

## Minutes of the 55th Reunion Committee Meeting – 11 January 2018

**Introduction:** Fifteen members of the 55<sup>th</sup> Reunion Planning Committee were present in a club house conference room hosted by Alan McNally.



Phillip Marsden called the meeting to order and introduced the meeting agenda which included an update to our event planning for the four major reunion Class events – Dinner, Memorial Service, Lunch and the tailgate/football game. Phillip reminded the attendees that there are **9 months** until the reunion. In addition to our continued detailed event planning, Phillip reviewed our reunion Goal/Objectives and the draft reunion event schedule shown below. Phillip noted that our main objective at present is to prepare the reunion registration package. Our near-term goal is to distribute the registration package in late Feb/early March. There are several on-

going activities that support that goal. Those activities will be our primary focus today.

**Registration/Treasurer Report:** Lee Cargill described the registration process and presented a second draft of the registration form. (See attached.) He confirmed that the reunion registration will begin on Wednesday at noon and continue all day Thursday at the Marriott Springhill Suites. The general consensus of the Committee continues to be that we should try to get the registration package out as soon as possible given the interest level in the Class. We will have one more meeting in February before sending out the registration package. The obvious tasks (action addee) to support that schedule are:

- Firm up all event costs (Event Chairs)
- Firm up all non-event costs and set the registration fee (Committee)
- Approve final version of the registration form (Committee)
- Complete and approve any other material that is to accompany the registration form, such as FAQs (Hospitality) and event descriptions (Event Chairs)
- Determine what process (electronic, snail mail) and address list (Alumni, Steve Coester's,) to use for the package distribution. There was additional discussion on this point. A comparison of the two address/email data bases showed numerous differences. The 50<sup>th</sup> Reunion used the Alumni data base. Using the Class website and our company email webmasters would be cleaner and less expensive. Lee recommended we consider using the email approach first then follow-up with selected mailings as needed. Final decision will be made at the next meeting.

**Hospitality Sub-committee Report:** Grant Telfer provided a list of all questions he intends to address in the Frequently Asked Questions (FAQs). (See attached.) These FAQs will be part of the reunion registration package. Some highlights:

- Grant stated that Fred Kaiser does not intend to sell Academy/Reunion souvenirs at the reunion. Instead Fred would like to take orders for various items prior to the reunion and deliver them at the reunion. Grant confirmed that Fred has a link to his catalog posted on the Class website.
- The decision on the need for a reunion banner, commemorative posters, etc will be deferred for later discussions when examples and costs can be presented.
- Grant emphasized again that the registration process will take place only at the Marriott Springhill Suites. The scenic Ted Williams Room has been reserved for Wednesday afternoon and Thursday for registration and as a hospitality suite. Reunion attendees staying locally at other facilities can choose when to come to register during those times. Given the large number (~90) classmates arriving on Wednesday, it is hoped that they (and other classmates living in the area) will register Wednesday afternoon and then attend the reception which will be held in the registration/hospitality suite.
- Grant will continue to look at food/drink options regarding the reception on Thursday. In addition, there is some funds set aside for beverages, food, and entertainment in the hospitality suite during registration

**New Action Item:** Submit any additional questions for the FAQs to Grant (Committee)

**Hotel Reservation Status:** the enthusiastic room reservation response of our classmates to date has been impressive. In addition, the staff at the Marriott Springhill Suites has continued to accept additional reservations at the discounted rate. Dave Meyers presented the following quick update on room reservations:

- Approximately 220 rooms are booked at the two reunion hotels
- 96 rooms are booked for Wednesday or earlier
- 30 rooms are booked for checkout on Monday or later.
- There are some duplicate reservations at both hotels that will need to be resolved

- We are aware of classmate reservations at other hotel properties

***New Action Item:*** Contact classmates with duplicate reservations at the two reunion hotels to request resolution (Dave)

**Revised Estimate of Attendance:** Up to this point we have used an estimate of 210 classmates and 400 total attendees in planning attendance for our reunion events. Our classmates' continued enthusiastic response to room reservations required an update to that estimate. Phillip presented data derived from the hotel reservation figures that makes a case for raising our attendance estimates to **250-260** classmates and potentially as many as **490** total attendees. (Note: These numbers are similar to the Class of 1962's attendance at their 55<sup>th</sup> reunion in Annapolis.) However, these higher attendance numbers could adversely impact the Class luncheon because of venue restrictions and requires re-planning of our transportation needs. The real numbers will come, of course, when attendees have to register and pay for their attendance at the reunion events.

