



PANAMA CANAL SOCIETY  
EXECUTIVE BOARD MEETING MINUTES  
19001 Sunlake Blvd, Lutz, FL 33558  
April 6, 2019

The Board Meeting was called to order at 9:30 a.m. by Shirley Avery Bentley (President).

**Attendees:**

Richard Grimison (1<sup>st</sup> Vice President), Lee Bentley (Director), Mike Coffey (Immediate Past President), Noreen Hanson (Treasurer), Carl Orvis (Chaplain), Laura Kosik (Sergeant of Arms), Bob Russell (Legislature Representative & Past President) Bill McLaughlin (Reunion Coordinator & Past President), Betty LeDoux (Membership & Past President), and Kathy Malin (Office Manager).

**Telephone Attendees:**

James Beattie (Director), Patrick Smith (Director), Ray Husum (ByLaws), and Jacque Vowell (Editor).

**Absent:** Brittney Wilder (2<sup>nd</sup> Vice President) & Rod Snyder (Director-At-Large)

Mike motioned to approve the new members, Lee seconded, and the motion carried.

Mike motioned to approve to the February Board minutes, Lee seconded, and the motion carried.

**Reunion:**

Bill explained that our production company Keyboard Specialties equipment pricing increased this year for Shorty and Slim because of more equipment requested by the band. Richard reported on the additional Pool Party sponsorships which are BHS 79 is donating \$500, Hobey Richey is donating \$500, and other individuals & classes are donating \$1,000. He shared, he is short about \$1,000-\$1,200 but is confident that he will reach the goal of \$7,500.

Bill reported that the Atrium cannot be used if the Pool Party if it is rained out, but the Sago ballroom is available. Betty LeDoux will contact the Hotel about the North Tower ballrooms. The hotel only wants the Murga to play in the Atrium because of another group in house. After discussion with the hotel, the Murga will go on as planned. The Board did not hear of any complaints last year. Thursday Yacht Club dances sponsors needs to pay \$305.92 for electric. Bill reported that the labor, AV & electric have gone up a little from last year.

The Board reviewed the Volunteer gifts. Richard motioned to approve of purchase water Koozies with hook for the Volunteers, Lee seconded, and the motion carried. Mike motioned to purchase Luncheon label lapel pins with dye cast enamel, Richard seconded, and the motion carried. Bill said that we need to monitor the Golfers and the contract. The contract was signed for 72 golfers. We have the opportunity at 61 days out, to reduce the 72 by 25% and 30 days out, can reduce 10%. The Board asked Kathy to send out the list of Golfers, so the Chairs can recruit people. James reported that Katie purchased door prizes in Panama and James will have her post Golf Tournament information on Facebook.

Bill reported the UF received a grant to pay for the speakers' hotel room expenses. The money cannot go to PCS but needs to go directly to the speakers/panel. Kurt Muse can receive \$2,000 and then reimburse the Society for his airfare which we have already paid. Each of the 5 seminars panel members can receive \$250 for a night's lodging and paid directly to the speaker.

Shirley announced she is having a Reception in her suite to honor the Luncheon Speaker and the Seminar Panel members on Friday evening at 6:00 p.m. She suggested the Reporters attend this Reception vice having a Luncheon.

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Jacque and Pat will reserve tables at both dances for the class reunions. Mike will handle the U-Haul arrangements. The name badges and tickets have gone to the Printer. Laura needs to send her Volunteer List to Bill by the beginning of May. A discussion ensued recruiting Vendors and if an Associate member can be a Vendor. Ray read the Bylaws regarding Associate members when Bill questioned an Associate being a Vendor. Board will consider voting on future Reunion Vendors. Bill will send out an email to the Chairs on selecting food refreshments for the volunteers working at registration, information and decorations activities.

Betty reported the Hotel will be under Renovations this year during our Reunion. She has asked the Hotel for their schedule. There is a possible issue on the Hospitality suites during the renovations. Board suggested the Hotel improve the Registration entry line area. Shirley signed a Hotel Addendum.

Laura reported on the Volunteers that have registered. There are 98 slots filled. She will send master list to Bill and Kathy. Kathy will need to verify memberships.

