museum, Bill will remind the Museum team next year to do their printing in advance or utilize the inhouse service. Discussion was held about the name badges and the duplication by members who did not pay registration. Starting next year, we will include something on the name badge so that it cannot be duplicated. Betty will remind hotel to carefully check the name badges when applying our contractual discount to ensure they have the current badge.

**Information/Ofc Mgr:** Cheryl recommended changing the name of our Reunion Registration pages to something like Reunion Registration Information instead of Yellow Pages. It is difficult when referring members to the website to

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register for them to know what the “yellow pages” are since they are not in color on the website. It was also recommended to include the Reunion registration pages in March issue provided that doing so will not increase the cost of the book. Mike asked Jacques to get a quote on adding these pages. There was discussion regarding the extra sets of yellow pages. Betty advised that the purpose of the extras is that they are to be immediately mailed to new members prior to the reunion. Following discussion, it was decided that we will send yellow pages out to all new members who join but do so after the publication of the December Canal Record.

Despedida Lottery: Great ticket sales and kudos to Ray for suggesting to raise and change the pricing structure. Ray suggested that next year, possibly donating 25% to a pre-named charity and suggesting the Society matches amount might increase sales further. This topic was tabled for future discussion.

Annual Business Meeting: Great attendance (176) and location. Tom went “live” during the Annual Meeting which was well-received by those tuning in on line. It was suggested that we stream more ‘live’ events.

Cultural Seminar: Unfortunately only 65 members attended this fantastic presentation. Joe Wood asked if anyone filmed this and no one has. We will suggest to UF/Museum that they should film in the future. For 2018 Reunion, Bill Harp from BHS '71 and an Anthropologist will be the Cultural Seminar speaker.

Bingo: No PA this first day but it was a fun time for all.

Mini Reunions: Cheryl made the suggestion to send out a courtesy email early in the year to classes having mini reunions. This email could include information concerning contacting their class Point of Contact, the benefits of joining the Society as well as the benefits of registering for the reunion; i.e. hotel rate; food discounts; complimentary parking and admittance to all the Society’s activities.

Luncheon: Handing out the giveaways while guests were entering the luncheon worked out very well and better than doing so at the conclusion of the program. There were some glitches in the A/V but the speaker was well received. Mike asked Bill to see if Sentimiento Panama group might be interested in speaking at next year’s luncheon.

Vendors: All the Vendors were happy and satisfied. Bill mentioned that he could possibly add 4 more tables next year but cannot move the room. Vaudie Robinson will be given a table at next year’s reunion (instead of a refund). She was unable to attend due a death in the family and requested that her fee be applied to 2018.

Dances: Friday night dance – the room was too large and dark. Continue to have bar outside at both dances with the same price as inside (per hotel contract). Brittney suggested that we request the hotel to have ‘special drinks’ served at outside bar and restaurant bars. Hotel used a cheaper rum at most bars (Bill & Betty will check with hotel for next year). The chairperson at door will make decisions on the ages of the attendees if younger than 12 years of age; but we will leave the tickets stating 12 & older. Dress code remains the same. It was suggested that Sentimiento Panama play on Friday night with DJ in between during breaks. The Board reviewed BHS '83 proposal. BHS '83 can have their dinner/DJ in a reunion room (possibly Late Night Dance room) but DJ needs to close down by 9pm or earlier to set up in the ballroom and to not be in conflict with Society function. It was further decided that more than two tables may be reserved at the dances for the Class Reunions if a larger class and if requested.

Pool Party: Shorty & Slim were well received. Hotel let the band keep performing even though pool closed. Tents were a huge success.

Murga: Next year, need to rope off the center area for the band to play. It became too crowded this year and band could not move or play.

Sponsorship: Varela and Condor were surprised and happy to receive gifts.

Decorations: Setting up on Monday really helped Margaret.

Photographer: Need to make sure David visits all the classes and adheres to all his appointments. Mike will reach out to Leon Bonk to respond to his email regarding the Reunion photographer. The photographer missed the appointments to take a picture of BHS 83 on three occasions.

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**New Business:**

**2018 Reunion:** June 27-July 1<sup>st</sup>. Cut-off dates for Hotel/Registration will be May 21 and Refunds on June 8.

At this time Cheryl, Betty, Jacque and Kathy were asked to leave Board meeting and Noreen took minutes. Special session minutes are attached hereto and by reference incorporated into these minutes.

**Nominating Committee:** Betty is the chair who reported that pursuant to the Bylaws the Executive Board is to elect two board members today and elect two members from the general membership meeting on September 16. Tom Wilder made a motion to elect Kelly Parthenais to the Nominating Committee, seconded by Patrick; motion carried. Shirley made a motion to elect Bill to the Nominating Committee, seconded by and Brittany; motion carried. The Nominating Committee's slate of officers will be presented at the December luncheon at which time nominations from the floor will be in order.

