

Agenda 011/03/2017- Unocal Gulf Coast Alumni Club

In attendance – Board members: Jerry Lohr, Dale Putnam, Gary Najdowski, Wylie Barrow, Steve Ohnimus and Ann Mathis. Also attending was guest Ed Ruckstuhl. Meeting opened 7:30am at Sugar Land Town Center Cafe Express.

- **Review and approve minutes from August 25th Meeting: Motion was made, seconded and approved to accept the minutes as presented.**
- **Treasurer' s report:Dale presented results of the third quarter and period ended 9/30/2017. A new supply of checks was ordered at the cost of \$32.25. Monies were collected from member Ed Ruchstohl to cover bank charges. Motion was made, seconded and approved to accept the results as presented.**
- **Membership update: Gary advised that there was no change from our last update (Paid membership for 2017 is now 244. Last year we had 253 paid.).**
- **Status of arrangements for the Christmas dinner-menu-door prizes - communications schedule etc.: Dale opened up discussion on our holiday dinner in terms of our cost and what the Club charges its members for the holiday dinner. Last year we paid RBCC \$27.95 per plate but we only charged members \$25 if paid before a certain date or \$30.00 at the door. Our costs remain the same for 2017. Dale advised that last year we purchased about 12 gift baskets for approximately \$400 as well as gift cards totally \$250. The cost for the entertainment will be \$475. Jerry advised that he will be donating a case of wine for the holiday dinner. Bottles of wine could be set up at each table if permitted by RBCC; if not, they could be raffled off along with all the other prizes allowing more members take home a gift. Gary advised that the menu needs to be confirmed with RBCC which will probably be carving stations with ham and turkey. Gary stated that the communication schedule should be 11/5 – invite sent; 11/17 – reminder sent; 11/24 – call list sent; 12/01 – deadline for RSVP; 12/03 – cancellation date; 12/06 – dinner. The following recommendations were made:
 - Charge \$30 (\$35.00 at door) for holiday dinner.
 - The Club approve the cost of \$400 for gift baskets and \$250 for gift cards
 - Gary to discuss the idea of set ups at each table and any potential “ corking fee” and the dinner menu as well as the 2018 meeting schedule with RBCC ASAP.
 - Follow communication scheduleAfter a brief discussion motion was made, seconded and approved to accept the recommendations as presented.**
- **Swap meet reflections: There was a brief discussion regarding the swap meet and it was generally concluded that it was a successful event and that members enjoyed it. Any remaining items of value are to be donated to the Women' s Shelter in Rosenberg TX.**

- **Chapter officer nominations for 2018:** Jerry advised that we are on track; the Club' s nominating committee will be presented with Ed Ruchstahl name to replace Wylie Barrow who is resigning his post effective 12/31/2017.
- **Filling the luncheon speakers coordination position plus roles and responsibilities:** Jerry opened up discussion on the subject. Currently Wylie' s position was charged with identifying, contacting and arranging for their presentations at our luncheon meetings. Graydon Laughbaum has been a great source in identifying potential speakers. We also took suggestions from the general membership. Wylie suggested that perhaps the responsibility of coordinating speakers should be rotated amongst the Board. Jerry asked for volunteers for 2018 with the following results: Ed Ruchstahl will coordinate for our February meeting, Jerry volunteered for May and Dale volunteered for September.
- **Schedule and action plan for UGCAC Board roles and responsibilities update project:** After a brief discussion, Jerry advised that he would put together a package addressing the plan.
- **CRA national level nominations:** Steve advised that the search continues for people who are willing to accept a position. If anyone on the Board is interested they should give Steve a call
- **Chapter member participation in the annual meeting in San Antonio:** Steve advised that the meeting will be held on May 21 – 22. Efforts will be made to use local CRA members to help out with registration, etc. Glenn Ewan has an inventory of folks to use. But if anyone on the Board is interested they should give Steve a call.
- **Securing a laptop computer for the Club:** Jerry opened up discussion re: obtaining a laptop computer to be used with Jerry' s projector for presentations at our luncheons. The laptop would need the Microsoft suite containing PowerPoint. Barring any donation by a member of a laptop or monetary donations by membership to be used toward buying a laptop, it was recommended to authorize Gary to buy a laptop the cost of which is not to exceed \$500.00. Motion was made, seconded and approved to accept the recommendations as presented.
- **Set date for next chapter meeting:** Next meeting is scheduled for 12/01/2017.

Meeting was adjourned around 8:15am

Created by G E Najdowski