

**Surface Navy Association
Executive Committee Meeting Minutes
December 17, 2012**

IN ATTENDANCE

VADM Admiral Route, USN (Ret)
VADM Henry Giffin, USN (Ret) *(via phone)*
CAPT Dave Lee, USN (Ret)
CAPT Jim Tackett, USN (Ret)
RADM Dennis Conley, USN (Ret)
RADM Dave Hart, USN (Ret)
LCDR Jeff Benson, USN *(via phone)*
RADM Dan Davenport, USN (Ret)
VADM Bill Earner, USN (Ret)
FLTMC Tom Howard, USN (Ret) *(via phone)*
CNOMC Harry Kantrovich, USN (Ret)
VADM Doug Katz, USN (Ret)
CAPT James Kilby, USN

CAPT Ned Lundquist, USN (Ret)
RDML Mike Mahon, USN (Ret)
Charlie McCullough
LT Rob McFall, USN *(via phone)*
CAPT Bob Oldani, USN (Ret) *(via phone)*
RADM Robert Reilly, USN (Ret)
CAPT Paul Rinn, USN (Ret)
CAPT Mark Sedlacek, USN (Ret)
CAPT Matt Sharpe, USN (Ret) *(via phone)*
Thad Smith *(via phone)*
RADM John Tozzi, USCG (Ret)
CAPT Bill Erickson, USN (Ret)
Julie Howard *(via phone)*
Debbie Garry

PRESIDENT'S REPORT

The meeting was called to order by the President at 1700. VADM Ron Route welcomed all attendees to the meeting. The minutes from the 17 October 2012 Executive Committee Meeting were approved with no changes.

OLD BUSINESS

Reviewed Action Items from the October meeting.

- Symposium invitation letter was mailed to Admiral Syring and he has accepted.
- Julie Howard contacted Hyatt to confirm hotel room block as inauguration events will begin during week of our event and we are in good shape for our event.
- Discuss legality of SNA selling advertising to corporations to have their logo on the film as most of the speakers will be active duty or government employees. RADM Joe Hare reviewed and feels it would set a bad precedent. One option would be a short trailer at end of video with corporate logos. Executive Director stated that we would not pursue advertising.
- Researched possible ways to highlight past HOF recipients that were in Battle of 1812 at the 2013 Symposium. HOF videos will be displayed on screens in seminar area during breaks along with photos submitted in photo award competition.

The draft minutes from the January National Board Meeting are posted on the Board of Directors website for review.

EXECUTIVE DIRECTOR REPORT

SNA's current Old Salt, VADM Terry Blake, will retire this month. It has been determined that his successor will be VADM Mike LeFever. Recommended the turnover ceremony at the January banquet.

Provided update on the 2013 Howard Associates office move. The lease in the VSE building expires April 2013. Howard Associates is finalizing a lease for office space at 6551 Loisdale Ct near the Springfield Mall. A new contract between SNA and Howard Associates has been drafted. **Action Item: Draft contract to be sent to VADM Route, RADM Hare and CAPT Jim Tackett for review.**

Plans to host a Maritime Security Forum in Tidewater area on March 13, 2013 are being reconsidered. CAPT Bill Erickson suggested that we consider hosting in DC area in May with a similar setup as SNA's Communications Forum. EXCOM not sure if format change would be a draw to attendees. RADMTozzi recommended we host this event every other year. VADM Route would like to still consider a waterfront option in 2014.

CORPORATE MEMBERS REPORT

SNA currently has 83 corporate members. Five new sponsors have joined since October and 3 sponsors have requested to be dropped. Still on target to meet 2012 budget.

SECRETARY REPORT

The Board of Directors election is completed and votes have been verified. CAPT Dave Lee reviewed expiring terms and the current board makeup was presented. The maximum number on the board is 25. SNA received more than the 10% votes required by the SNA bylaws. CAPT Dave Lee presented the results to the EXCOM. EXCOM approved the results.

TREASURER REPORT

Reviewed the current finance summary report. Reviewed chapter disbursements which are a little higher than budgeted.

CAPT Jim Tackett presented an in depth financial brief to EXCOM which included accounts overview, trends, scholarship and recommendations.

SNA Accounts – Investment, Operating and Scholarship. Investment accounts include CDs, Vanguard and Mutual Funds. The Operating account is SNA's day-to-day checking account and Scholarship account is used to track donations and scholarship payments. It was noted that as CD's come due in future, they will be renewed on annual basis - not on a long term basis as done in past. SNA is still experiencing a positive trend on income. Scholarship has seen an increase in awards provided but a decrease in income/donations.

Recommended that we adhere to budget and postpone any excess distributions until December EXCOM meeting so that EXCOM has better financial picture before funding non-budgeted projects.

