

USNA Class of 1963 55th Reunion Planning Committee

Minutes of the Committee Meeting – 27 April 2017

Attendees: Twelve members of the 55th Reunion Planning Committee were present in a club house conference room hosted by Alan and Terry McAnally. (See attached photo.) Phillip Marsden called the meeting to order and introduced the meeting agenda which included an update to our event planning for the three major reunion Class events – Dinner, Memorial Service and Lunch. Phillip reminded the attendees that there are 18 months until the reunion. It is time to update the Class on where we stand in our planning. In addition, we need to prepare for the opening of room reservations in Oct.

Action Item: Send out a reunion status report to the Class (Phillip)

Action Item: Send John Ryan, johneryan41@hotmail.com, your list of questions regarding the reunion hotel reservation process. (Committee)

Action Item: Prepare a draft of responses to Frequently Asked Questions (FAQ) regarding the hotel reservation process (John Ryan)

Background: Planning for these events to date has been performed by the three event specific sub-committees. Additional briefings were provided by Grant Telfer (Hospitality), and Dave Meyers (Transportation). Our reunion Goal/Objectives and the draft reunion event schedule are shown below.

Class of 1963 55th Reunion Schedule				
	WEDNESDAY 24 OCT	THURSDAY 25 OCT	FRIDAY 26 OCT	SATURDAY 27 OCT
08		Golf? Registration		
12	Registration		Memorial Service	
18	Reception?		Class Luncheon	Alumni Tailgate Navy vs Notre Dame
		Class Dinner	Company Events	

Transportation: One of our reunion objectives is to minimize the need for attendees to use personal transportation to/from events. The Committee's consensus is that transportation for classmates/spouses to/from all Class events should be provided as needed. However, providing full bus transportation to/from all events would cost a total of approximately \$40pp (assuming 400 attendees). As this significant cost must be covered by the reunion registration fee, we must look hard at how we provide this service. Dave addressed the following action items.

Action Item: Investigate option of shuttle van rather than buses to/from the Marriott Hotel to the Midway dinner in order to reduce overall transportation costs. **Completed.**

Providing full bus service to the Friday night dinner for attendees staying at the Marriott Hotel was estimated to cost ~\$3600 (\$9pp). The Committee felt that the majority of Marriott Hotel attendees would choose to walk the two blocks to/from the dinner. A shuttle mini-bus could provide transportation for the non-walkers for ~\$450-\$600 (\$1-\$1.5pp), a

considerable savings. Note: The buses for the attendees staying at the Double Tree Hotel are estimated to cost ~\$2200 (\$5.50pp).

Action Item: Investigate option of providing a shuttle bus service to/from the Marriott and Double Tree Hotels to Mt Soledad on Friday PM and Sat AM. **Completed.**

The Committee felt some attendees would want to view the Class Plaque in place on Mt Soledad. Providing two busses Friday post-lunch would cost ~\$600 (\$1.50pp). Two busses covering the two hotels on Saturday would cost ~\$1200 (\$3pp). (Friday is cheaper as it is an extension of that day's contract.) The Committee felt that Saturday would be a better alternative if the tailgate and game did not start until mid/late Saturday afternoon. The Committee agreed that we should survey the attendees to gauge interest once the game time had been established. (More info on the Class Plaque is under Memorial Service update below.)

Action Item: Determine what capability there is to provide transportation for classmates with special mobility challenges. **Completed.**

There are a number of options for providing this service. These range from busses, special van services, etc. Choosing the most appropriate service will depend on our attendee's specific needs which we must determine through the registration process.

Action Item: Determine the extent of the Marriott's policy of \$10 on-site parking for Classmates attending reunion events. Does this apply to events not held at the hotel? (John Ryan)

Action Item: Add a survey requesting interest in bus service to Mt Soledad to the registration package. (Dave)

Action Item: Add a field requesting information about special mobility needs to the registration package. (Dave)

Action Item: Ask the major hotels how they provide service guests with special transportation needs. (Dave)

In addition, Dave discussed the availability of the San Diego Trolley to supplant the need for busses for transportation to/from Thursday's Class Dinner (from Double Tree) and Saturday's Tailgate/Game (from both hotels). This led to a discussion of the pros/cons of the trolley service to both events. There is no doubt that it offers classmates staying at both hotels a viable option to being tied to the bus schedules. This discussion will be continued. (Dave's detailed responses to the action items are attached.)

Hospitality Sub-committee Report: Grant Telfer provided a summary of the Hospitality Sub-committee's initial meeting. At that meeting the sub-committee reviewed their responsibilities and prioritized their tasking. Their initial focus will be on designing a suitable 55th reunion banner and deciding what to do about reunion gift(s) that would be included in the reunion registration "bag" on arrival. The absence of any such gifts at our 50th Reunion was noted. (Grant's meeting minutes are attached.) Grant requested the following action from **all Committee members:**

Action Item: Draft an e-mail with comments as desired. (I intend to cut and paste responses per the specific item in bold, so just list the item, make your comments, and move to the next one. Skip any item for which you have no comments.)

GENERAL: Please comment on the desirability and importance you attach to the inclusion of some type of gift item.

