

Agenda- Unocal Gulf Coast Alumni Club-1/6/16

In attendance – Officers: Jerry Lohr, Dale Putnam, Gary Najdowski, Wylie Barrow and Ann Mathis.

- Approval of the November 4th meeting minutes. Minutes were approved as presented; this included the minutes from the Special holiday meeting held on December 9 at RBCC.
 - Membership drive update. We informed Jerry as to the procedures and actions taken in our annual membership drive. They include CRA sending letters to new retirees inviting them to join local chapters, monitoring our membership list for dues paid for the new year as well as inactives, utilizing lists provided by CRA to identify new retirees for follow-up contact, emails to membership includes the new membership form to be sent in, when members are called re invites to lunch / dinner they are reminded to pay their dues, and finally, in the past we have used mass mailings to potential members. Dale presented a report from CRA with new retiree David King; Ann will contact him about joining the Club.
 - 2015 Treasurers report (unaudited). Reports were approved as presented. Dale discussed his reports for the fourth quarter and full year ended December 31, 2015. He also presented a comparison of Christmas dinner expense between 2015 and 2014 for discussion. We advised Jerry that the Club does not have a budget. There was also some discussion re either reducing expenses and / or increasing revenues; it was decided to remain status quo and not take any action in either area for 2016.
 - Audit schedule and participants. Dorothy Saka and Fred Shimek will perform the audit on January 31.
 - Signature approval up date for checking account. After our meeting Dale, Jerry and Gary went to the Bank to update the signatory card for the checking account (removed Steve Ohnimus and added Jerry Lohr).
 - February 10th luncheon. Jerry will bring in his PC for use by Al Horan. We advised Jerry that Al was our Advocate for resolving issues with Chevron benefits. Ann briefly discussed “ matching funds” and she agreed to submit highlights of the program to the Board to be further discussed with Al Horan.
1. Invitations. Invitations would be sent on January 13th; reminder will be sent on January 22nd.
 2. Phone call prompt responsibilities. Call list will be sent on January 29th.
 3. Deadline for luncheon commitment check for lunch. Check needs to be received by February 5th to be included in head count for RBCC.

4. Free lunch for guests to facilitate recruitment? It was agreed to offer a free lunch to any potential new member brought as a guest.
 5. Menu decisions. February lunch is usually a Rodeo themed menu but because it falls on Ash Wednesday we will need to have some fish on the menu. Regarding the other dates, May lunch would offer some fried chicken; September lunch would be a Mexican themed menu; and December will be Turkey and Ham.
- 2016 speaker prospects and confirmation of luncheon/dinner dates: Feb 3/10th, March 2nd, April 6th....summer schedule? The dates for lunch / dinner for 2016 are February 10th, May 4th, September 14th and December 7th. Wylie suggested the following speakers: Texas Ranger Ryan Christian; Wild Well Control – Martial Burgueries on drilling technologies; Continental Drift – Michael Armstrong (Rice Professor). Wylie will pursue all to try and fill the two open lunch spots. It was agreed to take the summer months off re breakfast Board meetings.
 - Changes to the exempt organization form 990-PF filing for 501 ©4 status. Dale will add Jerry’ s name on the form as a new principal.
 - Report on CRA 2015 chapter health report. Dale has already submitted the report to Steve who will combine data with other chapters data for submission to CRA.
 - Develop annual board schedule for recurring events, milestones, reports etc. The Board will meet the first Wednesday of the month; exceptions are the summer months or if there is no business to address. We will not meet in February. Gary suggested a milestone regarding utilizing Google as a way to send emails and archive pertinent Club documents. The advantage will be that other officers will be able to send emails to the membership with relative ease. Gary, Dale and Jerry will have access to the Gmail account. It was decided, that at some point, one of us would develop a survey re “ are lunches or dinners preferred by the membership” .

Next meeting will be on March 2nd.

Addendum: Subsequent to our meeting approval was provided to Dale to purchase two \$25 gift cards for the raffle and to purchase roses for the ladies for Valentine’ s day (cost is about \$30) both foe the 2/10/2016 lunch.