

**SURFACE NAVY ASSOCIATION  
EXECUTIVE COMMITTEE MINUTES  
1 December 2004**

**OFFICERS**

VADM L Gunn, USN (Ret), *President*  
CAPT D. Lee, USN (Ret), *Secretary*  
CAPT J. Tackett, USN(Ret), *Treasurer*

**EXECUTIVE COMMITTEE**

VADM D. Katz, USN(Ret)	RADM G. Chesbrough, USN(Ret)
RADM S. Locklear, USN	RADM D. Conley, USN (Ret)
CAPT C. Ingram, USN (Ret)	CAPT P. Rinn, USN (Ret)
RADM J. Tozzi, USGC (Ret)	CDR John Fuller, USN
RADM W. Retz, USN (Ret) ( <i>via phone</i> )	
CAPT B. Erickson, USN (Ret), <i>Executive Director</i>	Ms. Julie Howard, <i>Staff</i>

The meeting was called to order at 1715.

**APPROVAL OF MINUTES**

The minutes of the 3 November 2004 were distributed via the website and had been reviewed. Minutes were approved unanimously.

**OLD BUSINESS**

**Special Projects.** This subject will be addressed as the final item of the meeting.

**Expanded join ups.** We have been unable to fully address this issue as both Force Master Chiefs have been committed to higher priorities.

**Letter of Direction to Symposium Speakers.** A letter to go out under VADM Gunn's signature has been drafted and will be signed after this meeting.

**SWO Pin Presentation to VADM Holloway.** VADM Holloway is unable to attend the symposium so we will put on hold the plan for pinning him until a later time.

**EXECUTIVE DIRECTOR REPORT**

**Corporate Report.** We currently have 59 Corporate Sponsors. We acquired six new sponsors during 2004. We continue to work those companies in arrears on dues. We intend to send invitations to only those Corporate Sponsors who are paid up with their dues for the CEO luncheon during the January Symposium. SECNAV has accepted the invitation to speak at the luncheon.

**Admin Support for San Diego.** One of Ms. Debbie Garry's primary responsibilities is Chapter Relations Coordinator. We have been examining ways to

augment her services by contracting for part-time local administration services in areas where SNA has a large chapter. One area is San Diego where the local chapter has requested such support. A candidate for providing this expanded support is Mr. Phil Lieurance. Initial level of effort is planned for 10 hours a week. A statement of work is being drafted with goals and milestones for increasing membership and administrative tasks that support both San Diego and Monterey with local events and the regional symposium. Initially, this will be on a one year trial basis and depending on its success, we would look to renew the effort and possibly expand the program to Hampton Roads.

**USNA YP Squadron Commodore Change of Command.** The Change of Command is scheduled for December 7<sup>th</sup> at the U.S. Naval Academy. VADM Katz has agreed to make the SNA sword presentation to the outgoing Squadron Commander.

### **SECRETARY'S REPORT**

**Board of Directors Election.** A committee consisting of Radms Tozzi and Conley; Cpts Fuller, Erickson, and Lee; and Force Master Chief Monroe met 16 November to draw up the ballot for next year's slate. The process was reviewed on the method to select nominees for the ballot. Since the committee meeting, one change has occurred in that a current member of the board, Captain Ted Hontz, has submitted his letter of resignation. Therefore, the Secretary's recommendation is increased the active duty O5-O6 group by one, selecting three rather than two members from that group.

The only group that is separated into active duty and retired is the O5-O6 group due to the large number of nominees.

A proposal to accept the committee's proposed slate with the above change was passed unanimously.

### **TREASURER'S REPORT.**

We are on target to meet budget for 2004. We will have some surplus this year and will stay in account until later.

**Funding Request from Annapolis.** The chapter is seeking reimbursement for a number of socials held for midshipmen prior to service selection night under the heading of SWOCIP, funds to repair for Philo McGiffin, and funds to cover the cost of bus transportation for midshipmen to attend the September Dining-out hosted by the Washington Chapter. Last year we had an agreement with the Washington Chapter to split SWOCIP Funding. The ExCom members were in agreement on the benefits that these types of funding provide. Washington Chapter offered to pick up tab for buses. A motion was made and approved to allocate funds to SWOCIP for up to \$2,500 and to allocate funds for Philo McGiffin maintenance for up to \$1,000.

**San Diego West Coast Symposium Expense.** We have received the final list of expenses from San Diego. Part of the requested reimbursement is for \$1,900 to cover the

program. SNA National had committed to doing the program but the chapter elected to proceed ahead with a local print vendor (Kinko's). Although the cost for the program is three fold what we normally pay, it was recommended we pay the bill. However, a letter will be sent with the checking reiterating SNA National's policy of not providing reimbursement for regional events unless approved in advance.

