

**Surface Navy Association
Executive Committee Minutes (Draft)
November 17, 2008**

In Attendance

VADM Kevin Green, USN (Ret), *President*
VADM Hank Giffin, USN (Ret), *East Coast VP (via phone)*
CAPT Dave Lee, USN (Ret), *Secretary*
CAPT Jim Tackett, USN (Ret), *Treasurer*
RDML Mark Balmert, USN (Ret) *(via phone)*
CDR Chris Bushnell, USN
VADM Bill Earner, USN (Ret)
CDR John Fuller, USN
RADM Dave Hart, USN (Ret)
VADM Doug Katz, USN (Ret)
CAPT Jon Kreitz, USN
CAPT Ned Lundquist, USN (Ret)
CAPT Paul Rinn, USN (Ret)
RADM Robert Sutton, USN (Ret)
RDML Thomas Wilson, USN (Ret)
CAPT Bill Erickson, USN (Ret), *Executive Director*
Ms Julie Howard, Director of Admin *(via phone)*
Ms Debbie Garry, SNA Staff

Minutes

Minutes from 2 October 2008 were reviewed electronically and approved with no changes.

Old Business

Symposium study location (for follow-on years) cost estimates were presented. Estimates were received from Marriott Wardman Park, Hilton Washington DC, National Harbor, and Hyatt Crystal City. Growth at current location is limited but will active duty participation change if event is moved. Would need to consider cost of transportation to new venue. Also need to take economic climate into consideration before contracting with more expensive site. EXCOM consider all estimates and voted to extend contract at Hyatt for additional year which would be through 2012 and revisit proposals in 2010.

Charitable Solicitation email sent to all chapter presidents. Will also be posted on Board of Director website.

Long Range Plan Development still in process. *Action Item: Executive Director to email drafts to Committee Chairs NLT December 1, 2008.*

President's Report

Met with Admiral Hogg and discussed IRS changes and upcoming National Symposium. Board meeting and General Membership meeting will be separate at Symposium. Board meeting will be held on Monday, January 12 and General Membership which will not be repeat of Board meeting will be held on Tuesday, January 13.

Received note from Harry Kantrovich that MCPON Crow is in failing health. Will keep EXCOM posted.

Executive Director Report

Electronic books will be emailed to Board and EXCOM in advance of Symposium Board Meeting.

Symposium registration instructions sent to all Board, EXCOM and Chapter Presidents via email.

Corporate Sponsor Report

Currently have 69 corporate sponsors. Have exceeded our projected budget for corporate sponsorships for this year

Secretary's Report

Board of Director election in process. Votes being accepted through December 6, 2008.

Treasurer Report

Financial report reviewed. YTD expenses on track with budget. Contract support not over budget and will balance out at end of year. Have exceeded projected budget on distributions to chapter programs which is good. National wants chapters to know to ask for funding.

Finance Committee Report

Met on August 20. Staff (Howard Associates) created drafts of Code of Ethics, Whistleblower Policy, Records Retention Policy and Travel & Reimbursement based on IRS requirements. Once finalized and approved all Board and EXCOM members will need to sign. *Action Item: Executive Director will email drafts to all for review within 5 days of next EXCOM meeting.*

Symposium Report

Symposium Schedule Updates: CNO schedule may shift Symposium schedule. MCPON retiring and SNA needs to confirm if speaking at Symposium. JO Roundtable discussions will have 2 concurrent sessions divided between Midshipmen and Active Duty. Groups will eat lunch together after sessions. Online schedule will be updated when finalized. *Action Item: Executive Director will follow up on status of Capitol Hill representative.* Vella Gulf speaker has been confirmed. VADM Peterman has retired. *Action Item: Need to follow up with Tozzi on this session.* Admiral Hart is currently working on Symposium watch bill. Editors lunch is scheduled for Thursday, January 8, 2009.

Exhibitor Update: Exhibit space is almost sold out and should be on a wait list by end of November. To date it looks as if we will exceed projected income on exhibit fees.

Admin staff is currently working on invitation lists and invites should be out NLT week after Thanksgiving.

Ceremonial Guard may not be able to support Symposium this year due to Inauguration schedule. Annapolis will be invited to provide Color Guard at the Symposium banquet. *Action Item: CDR Bushnell and CDR Fuller will check schedule to see if USNA can support.*

Awards Committee Report

Special Recognition list finalized. Added three industry names.

To date headquarters has received 41 Zumwalt nominations; 33 Burke nominations; 51 photo submissions and 14 literary nominations.

Old Tar was presented to CMC Sammie Lymon at the SNA Hampton Roads August 16 luncheon. His ESWS date was 31 Aug 82.

Scholarship Committee Report

No report

Membership Committee Report

As of 10/31/08 there are 7291 members in the database. Have exceeded the goal of 5,000 paid members. We currently have 73 Coast Guard members. Our overall retention rate is 69%.

Chapter Excellence proposed changes presented. Would like authorization to present up to 4 awards with one going to a small chapter which is defined as 200 members or less. Delete retention and recruiting as part of criteria though chapters may include it in their inputs. EXCOM approved changes.

Public Relations Report

Communications Forum was held in October and received positive feedback from attendees. First year to make a profit. A lesson learned is that we need to make sure CHINFO is able to attend future events.

USCG conference planning is in progress. Tentative dates are March 24,-25, 2009 in New London. Bill Erickson and Julie Howard did a site visit in October. Currently working on creating program. Want to be able to publicize at the National Symposium.

Editors luncheon will be held the Thursday prior to National Symposium.

Ned Lundquist represented SNA at USS FREEDOM commissioning.

Special Projects Report

All estimates are in for the Great Lakes Hall of Fame and goal is to have in place by end of year.

New Business

Next meeting 5 January 2009.