

Formal Meeting Minutes 2013-2015

FM # Date	Meeting Summary	Vote
15-66 10-23-2015	Void FM 15-64 GHT moved that due to Visa issues in KSA, HAG would no longer be able to attend the site visit, his reimbursement be cancelled.	Yes: 10
15-65 10-22-2015	Reimbursement Site Visit Travel Expense GHT moved to be reimbursed \$293.57 for Site Visit travel expense.	Yes: 10
15-64 10-2-2015	Reimbursement Site Visit Travel Expense HAG moved to be reimbursed \$255.10 for Site Visit travel expense.	Yes: 10
15-63 9-17-2015	Reimbursement Site Visit Travel Expense AEO moved to be reimbursed \$536.20 for Site Visit travel expense.	Yes: 10
15-62 9-16-2015	Reimbursement Site Visit Travel Expense MLD moved to be reimbursed \$382.20 for Site Visit travel expense.	Yes: 10
15-61 9-13-2015	Reimbursement Site Visit Travel Expense GHT moved to be reimbursed \$221.20 for Site Visit travel expense.	Yes: 10
15-60 9-10-2015	Motion to Approve Minutes of the 9.1.2015 BOD Meeting MLD moved that after additions and/or corrections, that the BOD meeting minutes , be approved and posted to the ABI website.	Yes: 9 Abstain: 1
15-59 8-5-2015	Wild Apricot 2-Yr Price Lock-in MLD moved that we pay Wild Apricot invoice (13549I) \$4320 for web hosting fees (COA# 5410) from 2/11/16-2/10/18. Mailing address for check is on the invoice.	Yes: 10
15-58 8-2-2015	Reimbursement for Suq and Website Expenses MLD moved that Marie Littlejohn Dunn be reimbursed \$79.90 for suq expenses (#5810) totaling \$54.95 and web site expense (#5420) of \$24.95	Yes: 9 Abstain: 1
15-57 7-29-2015	Approval of Q2 2015 Financials TEL moved that the Q2 ABI Budget & Income report be approved by the Board for posting on the ABI website.	Yes: 10
15-56 7-5-2015	Approval to Post the Nominations Report MJP moved that the Nominations Report be posted to the website.	Yes: 10
15-55 6-16-2015	Reimbursement for Reunion Materials & Domain Name Renewal DEK moved that she be reimbursed a total of \$192.65. Expensed as follows: \$113.97 - COA 5420 Software Licensing Fee \$78.68 - COA 5800 (reunion purchases)	Yes: 10
15-54 6-16-2015	Payment to Burnett Specialists LMD moved that Burnett Specialists be paid \$1,977.95 (#7161) for registration personnel	Yes: 10
15-53 6-13-2015	Payment to Joy Neumann for Reunion Gifts AEO moved to reimburse Joy Neumann for gifts she purchased and made for the ABI, totaling \$983.00, expensed as follows: COA# 6110 - \$286.00 Board gifts COA# 6120 - \$100.00 President gift COA# 6140 - \$597.00 Committee gifts	Yes: 10

15-52 6-10-2015	Motion to Approve Minutes of the 6.9.2015 BOD Meeting GHT moved that after additions and/or corrections, that the BOD meeting minutes , be approved and posted to the ABI website.	Yes: 10
15-51 6-12-2015	Payment of the Omni Master Reunion Account GHT moved that the attached statement totaling \$68,298.26 be paid to the Omni for expenses of the 2015 Reunion in Houston, to be expensed as follows: COA# 7191 - \$45,540.00 Sunday banquet COA# 7192 - \$25,999.98 Friday opening reception COA# 6140 - \$2,023.84 VIP reception COA# 7192 - \$524.20 Board Lunch COA# 7115 - \$172.56 Registration coffee service COA# 5820 - \$556.92 Dunsmore Raffle nights (raffle expense) COA# 7121 - \$278.46 Moehlenbruck garage band equipment (equipment rentals) COA# 5830 - \$139.23 Cumpston Auctioneer night (auction expense) COA# 7113 - \$113.17 Audio Visual FOR microphone COA # Various - <\$7,050.00> Cash paid on account	Yes: 10
15-50 6-7-2015	Motion to Approve Minutes of the 6.3.2015 BOD Meeting GHT moved that after additions and/or corrections, that the BOD meeting minutes , be approved and posted to the ABI website.	Yes: 10
15-49 6-3-2015	See attached BOD meeting minutes document in FM 15-50	Yes: 10
15-48 6-1-2015	Reimbursement for Postage & Printing GHT move that I be reimbursed \$1.75 for a black ink cartridge (COA 5331 Printing) and \$5.44 for postage (COA 5332 Mailing). Check may be mailed to <address removed>.	Yes: 10
15-47 6-1-2015	Reimbursement for Wufoo Account for Electronic Election Ballots GHT moved that she be reimbursed \$29.90. COA 5320 Ballot Expenses. Check may be mailed to <address removed>.	Yes: 10
15-46 5-30-2015	Reimbursement for Bowling Payment GHT moved that she be reimbursed \$337.44 for bowling expense COA 7141.	Yes: 10 <i>a new board member was appointed in the most recent BOD meeting, see FM 15-43</i>
15-45 5-29-2015	Motion to Approve Minutes of the 5.22.2015 BOD Meeting and the 5.24.2015 Open Meeting GHT moved that after additions and/or corrections, that the BOD meeting minutes , and the Open Meeting minutes be approved and posted to the ABI website.	Yes: 9
15-44 5-22-2015	See attached BOD meeting minutes document in FM 15-45	Yes: 9
15-43 5-22-2015	See attached BOD meeting minutes document in FM 15-45	Yes: 9
15-42 5-14-2015	Approval of Comp Rooms for Reunion Expenses AEO moved that these rooms be charged to the Omni Master Account and paid by the ABI as an expense of the Reunion and NOT be charged against our complimentary room allotment. COA#7114 (Reunion Giveaway Expense) for 4 nights - \$476 plus taxes	Yes: 9

