

## ABI Board Meeting

August 13, 2020  
Virtual Meeting - Zoom

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<b>Meeting called by:</b>	Liz Germani	<b>Type of meeting:</b>	Board Meeting
<b>Facilitator:</b>		<b>Note taker:</b>	Amber Neal, Secretary

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**Attendees:** Liz Germani (LAG)  
Sandra Kerr Louchard (SKL)  
Tom Littlejohn (TEL)  
Amber Perkins Neal (ADN)  
Marie Littlejohn Dunn (MLD)  
Dawn Kolb (DEK)  
Caroline Homolka Masters (CHM)  
Paul Allen (PBA)  
Bridget Halpin (BJH)

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**Missing:** Selma Zein (SZ)

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The meeting was called to order at 7:35PM by LAG.

### 1. Who will travel to onsite Board meeting?

- LAG, SKL, DEK, CHM, BJH

### 2. Reunion Planning - Bridget:

- Don't raise registration fee
- Limit swag bag to cup and t-shirt (quality over quantity)
- Offset banquet cost
- Profit was made last reunion. Will use this amount to offset Friday night reception cost.
- Will ask Aramco for donation
- 583 rooms currently booked

### 3. Volunteers - Paul:

- Class Reps "leveled up": 1950s-2000s split over the volunteers. Each given 7-8 class reps to contact.
- Encouraging early registration
- Choosing tables at banquet (sign up)
- Senior class parties at hotel
- Is there a way to send a mass email to registrants that includes who their class rep is?

### 4. Audit Process:

- Audit process has not yet started. CPA has been slow to respond.

### 5. Database Cleanup

- Save the date cards will require database cleanup
- We want to move check in at registration to online. Set up a dummy event to test.

### 6. Miscellaneous

- Separate line for unregistered/buying raffle tickets

- Late start for unregistered
- Place badges in back with shirts/swag
- Minimize badge printing by setting a specified pickup time or take a handwritten

#### **CURRENT ACTION ITEMS**

1. Look into event insurance options. Ask Rebecca Ebner. – **BJH**
2. Review paper ballot opt in vs. opt out bylaws requirement. Conduct Formal Motion discussion.– **ADN & SKL**
3. Identify auditor for outstanding terms – **TEL**
4. Handbook edits, Update Bylaws Appendix; Update documentation – **MLD, ADN & SKL**
5. Annual Report – **SLK**
6. Contact Rebecca Ebner re: participation in Legal Affairs Committee – **LAG**
7. Continue periodic Facebook and Instagram announcements – **CHM & SZ**
8. Obtain sponsorship for banquet – **LAG**
9. Contact non-Board members for Raffle/Auction setup assistance prior to the reunion and hold a brief training before arrival. – **DEK**
10. Add dropdown menus in database for more consistency – **SZ**
11. Entries for new and updated memberships should be reviewed monthly – **SZ**
12. Engage volunteers to revamp class rep system – **PBA & ADN**
  - Define the role of the class rep to share with those who serve.
  - Review rep list for activity and replace where needed, fill in the gaps.
  - Connect with reps to encourage engagement.
  - Add volunteers to lead the effort. Perhaps group a decade or 2 together.
  - Help them to drive reunion attendance.
  - Check town hall notes for who volunteered to help with this.
13. Set up how registration temps will have access to database at the reunion. – **ALL**

The meeting was adjourned at 8:30PM by LAG.

Respectfully submitted, Amber Perkins-Neal, Secretary