



Mary McCann, Secretary

**Minutes of Board of Directors’ Meeting November 12, 2018**

**Attendees:** Arthur Aznavorian, David Bayer, Larry Chelmow, Milt Dentch, Nino Dilanni, John Flynn, Elizabeth Foote, Erika Kliem, Mary McCann, Jim Mitcheson, George Murray, Bill Rosen, Richard Rosenblatt, Robert Ruckstuhl and Eric Thorgerson,

**Absent:**, Al Clark, Maryann Hall, and Eva Karger

**Call to Order: President George Murray**

The President called the meeting to order at 9:15AM

**New Business –**

George Murray introduced John Flynn who is replacing Bob Ganapathy whose term runs to 2020.

Suggested starting Time Change for Spring and Fall Luncheon:

A quick show of hands at the Fall luncheon meeting indicated that many attendees would like a later starting time. A half hour delay in seemed the most appropriate, as a full hour delay meant a very late starting time for lunch.

Dave Bayer will discuss the modified schedule with Lantana.

The modified schedule:	Doors Opening	9:00
	Business Meeting and Speaker	10:30
	Social Hour and Cash Bar	11:30
	Lunch	12:30

It was suggested that attendees’ nametags at the luncheon also include their work location. That might provide a stimulus to conversation during the social hour. It was suggested that the Luncheon Committee consider the idea and report back.

George established a new committee to investigate an alternate meeting site chaired by Milt Dentch with Eva Karger, Bob Ruckstuhl and Arthur Aznavorian.

**Holiday luncheon Plans:**

George circulated a list of previous BOD members who have been invited to the holiday luncheon with their spouses. He asked for input if anyone had been left off the list.

Richard Rosenblatt is handling the logistics for the lunch at the Chateau, and reported that we will order from a menu of three entrees.

In previous years, the lunch group convened in the narrow spaces around the bar where we were in the way of the wait staff. He will ask if there is a more convenient place for us to gather and where drink orders can be placed.

**Secretary’s Report -**

The secretary’s report and the Rolling Calendar were circulated by email prior to the meeting and the minutes were accepted by the board.

## **Treasurer's Report**

Nino Dilanni circulated by email a schedule including the October 2018 actuals, the 2018 total year forecast and the 2019 preliminary budget. His report was approved by the board.

Nino will consult with Membership chair Bob Ruckstuhl to determine the budget for 2019. The treasury currently has about \$10000, and Bob Ruckstuhl projects Dues receipt to be around \$9300.

Nino presented an analysis of the costs of the May and October Luncheons for 2018. While the costs of the lunchtime meals for either the spring or fall meetings are approximately the same, there was a big difference in the number of attendees.

There were 240 attendees for the May meeting, and 130 for the October.

The "non-lunch" costs, Audio Visual/ Bartender, are nearly the same for the two events, but when divided by the number of attendees the costs for each meeting are quite different. Coffee Hour Costs, and 20% Administrative fees and meal taxes, vary with the number of attendees, but are paid by the PRA, not by the attendees.

Though PRA significantly subsidizes the event, the board voted to continue to keep the attendees' payment for the meal at \$25.00.

The costs of the May meeting were paid in full by the Direct Federal Credit Union. The DFCU has committed to financing the May Luncheon in 2019.

Nino consulted the DFCU about a credit card for the PRA, which could be used to pay recurring costs, like Website maintenance, and the Newsletter mailing. At this time, the DFCU does not issue cards to organizations. However, the question of issuing cards to an organization is planned for discussion at a DFCU board of directors meeting in the new year.

## **Committee Reports**

**Audit:** The Audit committee reported that they had met after the October BOD meeting, and did a sampling of **2017 records** and found the accounts in order.

### **Membership:**

Membership as of 11/9/2018- 865 Paying members, 201 Lifetime members and 122 non-paying members. TOTAL 1188

116 Nonpaying members received a letter with their 4th Quarter Newsletter asking if they wish to remain as PRA members. To date 40 (34%) have said that they wish to continue their membership. 35 members received a first class letter from Bob Ruckstuhl the first week of October stating that their dues were 2 years in arrears and asking them to bring their dues current through 2019 or terminate their membership. To date 13(37%) have brought their dues up to date.