FINANCE COMMITTEE

VADM Bill Earner proposed a Reserve Policy Statement be presented to Board of Directors recommending keeping a million dollars in reserve at all times starting at the end of SNA's fiscal year in December 2013. Policy approved by EXCOM with proposed changes.

SYMPOSIUM REPORT

Reviewed schedule and speaker acceptances for the 25th SNA National Symposium. Due to schedule conflicts some speakers had to be moved on schedule to accommodate changes.

Action Item: CAPT Bill Erickson will have "Keynote" added to Admiral Copeman's timeslot on the Symposium schedule.

RADM Dave Hart thanked members for volunteering to serve as greeters and emcees at National Symposium.

Navy Approval status discussed. Currently Navy attendance at the Symposium has been authorized and NAVADMIN posted on SNA website. Travel funding authorization still pending and hoping to have approval to post before the holidays. VADM Route thanked Bill Erickson for all his work in getting approval. It was noted that once approval is released and reviewed, there could be some changes to the Symposium schedule.

Exhibit/Sponsorship report provided. Currently only have 4 unsold exhibit spaces remaining and 50 of the 61 corporate banquet tables have been sold. Food sponsorship at receptions is lower than previous years. However, corporate monetary support for the Heritage Night has increased.

CAPT Bill Erickson provided an update on SNA funded travel for 2013 event. In previous years, Active Duty had been able to use TADTAR funds to travel to event but this may not be possible in many cases this year. SNA's travel costs may be higher than originally budgeted. An overview was provided of what has been requested to date.

CAPT Erickson provided an update on video services at the Symposium. Empire Video has provided an estimate of \$4500 to record the seminars and an additional estimate of \$1998 to record the banquet. SNA would be able to use these recordings on the SNA website. There has been discussion with Defense Media to provide some no cost livestreaming and videos. Smartphone application is up and running. It was asked that if necessary could SNA have a virtual speaker option for a seminar. Julie Howard said that is an option.

AWARD REPORT

CAPR Paul Rinn presented award information to the EXCOM:

- **Special Recognition** recipients that were approved by EXCOM at the October meeting were reviewed.
- The 2 proposed winners of the **Admiral Zumwalt Award for Visionary Leadership** were presented to the EXCOM for approval. The Awards Committee selected 2 winners out of 42 nominations. CAPT Rinn presented the bios of each winner to the EXCOM. EXCOM approved.
- The 4 proposed winners of the **Admiral Burke Operational Award** were presented to EXCOM for approval. The Awards Committee selected 4 winners out of 39 nominations. EXCOM approved.
- The Awards Committee selected 4 photos to the EXCOM for approval. The selected photos were presented and EXCOM approved.
- The **Literary Award** selection committee selected a winner and an honorable mention. The article titles and authors were presented to the EXCOM. EXCOM approved.
- Names of the winners of the **Hospital Corpsman Award** and **Shiphandler Award** were also presented to EXCOM. Hospital Corpsman Award approved. Shiphandler Award did not require EXCOM approval. **Action Item: Need to correct the spelling of the USS TRUXTUN.**

SCHOLARSHIP REPORT

CAPT Erickson presented a history of the number of scholarships given annually over the 4 years. He also presented a financial summary including corporate and individual donations received to date. There is a risk of the balance of the scholarship account continuing to go down if number of scholarships remains at 60 per year (new/renewals combined). EXCOM approved granting 10 new scholarships in 2013; maintaining a separate scholarship account and transferring \$20K from the operating account to scholarship account.

MEMBERSHIP REPORT

Reviewed membership statistics and trend slides as of November 30, 2012. SNA is down approximately 200 paid members since December 2011. Reviewed Officer and Enlisted trends.

The Membership Committee met on December 12 to review the Chapter Excellence nominations. Eight chapters submitted nominations this year. The Membership Committee selected 5 chapters to receive the 2012 award. The 5 chapters selected were Hampton Roads, Constitution, Newport, Pearl Harbor and San Diego. EXCOM approved all selections.

PUBLIC RELATIONS REPORT

CAPT Ned Lundquist gave an overview of the December 2012 *Surface Sitrep* issue which is currently at the printers.

SPECIAL PROJECTS

Reviewed the 4 unfunded projects that had been placed on hold pending an SNA financial review – Completion of SNA Heritage videos; Navy Memorial SNA plaque; OTF Bonhomme Richard project; and Navy Historical video projects. All 4 requests were not approved by EXCOM.

NEW BUSINESS

Next meeting to be held in January prior to the Symposium. Proposed dates will be provided to EXCOM.

A call for Executive Session was made to discuss Executive Director salary and bonus. EXCOM voted and approved changes which will be provided to accounting to be implemented.

Meeting adjourned at 2000.