



PANAMA CANAL SOCIETY  
EXECUTIVE BOARD MEETING MINUTES  
Saturday, April 18, 2020 – 9:30 a.m.  
ZOOM meeting - ID #: 713 366 901, PW # 017494

The Board Meeting was called to order at 9:36 a.m. by Mike Coffey (Immediate Past President).

**Attendees by Zoom or Telephone:**

Brittney Wilder (2<sup>nd</sup> Vice President), James Beattie (Director), Lee Bentley (Director), Rod Snyder (Director–At-Large), Mike Coffey (Immediate Past President), Noreen Hanson (Treasurer), Laura Kosik (Sergeant of Arms), Carl Orvis (Chaplain), Ray Husum (ByLaws), Bob Russell (Legislature Representative & Past President), Jacque Vowell (Editor), Bill McLaughlin (Reunion Coordinator & Past President), Betty LeDoux (Hotel Coordinator & Past President), and Kathy Malin (Office Manager)

**Absent:** Shirley Avery Bentley (President), Richard Grimison (1<sup>st</sup> Vice President), & Patrick Smith (Director)

Noreen motioned to approve the February Executive Board minutes, Lee seconded, and the motion carried. Noreen stated the Check Detail Report was business as usual. James motioned to approve paying the bills, Brittney seconded, and the motion carried.

**Reunion Update:**

Hotel Status – Bill explained that he and Shirley have sent out three Virus updates to the PCS members via email blasts. The hotel extended its shut down date to June 1. The hotel has no idea if it will reopen and be in the clear for our reunion. The Panama Canal Society will not cancel the reunion; the hotel must cancel it. If events change severely, and the State or Federal Government extends the Stay at Home Directives, the Caribe will have no choice to cancel events held in June. If this occurs, the Society will not have any financial obligation to the Caribe Royale.

Mike re-read the contract and the Society will have a great expense if the Reunion is cancelled by the Society. The Society does not have a Force Majeure clause in the contract, so the only way the Society will not have a financial obligation is for the hotel to cancel. Betty explained that the new owners did not want this clause in the contracts. The hotel has now waived the attrition for the number of hotel rooms and sent an email to Betty. [Kathy has now received this email for our files.] The government feels the summer travel will go up.

All reunion information for June *Canal Record* is on course for having the reunion as planned. All advertising of events/programs are the same as in the March *Canal Record*. An updated Schedule of Events and Convention Center Layout will be sent to Jacque.

The Board needs to decide regarding the Golf Tournament. According to the April 9 Reunion Coordinator's Report, we only have 33 golfers. One has cancelled so now 32. We need 72 players per contact. We can reduce the 72 by 50% (30) days through (15) days (NLT June 9) in advance of play. This would be 36 players. After the 15 days, we can only reduce by 10% and after 8 days we are fully responsible to pay for the contractual 72 players. Bill thinks the 50% reduction is the best bet, so we don't take a hit on not meeting our contractual 72 players. Katie and Pat may be able to work miracles and get the 72 players.

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Total cancellation option - Golf Club, Falcons' Fire, needs to be cancelled before 31 days out without any penalty and this would be on May 22. We have already paid a \$500.00 deposit. Katie feels we need to wait for the deadline to decide to reduce attendance, cancel or not. The Board will decide closer to the deadline. Golf Bus needs to be cancelled 24 hours prior to scheduled pick up time to get full refund on the \$406.00 deposit.

Bill has not heard from Charlie Morris, the Annual Luncheon Speaker. Since he resides in Panama, the air travel to/from Panama is still up in the air. Presently, the entire county is in lock down. This is another thing we need to consider not taking place even if the reunion happens. If anyone has suggestions on back-up speakers, please let Bill know. There are 260 people signed up for the luncheon to date.

There has been discussion in the past years to get event insurance (Certificate of Insurance to cover the Panama Canal Society in case of an incident/s). Although our contract waives that we have this COI, Bill feels we should for the reunion and possible for other PCS events. Bill ran an on-line calculator estimate for our 5-day event and will run +/- \$340. He is not asking for approval today but would like to put this up again at our next Board Meeting for discussion/approval. This would be a best practice procedure for PCS. Reunion insurance would consist of: each occurrence - \$1M; damage to premises- \$100K; medical expense - \$5K; personal & advertising injury - \$1M; general aggregate - \$2M; products – COMP/OP AGG - \$2M; and combined single limits – \$1M.

Jacque inquired about having the Reporter's Luncheon again this year at one of the hotel's eateries. The Tropicale Restaurant would be the best choice for a casual lunch experience. There is no private room, but Bill will ask if something can be setup. Noreen motioned to approve a Reporter's luncheon, James seconded, and the motion carried.

Bill updated the Board on the different contracts/events.

Electrical – Contract signed and ready. Note: \*\*Correction in last meeting's minutes. The Friday Night Dance hosts fee for electricity is \$412.69 and not \$312.50 stated in the February minutes. Labor and tax have been added to the total which has increased the cost.

UF team has concerns because of the shutdown of their campus. UF might not be able to organize and bring the exhibit for the Museum and might not get their travel approved. The Silent Auction is ready to roll. If UF team cannot travel, the Cultural Seminar will have to be cancelled, too.

Reunion bags have been ordered and delivered. Thank you, Shirley!