This brought up another potential attendance planning issue – what about attendance by our “Link in the Chain”, the Class of 2013? Our goal has always been to invite members of the Class of 2013 to some of our reunion events. However, the issue is which events lend themselves to open invitations and how best to communicate with the Class of 2013. This is an area that needs more discussion and coordination.

***New Action Item:*** Discuss 2013 participation with the Class officers. (Phillip)

**Transportation:** In keeping with our reunion objectives, our goal is to provide transportation for classmates/spouses/guests to/from all Class events as needed. The revised estimate of total reunion attendees (see above) has required increasing the number of buses required.

As this is the largest expense to be covered by the registration fee, the elements of the bus transportation plan was discussed at length. The current bus plan assumes that all reunion attendees will ride the buses from the reunion hotels to the reunion events. More specifically:

- Thursday Night Class Dinner: Regular buses will ferry classmates and guests staying at the Doubletree hotel to/from the USS Midway. A smaller motor coach will shuttle to/from the Marriott Springhill Suites to the USS Midway. (Note: it is assumed that attendees staying elsewhere will use taxi/Uber or drive private cars directly to the USS Midway and park in the adjacent parking lot.)
- Friday Memorial Service/Class Luncheon: Enough buses to carry all the reunion attendees will leave from the two reunion hotels for the Memorial Service. After the service, these buses will transport attendees either to the Class Luncheon or to one of the two hotels. On completion of the luncheon, buses will be available to transport the attendees back to one of the hotels. (Note: it is assumed that attendees staying elsewhere will use taxi/Uber or drive private cars directly to one of the two reunion hotels and ride the busses to/from this event.)
- Saturday Tailgate/Football Game: Enough buses to carry all the reunion attendees will leave from the two reunion hotels for the Tailgate and Football Game. Bus departures will be staggered for those people not attending the Tailgate. After the game, these buses will transport attendees to one of the two reunion hotels. (Note: it is assumed that attendees staying elsewhere will use taxi/Uber or drive private cars directly to one of the two reunion hotels and ride the buses to/from this event.)

Classmates and guests who have private transportation and those who choose to use the trolley could impact the number of buses that we end up using for some events. It is apparent, however, that we have no way of predicting what options our attendees may choose. Some, for example, may ride the trolley one way and take a bus back or vice versa. After a spirited discussion, the Committee voted to keep the costs of the full bus option in the registration fee.

## Event Planning Status Reports

- **Class Dinner:** Jim Fontana provided a progress report on the Thursday evening Class reception and dinner on the Midway. Highlights include:
  - Open bars will be positioned on the Flight Deck and in the Hanger Bay. All attendees will receive one drink ticket.
  - Tray passed appetizers will be provided on the Flight Deck
  - Test tasting at two caterers was accomplished. The sub-committee has selected one of caterers to put under contract.
    - The dinner tables will include pre-staged rolls, salad, desert and two bottles of wine.
    - The dinner buffet will include steak and salmon as entrees, plus sides.
  - Special dietary meals can be supported if specified ahead of time.
  - Flight deck heaters must be contracted separately and would add ~\$5pp to the cost. Sub-committee will research and make recommendation.
  - Entertainment and a photographer for company photos is being investigated.

**New Action Item:** Check on availability of the “Class of 1963 Academy Days” slide show we had at the Mid-term reunion. (Phillip)

- **Memorial Service:** Alan McAnally presented an update on planning for the Memorial Service at the Fort Rosecrans Cemetery. Some highlights:
  - The latest version of the Class Plaque has received excellent reviews from Committee members and is ready to send to the Class officers for final review.
  - The sub-committee developed over-arching themes for the service to help guide the focus of the remarks by the main speaker and prepared guidelines for the lay preachers to keep the service non-denominational.
  - Our nominated choices for main speaker, lay preachers, and name readers have been contacted and have agreed to serve. They appreciated our development of specific service themes and ceremony guidelines.
  - Alan attended a large event at Fort Rosecrans and found that our sound contractor and his equipment performed very well.
  - The sub-committee will continue to work on modifications to the program in the event the service must move indoors due to foul weather.

