

**Surface Navy Association
Executive Committee Meeting Minutes (Draft)
May 16, 2012**

IN ATTENDANCE

VADM Admiral Route, USN (Ret)	RADM Robert Reilly, USN (Ret) <i>(via phone)</i>
CAPT Dave Lee, USN (Ret)	CAPT Paul Rinn, USN (Ret)
VADM Tim LaFleur, USN (Ret) <i>(via phone)</i>	CAPT Mark Sedlacek, USN (Ret)
VADM Bill Earner, USN (Ret)	CAPT Matt Sharpe, USN <i>(via phone)</i>
VADM Kevin Green, USN (Ret)	CAPT Chris Sinnett, USCG
VADM Lee Gunn, USN (Ret)	RADM John Tozzi, USCG (Ret)
VADM Doug Katz, USN (Ret)	CAPT Bill Erickson, USN (Ret)
CAPT Jim Kilby, USN	Julie Howard <i>(via phone)</i>
CAPT Ned Lundquist, USN (Ret)	Debbie Garry
RDML Mike Mahon, USN (Ret)	

PRESIDENT'S REPORT

The meeting was called to order by the President at 1705. VADM Ron Route welcomed all attendees to the meeting. The minutes from the 8 March 2012 Executive Committee Meeting were approved with no changes. VADM Route thanked committees for all the good work since the last EXCOM.

OLD BUSINESS

The Naval Historical Foundation (NHF) has requested that SNA provide \$50K in support for surface navy-related projects at the Navy Museum's Cold War Gallery. Admiral Route said that amount of request could increase in future. Need to consider how funding this request would benefit our membership. CAPT Bill Erickson has spoken with NHF and they are not planning to start project until 2013 and have sufficient funding thru 2014. Recommendation is to defer this request until December 2012 and consider all funding requests at that time after a full review of SNA finances.

The Hampton Roads Chapter is in the process of selling Surface Warrior yard signs, designed by their chapter, to their members to display in their yards, etc. To date they have sold 60 signs. National assisted by taking online orders. Information was provided to National by CAPT Matt Sharpe on how to order and that information was emailed to all chapter officers. Currently San Diego and Mid-South have expressed interest in this project. The Admin Staff is working with a sign company on how SNA members could order signs directly. This is possible but signs sold individually would cost the member a few additional dollars vice chapters buying signs in bulk and reselling.

EXECUTIVE DIRECTOR REPORT

The draft minutes from the January National Board Meeting are posted on the Board of Directors website for review. Reviewed the 7 action items from that meeting. Any comments or changes may be sent to Bill Erickson or Dave Lee.

Reviewed 2 items that could impact future Surface Navy Association events.

- The first is the OMB Directive on Conferences which provides guidance on travel and conference participation in conferences sponsored by non-Federal entities. More

information on this directive is anticipated within the next 90 days. Not sure if this will have much impact on SNA.

- The second item is a letter written by the Air Force Association (AFA) to Senator Lieberman regarding recently passed legislation, specifically Section 308 of the House-passed Digital Accountability and Transparency Act (H.R. 2146) and title V of the Senate-passed 21st Century Postal Service Act of 2012 (S. 1789). These pieces of legislation could dramatically restrict military and federal civilian personnel from participation in SNA sponsored events such as the National Symposium. A copy of the AFA letter has been sent to RADM Joe Hare for review.

The West Coast Symposium is currently scheduled to be held in San Diego on August 16 and the Open Architecture Forum is currently scheduled to be held there on August 14. There is a chance dates could change due to VADM Hunt's COC set for July 2012.

CORPORATE MEMBERS REPORT

SNA currently has 86 corporate members. On target to meet budget.

SECRETARY REPORT

No Report.

TREASURER REPORT

Reviewed the current finance report. It was noticed that in recent reports the "total worth" line item has been removed. The current report shows how SNA is doing annually but does not give overall picture of SNA finances. EXCOM discussed and would like this line item added back to report. **Action Item: Admin Staff will add the line item back to future reports.**

Reviewed chapter disbursements which so far total \$86K. To date SNA has sponsored SOY events and Maritime Security Forum plus a variety of other events. VADM Tim LaFleur described how SNA funds help make chapter events successful such as the recent San Diego SOY event. The event was marvelous. Great venue and the Sailors really appreciate what everyone does to honor their achievements.

Presented a status of the SNA Scholarship Fund by showing income/expense report since 2009. Major income for this fund is from the National Symposium and donations. Bill Erickson reported that SNA does send letters to our corporate sponsors inviting them to donate to this program. Treasurer will be sure there is more visibility on Scholarship finances at EXCOM meetings. **Action Item: Admin Staff will update renewal forms and membership applications (print/online) to better promote scholarship donation option.**

FINANCE COMMITTEE

The Finance Committee recently held a meeting on April 17 to do a preliminary review of the SNA finances. VADM Bill Earner presented recommendations and action items to the EXCOM that will be discussed at the full committee meeting tentatively scheduled for July.

