



PANAMA CANAL SOCIETY
EXECUTIVE BOARD MEETING MINUTES
Saturday, August 8, 2020 – 9:30 a.m.
New Port Richey, FL

The Board Meeting was called to order at 9:33 a.m. by Shirley Avery Bentley (Outgoing President).

Attendees:

Bill McLaughlin, P.P. (President & Reunion Coordinator), Brittney Wilder (1st Vice President), James Beattie (2nd Vice President), Laura Kosik (Director), Nancy Van Sicen (Director), Patti Revello (Director), Tom Wilder, P.P. (Director-at-Large), Noreen Hanson (Treasurer), Elaine Lewis, P.P. (Past President), Bob Russell, P.P. (Legislature Representative), Carl Orvis (Chaplain), Christine K. Tirpak (Sergeant-at-Arms), Jacque Vowell (Editor), Betty LeDoux, P.P. (Reunion Hotel Coordinator), Margaret McLaughlin (Decorations Committee), Kathy Malin (Office Manager) and Mike Coffey, P.P. (Outgoing Immediate Past President)

Attendees by Telephone: Shirley Avery Bentley (Outgoing President), Richard Grimison (Outgoing 1st Vice President), Lee Bentley (Outgoing Director), and Ray Husum (ByLaws Chairperson). After 18 minutes, Ray stayed on for the entire meeting.

Absent: Pat Smith (Outgoing Director) and Rod Snyder (Outgoing Director-at-Large),

Mike Coffey reported that the Nominating Committee got together on July 15 to count the ballots. There were 210 ballots and 3 were deemed invalid. Present for the count was Mike, Pat Smith, Kelly Fenton, and Kathy Malin. Mike then read the findings and congratulated the new Board. Bob Russell made a motion to destroy the ballots, Elaine Lewis seconded, and the motion carried. The results are as follows:

President, Bill McLaughlin	200 votes	1 write-in	Director, Laura Kosik	167 votes	1 write-in
1 st Vice Pres., Brittney Wilder	195 votes	1 write-in	Director, Patti Revello	142 votes	
2 nd Vice Pres., James Beattie	140 votes	1 write-in	Director, Christine Kervin Tirpak	66 votes	
			Director, Nancy Van Sicen	160 votes	

Shirley thanked her Board members for their hard work, and she was honored to be their President. She will be attending future events next year once the pandemic lessens. Mike announced he was pleased to serve on the Board for the last 10 years and thanked all for their team effort, volunteerism, effort and new Board members with fresh ideas. Betty LeDoux thanked Shirley for her years on the Board and dedicated work.

Bill thanked the outgoing Board and gave Mike his Certificate of Appreciation. He has other outgoing Board members' Certificate of Appreciation, which Kathy will mail. Richard Grimison thanked the outgoing and incoming Board members. Mike read the President's plaque and handed over the gavel to Bill. Shirley opened her gift from home and thanked all. Mike had all the new and appointed Board members stand and he read the Oath of Office while the Board repeated. The outgoing Board either hung up or left the meeting.

At 9:44 a.m., Bill called the meeting back to order and welcomed all for attending in person. He read the appointed new Board members, made introductions, and passed out new badges. Bill introduced his wife.

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Personnel:

Kathy, Jacque Vowell and Betty LeDoux were asked to leave the room for the personnel reinstatement part of the meeting. Beginning of every new term, there is a discussion on re-hiring personnel. There is nothing much in the files or Bylaws regarding personnel or its policies. Bill would like to reinstate all three employees, and all agreed.

Bill has reviewed an old file, but it is not a contract but a policies and procedures document. A lawyer who attended Balboa High School was contacted and would write up a contract for the employees for \$500. Bill reviewed the previous bonuses with the group. Bob Russell briefed everyone on the paper he wrote back in 2006 on COLAs but he was tying it to the federal government. Bob doesn't know the Florida laws. Noreen indicated that most companies have new employees sign a Code of Ethics. Also, she stated there is a Standard Guidelines on performance evaluation, etc.

Bill wants to form a committee for Florida Personnel Policies & Procedures. A committee was formed. The Committee is Bob, Patti Revello, Tom Wilder, Elaine and Kathy. ZOOM is available for this committee. Tom works for a not-for-profit and has a manual to share with the committee. They also have a lawyer. He suggested some ways his non-for-profit works with employees' salaries and benefits. The new Committee will research and report back at the October Board meeting. Director Patti Revello is a business owner here in Florida and is familiar with personnel policies and procedures under Florida law.

Tom made a motion to pay bonuses and discuss the procedures later, Bob seconded, and motioned carried. Tom amended the motion to give Kathy an extra week of vacation and a \$500 Visa gift card, Jacque and Betty each receive \$1,000 bonuses; Nancy seconded, and the motion carried.

Old Business:

Brittney Wilder motioned to approve the May Executive Board minutes, Elaine seconded, and the motion carried. Tom motioned to approve the two new members, Elaine seconded, and the motion carried.

Kathy described that the Check Detail Report has more pages than normal due to the 230 refund checks. Tom motioned to pay the bills, Bob seconded, and the motion carried. Noreen Hanson explained the P&L. The Society received approx. \$16,000 in Reunion donations and non-refundable registrations. Noreen wanted to know if Bill would like to move this money to a line item for donations. For the next meeting, she will produce a trend on memberships and expenses. Noreen and Kathy stated the Board minutes need to be signed so Bill can be added onto the bank account. Board agreed to add new President to the Checking account and remove the outgoing President.