**New Action Item:** Send the latest version of the plaque to the Class officers for review and approval (Phillip)

- **Class Lunch:** Marirose Kozak summarized the current status on planning for the Class Lunch at the Admiral Kidd Club. Some highlights:
  - The Club has developed a seating plan with 9 people per table that provides for a head table and seating for 468 additional attendees.
  - Per-person cost is dependent on attendance and choice of entre. A price of \$45pp is a good estimate for now.
  - The sub-committee will attend a “tasting” session at the Club on 1 Feb.

There was some additional discussion on the luncheon. As attendees will register and pay for each event separately, it is

highly likely that some attendees of the Memorial Service will choose to skip the Class lunch. We will have buses scheduled for that contingency. Fortunately the registration process will give us the number of luncheon attendees.

- **Football Game/Tailgate:** Jerry Harken reported that there has been little progress since the last meeting. Key personnel have not been available from the San Diego Bowl Game Association to answer questions about the ticketing process. He was able to get some information on the tailgate planning. Some highlights:
  - Tailgate plans by the Alumni Association will depend on how many midshipmen will attend the game. Costs to transport, house and feed these midshipmen comes from non-appropriated funds including donations. Consequently, many details have yet to be firmed up before tailgate prices can be established.
  - The Alumni Association acknowledges our desire to have a special seating section at the tailgate for our reunion attendees.

There was discussion about the allocation and handling of tickets. We had decided to limit the purchase of tickets to classmate who are attending the reunion and limit the number of tickets for seats in our group seating to 4 per classmate. This limit was chosen so that early registrants could not buy up all the tickets in group seating before all classmates have a chance to purchase tickets. We are aware that there are a number of classmates who may wish to purchase more than 4 tickets. Their options are to:

- Purchase tickets for seating outside the reunion registration process. These seats will be outside the Class's group seating sections.

- o Seek additional tickets from classmates who are not using their full allotment of tickets. These seats will be inside the Class' group seating sections.

It is the latter option that causes some concern. We are not planning to be ticket brokers, so the question remains how our classmates can exercise the latter option. We will need to prepare some guidelines for the FAQs.

***New Action Item:*** Prepare guidelines on how to purchase additional game tickets. (Jerry)

***New Action Item:*** Prepare an event summary description for the registration package. (Event sub-committee Chairs)

· **Summary of Outstanding Action Items:**

***Outstanding Action Item:*** Determine the most cost-effective means of providing transportation services to classmates with special mobility challenges. (Dave) **Action ongoing**

***Outstanding Action Item:*** Provide a detailed calendar of planning details from now to the 55<sup>th</sup> Reunion for your area of responsibility. Capture all milestone dates and the steps leading up to each decision point. (All sub-committee chairs) **Action ongoing**

***Outstanding Action Item:*** Provide the Committee members with the candidate names for back-up name readers. (Memorial Service Committee) **Action ongoing**

***Outstanding Action Item:*** Prepare a draft of responses to Frequently Asked Questions (FAQ) regarding the reunion (Hospitality) **Action ongoing**

**Outstanding Action Item:** Choose a logo for the 55<sup>th</sup> Reunion  
(Committee) **Action ongoing**

**Outstanding Action Item:** We need to resolve issues with base access. The security procedures have changed and there is some confusion on what procedures will be required to gain base access with our luncheon attendees arriving in the buses. (Marirose, Jerry, Dave) **Action ongoing**

**Next Meeting:** The next meeting of the 55<sup>th</sup> Reunion Planning Committee will be held on 20 February 2018.

Attachments



October 25-27, 2018  
55<sup>th</sup> Reunion  
USNA Class of 1963



Please fill out completely.

Then mail completed form to:

Lee Cargill 924 Pomona Ave. Coronado,  
CA 92118

Email: [leecargill@sbcglobal.net](mailto:leecargill@sbcglobal.net) Telephone: 619-437-4866 (home)

Name: \_\_\_\_\_

Street

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile

Phone: \_\_\_\_\_

Email:

\_\_\_\_\_  
\_\_\_\_\_

USNA Company: \_\_\_\_\_

Name on Name Tag

#1: \_\_\_\_\_

\_\_\_\_\_

Name on Name Tag

#2: \_\_\_\_\_

\_\_\_\_\_

Where staying in San Diego? Springhill\_\_\_\_, Doubletree\_\_\_\_,

Other: \_\_\_\_\_

If you have any **mobility & dietary** issues, **please call or email.**

<u>Event</u>	<u>Cost</u>	<u>No. of Persons</u>	<u>Amount</u>
Registration (per person) _____	\$75	_____	
<u>Day.Date</u> Golf _____	\$90	_____	
Index:_____ Rental Clubs needed? _____		Left / Right (circle one)	
<u>Thurs. Oct. 25</u> USS Midway Dinner _____	\$110	_____	
<u>Fri. Oct 26</u> Memorial Service N/A	No Charge	_____	

**Preferred Method of Payment:** Mail a check, payable to **USNA 1963 - 55<sup>th</sup> Reunion**  
with completed Registration Form to Lee Cargill at address above. We will confirm receipt.