Recommendations

- Determine investment reserve: 2 times yearly operating expense
- Plan for a maximum of 60 Scholarships per year
- Defer all projects/requests outside of the budget to the end of the year and consider in December

- Look at making up the Scholarship deficit through:
 - Income from investment portfolio
 - From excess money in the operating account
 - Make recommendation for decision in December timeframe
- Brief Scholarship fund status at each ExCom Meeting
- Look at ladder investment plan with moving Vanguard to more conservative CD's

Action Items

- Admiral Earner to brief Admiral Route on actions from the meeting
- Admiral Earner to put together policy letter on reserve policy
- Set full Committee Meeting for July
- Full Committee Members (As Approved by Chairman of BOD)
 - President (VADM Route)
 - Chairman (VADM Earner)
 - Treasurer (Capt Tackett)
 - BOD Member (RADM O'Reilly)
 - BOD Member (LT McFall)
- Brief ExCom in early Fall
- Formulate budget for 2013 in December
- Board approval in January

Issue was raised should SNA consider investing in some low risk stocks vice cds? Committee will discuss at their meeting. Question is "How much risk does SNA want to take with funds?"

SYMPOSIUM REPORT

Reviewed planning timeline for the 25th SNA National Symposium. Solicited theme suggestions are being reviewed by RADM Dave Hart.

AWARDS REPORT

No Report.

SCHOLARSHIP REPORT

Reviewed the names of the 2012 Scholarship Committee and the timeline for this year's program. Applications were due on March 1, 2012 and SNA received 59 high quality applications.

As per the precept letter, the Committee was allowed up to 60 scholarships. Forty-one renewals were approved. One renewal was declined as the student did not meet the minimum grade requirement. Applicants will be invited to resubmit an application next year if grades improve.

This year's new applicants appeared to really put an effort into their essays using the new essay theme/questions approved by the EXCOM. The committee disqualified 8 of the 59 applicants for not meeting the required sponsor member join date or having a qualified SNA sponsor. They will be invited to reapply next year. Reviewed the demographics of the winners. VADM Lee Gunn reminded the EXCOM that the Committee does not know the name or gender of the applicants when selecting winners. That information is not revealed until after final decision has been made.

Presented the list of proposed 2012 new scholarship winners. EXCOM approved.

Action Item: Admin Staff to prepare letters for VADM Ron Route and VADM Lee Gunn to sign and mail to all applicants.

Admiral Gunn thanked his Committee and Annette Hendrickson for their hard work this year.

MEMBERSHIP REPORT

Reviewed membership statistics. Trend slides and numbers are stable. Have added a USCG trend slide to presentation.

Committee met on April 12. Discussed offering a Life Membership promotion. Committee does not feel that this provides any real benefit to SNA and could actually be a cost liability. Recommend that SNA maintain status quo with life membership program.

Reviewed the current SNA Complimentary Membership program. Complimentary memberships are a minimal cost to SNA as members now receive the SITREP newsletter electronically. The program exposes Junior Officers and Senior Enlisted to SNA. Committee recommends no changes to this program. Does plan to work with SWONET on how SNA could advertise the comp program to its members. Also, recommends that SNA continue to work with SWOS on advertising the offer to SWOSDOC students.

PUBLIC RELATIONS REPORT

The Maritime Security Forum was held on March 14. Smaller attendance but overall a successful event. Recommended to host the 2013 event in Portsmouth, VA. Chris Sinnett has been working with USCG HQ on this option. Current event is planned for March 2013. RADM John Tozzi has spoke with Admiral Stosz about alternating the event between Portsmouth and New London.

Ned Lundquist will work with Lee Gunn on a scholarship article for the next SITREP.

SPECIAL PROJECTS

No Report

NEW BUSINESS

Received request from Ocean Technology Foundation to continue to provide support for the search for the Bonhomme Richard. Recommend that this request be deferred until December 2012 meeting.

Next meeting to be held the second week of July. Bill Erickson will email proposed dates to EXCOM.

Executive Director announced that the majority of VSE has moved to their new office building and that SNA must vacate their office NLT April 30, 2013. The new VSE offices are not suitable for SNA's needs and would be double the rent/fees from what is currently being paid.

Rob Reilly reported that the contract signing to transfer the USS Edson (DD 946) to the Saginaw Valley Naval Ship Museum is in process. Will continue to brief the EXCOM on this program.

Meeting adjourned at 1842.