

**PANAMA CANAL SOCIETY, INC.
EXECUTIVE BOARD MEETING
HEADQUARTERS OFFICE, SEMINOLE, FLORIDA
APRIL 18, 2009**

Present: Tom Wilder, Margaret McLaughlin, Tom Spence, Jim Parthenais, Shirley Avery, Mike Coffey, Bob Russell, Bill McLaughlin, Chris Wilder, Cheryl Russell, Jacque Vowell and Nancy Van Siclen.

Absent: Pam Reid and Jim O'Donnell.

The president called the meeting to order at 9:40 a.m.

Consent Agenda:

Approval of February Board Minutes, Expenditures and New Applicants for week of April 13th, List #2 – Bob Russell made a motion to approve the Board Minutes from the February meeting; the expenditures from February 1st through April 16th in the amount of \$38,463.12 and the 24 new members on List #2 for the week of April 13th; it was seconded by Mike Coffey. Motion carried.

On-Line Approval:

Margaret McLaughlin made a motion to approve all on-line votes including the following: 1) February New Applicants – Lists #2 & #3; 2) Approval of March New Applicants – Lists #1, #2, #3 and #4; 3) Approval of April New Applicants – List #1; 4) Approval of Vendor Nutritional Drink from George Ateek; 5) Approval of giveaway for Annual Luncheon; 6) Approval of Cancellation of Content Insurance; 7) Approval of Liability Insurance; 8) Approval of DJ for Friday & Saturday for 2009 Reunion; 9) Approval of Free Table for Panama Canal Museum in Vendor Room; 10) Approval of Pearson Travel Ad in June *Canal Record*; it was seconded by Bob Russell. Motion carried.

President: Tom Wilder

New Business:

New Director-at-large – Tom reported that he has asked Bliss Connerton, of Texas, to be the Director-at-large on the Executive Board and that she had accepted the position. Jim Parthenais made a motion to accept the recommendation of Bliss Connerton; Mike Coffey seconded it. Motion carried.

Vendor Request – Skyline Real Estate – Panama – Tom reported that we had received a request from Skyline Real Estate (copy of email attached to minutes) to attend the reunion and be a vendor. After discussion, it was decided to table the matter until the next board meeting so that Mike Coffey, who has some connections in Panama, could investigate this company

Schedule of Meeting Dates for 2009-2010 – Each board member was given a schedule of meeting dates for the upcoming year. Tom has continued scheduling the board meetings on the opposite months of the general membership meetings.

1st Vice President: Margaret McLaughlin

Giveaways for reunion attendees – Margaret McLaughlin showed a shopping bag that is being sold at various stores instead of using paper or plastic bags and a vinyl decal with the Society logo. Margaret suggested that the bag have the Society logo and she didn't think the cost would be that much, since all the stores are selling them for \$1.00. Cheryl Russell also had a fan for \$.75 with the Society logo on the front and a schedule of events on the back. Then for the volunteers, she proposed a luggage spotter for \$2.29. These two items are available from Jean McGuire. After discussion, it was decided to use the bags as a giveaway, for the members, with the logo and the website on the front. Margaret will check with several vendors and get a cost for 1,000 and submit it to Tom for an online vote. As a gift for the volunteers we would need about 150 – 200 items keeping in mind that the cost should not be more than \$3.00 each. Tom suggested that the board look for a few items in the next few weeks and submit these items to him for a consensus by the board.

2nd Vice President: Tom Spence

Membership Contest – Tom advised the board that the contest would be over on April 30, 2009 and, as of now; we have one person with 4 new members and one over that amount to be considered for the Grand Prize of two free nights at the hotel.

Tom also reported that he is keeping up with the registration badges.

Tom Wilder announced that we have used one attrition gateway for the hotel back in February and the next one would be in May.

Treasurer: Jim Parthenais

February & March Financial Reports – Jim highlighted the February and March Financial Statements (copies attached to minutes).

Jim also stated that he thought the credit card charges looked a little high and it seems like they had raised our rate. Jim spoke to our representative and he is going to adjust the rate and go back to the original agreement and it will be adjusted retroactively.

Jim reported that the 2008 tax return has been prepared and is ready to be signed.

Jim reported that the BHS/79 class is hosting the Thursday night dance and that they are charging \$5.00 to attend the dance. Bill said he was told the price was \$12.00 and that was what was reported in the *Canal Record*. Jim said that he would check on it and that he also noticed that several class reunions were reserving cabanas this year.

Director: Shirley Avery

Shirley announced that she could get the magnets put on the back of the name badges. Tom showed the board his name badge that he paid for with the CHS Tiger on it. After the board saw his, everyone wanted one with their school logo on it being either a tiger or bulldog. The cost for each would be around \$9.00. Each board member will pay for his own name badge.

Past President: Bob Russell

May Luncheon – Bob announced that the May Luncheon at Troyers in Sarasota on May 2nd is all set. The luncheon will run from 11:30 a.m. – 2:00 p.m.

Cultural Seminars – Bob is coordinating these seminars with Barbara Marshall of the Panama Canal Museum. On Friday, Dustin Smith, from the Miami Metro Zoo will discuss the golden frogs and other species from Panama. On Saturday, the book titled “Write of Passage” will be discussed by members whose articles were published in the book. Bob would like to give each one a certificate of appreciation. Bill asked that he send the names so he can prepare the certificates.