PHOTO: A commemorative photo of graduation or other significant class event

HEADWEAR: Nice hat, baseball cap, bucket hat, straw hat, visor, etc.

GLASSWARE: Wine glass, beer stein, coffee mug, water bottle, etc.

SHIRT: Polo, Tee,

OTHER: Please add items of interest, with comments. PLEASE separate individual items so I can cut and paste.

Send your inputs by e-mail to Grant at: 63usna2018sandiego@gmail.com

Event Planning Status Reports

- **Class Dinner:** Jim Fontana provided a progress report on the Thursday evening Class reception and dinner on the Midway. (See attached for details.) Highlights include:
 - **Flight Deck Reception** Overview: Commence slightly before sunset; duration one and one-half hours; beer, wine, soda and water, with tray passed Hors d'oeuvres
 - **Hanger Bay Dinner** Overview: The sub-committee recommended to change the format of the Hanger Bay Dinner from Food Stations to a seated Buffet with an option for entertainment. Rationale was:
 - The "seated" format provides comfort & safety, enables folks to get off their feet
 - Multiple buffet tables will minimize time in line.
 - Salad would be pre-set on the tables so each guest would have a starter while waiting for access to the buffet.
 - Two No-Host Bars would be available
 - Good format for an emceed program and an entertainment segment limited to 30 minutes.

The full Committee agreed to this change in the dinner format and agreed to consider entertainment options.

Action Item: Determine if/how special food needs can be met with the buffet option.
(Jim)

- **Memorial Service:** Alan McAnally presented an update on planning to date on the Memorial Service at the Fort Rosecrans Cemetery. (See attached.) Some highlights:
 - Many of the costs, including the plaque, have been identified and total about \$10pp. This cost would be folded into the registration fee.
 - The service will be non-denominational and last less than 1 hour. A draft program was presented (see the attachment).
 - A printed program will contain all the names of our deceased classmates and all their names will be read at the service.
 - A draft design for the Class plaque was presented and discussed. (See attached.)
 - Finding a foul-weather venue remains a challenge.

Action Item: The Committee is asked to provide Alan at alanmcanally26@gmail.com :

- Nominations for the principal speaker and lay preachers for the ceremony
- Comments on design of the plaque and contents – especially the wording of the text

- **Class Lunch:** Marirose Kozak summarized the current status on planning for the Class Lunch at the Adm Kidd Club. Highlights include:

- There is no change from our last meeting. Lunch will be served to Classmates at open seating tables. Program will be conducted by Class President.
 - Menu will be firmed up 3 months in advance.
 - Our full payment is due 3 months in advance.
 - Cost will be less than \$40pp
- **Treasurer Report:** Phillip gave a short summary of our position. There has been no change from our last meeting. The \$10,000 loan from the Class has covered all of our expenses to date with no real problems foreseen. The Class dinner, lunch, golf, tailgate and football game will be pay-as-you-go. Registration fee will cover cost for the memorial service, transportation, hospitality suite and miscellaneous expenses. We hope to keep the registration fee in line with previous reunions of \$60-\$70pp.
- **Status of Outstanding Action Items:**

Action Item: Determine if the Class officers are willing to consider the cost of the plaque to be a Class as opposed to a Reunion expense. (Leadership Team) **Deferred.** In general this is clearly a Class expense. We will look at this more closely as we assemble our reunion cost budgets.

Reunion Planning Committee Structure: The following is the current structure and membership of the 55th Reunion Planning Committee. (Head of a sub-committee is shown by *.) Note: some minor changes have been made by request and by fiat.

Leadership Team: Chuck Stone (Emeritus), Marirose Kozak, Alan McAnally, John Ryan, Jim Fontana, Lee & Sue Cargill, (John-Rex Spivey '13), Phillip Marsden

Deputy/Secretary: Phillip Marsden

Bowl Game Association Liaison Team: John Ryan, Phillip Marsden

Navy/Notre Dame Liaison: Ron Klemick*, Steve Hoy

Hotels: John Ryan*, Dave Meyers, Grant Telfer, Ron Wills, Marirose Kozak

Transportation: Dave Meyers*, John Ryan, Rich Wilson

Tailgate/Game Tickets: Jerry Harken*

Class Dinner: Jim Fontana*, Ted Krohne, Vern Von Sydow, Bill Hughes, Sue Cargill and Jerry Harkin

Class Memorial: Alan McAnally*, John Ryan, Phillip Marsden

Class Lunch: Marirose Kozak*, Dottie Hughes, Chuck Stone, Janet Gushue

Golf: Bill Hughes*

Comms: Leadership Team

Registration/Treasurer: Lee and Sue Cargill*, Jerry Harken

Hospitality/Admin: Grant Telfer*, Bob and Sue Easton, Marirose Kozak, Max and Edith Ricketts, Tim and Valerie Cook, John Ryan, Ron Wills, Lee and Sue Cargill

Bullpen: Jay Roberts, John Pfeiffer, Lee Tillotson,

Next Meeting: The next meeting of the 55th Reunion Planning Committee will be in June 2017.



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