



PANAMA CANAL SOCIETY  
EXECUTIVE BOARD MEETING MINUTES  
Saturday, October 3, 2020 – 9:30 a.m.  
ZOOM Meeting

The ZOOM Board Meeting was called to order at 9:32 a.m. by Bill McLaughlin, P.P., President.

**Attendees:**

Bill McLaughlin, P.P. (President & Reunion Coordinator), Brittney Wilder (1<sup>st</sup> Vice President), James Beattie (2<sup>nd</sup> Vice President), Laura Kosik (Director), Nancy Van Siden (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), Christine K. Tirpak (Sergeant-at-Arms), Ray Husum (ByLaws Chairperson), Jacque Vowell (Editor), Betty LeDoux, P.P. (Reunion Hotel Coordinator), and Kathy Malin (Office Manager).

**Absent:** Carl Orvis (Chaplain)

Bill welcomed the Board members to our first ZOOM meeting. He announced that we already approved the August Executive Board minutes via emails. Bill said that Ricardo March emailed him that he is no longer working for Hermanos Varela but has shared four contacts with the company. Ricardo was a long-time sponsor of our Reunions. Bill has emailed the contacts with hopes of continuing their sponsorship. There are no new members to approve.

**Financials:**

Noreen Hanson stated the Check Detail was business as usual. Elaine Lewis motioned to pay the bills, James Beattie seconded, and the motion carried. Noreen described the P&L, and the Society is doing fine financially. Our net income is about \$21K with about \$15K being made from Reunion registrations and donations.

**President Reports and Remarks:**

Bill discussed that a Certificate of Insurance is needed for Carnavalito and Reunion hotels. After he called the Office Insurance Company, they stated that our event hotels are covered by the Office Insurance. Kathy Malin will need to call the Insurance Company 30 days prior to an event to request to generate a Certificate of Insurance and Liability. Kathy stated our Insurance is up for renewal on November 7<sup>th</sup> and it is about \$170 extra than the previous year for a total of \$1,507.60. Tom Wilder motioned to purchase the insurance, Elaine seconded, and the motion was carried.

Our current office leased expired last December, and we are on a month-to-month lease. Senior Resources has a new state contract and will eventually need our space but not till after the New Year. Elaine recommended we start looking now. Kathy will investigate it before the Reunion rush.

The Society has a CD maturing in January 2021. Noreen stated this CD was for a year at 1.7% and the return was based on the current interest rate. A few weeks prior, Kathy can reach out to SunTrust Investments for our account representative to give us recommendations. We will need to decide prior to maturing date otherwise, the money (\$160K) will be moved into Checking. Noreen advised to invest for one year or we can split the money; some funds for one year. Tom suggested in the past, we choose a CD that did not lock up our

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money in case we needed it. If we have a higher interest with a longer period or leave it at one year. A money market account was also suggested. The Board decided to reevaluate at January's Board meeting.

UF Auction team wants tables at the Sarasota and Christmas luncheons. The Board agreed.

Bill showed the Board the pictures of the FaceBook page and T-shirts that Thayne Wheeler is advertising. The T-Shirt looks like it has the PCS logo on it. It is very similar to our Trademark logo, so we sent him a certified letter to cease and desist. The Board asked Tom to reach out to Mr. Wheeler via FaceBook. Ray Husum assisted Bill with this letter and stated it is our duty to enforce our Trademark. Ray says there is a difference between copyright and Trademark. The Board should think about copyrighting our logo. [Mr. Wheeler has received and signed for the letter on October 3<sup>rd</sup>.]

Noreen motioned that we give Margaret McLaughlin up to \$300 for Christmas Luncheon decorations, Nancy Van Siclen seconded, and the motion carried.

**Old Business:**

Chris Wilder and Bill decided we did not need a new server and will phase out our current server after purchasing service with a web hosting company with a server using Word Press. Word Press will allow Kathy, Bill or any other designated Board Member to access the site and make necessary edits when needed. We purchased a new router that needs to be installed. Kathy was waiting for Chris to return from TDY. James offered to assist. Spectrum replaced the main wiring to the building which had a slice in it and the connection is working better now. [Kathy & Jacque Vowell are still having issues with the Outlook email connection.]

Document scanner that was mentioned in August is not needed. The current printer, copier and scanner can work to start scanning in documents. Bill would like hard and soft copies for all our files.

The ByLaws count was in the Fall Directory. Ray confirmed that the ByLaws ballots need to be destroyed. Ballots will need to go to the General Membership meeting on October 24, and we need a vote to destroy the ballots. Jacque will be Ray's proxy.

The Sarasota luncheon will be on October 24<sup>th</sup> and the restaurant is ready for us after the Governor's Phase 3 announcement. Bob Russell stated the Der Dutchman assured him that they are still following all safety protocols. We will be in our private room but in small tables of 4. The attendees will go to the buffet where servers will be wearing masks and gloves. There is Plexiglas around the food for protection. Dessert will be in individual containers. Servers will serve tea, water and the condiments.

November 7 is the picnic at Merritt Island. Bill hopes Board members will attend. No board members attended last year except for Jacque Vowell. The PCS Texas picnic on October 24 was approved by their mayor at 75% capacity. But the Texas committee is switching from buffet to everyone bring their own food and drinks (safer).

The Christmas luncheon is limited to 130 people this year due to COVID. St Petersburg Yacht Club has reserved us an extra room called the Waterfront, but it has a hallway connected to it. Kathy is requesting a floor plan for Bill.

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January 9, there is a Board meeting scheduled. If any issues come up between now and then that require the board to meet, a Zoom meeting will be called. As we get closer to the January 9 date, we will decide on a ZOOM or in person meeting.