Corporate Sponsors – Lori Snow with, Condour Outfitters, is up to speed. Hard Rock Café’s participation is still up in the air. Bob was wondering if we should contact Café Duran to see if they had an interest in participating again this year. Tom suggested that Bob contract Café Duran. Bob also asked if we wanted to get the Magic Cards from the Orlando Convention Center. After discussion, Bob will also get in touch with them.

Bob asked if we had a sponsor for the sodas at the pool party. At this time, we do not. As of now, we will charge the sodas to the master account. Tom explained that we have a sponsor to supply the beer, but not for the soda. The sodas should be limited – when the beer is gone the distribution of sodas will stop as well. Those attending the pool party will need to have their name badges with them.

Editor: Jacque Vowell

Update on June *Canal Record* – Jacque reported that the June issue is in the process of being proofed and the dates for the deadline for the October and December issues have been changed.

Reporter – Jacque asked for an approval of Sarah Livingston-Schlicht to be the reported for the Tampa Bay area. Tom Spence made a motion to accept Sarah Livingston-Schlicht as the new reporter; Jim Parthenais seconded it. Motion carried.

Book Advertisement for Alberto Arcia – Jacque reported that she had received a request to advertise a book written by Alberto Arcia. After listening to the outline of the book, and discussion by the board, Mike Coffey made a motion to deny publishing the ad in the *Canal Record*; Jim Parthenais seconded it. Motion carried.

Office Manager/Secretary: Nancy Van Siclen

Update on Membership Numbers – Nancy reported that as of April 17, 2009 we have a total of 3,099 current members. Mike Coffey suggested that we implement a recruiting plan to keep members from dropping their membership after they join to attend their class reunion.

After a 10-minute break the meeting reconvened at 11:15 a.m.

By Laws Chairperson/Reunion Coordinator: Bill McLaughlin

Reunion Update – Bill gave each board member a copy of the event plan. He asked each one to look it over and email any changes in their area of responsibility.

Security – Bill has received a quote from the Security Company, which we have used for many years and the price will be the same this year. The hourly rate is \$17.75 and we have them scheduled for 93 hours at a cost of \$1,758.05.

Volunteers Break – Bill reported that after going over the schedule for volunteer breaks we have reduced the volunteer refreshments from \$772.00 to \$469.00 for this year. Bill reminded everyone that these refreshments are strictly for the volunteers.

Audio Visual – Bill reported that the cost this year would be \$17,803.54 since our needs are less than last year.

Wrist Bands for Pool Party – Bill advised the board that we will use the ones we have on hand at the office for the pool party and he has ordered two different colors for the Friday and Saturday DJ dances. It was suggested that at the DJ dances we use the wristbands for the people that are of age. If they are used for the under aged people, they would be able to remove them.

Volunteer Letter – Bill has a sample of the letter for Tom to review and make changes.

After Action Reports – Bill asked Bob Russell to email him the after action report from last year. Bill will update it and email it to each chairperson. He asked that after the reunion, everyone complete it with your comments and recommendations.

Name Badges and Tickets – Bill reported that they are at the printers and he should have them sometime next week. Bill will meet Tom Spence and give him the tickets and name badges.

Flyer – Bill reported that the flyer is almost finalized and will be ready to go to the printer shortly.

DJ Contract – the contract has been signed and returned to David Smith.

Clubhouse – Bill reported that the Panama Canal Museum is putting together some poster size photos of clubhouses in the Canal Zone. They are going to mount the pictures and will place them on easels around the Clubhouse. Bill talked with Rodger about putting a grill outside the clubhouse for hamburgers and hot dogs. He said that the hotel is going to do a few things differently this year.

Cheryl asked Bill about the centerpieces for the tables at the Annual Luncheon. Besides the hats and program the hotel will put mirrors and votive candles in the center of each table.

Tom Wilder showed the board a pen that was received at the office as a sample. This would be used as a thank you gift for the volunteers. They are on special and the cost, with a gift box, would be \$1.22 each. Bob Russell made a motion to purchase the pens in blue with gift box; Shirley Avery seconded it. Motion carried.

It was also explained that a small index card with every ones cell phone and room number would be given to everyone in case someone needed to get in touch.

Sgt at Arms: Chris Wilder

New Website Host – Chris reported that we have moved over to a new hosting server for the website. It is the same company, OLM, but we now have more space.

Back-up software – Chris reported that we are looking into backing up the system. That would give us the offsite backup system that we have been thinking about. The program backups the system around 8:00 p.m. each night and takes about two hours. Jim Parthenais made a motion to purchase the backup software for \$65.00; Shirley Avery seconded it. Motion carried.

Owl Show – Chris reported that at the Owl Show the movie would be a James Bond movie.

Chaplain: Cheryl Russell

Annual Luncheon – Cheryl reported that as of today we have 163 members and guests signed up to attend the Annual Luncheon. Margaret is ordering the Panamanian hats.

New Business

SWOT Exercise – Before starting the exercise Tom explained what the SWOT analysis is all about. The results of the exercise are attached to the minutes.

Jim Parthenais made a motion to offer the Class of BHS/84 (Rebecca Fletcher) a 10% discount on ordering 50 dance tickets as a trial run. If it works well, next year we can offer this to the other class reunions; Shirley Avery seconded it. Motion carried.

Good of the Order

Tom reminded everyone of the next general membership meeting in Sarasota at Troyer's Restaurant.

The next board meeting will be held at the Society office on June 13th.

Mike Coffey made a motion to adjourn the meeting at 1:10 p.m.; Tom Spence seconded it. Motion carried.

NANCY VAN SICLEN
OFFICE MANAGER/SECRETARY

TOM WILDER
PRESIDENT