**Alternate Method of Payment:** For an added 3%, PayPal can be used to accept credit card info. If

Payment is made using PayPal, we still need to get the completed Registration Form.

If this method of payment is contemplated, please call us at 619-437-4866

## Class of 1963 55th Reunion Schedule

	WEDNESDAY 24 OCT	THURSDAY 25 OCT	FRIDAY 26 OCT	SATURDAY 27 OCT	SUNDAY 28 OCT
08		<b>Registration continues</b>			
	<b>Registration At Marriott</b>	 <b>Golf</b>	<b>Memorial Service</b>		<b>Departures</b>
12	<b>Springhill Suites</b>		<b>Class Luncheon</b>	<b>Alumni Tailgate</b>	
	↓ <b>Reception</b>			<b>Navy vs Notre Dame</b>	
18		↓ <b>Class Dinner</b>	<b>Company Events</b>		

### 63 USNA 55<sup>th</sup> Frequently Asked Questions

1. What are the reunion hotels?
2. Where are the reunion hotels?
3. How do I contact the reunion hotels to make or change a reservation?
4. What should I do if the reunion hotels are not available?
5. How do I get to the reunion hotels?
6. What does the registration fee cover?

7. Where do I pick up my registration packet?
8. What will be in the registration packet?
9. When do I get my tickets for the game?
10. How do I get extra tickets?
11. If I don't need all the tickets I paid for, can I turn the extras in?
12. Where are my seats located?
13. Do I need to rent a car?
14. What are the details on the San Diego Trolley?
15. Where is the stadium?
16. How can I find out where certain classmates are?
17. What are the details concerning the golf tournament?
18. What clothing is recommended?
19. Who is paying for the Class Luncheon?
20. What business is scheduled for the Class Meeting?
21. When and where is the Class Memorial?
22. When does the tailgate start?
23. How far do we have to walk from the trolley to the tailgate?
24. How far are our seats from the tailgate?
25. When is kickoff for the game?
26. What is the expected weather?
27. Will there be bus transportation to and from the game?
28. What are the details on the Class Event on the Midway?
29. How much of USS Midway will we be able to tour?

30. How far do we have to walk, for each event?
31. What are the hotel amenities?
32. What is the hotel parking situation?
33. How far is the closest trolley stop from each of the reunion hotels?
34. Will there be wheelchair access for all events?
35. Will there be dietary options for the meal events?
36. How do I find out about company events?
37. What are the recommended places of interest to visit in San Diego?
38. What are the requirements for access to the military bases in San Diego?
39. Will there be any logo clothing or other items available?
40. What happens if I have to cancel?
- 41.
- 42.

10	Dec	Place Class dinner entertainment under contract
		Make second Midway deposit, place caterer under contract
		Attend ceremony supported by audio contractor, choose lay preachers/alternates
		Check NAAA plans for a tourney; check course availability
		Conduct test run on registration process using PayPal
9	Jan	Send out reunion reminder with draft schedule
		Contract Ted Williams Room at Marriott
		Contact Bob Forster on ticket assignment process
		Prepare short draft descriptions of reunion event
		Prepare draft responses to Frequently Asked Questions (FAQs)
		Firm up dates for first deposit, final deposit for tickets
		Determine how/when/cost classmates can purchase and receive tailgate tickets
		Contact principle speaker and lay preachers
		Schedule Committee Meeting
		Prepare inputs to registration package on event costs
8		Select name readers and alternates
		Set up PayPal account; conduct test run; design spread sheet for tracking accounts
	Feb	Schedule Committee Meeting

	Finalize details on costs, payment plans, menus, vendors, favors, busses, all events;
	Approve draft event descriptions and FAQs
	Review and approve transportation plan
	Finalize registration fee
	Approve registration package contents