Kathy asked if the Board will approve of reimbursing a member's widow on his Registration fee. Noreen motioned to reimburse Bonnie Beasley the \$10 registration fee for her deceased husband, Richard seconded, and the motion carried.

Annual Business meeting is for members only. Reunion guests cannot attend unless they are members. Ray stated the membership is the spouse and not minor children. The Board considered special tickets for children, but it is too difficult to determine who is attending thus children will not be receiving door prize tickets. Board suggested two tables at the door to better manage the entrance. Shirley will oversee the volunteers/pagers. Betty suggested to ask Nancy. Bill is requesting a Bloody Mary bar for the Business meeting and Luncheon.

Mike motioned to purchase green Governor's Club lanyards, Richard seconded, and the motion carried.

Richard reported that Rebecca Pletcher, BHS 1984, would like to purchase dance tickets for Friday and Saturday evenings at a discount. She wanted to pre-pay classmates for their Registration fee. A discussion ensued. We are a Society of members thus we cannot accommodate non-members. But the sale of tickets will help with dance revenue. Mike motioned to sell BHS 84 presale dance tickets at \$15.00 each but only to PCS members of her class. BHS 84 needs to provide a list of names. Lee seconded, and the motion carried. In the future, these types of discounts should only be limited to Class Reunions.

### **Financials:**

Noreen stated the Check Detail report looks accurate. Mike motioned to approve to pay the Bills, Lee seconded, and the motion carried.

Noreen updated the board on the Audit we had done. We received a letter commending us for having great financials records. Shirley thanked Kathy and Noreen. Mike commended Noreen on her due diligence as the Treasurer. Kathy and Noreen are processing the uncleared checks from 2011-2017. Mike recommended to have a cut-off date to process future uncleared checks and prior year reconciliations. Noreen mentioned that taxes are not filed until May 15 but will come up with a cut-off date, possibly March 31. The \$27,000 that was donated to the Society in 2009 will be deferred. Mike motioned to move the donated funds from the Balance sheet to the P&L donation column, Richard seconded, and motion carried. Mike suggested for Shirley to mention the audit and donation at the Annual Business meeting.

Noreen discussed the 2019 budget and if we continue to spend at this rate, PCS will be at a loss of \$15,600. Mike stated on page 2, Year-to-Date, Jan - Apr 4, we budgeted for attrition. There is a decrease in memberships but not

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reducing other expenses. We need to push membership and have the guests of members attending the reunion to join. We will need to wait until June to see the final losses.

**New Business:**

Lee discussed the Florida Spring picnic and the activities he has planned, i.e. egg toss, 3-legged race and a photo scavenger hunt. Bill suggested bingo. Noreen motioned to pay Lee \$350 for picnic food supplies, Richard seconded, and motion carried. Lee will need to provide receipts.

A discussion arose on Patrick Fahy's email. Richard apologized regarding Mr. Wilson's email and shared with the Board on his private email to Mr. Wilson. Ray will add the Society does not share or sell member's information and members can opt out of placing their email in the Directory to the confidential statement. Ray will send out to the Board. Mike recommended for Shirley to 'pin' the confidential statement on Facebook. Jacque will publish in the Annual Directories and Canal Records. Kathy explained how she send out email blasts with Frank Lee. Email Blasts are in a system that sends out individual emails to members. Board suggested to call these email blasts: *PCS eNewsletter*.

Betty reported that the Society does not have a Hotel contracts in 2024 & 2025. Rosin Shingle Creek is available both those years right now. The new JW Marriott in Tampa cannot hold the entire reunion and the hotel rooms and event spaces will be divided between JW & Marriott Waterside. Mike motioned for Betty to renegotiate the Shingle Creek contracts for 2022-2023 to include 2024-2025 (4 years) but ask for incentives (i.e. free night, etc.), Lee seconded, and motion carried.

Kathy mentioned the back of the Canal Record has a standard membership card and no Governor's Club Card. A few Governor's Club members have called in about this issue. Mike recommended for Jacque to remove the card from the Canal Record.

Shirley announced that she will be on a cruise during the June 15 Board meeting and asked Mike to run the meeting.

All motioned to adjourn the meeting at 12:16 p.m.

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Shirley Avery Bentley, President

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Kathy Malin, Office Manager