



PANAMA CANAL SOCIETY
EXECUTIVE BOARD MEETING MINUTES
June 9, 2018

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

Attendees:

Kelly Parthenais (2nd Vice President), Patrick Smith (Director), Brittney Wilder (Director), Noreen Hanson (Treasurer), Tom Wilder (Past President), Bill McLaughlin (Reunion Coordinator & Past President), Lee Bentley (By Laws), Laura Kosik (Sergeant of Arms), Jacque Vowell (Editor), Betty LeDoux (Past President) and Kathy Malin (Office Manager).

Telephone Attendees:

Ray Husum (Director–At-Large), James Beattie (Director), and Richard Grimison (Chaplain)

Absent: Shirley Avery (1st Vice President)

Location: PCS Office, 19001 Sunlake Blvd, Lutz, FL 33558

Mike welcomed the board to the meeting and thanked all for their hard work the last four years. Mike sent flowers on behalf of the PCS to Kenny Morris Sr's Celebration of Life.

Reunion update:

Mike will rent a U-haul trailer and happen on the 24th. [It will now be the Saturday, Jun 23rd at 8:30am.] Discussed items to take: tents, boxes, bins, and other items. Bill will send a list. Upon trailer arriving at the hotel, they can unload up to the Marriot Board Room. Wednesday, Jun 27, the staff will help transport items to the Convention area. Bill will send out email reminders to the vendors.

Bill informed the Board about Varela Imports. Their U.S. office has been shut down and Ricardo March cannot support us. He did recommend a friend, Javier Fernandez with International Wine and Spirits, Inc, that can support us. He will supply Carta Vieja mini bottles and rum for the Happy Hour. He will fall under the Diamond sponsorship.

Margaret and Bill found the backpack bags, ordered them, and Bentley family made a donation to cover the cost of the Reunion bags to be given to the attendees.

Another sponsor is Palmar Residences who have paid the \$2000 for sponsorship. They have not provided names for rooms or joined the Society. There will a vendor disclaimer on their table. Tom spoke about their membership which might not be needed since they are sponsors. Mike stated we give exceptions – i.e.: UF.

Registration audit is still on-going. Laura is available to work on the audit with Betty. James Beattie will create queries for name badges and labels once audit is complete. James will share with Kathy so the office will be James' backup for name badges/labels. Noreen will work with James. Reports will be created after the audits.

Kelly stated 15-16 groups for Mini Reunions; 3 groups using Event space; BHS 83 is sponsoring one keg for the pool party (we need to collect the money from BHS 83- \$100); and moving Frank Townsend to Grand Ballroom 13. Hotel is reaching out to the coordinators.

BHS/CHS 73/78 are sponsoring the Thursday night dance. CHS 78 has paid for electricity. BHS 89 wants to sponsor the Thursday night dance for next year. Mike said the classes will have to submit a proposal.

Jacque will help Patrick by creating reserved tables for the two dances mostly for class reunions and past presidents. We pull the reservation signs at 9:30 from the tables.

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John Planchon and Ted Kaufer are calling Bingo on Friday. The Parthenais will handle Bingo on Saturday. Laura stated we have 90 volunteer slots filled for Registration, Dance tickets and Despedida. She sent the procedures to all and Sign up Genius will send out a reminder. We need volunteers for Saturday. Ray will take care of Saturday Despedida sales. Mike has 'voluntold' his family to work the Annual Meeting.

Reporters' luncheon has 9 reporters signed up. Bill has confirmed 10 with hotel.

Hotel confirmations will go out on Monday or Tuesday via email. Give them Betty's email if anyone hasn't received a confirmation email.

Reunion report – 1710 members/guest; Sequence # about 900; 845 room count; and 35 vendor count. Kathy and Tom will sell luncheon tickets at the reunion. They are submitting their meal count by Thursday. The Panamanian hats, gifts, will be placed on the tables with the menus. Margaret will Chivas like she provided at Carnavalito on the tables with the flowers.