Carnavalito and a Board meeting will be held at the Rosen Shingle Creek from February 19-21. Los Legendarios have been contracted. The announcement will be in the October and December *Canal Records*. The Hospitality Suite will be on Friday evening. Betty LeDoux would like to reinvent the 'burying of the fish' ceremony at Carnavalito. Betty expressed that she has sent out emails to vendors and she has received 9 showing interest thus far. Vendors could set up early on Saturday prior to the dance. The vendor sales are a work in progress. She even suggested a possibility of having a mini golf tournament and pool party on Saturday. Letters to Class Reunion coordinators are going out today. Nancy made a motion to give the Class who has the most attendees over 20 at Carnavalito will receive a comp Villa for one night at the 2021 Reunion, Tom seconded, and motion carried.

PCS/UF Luncheon is scheduled for Saturday, March 27. Kathy still has not heard back from the caterer but will continue to call.

**Reunion:**

Bill is working on the Yellow Pages (Reunion Registration Packet) and will be sending them out to Chairpersons and Board Members for review/comment/approval.

Since the Society has so many Governor's Club (GC) memberships, we need to adjust the floor plan in Registration. We all reviewed the layout Bill provided. It was suggested to move the table behind volunteers to the end of the room and move the registration tables closer to the walls.

No one has heard from any Class Reunions that are willing to host the Friday night dance. The Board decided PCS will host Friday night, so we discussed Laura Kosik's two suggestions from RP Events Live Marketing. It was decided to purchase the \$1500 package with a DJ for 4 hours, performers and a Carnival Queen. Thursday night is still open for any dances if the Class Reunions would like to sponsor.

Frankie Pretto is still not available for traveling. Bill would still like to keep Los Legendarios if not Saturday maybe Thursday night as a PCS function.

The Board discussed the late-night DJs. Grant Hemond is still retained as they have our 2020 deposit. Noreen has compared the last 3 late-night DJ total ticket sales:

	2017	2018	2019
Friday	256	220	172
Saturday	378	223	159

The Board decided to cancel the Saturday late-night DJ dance since the Ball lasts until 2:00 am. It was decided to keep Friday late-night DJ from 10pm – 2am with Grant Hemond and Ben. Betty will ask about for a new contract and carrying over the deposit.

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The 2020 Sponsors have agreed not to ask for the refunds and be 2021 sponsors. Only one asked for their donation back. An agreement was made to advertise in the *Canal Record* all these sponsors up to next reunion and mini banners have been put on our website's links page. When you click on the sponsor's banner, it directs you to their website. We are looking for new sponsors as well. With COVID-19, many companies and businesses have been hit hard so our current sponsors may not donate additional funds or new sponsors will be hard to find in the future.

The Hours of Operation for Registration, Information, Ticket Sales and Despedida Lottery Tickets were discussed. The final decision for 2021 Hours of Operation are:

**Wednesday, July 7** – 5:00 - 7:00 p.m. **2 hrs.**

**Thursday, July 8** - 10:00 a.m. - 12:00 p.m.; 2:00 - 4:00 p.m.; 6:00 - 8:00 p.m. **6 hrs.**

**Friday, July 9** - 12:30 p.m. – 2:00 p.m.; 3:00 p.m. – 4:30 p.m. **3 hrs.**

**Saturday, July 10** – 12:30 p.m. - 2:00 p.m.; 3:00 p.m. – 4:30 p.m. **3 hrs.**

Betty has checked with the hotel about the Hotel Deposit but believes it will be waived after Kathy filled out the Credit Card application. She stated the room reservations are sent out in batches thus confirmations will go out in batches. Betty discussed the room nights for Board members will be decided by the President and all Board members will be notified in writing on the number of nights allowed. If a Board member wants a Villa, they will only be reimbursed for the regular room rate. They are on their own for the rest of the cost. Only 100 Villas are available so send in your reservations early. The Breakfast tickets for Friday and Saturday are completed as well as the Lottery tickets.

Betty is working on the Golf contract. It was decided no Teen Gathering in 2021. We will use the Coloring Books that Jacque created for 2020 next year. They were not printed. Bill asked not to put a date on them. Laura is organizing the Volunteers again and their gifts are already purchased. We are missing one of our tents from years ago. Nancy motioned to purchase a shade tent not to exceed \$200, Elaine seconded, and motion carried. Bill informed us the UF will present at the Cultural Seminar.

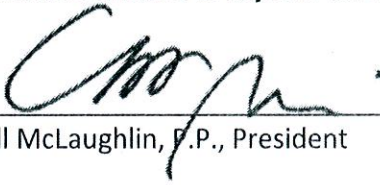
**Special Committee Reports:**

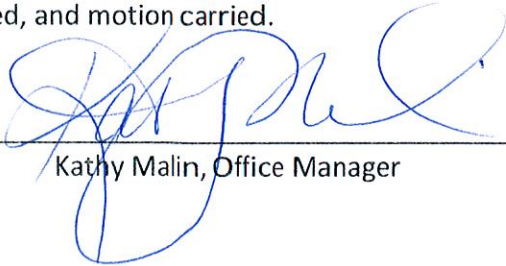
Bob presented some facts on Employment contracts. Bob said that he has determined that Kathy is not exempt FLSA overtime provisions. If she works an hour over, she gets paid time and a half. Salary or hourly. Depends on the employer policies. It was decided that the employment team will meet via ZOOM the week of October 12<sup>th</sup>. They agreed on Tuesday, October 13 at 7:00 pm.

**New Business:**

Laura mentioned some Outlook problems which Kathy and Jacque have seen too. We are waiting for Chris to look at it.

Nancy made a motion to adjourn at 11:38, Noreen seconded, and motion carried.

  
Bill McLaughlin, F.P., President

  
Kathy Malin, Office Manager