



## OLD ANTARCTIC EXPLORERS ASSOCIATION, INC.

16 September 2006

To: OAEA Membership

Subj: Minutes of Officer's meeting

1. The following is the recorded minutes of the second OAEA Officer's meeting conducted at Warwick, RI on 17 August 2006. Meeting was called to order by OAEA President Jim Lamont West at 1300 and adjourned at 1600.

2. Roll Call was taken as follows:

John Lamont West – President  
Henry Storm – Executive Vice President  
Jim Eblen – Immediate Past President  
Jim O'Connell – Secretary/Treasurer  
Billy-Ace Baker – Life Director  
Marty Diller - Director  
Buz Dryfoose – Director  
Steve Edelman – Director – *Absent*  
Ed Hamblin – Director - *Absent*  
Dave Hazard – Director Elect  
Bill Maloney – Director  
Bill Spindler – Director Elect  
Walt Walter – Director

3. A motion was made by Marty Diller to establish a chapter representative on the OAEA Board of Directors and the concept was accepted by the members present. Marty Diller was directed to develop a process and forward it to the Secretary for submission as a BOD resolution.

4. A motion was made by Marty Diller to establish guidelines that delineate procedure applicability as it applies to OAEA, Inc vs OAEA chapters and the concept was accepted by the members present. Marty Diller was directed to develop a process and forward it to the Secretary for submission as a BOD resolution. Immediate Past President Jim Eblen pointed out that the guidelines should not conflict with the OAEA By-Laws.

5. Standing Committee/Positions Responsibilities were addressed by Jim O'Connell. All members that chair standing committees or have individual positions within OAEA, Inc were requested to produce an office/job responsibilities outline and submit to Jim O'Connell for inclusion into an OAEA Administrative Manual. Jim O'Connell will develop and provide each member with a sample format of the office description.

1 Article XI, Section II of the OAEA By-laws revised July 27<sup>th</sup>, 2005 will be revised to remove the requirement for standing committee chairman to be members of the OAEA, Inc Board of Directors

The Old Antarctic Explorers Association, Inc. is a tax exempt charitable organization chartered under section 501(c)3 of the Internal Revenue Code and is dedicated to developing and perpetuating national awareness of the sacrifices members have made in Antarctica.

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– Billy-Ace Baker was provided with the exact terminology to use for this revision and the Board of Directors was tasked with seeking a volunteer to act as the Chapter Coordinator.

6. Reunion Funding and proceeds were addressed by Jim O’Connell but no action was taken and the Board of Directors will readdress this issue at a later date.

7. Financial procedures including budget development and annual financial report format were addressed by Jim O’Connell. Henry Storm requested that the annual financial report be reviewed for the possibility of separating tangible (cash on hand) and intangible (depreciable property such as office equipment and the scholarship fund) in the report. Jim O’Connell was directed to take this issue under advisement.

8. The conflict between the current officer’s term limits and those set forth in the by-laws was addressed by Jim O’Connell and Jim Eblen and Billy-Ace Baker were directed to develop and incorporate the current process (6 year terms) into the by-laws.

9. Billy-Ace Baker provided a brief report on recruiting progress.

10. Walt Walter requested that special funds be made available to cover the cost of registering the OAEA logo and the request was approved. Walt was directed to submit his request to the Treasurer for inclusion into the FY2007 budget.

11. The by-laws revision process was re-addressed and after extensive discussion, it was agreed that this issue has become significant and urgent and Billy-Ace Baker was requested to provide progressive sectional inputs to the BOD at 3 week intervals, commencing with the preamble. John Lamont West will coordinate BOD inputs and comments to Billy’s submissions.

12. After discussion on the subject it was agreed that the current process of sending letters of condolence to the Next of Kin when an OAEA Member passes away (if they can be located) should be changed to eliminate duplicity and it was decided that the OAEA President would send the letter of condolence and the OAEA Membership Committee Chairman would send them a letter expressing condolence and informing them of their rights to membership as surviving family members.

SUBMITTED:

*Jim O’Connell*

Jim O’Connell  
Secretary/Treasurer

APPROVED

*John Lamont West*

John Lamont West  
President