	COA #7113 (Reunion Equipment expense) for 2 nights - \$238 plus taxes COA #5820 (Auction Expense) for 1 night - \$119 plus taxes	
15-41 5-13-2015	Reimbursement for Ping-Pong Supplies and Hospitality Gifts MLD moved Carol Hlavaty be reimbursed \$321.34 for ping-pong supplies (COA #7122) and Marie be reimbursed \$347.12 for donor gifts (COA #6140).	Yes: 9
15-40 5-12-2015	Approval of Federal and State Tax Forms TEL moved that the tax forms be approved by the Board, filed with the respective tax authorities, and posted on the ABI website.	Yes: 9
15-39 5-8-2015	Approval of Final Payments for Bowling & Golf MLD moved we make final payments of \$545.51 (#7141) to Stafford Lanes and and \$1238.85 (#7143) to Hermann Park Golf Course.	Yes: 9
15-38 5-8-2015	Motion to Approve Minutes of the 5.6.2015 Meeting GHT moved that after additions and/or corrections, that the attached minutes be approved and posted to the ABI website.	Yes: 9
15-37 5-6-2015	See attached document in FM 15-38	Yes: 8 Abstain: 1
15-36 5-6-2015	See attached document in FM 15-38	Yes: 8 Abstain: 1
15-35 5-6-2015	See attached document in FM 15-38	Yes: 8 Abstain: 1
15-34 5-6-2015	See attached document in FM 15-38	Yes: 8 Abstain: 1
15-33 5-6-2015	Approval of Joy Photo Booth Contract Execution MLD move that we book and pay Joy Photo Booth for reunion photos (COA #7162). <i>Note: The previous photo booth contract was cancelled by the vendor.</i>	Yes: 9
15-32 5-6-2015	Approval of DJ Contract Execution MLD moved that ABI execute the DJ contract for Best Entertainers. <i>Note: The previous DJ contract was cancelled by the vendor.</i>	Yes: 9
15-31 5-6-2015	Reimbursement for Name Badge Supplies MLD moved that Liz Germani be reimbursed \$333.26 for name badge supplies (COA# 7111). Check should be sent to (address snipped)	Yes: 9
15-30 5-6-2015	Approval of Q1 2015 Financials TEL moved that the Q4 ABI Budget & Income report be approved by the Board for posting on the ABI website.	Yes: 9
15-29 5-4-2015	Reimbursement for Suq Orders & Payment for Reunion Shirts MLD moved that the following payments be made: \$3,259.66 (\$19.19 to 5810 - Suq Expense and \$3,240.47 to 7111 - Goodie Bag Expense) to Marie Littlejohn Dunn (address snipped) and \$3,240.46 (7111 - Goodie Bag Expense) to Worthy Promotions, Inc.	Yes: 9
15-28 5-2-2015	Reimbursement for Reunion Goodie Bag Expense GHT moved that she be reimbursed \$541.90 for the extra 100 <goodie bag items>, COA 7111. A check may be mailed to <address snipped>	Yes: 9
15-27 5-2-2015	Payment for ABI Ballot Printing/Handling MJP moved that payment be made for \$2,525.95 to Dream Wise Marketing for printing/handling expenses for the 2015-2017 ABI election ballot from COA #5322.	Yes:8 Abstain: 1

