



OLD ANTARCTIC EXPLORERS ASSOCIATION, INC.

6 November 2016

To: OAEA Membership

Subj: Minutes of the First Officer's Meeting at the 2016 OAEA Reunion in Norwich, CT, 11 October 2016:

1. Call to Order: The meeting was called to order at 1:05pm by President Laura Snow. Roll Call was taken as follows:

Laura Snow –	President		
Bob Gaboury –	Executive VP: <u>Absent</u>	Wayne Germann –	Director: <u>Absent</u>
Jim Heffel –	Immediate Past President	Ed Hamblin –	Director
Billy-Ace Baker –	Life Director	Tom Henderson –	Director
Dave Bresnahan –	Director: <u>Absent</u>	Russ Livermore –	Director: <u>Absent</u>
Bob Conner –	Director: <u>Absent</u>	Bill Rouzer –	Treasurer
Marty Diller –	Secretary	Dick Spaulding –	Director

The Secretary announced that a quorum was present. Observers at this meeting: Dick Cameron, Co-Chair Joint Reunion Committee (ad hoc); Dave Hazard, Merchandise Coordinator; Billie Hunter, Co-Chair 2016 Reunion Committee (ad hoc); John Lamont West, OAEA President-Elect.

2. Address of the President: Laura Snow welcomed and thanked the assembled Board members (and observers) for their presence at this reunion. She reminded all that the official turnover of newly-elected officers is effective upon adjournment of the General Membership meeting on 12 October.
3. Reading of the Minutes. In lieu of reading the Minutes of the previous First Officer's Meeting, held on 12 November 2014 at the Norfolk Reunion, the Board unanimously approved a Motion by Jim Heffel to accept the minutes as distributed.
4. Reports of Officers:
- A. Treasurer's Report. An estimated FY-2016 OAEA Financial Report was presented by Bill Rouzer:
- To this point in the fiscal year, the OAEA has realized an overall gain in net worth of \$1,391. The major source of income has been earnings on the scholarship program investment (\$3,210). Donations (\$1,312) and dues (\$1,625) are the primary sources of income to cover expenses. Other than scholarship awards (\$2,000), the major expenses have been the 2016 election (\$1,051), the newsletter (\$800) and administrative expenses (\$587).
 - During the 5-year FY-2012-16 period, annual income has trended downward. If scholarship income and expenses for the current fiscal year were to be separated from overall income and expenses, the OAEA would expect to see a loss of over \$600 in net worth in 2016.
 - A Motion by Marty Diller to accept the report carried unanimously.
5. Reports of Committees:
- A. Election Committee. No report; Chairman Bob Gaboury excused.

Reports of Committees (continued):

B. 2016 Reunion Committee. Co-Chairperson Billie Hunter reported:

- Lower than expected attendance this year has made the reunion budget very tight.
- The Committee plans to survey the New England Chapter members for any specific reasons for not attending and is preparing a “Lessons Learned” report to benefit future reunion committees. An early look at that report highlights three suggestions from Billie’s committee:
 - To lower travel costs for attendees, consider holding reunions over a weekend to take advantage of cheaper airfares during the midweek period.
 - Consider making all registration fees ‘Non-Refundable’. Due to late (within four weeks of this reunion) cancellations, the Committee could find itself in danger of finishing the reunion in the red.
 - Before, during, or after the banquet, hand out questionnaires for attendees to evaluate the reunion venue/locale, tours, speakers, banquet, etc.
- A Motion by Marty Diller to accept the Reunion Committee report was carried.

C. Merchandise Committee. Chairman Dave Hazard reported:

- The OAEA Ship’s Store total worth was \$5602.59 with a balance of \$1,987.14 in the bank and the remainder in inventory. In FY-2010, \$2,000 from the OAEA General Fund was used to start up the store, and Dave repaid \$1,000 of that amount after the 2012 reunion. Going forward, he expects to pay the remaining \$1,000 after this reunion, and that all new merchandise purchases will be funded using profits from merchandise sales.
- Dave plans to use future profits to make periodic donations (up to \$500) to the OAEA Scholarship Program.
- The Board unanimously approved a Motion by Dick Spaulding to accept the Merchandise Committee report.