**2005 Budget.** A review of the proposed 2005 budget to be presented at the January BOD meeting was conducted. Comments included:

Expect to pick up more corporate sponsors

Need to look at increasing both the number and dollar value on scholarships that we give. Perhaps we need to look at fencing the scholarships in future for Officers and Enlisted. Could possibly set up categories similar to those used for the electing the Board of Directors. We could be more active by advertising the program to ships, squadrons, and shore stations. Scholarships also enhance the value added for being a SNA member. In general, the feeling of the ExCom is a need to allocate more money for the Scholarship Program. It was noted that the SURFLANT Scholarship Program has been expanded to include SURPAC and will now be called the Anchor Scholarship Program administered by the Anchor Scholarship Foundation.

#### **SYMPOSIUM REPORT**

Symposium planning is shaping up nicely. Comments included:

Retired Flag Briefing currently has presenters as VADM LaFleur and RADM Edwards. VADM LaFleur has asked that RADM Etnyre to take the lead. To make this happen, RADM Etnyre cannot do JO Roundtable so we intend to have RDML(Sel) Buzby to lead and ask CAPT Pat Allen to participate. Issue will be taken up with RADM Edwards prior to making any changes.

Next big change is on Tuesday afternoon. We have once again failed to get a Congressman or Senator. We have moved VADM Sestak's session from Wednesday to Tuesday and will eliminate the Congressional View session from the program. We even tried to get RADM Costello to provide a Congressional View but he will be leading a Congressional delegation during the Symposium. ADM Clark seems to like where he is. CAPT Allen has committed to get 90-100 JOs from Norfolk and we will be providing the buses to do so. Idea is to get Hampton Roads participation.

On Wednesday we have changed timing and have replaced RADM Spicer with RADM Hicks and Buzby. Wednesday afternoon still has a few holes. RADM Locklear has accepted. VADM Donovan has accepted and it is likely that RADM LeFever will accept. Also, we had a change to the Army briefing with the speaker now being MGEN Robert Scales, USA(Ret).

The FORCENet presenter has been changed to RADM Hight. The Heritage Lecture will once again have wine and cheese served (funding provided by Raytheon).

It has been difficult to find a presenter for the View from the Fleet presentation. ADMs Mullen, Giambastiani, and Doran have regretted. Now we are looking at ADM Fallon or VADM Cosgriff.

For the Enlisted panel, we have lost Fleet Master Chief Rodriguez and Force Master Chief Monroe due to a Selection Board at Millington. We are working with Harry Kantrovitch to find replacements. We are also working with CAPT Allen to get a bus up from Norfolk for this session for the Enlisted.

SECNAV has accepted to speak at the CEO Luncheon.

Some issues with Sea Shield Current Ops. VADM Roughhead cannot come. An invitation has been extended to VADM Fitzgerald. If VADM Fitzgerald cannot attend, perhaps we could get CAPT Tidd to speak as we think he will be in town and has tentatively agreed to speak on the Junior Officer Panel.

We are still waiting to hear from General Hagee. It appears the night is free but we haven't been able to get him to commit. Fall back is to ask SECNAV or the Commandant of Coast Guard.

Next item is to get a watch bill for SNA members to meet and greet presenters and to escort VIPs through the exhibit area. We need to do a good job of matching them with their interest.

We want to get spouses into some of the sessions as well as visit displays.

We plan to have press releases ready to go to news organizations.

Exhibit space is sold out.

VADM Gunn's pre-symposium reception for ExCom, BOD members, and Chapter Presidents will take place again this year.

#### **AWARDS COMMITTEE**

A review of awards given during the symposium was presented. It was mentioned that the Special Recognition Award for Dr. Dur might be made during the CEO luncheon. Historical recognition award winners have accepted. A meeting on 13<sup>th</sup> December has been scheduled at which the Photography Award winners will be selected. to review pictures.

#### **MEMBERSHIP REPORT**

Membership remains relatively stable. Sasebo is still a problem but additional effort has been put forth. Committee is in the process of selecting the Chapter Excellence Award winners. The results will be presented at the January ExCom meeting prior to the Symposium.

#### **SCHOLARSHIP REPORT**

Scholarship program will be advertised in the next *Surface Sitrep*. Applications are due mid-February.

#### **PUBLIC RELATIONS REPORT**

A number of initiatives have been undertaken to enhance press coverage of the Symposium including a press room and a possible breakfast or lunch for media representatives just prior to the Symposium.

#### **SPECIAL PROJECT REPORT**

It was proposed that the Board of Directors take on membership as a project. Even though we have made great efforts membership growth has remained flat. We need a committee to look at benefits and how we gain and retain members. Increased financial investment in a membership drive might be beneficial.

Membership is directly proportional to the energy of the chapter officers. We have not been able to increase Enlisted membership. Still only 60% of Surface COs are members. Perhaps we should better advertise scholarships, good stuff we do, etc.  
*Action Item: Put on Board Agenda as topic for discussion.*

The next ExCom meeting has been proposed for Wednesday, 5 January 2005.

There being no further business, the meeting was adjourned at 6:51 PM.