**Database:** James will work on a mass email to members verifying email addresses. It was recommended that a default email get set up for all the undeliverable emails. James will continue working on reports. A new Technology Committee will meet after the Board meeting on Sept 16 (time: TBD) to discuss the reports and required revisions to those reports in preparation for Reunion 2018. Members of this Committee are: James, Mike, Noreen, Kathy, Betty, Shirley, Bill and Chris Wilder. It was recommended that Outlook/database include separate email addresses for events and membership. Chris can set up.

**Marketing:** Ray spoke about a new committee with UF and Museum. Ray asked to add 'schooling' to New Member's Application on website. Membership – should be exact members or paid membership. Keeping track of spouse/significant other is too complex - keep as is. To change membership fee, needs a By-law change. Mike suggested Ray to move discussions to September meeting. Mike asked that the Board members review Ray's Marketing/ Membership plan and be ready to discuss in September.

**Future Meetings:**

**September** – Board meeting/Technology Committee in am (time: TBD) then General Membership meeting from 3-8pm at Gaspar's Grotto in Ybor City with music from 4-7pm. Flyers were distributed at the reunion; it is posted on Facebook this week; and office will send an Email blast.

**October** – South Florida picnic on Oct 14 at Tradewinds Park. Office will send out email blast at appropriate time prior to the event date.

**November** – Space Coast picnic on Nov 4 will be held at the same location as last year – Kelly Park East. Richard will ask Space Coast gang to send in an invoice for reimbursement for any costs incurred. Richard will provide all the details to Tom to be posted on Facebook. Office will send our email blast at appropriate time prior to the event date.

**December** – Holiday luncheon on Dec 16 at the St Pete Yacht Club. Kelly mentioned the menu and pricing. All agreed to keep same price of \$36 with a kids menu (price TBD). Vendors need to be allowed in earlier to set up. Kelly will send information to Jacque by Tuesday. Office will send out email blast at appropriate time prior to the event.

**January** – Board Meeting - TBD

**February** – Carnavalito will be Feb 10 & 11 [corrected dates are 16 & 17] – same hotel. Office will send out email blast at appropriate time prior to the event.

**March** – PCS/UF/Museum Luncheon on Mar 3. Deposit for caterer was paid.

**April** - Board meeting – TBD

**May** – Spring picnic on May 19<sup>th</sup> Kelly will reserve a shelter.

**June** – Board meeting on Jun 9<sup>th</sup>

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Noreen made a motion to change the Museum Liaison from Kathy Malin to Bill McLaughlin, seconded by Tom; motion carried.

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Mike Coffey, President

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Kathy Malin, Office Manager

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Cheryl Williams, Office Manager Outgoing



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SPECIAL SESSION MINUTES

**Office Manager Replacement** – Mike shared feedback regarding his two interviews with candidates for the Office Manager position. Tom Wilder shared his feedback from the second interview he conducted with Betty LeDoux. Mike made a recommendation to hire Kathy Malin. Tom Wilder made a motion for to accept Mike Coffey’s recommendation to hire Kathy Malin as Office Manager starting immediately at the annual salary of \$22,000. Shirley Avery seconded the motion and it was passed unanimously.

Kathy was then brought back into the room and was offered the position with the above criteria, which she accepted. Kathy was then asked to leave the room.

Tom Wilder made a motion to accept Mike Coffey’s recommendation to appoint James Beattie as Director for the remainder of Kathy Malin’s term since she accepted the position of Office Manager. Shirley Avery seconded the motion and it passed unanimously.

Tom Wilder made a motion to accept Mike Coffey’s recommendation to appoint Stacy DeRaps as Sargent-at-arms for the remainder of Mike Coffey’s term as President. Kelly Parthenais seconded the motion and it passed unanimously.

Tom Wilder made a motion to continue Betty LeDoux’s employment with the PCS through the remainder of Mike Coffey’s term as President on an as needed basis and providing her compensation is within the budget. Tom’s motion included Betty receiving a raise to \$14 per hour from \$12 per hour. Shirley Avery seconded the motion and it passed unanimously.

Tom Wilder made a motion to give Jacque Vowell a one- time 10% bonus in the amount of \$1,350 (roughly 10% of salary) to be paid immediately. Shirley Avery seconded the motion and it passed unanimously.

Tom Wilder made a motion for the Panama Canal Society to add Kathy Malin as an authorized check signer to replace Cheryl Williams on the business operating bank account. Tom clarified the motion to include Michael Coffey, Noreen Hanson, and Kathy Malin as authorized to sign checks for the Panama Canal Society and that this change to take place as soon as possible with SunTrust Bank. Kelly Parthenais seconded the motion and it passed unanimously.

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Mike Coffey, President

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Noreen Hanson, Treasurer