Print jobs mockups are ready, but on hold for printing. The printer said he can get the jobs done on short notice. Name badges and tickets are printed and in the office.

Security, Sound and Lighting System for the Ball, and Entertainer's contracts are all signed and ready.

Audio Visual is a work in progress, but Bill is still working it. (\$3,226.93 - \$2,594.28 = \$632.65 difference from the first quote.)

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Volunteer Break schedule and items are completed and ready for submission. Laura reported the Volunteer recruitment has stalled but there are 94 slots filled out of 141. Saturday volunteer slots are a concern.

Sponsors are still needed. We are 2/3<sup>rd</sup> behind from last year's income. We need to contact Lori Snow to see if she can still get grand door prizes from Panama.

Bill is suspending Vendor Gift Certificates this year. Only 15 vendors have signed up. Brittney and Tom need to start calling to recruit vendors.

Page 3 of the August 2019 minutes needs to be changed that Caribe Royale is not paying for \$250 for the Pool DJ. It was Rosen Shingle who will be paying at future Reunion.

Mike expressed that this Reunion will be different this year. Attendees will want to spend more time with their family and friends.

Governor's Club (GC) lanyard were discussed. Lee motioned to purchase 500 lanyards to match the Reunion bags, Noreen seconded, and the motion carried.

Betty stated that the March hotel rooms were up from last year, but April has really declined. We need to encourage people to attend. The cut-off date for hotel is May 29. James suggested we have more Board meetings to discuss the Reunion and Hotel. The Board decided to meet on Saturday, May 23<sup>rd</sup> at 9:30 am via Zoom again. The last day to register is May 25<sup>th</sup>. Cancellation date for refunds is June 5<sup>th</sup>.

**Business:**

Noreen discussed 2020 budget. She advised that the bylaws state that the Treasurer will present a budget but a vote is not needed from the Board. The budget is used to determine how to control expenses. Noreen calculated two budgets, one using a 5 % decrease in Reunion revenue and one using a 20% decrease. It was shared it with Shirley, Bill and Mike. It was decided to use the 20% decrease which will show a (\$9,170) net loss for 2020. This methodology was used due to the potential of our older generation not attending this year's Reunion. We can offset some of this by keeping General Administrative costs down. The biggest driver for this negative net loss is due to increased printing costs for the *Canal Record*. Noreen will enter the budget that shows the (\$9,170).

Lee has cancelled the Florida Spring Picnic and is working on receiving a refund from Pinellas Parks and Recreation. The new Board can revisit the schedule to see if they want a fall picnic.

Kathy reported that the Texas Spring Picnic has been cancelled due to the Parks and Recreation refunded the PCS credit card in March. She emailed the Texas committee and they want to reschedule for October. They will notify Board when a date is selected. Kathy has found a person living in New Braunfels so we hope to get this member to sponsor and the price of rental will be cut in half from \$500 to approx. \$250.

Kathy plans on sending out an eNewsletter at the end of April with event updates. Mike suggested we update our Activities on the PCS website and Facebook page. [Kathy sent to Tom and Chris Wilder and both have been updated.]

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Jacque reported that Pride is still not up and running. Roberts has offered to print our June *Canal Record*. Noreen motioned to use Roberts as the printer for the June CR up to \$5,500, Lee seconded, and the motion carried.

Carnivalito was discussed for next February around Ash Wednesday. The weekends of February 13<sup>th</sup> or 20<sup>th</sup> are the best time. Betty will investigate Lake City hotel near Legoland where we had a Carnivalito years ago. Bill suggested that Ocala area had great turnouts. The Board would like Betty to look at Mission Hills near Mt Dora again. Mike will text Betty.

Ray discussed the Governor's Club Bylaws changes. He thanked his committee for meeting two times via conference calls. They are Richard Grimison, Jacque Vowell, Tom Wilder, and Betty LeDoux. Bill McLaughlin will join the Bylaws committee. The change for the bylaws is to add a section discussing the ability of the Governor's Club membership to be transferred one time to an immediate family member. The ballot will be in the June *Canal Record* with a deadline of September 10<sup>th</sup> with the results being presented to the members at the Sarasota luncheon on September 12<sup>th</sup>. Three other memberships were clarified. The Life and Honorary memberships transfer to their spouses, as well as the Past President membership.

Mike announced he will have knee surgery on July 1<sup>st</sup> so will need assistance at the Reunion to distribute bins and supplies. Carl and James volunteered. Mike and James will work on obtaining the U-Haul which will be discussed at the June 6 Board meeting.

Future event dates after the Reunion were announced:


- August 8 – Board Meeting
- September 12 – Sarasota PCS Luncheon/General Meeting
- October 3 – Board Meeting
- November 7 – Space Coast PCS Picnic/General Meeting
- December 5 – Holiday PCS Luncheon/General Meeting

Mike reminded all to vote for the new Board and there will be a ballot count at the Reunion.

Carl Orvis stated the BHS 75 is backing out of sponsoring the Friday night Dance with BHS 80. BHS 80 is concerned on having enough funds to sponsor this dance. Bill says we need two dances at the Reunion. The Board indicated that the Society will help sponsor if the door tickets do not cover the event expenses.

Be safe and practice social distancing. Noreen motioned to adjourn the meeting at 10:52 a.m., Lee seconded, and motion carried.

  
Mike Coffey, Immediate Past President

  
Kathy Malin, Office Manager