15-26 4-27-2015	Reimbursement for ABI Ballot Postage MJP moved that she be reimbursed \$2,398.96 for postage paid to Dream Wise Marketing for the 2015 ABI Ballot mailing from COA 5322.	Yes: 9
15-25 4-25-2015	Motion to approve Minutes of the 4.22.15 Meeting GHT moved that after additions and/or corrections, that the attached minutes be approved and posted to the ABI website.	Yes: 9
15-24 4-22-2015	Approval of Nominations Committee Recommendations MJP moved to proceed with the approved ballot. The ballot will be mailed to Brats and will include the option of Online/Electronic Voting. An e-mail will be sent to Brats announcing the Election and the Slate of Candidates..	Yes: 9
15-23 4-21-2015	Reimbursement for Raffle/Auction Expenses DEK moved that she be reimbursed \$44.21 for the purchase of gift boxes, and \$97.37 for Office Depot supplies. Total of \$141.58 to COA 5820/5830.	Yes: 9
15-22 4-12-2015	Motion to approve Minutes of the 4.8.15 Meeting GHT moved that after additions and/or corrections, that the attached minutes be approved and posted to the ABI website.	Yes: 9
15-21 4-8-2015	Pay The Remaining Balance On The Reunion Bags MLD moved to approve final payment of \$4,326 to Golden Phoenix International for the reunion goodie bags (invoice attached). The check will not be sent until after the shipment clears Customs in Los Angeles, which is expected to be April 15.	Yes: 9
15-20 4-4-2015	Reunion Banquet Table Decor Purchases MLD moved that the following payments for reunion table decor (7114-reunion giveaway expense) be made: \$24.51 to Diana Keller (address snipped), \$42.12 to Sandy Klein (address snipped), and \$799.30 for invoice #87280 to: Super Wholesaler Inc ATTN: Accounts Receivable 906 W McDermott Dr #116-112 Allen, TX 75013	Yes: 8 Abstain: 1
15-19 3-30-2015	Reunion Committee Cash Advance MLD moved that the reunion committee be issued a \$180 cash advance made payable to Staci Hosford (address snipped)	Yes: 9
15-18 3-27-2015	Motion to approve Minutes of the 3.25.15 Meeting GHT moved that after additions and/or corrections, that the attached minutes be approved and posted to the ABI website.	Yes: 9
15-17	inadvertently skipped	
15-16 3-18-2015	Approval of Insurance for Laptop Rentals AEO moved that we send a \$15.00 check to Rentacomputer to pay for the insurance coverage.	Yes: 9
15-15	motion withdrawn in discussion phase	
15-14 3-4-2015	Approval of Burnett Specialists Service Agreement MLD moved that ABI sign Burnett Specialists service agreement at the rate of <wage snipped> for temporary personnel at registration.	Yes: 9
15-13 2-28-2015	Reimbursement for Email Forwarding Service DEK moved that she be reimbursed \$59.95 for one year of DuoCircle email service.	Yes: 9

15-12 2-28-2015	Reunion Refund Authorization MLD moved ABI's treasurer issue reunion refunds according to schedule provided.	Yes: 9
15-11 2-25-2015	Approval of Reunion contracts & deposit for Photobooth & DJ AEO moved that the contract be accepted and executed, and deposit (\$300.00 COA# 7113) made to: Dominguez Dykeman 22030 Mossy Oaks Road Spring, TX 77389	Yes: 9
15-10 2-18-2015	Approval of Q4 2014 Financials TEL moved that the Q4 ABI Budget & Income report be approved by the Board for posting on the ABI website.	Yes: 9
15-9 2-15-2015	Reimbursement for Wild Apricot Annual Subscription MLD move that MLD be reimbursed \$2160 for Wild Apricot membership subscription.	Yes: 9
15-8 2-15-2015	Reimbursement for suq expenses. MLD moved that MLD be reimbursed \$80.86 for suq order expenses.	Yes: 9
15-7 2-15-2015	Approval of contracts & down payments for the 2015 Houston Reunion. AEO moved that the board approve the contracts and down payments for the upcoming reunion: rentacomputer.com, 6730 Roosevelt Ave, Ste 103 Franklin, OH 45005 (\$360.00) Lasting Images Entertainment: 2116 Tipperary Dr, Pearland, TX 77581 (\$541.25)	Yes: 9
15-6 1-22-2015	Down Payment for Reunion Tote. MLD moved that Golden Phoenix International, Inc. be sent payment of \$1,854 for down payment on tote bags (#7111-goodie bag). Golden Phoenix International, Inc. 2522 Chambers Road, #100 Tustin, CA 92780	Yes: 9
15-5 1-20-2015	Payment for Reunion {Gift Bag Item} Order. MLD moved that Quality Logo Products be sent payment of \$2,933.70 for 800 {goodie bag items} (#7111-goodie bag). Please reference customer #349783. Quality Logo Products 724 North Highland Ave. Aurora, IL 60506	Yes: 9
15-4 1-18-2015	Reunion Bowling Tournament Deposit Payments. AEO moved that the following deposit be made: AMF Stafford Lanes - \$1298.46 4919 South Main Stafford, TX USA	Yes: 9
15-3 1-11-2015	Reimbursement for sample reunion goodie bag. MLD moved that Diana Cameron-Keller be reimbursed \$25 (#7111- Goodie Bag Expense) for tote bag samples from Golden Phoenix International. Check can be mailed to <address snipped>.	Yes: 9
15-2 1-8-2015	Nomination to fill empty Database Director seat. MJP moved that we nominate Amber Perkins-Neal, DH86 as the new Database Director.	Yes: 8

