



PANAMA CANAL SOCIETY
EXECUTIVE BOARD MEETING MINUTES
19001 Sunlake Blvd, Lutz, FL 33558
August 3, 2019

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

Attendees:

Shirley Avery-Bentley (President), Richard Grimison (1st Vice President), Brittney Wilder (2nd Vice President), Lee Bentley (Director), Laura Kosik (Sergeant of Arms), Bob Russell (Legislature Representative & Past President) Bill McLaughlin (Reunion Coordinator & Past President), Betty LeDoux (Past President), and Kathy Malin (Ofc Manager).

Telephone Attendees:

James Beattie (Director), Patrick Smith (Director), Rod Snyder (Director-At-Large). Noreen Hanson (Treasurer), Ray Husum (ByLaws), and Jacque Vowell (Editor).

Absent: Carl Orvis (Chaplain),

The Voting Board members met to discuss personnel/staffing issues. Others were excused. Mike typed up the outcome.

The meeting resumed at 10:10 a.m. Betty and Ray advised the Board that appointed people can stay during personnel portion of the meeting per Bylaws, Article 9, Section 1.A.

Richard motioned to approve the new members, Brittney seconded, and the motion carried.

Richard motioned to approve to the June Board minutes with Noreen's change, Lee seconded, and the motion carried.

Financials:

After the Board reviewed the Check Detail Report, Noreen made a motion to pay our bills, Richard seconded, and the motion carried.

Noreen discussed the P&L where we have a net income of \$27K for the first half of the year. We will have no other income through the rest of the year only monthly expenses, including salaries. There is an approximately \$3,453.97 loss from the Reunion but that does not include the UF reimbursements.

Bill discussed the Security bill which charged us \$1K more than last year plus Bill has protested the overtime charges. The Security company will adjust these charges and resubmit. Brittney stated that Tom suggested no Security is needed for the Annual Luncheon.

Ray noticed there was no revenue from Painting with a Twist, and he was shown where to find the Revenue on the P&L. The Board felt the event went well.

Future Events:

Sarasota luncheon is set for September 7. Kathy will send out emails with the Registration form. [completed]

Discussion ensued regarding adding another Board meeting in September or moving up the October 5 Board meeting so Bill could complete the Reunion Yellow Pages. The Board decided to leave the meeting on October 5 and send out emails for approvals needed prior to the October meeting.

Richard reported the November Space Coast picnic is set for November 2nd. He will explore games to liven up the picnic. Richard suggested a Happy Hour on Friday or Saturday.

Shirley would like all the Board members to attend the Christmas Luncheon on December 7th.

2019 Reunion:

Shirley asked why there was a change to Volunteers' hours of operations. Noreen and Laura explained the different shifts. Noreen mentioned the problems on Saturday with the Luncheon running late. Laura agreed with Shirley on returning to a 3-hour shifts.

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Bill and Noreen proposed to change the Hours of Operations for Registration. The Board agreed to leaving Wednesday the same; Thursday will change to 10:00 a.m. - noon and 3:00-6:00 p.m. and not open at night; Friday and Saturday shifts will be 12:30 – 2:00 p.m. and 3:00 – 4:30 p.m. Bill suggested the Registration Chairs create a SOP [Standard Operation Procedures] and update the Volunteer Instructions. He will make signs to announce the Hours of Operations to place with the Closed sign. He asked the Registration Chairs to look over the new layout. Registration Chairs need to discuss shortening the Governor's Club line or combining.

With the Registration not opening on Thursday evenings, Betty was concerned about the members receiving the free breakfast if they do not have name badges. Betty said she would check with the hotel to have front desk issue the tickets to our members on Thursday starting at 6:00 p.m.

People commented that the Annual meeting was just right – not too long or too short. Some asked if we can hand out the Financial reports. Mike mentioned the Financials usually go into the October *Canal Record*.

Noreen suggested not selling dance tickets on-site and the Chairperson will move to the Late Registration desk to help. The concern was non-board members handling money and shortages every year. We need to limit the time people are handling money. Chairpersons always need to be there. Rod will be taken off Ticket Sales since Bingo falls on the same time. The Board decided to keep selling tickets.

Bill and Kathy are concerned about Chris Wilder being deployed or overseas and closing the website. Brittney texted Chris and he agreed to share the password, link and write up instructions. He indicated we needed Adobe Dreamweaver.

Kathy suggested the Information Desk open a half hour early and close earlier than Registration because people not taking their receipts right over to Registration or Ticket Sales. Board recommended Kathy tell the people to collect their badges and tickets right away versus changing the hours. It was proposed only cash for late registration or ticket sales. Mike mentioned when people use credit card, they buy more. Brittney suggested to move ticket sales inside with Governor's Club. It was also recommended that ticket sales be moved closer to Information Desk. No decision was made at this time until lay-out of conference area is decided.

Bill suggested Kathy write a SOP for the Information Desk as well and that her co-chair be present during operating hours.

Bill said there were too many people taking names for Luncheon after it closed. Next year, the names should be taken by the Office Manager. If Nancy, Tom/Kathy get calls, have the member call the office and talk with Kathy.