D. Scholarship Committee. Chairman Ed Hamblin reported:

- Scholarship awards since the Norfolk reunion:
 - For the 2015-16 school year: 18 applications submitted; 3 awards of \$1,000 each.
 - For the 2016-17 school year: 3 applications submitted; 2 awards of \$1,000 each.
- He has developed a method to more fully use available Scholarship Program funds to manage annual scholarship awards:
 - Ed presented a comprehensive overview of the Scholarship Program’s investments since 2003, which have realized an overall growth rate of 5 percent. During the same 14-year period, award amounts averaged 8.1 percent of the annual fund balance.
 - To maximize award amounts each year while protecting the fund’s working principal and allow for some growth, Ed intends to limit annual award amounts to no more than 8 percent of the fund balance, effective immediately.
- The Committee will establish the 2017-18 school year award amount during the coming spring.
- A Motion by Dick Spaulding to accept the Scholarship Committee report was carried.

6. Reports of Special Subjects: none.

7. Unfinished Business:

A. Joint Reunions with Other Antarctic Organizations; Joint Reunion Committee for action. At the 2014 First Officer’s meeting, this ad hoc committee was tasked to investigate the feasibility of, and to determine if other Antarctic groups are interested in, conducting joint reunions to the benefit of each organization involved. Joint Reunion Committee Co-Chair Tom Henderson reported:

- In limited discussions with members of these groups, it was apparent that the goals and focus of regular gatherings of these groups are somewhat different than OAEA reunions. Further, for financial, logistical, and geographic reasons, it would be difficult to coordinate and agree on almost all aspects of conducting joint events.
- The American Polar Society (APS), Antarctic Society and VX-/VXE-6 Association have expressed no interest in joint reunions at this time. The Antarctic Deep Freeze Association (ADFA) has ceased to exist and it is unknown if there are other plausible organizations to approach about holding joint reunions.
- The Board unanimously approved a Motion by Marty Diller to close this item. The Committee is disbanded.

Unfinished Business (continued):

B. Scheduling Future Reunions Outside the Antarctic Summer (austral) Season. At the 2014 General Membership meeting, the Board of Directors was tasked to investigate the feasibility of scheduling such reunion dates. Secretary Diller, a member of the 2016 Reunion Committee, led the discussion on this issue, noting that:

- The Norwich reunion committee chose October (a tourist “shoulder season”) to take advantage of lower hotel room rates when New England weather is still pleasant. The disadvantage is that because it is the austral season, it was difficult to find guest speakers, and a large pool of people most interested in things Antarctic are now fully occupied with the summer science season there.
- The 2018 reunion is scheduled for May – outside the Antarctic summer when San Antonio has pleasant weather.
- Regardless of the varied reasons to hold a reunion at a particular geographic location or at a particular time of the year, the overriding consideration for a reunion committee is financial. The OAEA is not financially liable for the financial success or failure of a reunion. Per the By-Laws, the reunion committee owns 100% of the financial risk and it gets none of the money left over after reunion expenses are paid – any and all excess funds are to be returned/forwarded to the OAEA. Therefore, for the reunion committee members to avoid financial liability, it is imperative that they conduct the most successful event possible. To mitigate that kind of risk, the reunion committee will aim to stage the reunion when and where they deem it best. Accordingly, the reunion committee provides our best guarantee of having a successful reunion.
- A Motion by Marty Diller, to allow each OAEA reunion committee to decide when and where to hold reunions, passed unanimously.
- The Board asked the Reunion Coordinator, Tom Henderson, to make a revision to the OAEA Reunion Planning Guide which will address the disadvantages of holding reunions during the austral summer and include notice of the financial risk to the reunion committee. Item closed.

8. New Business:

- A. The location of the 2020 OAEA Reunion. Neither the Board members nor the observers present proposed a location for the tenth National OAEA Reunion. The item will be addressed at the General Membership meeting. Item closed.
- B. Payment for Subscription Fee to the Explorer’s Gazette for Members without Internet Access; a proposal by Life Director Billy-Ace Baker.
- A Motion by Dick Spaulding, to defer this item of new business to the Officers-Elect meeting for action, was seconded by Bill Rouzer and unanimously approved.
- C. Business from the floor. none.

9. Adjourn: There being no further new business, the meeting was adjourned at 2:50pm.

SUBMITTED:

Marty Diller

Marty Diller
Secretary

APPROVED:

Ed Hamblin

Ed Hamblin
President