

## ABI Board Meeting

October 17, 2020

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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
Tom Littlejohn (TEL), Amber Perkins Neal (ADN), Marie Littlejohn Dunn (MLD), Liz Germani (LAG), Dawn Kolb (DEK), Bridget Halpin (BH), Caroline Homolka Masters (CHM), Paul Allen (PBA), and Sandra Kerr Louchard (SKL)	
<b>Attendees:</b>	

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### Reunion Review - Bridget

- Meeting room review
  - Spacing is up in the air
  - Is there outdoor spacing available for banquet?
  - Registration is near check-in
  - None of the rooms have built in audio
  - 687 room nights currently booked. 152 rooms left.
- Swag review
  - Cup selected is half the price of that in second place after committee vote
  - Bag with mesh on side, zipper, water bottle and cell phone pockets
  - T-shirt
  - Beef, salmon, vegetarian entree options
  - Table decorations: cactus candle, plastic pot with cactus coasters (add stickers with logo)
- Using website only for onsite registration & check-in
  - 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
- Raffle items
  - Add annuitant items to online raffle, including Kuwait chests, jewelry, coffee pots, etc. ADN to reach out to Vicky to coordinate.
- COVID decision
  - Would need a 50% deposit to push out one year. Decision to be made by 1/1/2021.
  - If we cancel between now and 11/27/2020, we would owe 75%.
- Logo reveal
  - Create a little buzz by putting it out in pieces.
- Do we want to extend early registration into April? Yes, given that we can order closer to the reunion. No increase to late fee at this time.
- Contact non-Board members for Raffle/Auction setup assistance prior to the reunion and hold a brief training before arrival.
- Consider polling membership on attendance decision making.

### Budget - Tom

- Taxes
  - Tax return was mailed on time, but the IRS states it was not received.
  - Response with copy was resent via certified mail on 10/5. Shows that USPS has not yet delivered.
  - Paid electronically on time.

- o Could get charged interest. Amount would be minimal.
- o Will send future returns via certified mail. E-file cost is high.
- ABI donation to reunion budget
  - o Assets of \$101K at beginning of year. Current assets are \$96K.
  - o \$5K deposit to hotel.
  - o Will use \$15K of existing ABI funds to go into the reunion budget to avoid taxes, equal to \$10K after the deposit.
  - o Liz and Caroline to go to Aramco Americas to seek a donation. Goal is to have the Friday night reception paid.

#### **Nominations/Election - Paul**

- No responses to first call for volunteers
- Will work with Selma to send out biweekly updates on social media.
- No one is currently planning to step down.
- Deadline for nominations will be 3/1/2021.
- If member email address is unavailable, paper ballot must be sent.
- Clean up database. Opt in for paper ballots.

#### **Save the Date/Database Updates - Caroline/Selma**

- Add ballot options to Save the Date card to be sent before the holidays with reminder to update contact information in the database. This will ensure that those who do not effectively access their email accounts will receive notification of electronic voting or opting in to receive a paper ballot.
- Use DEK address for returns.

#### **Class Rep Updates - Paul/Amber**

- Provide some area restaurants for class parties
- Coordinate a small meeting room for senior (1950s-1960s) onsite class party. Who is the contact? Bridget or Bonnie?

#### **Promoting Brat Businesses - Amber**

- In an effort to support Brats
- Adding businesses
- Promote page through social media outreach and newsletter

#### **ABI Improvements - All**

- Handbook edits, Update Bylaws Appendix; Update documentation.
- Annual Report
- Legal affairs issues are reviewed by the full Board. Rebecca Ebner has been readily available for contract review and other legal concerns. Will continue this relationship as is.
- Continue to engage volunteers to revamp class rep system.

#### **Database - All**

- Set up meeting with Selma to review what is needed to keep database updated.
- Does Apricot have address verification?
- Get super reps to assist with invalid email addresses.

- Can event be set up to allow temps access this event only? Purpose is to ensure that temp can check a box on the database and see what that person needs in swag. Can we lock down the edit button? Set up meeting in Jan 2021.
- Is there a way to send a mass email to registrants that includes who their class rep is?
- Entries for new and updated memberships should be reviewed monthly

#### **Next Reunion Ideas - All**

- Consider polling Brats to change reunion date (Memorial Day, June, July?)
- Consider remote reunion chair with local Brats for storage.

#### **Formal Motions**

##### **FM 20-09** Registration fee amount/Insurance Renewal

- o Keep registration at \$95; Motion by LAG; Second by DEK, all in favor
- o Insurance renewal \$1,171 (\$25 increase); Motion by TEL, Second, ADN; all in favor

##### **FM 20-10** Reimbursement of travel and meeting expenses to be submitted for all by LAG

#### **Action Items**

- Reach out to Vicky with annuitants to set up donations/online raffle - **ADN**
- Handbook edits, Update Bylaws Appendix; Update documentation – **MLD, ADN & SKL**
- Annual Report – **SLK, MLD**
- Add dropdown menus in database for more consistency – **SZ**
- Set up meeting with Selma to review what is needed to keep database updated. **LAG**
- Does Apricot have address verification? - **DEK, SZ**
- Get “super reps” to assist with invalid email addresses. - **SZ, PBA, ADN**
- Can event be set up to allow temps access this event only? Purpose is to ensure that temp can check a box on the database and see what that person needs in swag. Can we lock down the edit button? Set up meeting in Jan 2021 - **DEK, LAG, BH, SZ**
- Is there a way to send a mass email to registrants that includes who their class rep is? **DEK, SZ, LAG, CMH**
- Entries for new and updated memberships should be reviewed monthly – **SZ**
- Continue to engage volunteers to revamp class rep system – **PBA & ADN**
- Contact non-Board members for Raffle/Auction setup assistance prior to the reunion and hold a brief training before arrival. – **DEK**
- Polling membership on attendance decision making. – **MLD**
- Approve finalized Save-the-Date postcard graphics and text, scrub mailing lists and select print/mail house by end November - **CHM, SZ**

The meeting was called to order at 12PM PST and called to an end at 3:29PM PST by LAG.

Respectfully submitted, Amber Perkins-Neal, Secretary