Newsletter returns: 3 members have been dropped from the roster because their newsletter has been returned twice. 10 members have had their newsletter returned once. If their 2019 1<sup>st</sup> qtr newsletter is returned they also will be dropped from the roster. If they have an email address they will receive a notice asking if they have a new address.

Bottom Line: project that we will lose approximately 75 non-paying members (9%) and 30 (4%) of paying members at the end of the year

**Condolences:**

Maryann Hall emailed the condolences for November:

**Ball, Burton T. "Bud", 83, Hampton, 7/20/15** was the husband of Margaret and the late Barbara, father of John, Dorothy, Richard Susan, stepfather of James, Jonathan David, Dianne, Neal and John, and grandfather of seven and great grandfather of three. He was U.S. Navy (Korean War). Bud was a construction supervisor in Technology (Cambridge). Bud and Margaret travelled all over the world. He was a member of the PRA.

**Hurst, Donald G, Wellesley, 10/22/18** was the husband of Margaret, father of Donald, David and Deborah, and grandfather of Carly and Libby. He served in the U.S. Marine Corps. He was a member of the PRA.

**Website:**

Bill Rosen reports the page opens more quickly, and looks much better. He had worked on improving the visuals, and had spoken with the website administrator.

**Future Speaker:**

Mary McCann reported that Monte Reel was enthusiastic about speaking at the October 2019 Meeting. Since he is not a local resident there is need for his being in Boston the evening before the meeting. The board approved arranging for his overnight stay at a place convenient for transporting him to the luncheon.

The board had no objections to sale of his books at the event. Mary will contact him again to ask what he or his publisher usually does about book sales. There was some discussion about how to encourage a larger attendance at the October 2019 event.

**Old Business****Luncheon:**

**Attendance Update:** Final count 128 attendees

There were not enough seats/tables set up for the meeting. An extra table had to be set up and seating was still short. It was suggested that we ask Lantana to set up at least one table more than anticipated by the advance person count would require.

**Menu Choices:** 50/50 Pork or Cod -- years past have also been close to 50/50. It was suggested that this menu choice continue through the May luncheon

**Room Assignment** George reported that the Lantana has already assigned the smaller room for the October 2019 date. That means we will again have the larger room, but with the minimum requirement for the smaller room – same terms as this year.

**PhotoBoards:** The location in the lobby worked well, as it was bright enough to see the photographs. Dave Bayer commented that the Lantana people are very accommodating with arrangements for us.

Mary McCann reported that very few people sent pictures in advance, but that may have been due to timing of notification in Newsletter – simply because of timing of newsletter with respect to the lunches. Bob Ruckstuhl suggested that an Email Blast closer to the date of the Luncheon might be helpful.

Sending pictures in advance may not be necessary if the materials for tacking up photos are available at the boards. A second set of photoboards is available if more people contribute.

Elizabeth Foote reported that a few people mentioned bringing memorabilia like T-shirts. Small items could be accommodated on the tables with photoboards.

**Newsletter:**

Elizabeth Foote reported that the newsletter for Q-1 will be sent out on December 20<sup>th</sup>.

She reported that Newsletter printing costs were \$1.08 each plus postage for Newsletter alone and \$1.28 plus postage for printing those with letters about their dues. She expects that Q1 2019 cost will be 3 to 5% higher.

Elizabeth also commented that Q1 and Q3 issues could be sent by second class mail since the timing for delivery does not impact Luncheon reservations. However first class has been shown to arrive from 3 to 30 days faster than 3<sup>rd</sup> class, so news and obituary notices are not current in 3<sup>rd</sup> class We'll decide at December's budget session.

Milt suggested we offer readers the option to receive the Newsletter electronically. Elizabeth will note that readers can opt out of the print edition should they so choose by emailing the Newsletter.

The Newsletter will stress the time change of the luncheon.

At the last luncheon Gail Barton pointed Bob to the Pension Benefits Guarantee website. There are 37 names for unclaimed Polaroid pensions there. None are PRA members but we will include the names in the next Newsletter with hopes our readers have contact with some of the people on the list.