Rod says Bingo went well but the instructions need to be re-written. Kathy offered to do this during the fall.

There was a long discussion on Saturday's dress code. Mike proposed no tank tops and shorts. The Board and Security will need to relax on their approach to the Ball. The Board understands the concerns raised at the Ball but wants to recommend appropriate attire. It was decided to state: Semi-formal to dress accordingly [exclude footwear].

Shirley felt very disrespected at this year's Reunion by members and even Board members. Saturday night was too difficult with the dress code, name calling and even dealing with the police.

Nominating Committee:

Richard explained his work situation and cannot run for the Board next year. Richard feels the Society needs to find a replacement that can commit to the next several years. Betty suggested that Bill can fill in for Richard. After another discussion, Richard agreed to complete his current term but not be on the ballot next year.

Bill suggested that Mike be the Nominating Committee Chairperson. Mike would like to come up with a Succession plan and find members that can commit to being on the Board long term. Brittney does not want to run for President for another 3 years. Pat is not moving up so his Director's position will be available. Rod does not want to step up into another position. Lee suggested a Succession Plan for Bill as the Reunion Coordinator. After Ray read the Bylaws, Mike agreed to Chair the

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Nominating Committee. Mike motioned that Richard and Pat represent the Board on the Nominating Committee, Brittney seconded, and the motion carried. Mike will find two members and have someone announce it at the September meeting.

Refunds:

Mike motioned to refund Jorge & Luz See for \$140 to cover their Vendor fee and 2 Ball tickets, Brittney seconded, and the motion carried.

Mike motioned to refund Ralph Shuey for \$40 to cover 2 Ball tickets, Lee seconded, and the motion carried.

[Completed]

Marketing:

Ray spoke about the Marketing Committee and their recent conference call. They feel the quorum of members should include the spouses. A discussion ensued that the accountability is associated with paid memberships and a household only has 1 membership. Ray feels it is not a true representation of memberships.

The Marketing Committee will work on contacting younger members, especially from 1983-1999. Ray has asked UF to create a database from the yearbooks. Last year, the UF program did not work and this year, they have a new program. They will also contact the Class Coordinators from 1985, 1990, and 1995.

Ray and Kathy introduced the *Panama Cyber Newsletter* that goes out monthly. Mike motioned to approve a subscription which includes an announcement in their monthly newsletter for \$30 a year, Lee seconded, and the motion carried. [Kathy has paid this and sent an PCS Announcement to the editor.]

2020 Events:

For Carnavalito, Betty explained the Beach locations are too expensive in February. She will investigate downtown Tampa. The date was decided on February 8. UF Luncheon is scheduled for March 7. The May picnic was discussed after a member suggested to move up the date. Bill suggested to move the picnic to Anderson Park in Tarpon Springs. The Board asked the Chairpersons to check out new facilities for one of these dates: May 2 or 16 and April 18 or 25. Board meetings dates are: February 8, April 18 and June 6. The Reunion will be June 24-28, 2020.

2020 Reunion:

Bill presented a theme: "Zonians Roar into the 20's".

Next year's Dances were discussed, and it was decided on Thursday night for the Society to host a Reunion Kick Off Social/Gathering in the Club House with a DJ (possibly David Smith) outside at the Gazebo. Bill and Betty will check with hotel if we can have a DJ outside. It was also suggested a Casino night or Karaoke on Thursday. Friday night dance will be called, Panazonian Dance, will be hosted by the HS Classes. Richard will organize the next year's dance since it is his class reunion and possibly hire a DJ to play when the band breaks. He even suggested that the classes can have their dinners in the same room prior to the dance. Saturday we will still have a band. Frankie hasn't committed to next year and with the health and age of his band members, we might need to look for a new band. No Security or table decorations for Friday, only Saturday. [This was discussed under 2019 Reunion, but I decided to post under 2020.]

Betty has asked the hotel to develop Class packages to encourage classes to stay on the premises. One reason is because there are no suites only villas. The larger classes cannot fit in the villas. Betty will get back to the Board.

Bill stated Caribe Royale pool is not conducive to the regular Pool Party. Caribe will pay \$250 towards a DJ in the open area next to the swimming pool. Mike asked if the hotel can provide coverage at the open area. It was suggested that wristbands be used for the free beer. The Club House will remain the same which was great years ago with being a large area and included games. It also has a large patio, deck and gazebo outside their doors. **If Dave Smith cannot play on Thursday night, the Board will consider Dave for the Pool Party.**

The Board decided to keep the 2 DJ dances and hire Ben Daniele. Mike made a motion to hire Ben Daniele for the two DJ dances, Lee seconded, and the motion carried.

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Bill will keep the Chairpersons the same except for Rod to chair only Bingo since it conflicts with Ticket Sales. Noreen was offered to move to a Financial Chairperson during Reunion vice helping in Registration. She will think about it.

The deadlines were finalized for Registration and Hotel as May 25 and the Refunds as June 5. Early Bird drawing deadline is February 5.

All motioned to adjourn the meeting at 1:41 p.m.

Shirley Avery-Bentley, President

Kathy Malin, Office Manager