

Agenda 04/28/2017- Unocal Gulf Coast Alumni Club

In attendance – Board members: Jerry Lohr, Dale Putnam, Gary Najdowski, Wylie Barrow and Ann Mathis. Tim Lauer was also present to present and discuss placemat for upcoming lunch. Meeting opened 7:30am at Sugar Land Town Center Cafe Express.

- Review proposal for Northwest Passage theme placemat/voyage map and funding. **Board reviewed sample placemat as presented by Tim Lauer. Motion was made, seconded and approved to use placemat at next luncheon so attendees can better follow along Tim' s discussion of the cruise. Accordingly, Tim will print approximately 40 placemats and he will be reimbursed for the cost (approximately \$80). Also, as it is customary not to charge speakers for their lunch; Tim & Linda Lauer will be reimbursed for their lunches (they had already sent in monies to cover cost of lunch). Motion was made, seconded and approved to reimburse the Lauer' s for their lunch.**
- Review and approve minutes from March 24th Meeting. **Motion was made, seconded and approved to accept the minutes as presented.**
- Treasurer' s report **Dale presented results of the first quarter' s activity. There was a reduction in available cash due to fact that, for the 1st quarter' s lunch, spouses lunches were free (\$180.) and there was an upgrade in the menu (\$100.). Motion was made, seconded and approved to accept the results as presented. Dale recommended that when it' s time to renew our PO Box that we utilize a smaller box which would result in a savings of \$25 annually. Motion was made, seconded and approved to accept the recommendation.**
- Membership update: Results of calls on delinquents (membership issues only) and phone call prompts for late lunch reservations. **Gary discussed the results of our calls to the delinquent members; 14 members sent in their dues increasing our total paid membership for 2017 to over 200. Last year we had about 250 paid. There are 26 contacts remaining on the list which represents 48 members (includes spouses). It was generally concluded that Board members would call certain delinquents based on relationships to encourage payment ; also, on May 15th Gary will send out a “ Final Call” email to remaining delinquents advising them that on June 15th the Chapter will be sending in final payment to CRA representing a fee that' s paid for each paid member. So, if they want to be included in our Chapter roster, they need to pay before June 15th.**
Regarding our next lunch, 40 members and guests have RSVP' d. There will be 2 door prizes @ \$25 each. The menu will consist of fried chicken, green beans and potato salad.
Motion was made, seconded and approved to buy two door prizes at \$25 each.
- Update on probable speaker/subject for September luncheon. **Wylie advised that he is focusing on senior scams presented by either a representative from the Stafford**

Police Department or by a representative from the Fort Bend District Attorney's office. There was some general discussion regarding the Unocal memorabilia that will be brought to the luncheon. Jerry suggested perhaps we have a swap meet where members can trade items or have a raffle or simply place memorabilia on a table and members can help themselves to anything they want. Gary will take pictures of items in his possession to share with the Board. Efforts will be made to advertise the event to get the members involved.

There was a brief discussion regarding the Christmas dinner. Dale discussed a group whose name was provided by Steve that could be our entertainment but the duo would not be considered background entertainment. It was generally concluded that we would stay with a background entertainment format (Johnny Pena).

- **CRA national and area issues-Steve. There was no discussion as Steve was unable to attend.**
- **Continue UGCAC Board roles and responsibilities update:**
 1. **Treasurer general constitutional roles. Jerry presented Dale's draft of the Treasurer's roles and responsibilities. Dale read his detailed draft to the Board.**
 2. **General scope of activities. Gary presented his summarized roles and responsibilities to Jerry; Gary advised that more detail will be added to the draft and then distributed to the Board when finished.**
 3. **Audit coordination. Discussed above.**
 4. **Audit scope. Jerry suggested that Dale discuss with Fred Shimek any process improvements that could be made from Fred's perspective. A copy of the audit scope comments was sent to Fred Shimek.**

Confirm date and key issues for the next UGCAC board meeting. **Next meeting is scheduled for 08/25/2017.**

Meeting was adjourned around 8:45am.

Created by G E Najdowski