**1265 Main St Polaroid Commemorative**

Eric reported that he will be meeting with Anna Farrington on Tuesday the 20<sup>th</sup> to discuss design possibilities for the 1265 Main St site. Anna designed the plaque on the Osborn Street building. He invited anyone interested to join them.

**Adjournment** A motion was made, seconded, and approved unanimously to adjourn at 10:35 AM. Respectfully submitted by Mary McCann November 30, 2018

**Future Meeting Dates**

**DIRECTORS: All at the Chateau (Doors open 9:00AM; Meeting at 9:15)**

**For 2018: Dec 11**

**For 2019: Mar 12, Apr 9, May 7, Sept 10, Oct 8\***

**Nov 12 and Dec 10**

**MEMBERS LUNCHEONS: May 15 2019, and October 16, 2019**

**Rolling Calendar Review --- Note, this has been edited for 2019 dates!**

Mary McCann asked to be alerted for any changes to the calendar that become necessary.

**PRA Rolling Calendar 2019**

Rev:11/30/2018

Polaroid Retirees BOD Calendar Jan 2019 – Dec 2019

<b>2019</b>	
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<u>January No BOD meeting</u>	Issue Updated roster to board members - Update roster
<u>February No BOD meeting</u>	
<u>By Feb 28th</u>	President chooses 3 BOD members, excluding officers, as the Nominating Committee for the purpose of selecting a slate of <i>officers</i>
-	Candidates
-	Committee may elect a chair.
<u>March 12 (Tuesday) BOD meeting (TBD)</u>	Website renewal (New credit card)
-	Newsletter to the printer March 5
<u>By Apr 1</u>	Nominating Committee talks to current officers to ascertain eligibility and interest agrees on slate for election of officers
<u>And By Apr 5th</u>	
<u>April 9 (Tuesday) )BOD meeting</u>	Order clocks for retiring board members Tax Return (Form 990EZ) due by April 15 Nominating Committee requests BOD suggestions for officer nominations
<u>May 7 (Tuesday) BOD meeting</u>	Prep for and conduct annual meeting Review graphs of membership history and forecast Review membership history and forecast
<u>For the BOD</u>	Nominating Committee creates slate of candidates & writes it up, and gives the officer slate to BOD members after the May Members' Meeting
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<u>May 15th (Wednesday) Member's luncheon</u>	Confirm speaker for fall luncheon Discuss possible speaker for next year's spring luncheon May 17 (Wed) Review membership history and forecast
<u>By 31-May</u>	BOD and Members may suggest officer candidates
<u>June 11 (Tuesday) BOD meeting</u>	Nominating Committee hands out officer ballots created prior to meeting Officers are elected by secret ballot & begin terms

Fill out and publish committees for the coming year  
Renewal of Waltham PO Box -July 31  
Newsletter Q2 to the printer July 5th

**July No BOD Meeting**

Membership Box Renewal

**Aug No BOD meeting**

Q3 Newsletter to the printer August 15. (Moved to Sept.per E.Foote)

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**Sept 10 (Tuesday) BOD meeting**

Discuss possible speakers for next fall luncheon Oct 2020

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Confirm speaker for next spring luncheon BOD meeting

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Sept Newsletter to printer Sept 10 in time for Oct Lunch registration

Include letter to members w/ delinquent dues w/ Q3 newsletter mailing

**Oct 8 (Tuesday) BOD meeting**

Bulletin Board Feature on Website Renewal (new credit card)

(One week earlier than Members luncheon)

Annual registration with MA Secretary

**Oct 16 (Wednesday)**

**Members Luncheon**

**Nov 12 (Tuesday) BOD meeting**

Poll former BOD for attendance at December luncheon

Confirm Dec lunch with Chateau

Confirm name of luncheon coordinator for spring luncheon

Review preliminary budget for next year BOD meeting

Publish dates of next year's board members and luncheons

BOD meeting and holiday lunch

**Dec 11 (Tuesday) BOD meeting**

Newsletter to the printer December 20

Approve next year's budget

Issue thank you notes to Nocera family for Norwood Chateau

**INSERTED FROM MARCH**

Poll board members, whose terms are up *in May* to see if they are interested in running again.

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