15-1 1-3-2015	Reimbursement for postcard printing and mailing. MLD moved that MLD be reimbursed \$3,227.33 - \$1,258.12 (#5310) for publication expenses and \$1,969.21 (#5312) for postage.	Yes: 8
14-30 12-16-2014	Reunion Tournament Deposit Payments. MLD moved that payments be made to the following: Golf - \$250.00 to Herman Park Golf Course <address snipped> DJ - \$75.00 + \$150.00 = \$225 <address snipped>	Yes: 8
14-29 12-8-2014	Renewal of the Director and Officer Liability Insurance Policy. MLD moved that the board renew the director and liability insurance policy for the annual premium of \$895.00.	Yes: 8
14-28 12-10-2014	Approval of contracts for the 2015 Houston Reunion. AEO moved that the board approve the contracts for the upcoming reunion: Herman Park Golf Course 2155 N. MacGregor Way, Houston, TX 77030 MoreOLes Karaoke/DJ Littleport Lane, Channelview, TX 77530	Yes: 8
14-27 10-31-2014	Approval of Minutes from the Off-Year Board Meeting GHT moved to accept the Minutes from the OYBM and they be posted on the ABI website.	Yes: 8
14-26 10-29-2014	Travel Reimbursement for OY Board Meeting GHT moved to be reimbursed \$270.26 for travel expenses to the OY Board Meeting.	Yes: 8
14-25 10-31-2014	Travel Reimbursement for OY Board Meeting TEL moved to be reimbursed \$342.32 for travel expenses to the OY Board Meeting.	Yes: 8
14-24 10-29-2014	Travel Reimbursement for OY Board Meeting MP moved to be reimbursed \$349.03 for travel expenses to the OY Board Meeting.	Yes: 8
14-23 11-4-2014	Travel Reimbursement for OY Board Meeting MLD moved to be reimbursed \$58.80 for travel expenses to the OY Board Meeting.	Yes: 8
14-22 10-31-2014	Travel Reimbursement for OY Board Meeting DEK moved to be reimbursed \$58.46 for travel expenses to the OY Board Meeting.	Yes: 8
14-21 10-29-2014	Travel Reimbursement for OY Board Meeting DRH moved to be reimbursed \$67.31 for travel expenses to the OY Board Meeting.	Yes: 8
14-20 10-25-2014	Approval to Waive the Registration Fee for HRC HAG moved that we waive the registration fee for those on the Houston Reunion Committee as a thank you for their hard work.	Yes: 8
14-19 10-25-2014	Reimbursement for Lunch at OYBM HAG moved to be reimbursed \$224.73 for the Board Luncheon.	Yes: 8
14-18 10-25-2014	Approval for 2015 Registration Fee Rate GHT moved that the final registration fee for the 2015 Reunion be set at \$85.00 for early registration.	Yes: 8
14-17 10-25-2014	Comp Table for Aramco Services Company MLD moved to provide a comp table for a maximum of 12 people from Aramco Services at the reunion.	Yes: 8
14-16 10-25-2014	Approval of Q3 2014 Financials TEL moved that the Q3 ABI Budget & Income report be approved by the Board for posting on the ABI website.	Yes: 8