President's Report:

Bill reported during normal times, he expects all Board members to be present at the Board meetings and events. During the pandemic, he agreed to use Zoom. 2020-2021 calendar portfolios were given to the Board to note meeting and activity dates. If there is an emergency and a board member cannot attend a meeting in person, Bill would like that Board member to notify him with a phone call or email. Bill likes the 9:30 on Saturday's format for the Board meetings. Bill will like the minutes be typed up within a week and sent out again before the Board meeting. Board members need to follow up on the tasks and need to respond to

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emails in a timely manner. Business discussed at board meetings is confidential to a certain extent and not to share on social media. A few Board members emails are unlisted and not to be used publically. Board members need to review the Bylaws and the enclosed "Duties of Nonprofit Boards". Bill wants to challenge the new Board with coming up with new initiatives and programs for the Society, especially for the younger generation.

New Business:

Bill explained the server in the Society office has been locking Kathy out from Outlook and it is time to migrate our server to an online Microsoft email hosting system. The old server was set up in 2007. Chris Wilder has been researching different website hosting companies and he thinks Microsoft is the best fix our PCS needs. The cost is \$4. per email inbox at 50 gb per box. Chris can delete Noreen and Betty's email boxes. Website will use OLM with Word Press hosting at \$13.99 a month. Chris will start working on getting the emails moved over to Microsoft then with James assistance on moving Access and other programs. After that, Chris will start working on the new website. Minimal monthly costs are incurred with these moves plus the Microsoft 365 annual costs. Tom motioned to move forward on Chris' migration plan, Noreen seconded, and the motion carried.

The *Canal Record* was discussed, and Board was notified that Pride is still not able print or mail our magazines. We agreed to keep using Roberts, but Jacque will research other printers. Jacque and Kathy will contact the Post Office regarding the return of the non-deliverable Records. We have a problem sending *Canal Record* overseas because of the Panama Post Office being closed. We will send them a .pdf in a pinch and upon request with a statement not to share. The cover for the December CR was discussed and agreed to use the picture of Santa in a hang glider displayed in Cardenas Village. A discussion ensued on changing the Canal Record to 3 issues a year vice 4. The Board decided not to go that route.

Sarasota luncheon on September 12th was discussed. Bob explained the buffet style and tables of eight. Brittney asked if we could have a small buffet in our room vice the members walking into the larger part of the restaurant. The Board wants to move the meeting to October 24th. Bob will call *Der Dutchman* this week and will ask about the new date and a small buffet in the room.

Richard Grimison and Peggy Huff are still hosting the picnic on November 7th in Merritt Island. The Christmas luncheon at St Petersburg Yacht Club is scheduled for December 5th.

Betty discussed the locations for Carnavalito from February 19-21, 2021, either in Daytona Beach or Rosen Shingle Creek in Orlando, FL. She did go out to west coast beach properties and they are way out of our price range. The Board asked Betty to find better meal pricing or the price for the room rental charge without having a dinner. Room block is 30. Jacque will save a page for Carnavalito registration page for October CR. Bob motioned that Carnavalito be held at Rosen Shingle Creek in Orlando, Nancy seconded, and the motion carried.

The PCS/UF luncheon is pending for March 27. Tom and Brittney will be chairs. Spring picnic is on May 15 at Anderson Park in Tarpon Springs with James and Laura chairing. The Pavilion we reserved is right on the water.

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Kathy asked the Board if they agreed on posting a small 'post' in the *Canal Record* when the Society receives donations in memory of members that have passed. Board agreed and Jacque will do a small post regarding a donation in honor of Betty Yerxa. We need to remind donators that they cannot write it off since we are a not-for-profit. Board discussed 501(c)(3). [We are a 501(c)(4).] A member wanted to move her 2020 membership to 2021. I told her I would ask the Board, the Board disagreed.

Ray discussed the Bylaws Amendment Ballot which the deadline is September 10th. The announcement needs to be made at a Society function. Betty, Nancy and Kathy agreed to count the ballots. Ray will compose the email blast to announce the results. The new change will be published in the September Directory. Jacque has made the change and the Directory will go to print right after the vote count in September.

Reunion:

Bill discussed the Reunion Chairpersons and the responsibilities are in each folder. Brittney asked if Zonie could be listed. The Board suggested to move the registration deadline date to Friday, June 4th. The Board agreed that Paul Barkowitz, who won the early bird drawing for 2020, can keep his rooms and another two room nights will be drawn at Carnavalito for the 2021 Early Bird Drawing. Betty announced that she has secured 100 villas. Betty expects 2021 Reunion will have a great turnout because of 2 classes hosting their Reunions.

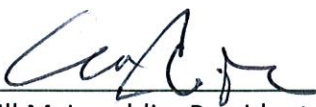
More Business:

Kathy announced the company we are renting our office spaces from might not renew our lease because they need the space. We are on a month to month lease. We need to find a new office location. Kathy said she has a realtor that is on hold that can help. Kelly Fenton's name was brought up and Tom Wilder mentioned purchasing a building. Just discussion, but we need to be prepared for a move.

Bill talked about buying a document scanner for Kathy to eliminate files. It will be further discussed in October meeting.

Bob motioned for the meeting to be adjourned, Nancy seconded, and the motion carried. Bill thanked everyone for attending and the meeting was adjourned at 12:10 p.m. The Board members went outdoors for a photo.

On the patio, Bill explained about using LawDepot.com vice hiring a lawyer for \$500 to assist with the employees' contracts. James made a motion to subscribe to LawDepot for one year at \$95.88, Tom seconded, and the motion carried.



Bill McLaughlin, President



Kathy Malin, Office Manager