Betty stated our pick up is at 96.93%. Betty will provide a list of Late registrations names to Noreen and Kathy. These members will not receive our rate until they register at the Reunion.

Ray mentioned that people love the night lights that Mike gave to the Board last year. The Board discussed future gifts. Mentioned Linda Geyer's dance request for men.

Bill discussed the Hazardous Forms for contractors. The Security team and Thursday night band were both upset. We could possibly loose off-site contractors. This year, we will try and get them to sign the form, if not, it will be OK for this year only. Next year, Bill & Betty will negotiate an alternative with the Hotel.

PCS does not have insurance to cover events. We are under the hotel contract. Betty will research insurance costs and Certificates of Insurance for attendees. Richard will forward their insurance company's name that the Port uses. [www.eventhelper.com] It should be only a couple of \$100 and cover the whole event. Board recommended we look into insurance for other events, too. Tom mentioned that we had insurance on our office and equipment at one time.

Marriott staff will assist with unloading the trailer and with moving items to the conference area on Wednesday. Vendors' set up is scheduled for 3-7pm on Wed and Betty has arranged that the Hotel will provide each vendor with a \$20 food voucher per table. Pre-con is Tuesday at 1:00 pm.

Video taping by UF team is secured for the Cultural Seminar and Luncheon.

Old Business:

Board reviewed the April minutes. Tom motioned to approve the April Board Meeting minutes; Patrick seconded and motion carried.

Kathy suggested that we need Door Prizes for the PCS events throughout the year. Tom motioned to approve \$300 to purchase gifts at the Reunion from the vendors and later increase the amount when someone flies to Panama; seconded by Kelly and motion carried.

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New Business:

Board reviewed the Check Detail. Kathy mentioned the Voided Checks. Noreen wants Kathy to contact QuickBooks to find out where the voided check list is located and if it can be added to Check Detail. Tom motioned to pay our bills; seconded by Brittney motion carried.

Board reviewed the Balance Sheet and P&L. Noreen indicated there should be no negatives numbers in certain line items on the financials or there is a potential problem. Payroll taxes held out so potential problem with payroll. We discussed where to enter Governor's Club and Canal Record postage.

Mike reported on the Budget. Year-to-Date members' budget: 2018 = \$77,790 (1945 members); 2017 = \$88,120 and in 2016 = \$91,400. Revenue is down \$11,500 and expenses up \$4,000. We have \$15,000 in negative expectations. Last year at the August Board meeting, Mike suggested that Betty will work in the office to assist with Kathy's transition and Board agreed. Betty's position ends when Mike's terms ends.

We need to promote and push membership in the fall to keep the budget strong, recommend soliciting inactive members.

Once we finish up Budget, Mike will send out the Actuals 2016/2017 and the Budget for 2018. We will discuss the trend and see where we can trim. We are in the Red \$5-8 K for the year – increase revenue and decrease expenses.

Kelly asked if we were building policies and procedures. Tom stated the Bob Russell developed manuals for processes and procedures, Kathy will look for them after the reunion.

In the upcoming August Board meeting, Tom suggested we discuss new/old Board meeting; new appointments; discussions going forward; and feedback to Shirley, who plays a big factor.

Noreen recommended an outside Auditor. Four years ago, it was suggested that there was a compilation done between Tom and Mike terms but Noreen could not find a formal audit. Noreen reached out to Jim Parthenais who will suggest a few auditors. Noreen will also collect other bids.

Board reviewed the IT concerns especially a backup plan when Chris goes out of the country. Lee and Noreen suggested that Chris gives the password and permissions to the office. Chris says we have a Firewall, SSL and a virus protection. Chris will give GoDaddy permissions to Kathy and Patrick.

June Canal Record and coloring book look great. Jacque is now requesting pictures be sent in 600 dpi.

Membership online will close out the week prior to the reunion.

Tom made a motion for the meeting to be adjourned; seconded by Brittney; motioned carried.

Meeting adjourned at 11:49 am.

Mike Coffey, President

Kathy Malin, Office Manager