14-15 9-18-14	Approval of Minutes from 9/7/14 Conference Call Meeting GHT moved to accept the 9/7/14 Minutes and entered into the official minute book.	Yes: 8
14-14 9-7-2014	Travel Reimbursement for OY Board Meeting HAG moved to be reimbursed \$335.70 for travel expenses to the OY Board Meeting.	Yes: 8
14-13 9-2-2014	Travel Reimbursement for OY Board Meeting AEO moved to be reimbursed \$324.70 for travel expenses to the OY Board Meeting.	Yes: 8 <i>a board member stepped down, so only 8 BOD members to vote</i>
14-12 8-13-2014	Approval of Summary of FMs 14-6 thru 14-11 GHT moved to accept the Formal Minutes 14-6 thru 14-11.	Yes: 9
14-11 7-29-2014	Approval of Q1 and Q2 2014 Financials TEL recommend that the Q1 and Q2 information from the attached ABI Budget & Income report be approved by the Board for posting on the ABI website.	Yes: 8 Abstain: 1
14-10 7-20-2014	Approval of reimbursement to HAG for the cost of shipping ten (10) parcels of Reunion Items left from the Tucson Reunion. HAG moved that he get reimbursed the cost of shipping these ten (10) parcels.	Yes: 9
14-9 7-15-2014	Approval of 2014-2015 Budget TEL moved that the proposed budget from the Finance Committee be approved and posted.	Yes: 8 Abstain: 1
14-8 6-25-2014	Reimbursement for Flickr Pro Renewal MLD moved to be reimbursed \$44.95 for 2-year Flickr Pro subscription renewal.	Yes: 9
14-7 6-27-2014	Pre-approval for Reunion Goodie Bags MLD moved that the board pre-approve the purchase of 500 each of totes and bags.	Yes: 9
14-6 5-12-2014	Approval of 2013 ABI Tax Forms TEL recommended the tax forms be approved and sent to the proper authorities.	Yes: 9
14-5 4-14-2014	Approval of Minutes from 11/9/13 and 4/13/14 Conference Call Meetings & Summary of FM 13-59 thru 14-4 GHT moved to accept the Formal Minutes 13-59 thru 14-4 and the 11/9/13 & 4/13/14 Minutes.	Yes: 9
14-4 3-12-2014	Approval of 2013 Q4 Financial Statements TEL recommended that the Q4 financial statement be approved by the Board and posted on ABI's website.	Yes: 9
14-3	Approval of Reimbursement to Dawn Kolb for e-mail forwarding service.	Yes: 9
14-2 3-5-2014	Approval to reimburse Marie Littlejohn Dunn for Membership Software – Wild Apricot MLD moved to be reimbursed for payment for AramcoBrats, Inc.'s annual subscription for Wild Apricot online membership software was renewed through February 11, 2015. The payment was processed February 11, 2014 using Marie's personal credit card. Receipt is attached.	Yes: 9
14-1 2-17-2014	Approval to enter into contract with <hotel name snipped>for the 2015 Reunion AEO recommended the contract be signed.	Yes: 9
13-70 2-21-2014	Approval to enter into negotiations exclusively with <hotel name snipped> . AEO recommends that the ABI focus on and continue to develop improvements to	Yes: 9

	the contract established with the <hotel name snipped>.	
13-69 11-24-2013	Approval to reimburse Dawn Kolb for Wufoo Account GHT moved Dawn be reimbursed \$14.95 for one month of paid service with Wufoo. Account #5250	Yes: 9
13-68 11-23-2013	Approval to reimburse MLD for outgoing officer gifts. MLD moved that sh be reimbursed \$214.75 for thank you Christmas wreaths sent to outgoing board members.	Yes: 9
13-67 11-16-2013	Approval to pay annual Director & Officer Insurance. Submitted by MLD Aramco Brats Inc. renewed Director and Officer Insurance from Philadelphia Insurance Companies by paying the premium of \$850.00.	Yes: 9
13-66 11-9-2013	Approval of Minutes from 11-3-2013 Meeting GHT moved that the minutes of the 1st ABI Board Meeting of the 2013-2015 Term be approved and accepted.	Yes:4 <i>Only Members of the Board for the month of October voted, since these were October FMs.</i>
13-65 11-3-2013	Appointment of Directors for 2013-2015 Term DRH moved the BOD approve the following slate of officers. Database Director Peter Kispert, DH '85 Nomination Director Melanie Penoyar, DH '87 Publications Director Marie Littlejohn-Dunn, DH '77 Reunion Oversight Director Annie Oskam, DH '74 Website Director Dawn Kolb, DH '92	Yes:4 <i>Per the bylaws, only elected Board Members voted</i>