

USNA Class of 1963 55th Reunion Planning Committee

Minutes of the Committee Meeting – 31 August 2017

Introduction: Sixteen members of the 55th Reunion Planning Committee were present in a club house conference room hosted by Alan and Terry McAnally. 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 **14 months** until the reunion. In addition to our continued detailed event planning, Phillip emphasized the need to prepare our classmates for the opening of room reservations in late Oct/early Nov of this year. He reviewed our reunion Goal/Objectives and the draft reunion event schedule shown below. Phillip noted that Golf is firm on Thursday morning whether that is a Class of 63 outing or as part of a Navy-Notre Dame golf tournament. In addition, to support those classmates arriving early, registration will be held Wednesday afternoon as shown. The late Wednesday afternoon reception is still in the planning stage.

Class of 1963 55th Reunion Goal and Objectives

Goal: Celebrate our 55th Class Reunion by ensuring an enjoyable reunion experience that maximizes opportunities for memorable classmate interaction while highlighting the Navy/Notre Dame football game and our special ties to San Diego

Objectives:

- Emphasize Class links to San Diego by holding events in venues that capture Navy/San Diego ties
- Emphasize highlights of Class history in past Navy/Notre Dame games
- Plan non-taxing pace that emphasizes classmate interaction opportunities
- Limit need for personal transport
- Provide opportunity for individual company activities

Class of 1963 55th Reunion Schedule

	WEDNESDAY 24 OCT	THURSDAY 25 OCT	FRIDAY 26 OCT	SATURDAY 27 OCT	SUNDAY 28 OCT
08		Golf Registration	Memorial Service		Departures
12	Registration ↓ Reception?	↓	Class Luncheon	Alumni Tailgate	
18		Class Dinner	Company Events	Navy vs Notre Dame	

Hotel Reservations: Members of the Hotel sub-committee prepared a draft of an email blast to the Class on this subject. This email will contain a cover letter (email text) and a table of detailed responses to Frequently Asked Questions describing the two hotels and their respective reservation policy. This draft was sent to all committee members as a read-ahead for this meeting. Comments and corrections were received and incorporated. Discussion of the hotel reservation process underscored how important making early reservations will be for that weekend. The combination of the large convention that week and the ever popular Navy/Notre Dame game will put great pressure on finding available rooms. We will emphasize that fact to our classmates in this 55th Reunion email update.

New Action Item: Send out the next reunion update with room reservation guidance and hotel FAQ by mid-Sept (Phillip)

Transportation: In keeping with our reunion objectives, 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 could cost a total of >\$40pp (assuming 400 attendees). As this significant cost must be covered by the reunion registration fee, we must look hard at how best to provide this service cost-effectively.

Dave discussed another transportation cost excursion (called "Minimalist") that utilized a smaller shuttle bus for some of our transportation needs and made other assumptions about the

classmate utilization of the other transportation options. The total cost of this excursion was ~\$34pp.

This led to a discussion of how best to estimate the bus ridership to the various events. There would only be 300 people staying at the 2 hotels if all rooms are sold out. That leaves about 100 classmates and guests who will provide their own transportation to the events or will come to the hotels to ride the buses. And of course the trolley offers classmates staying at both hotels a viable option to being tied to the bus schedules for some events. This discussion will be continued.

Hospitality Sub-committee Report: Phillip provided a current status in Grant's absence. We are seriously considering renting the Ted Williams Room at the Marriott SpringHill Suites Hotel to support the registration process. 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.

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:
 - The ship's store will be open before dinner
 - Special dietary meals can be supported if specified ahead of time
 - We hope to be able to show the popular slide show of Academy era photos on a large screen during dinner on the hanger deck
 - We are trying to arrange for dinner tables that will seat 8 people each. Open seating is planned at this time; will revisit after further discussion
 - Cost estimates are tied to attendance. The current cost, ~\$96pp, goes up if there are fewer than 400 attendees. Additional potential costs could include enhanced flight deck lighting, additional table linens, table decorations, upgraded food options, etc.

New Action Item: Draft language for requesting special food needs for the Class Dinner and Luncheon to insert in the registration package (Jim and Marirose as it applies to both events)

- **Memorial Service:** Alan McAnally presented an update on planning for the Memorial Service at the Fort Rosecrans Cemetery. Some highlights:
 - Decisions on all major components of the service program are complete.
 - Quotes from support vendors have been received.
 - The overall draft design for the Class plaque has received general approval. Changes were made based on classmate comments. Additional comments are welcomed; however, Alan would like to reach final approval this fall.
 - The Class officers support Class funding for the plaque.
 - Nominations on a principal speaker and lay preachers have been received. Alan would like to firm up our choices at the next meeting so he can contact the nominees.

The Committee recognized Alan and his sub-committee's outstanding work to date on this task. They approved his request to place the audio vendor under contract.

New Action Item: Provide the Committee members with the name and any available bio information on the recommended principal speaker. (Alan)

New Action Item: Provide the Committee members with a slate of candidates for back-up of the principal speaker and lay preachers. (Alan)

New Action Item: Provide the Committee members with the candidate names for principal and back-up name readers. (Alan)

- **Class Lunch:** Marirose Kozak summarized the current status on planning for the Class Lunch at the Adm Kidd Club. Some highlights:
 - Tables will be set for 8 people each; open seating
 - There will be 3 choices for the main entrée; dessert will be a self-serve buffet. Final choices on menu items will be made next summer.
 - Tables will have water, hot and iced tea, coffee, rolls and butter
 - No-host bar will provide other beverages as needed
 - Floral centerpieces are planned for each table
 - Cost is sensitive to attendance. A price of \$43pp is a good estimate for now.

- **Football Game/Tailgate:** Jerry Harken provided some initial information on planning for this event. Some highlights:
 - The San Diego Bowl Game Association is in charge of all planning aspects for this event. They currently run the annual San Diego Holiday Bowl and, in the past, the Poinsettia Bowl - both of which Navy has appeared in.
 - Roy Bell '66 is in charge of this event for the Bowl Game Association
 - The Navy tailgate will be sponsored by our Alumni Association.
 - There will be an alumni sponsored pep rally for both schools on board the Midway Friday night, 26 Oct. Expected cost = \$75pp.
 - Navy will be the home team and receives 20,000 tickets to sell, all at field level. The stadium holds seating for 68,000.
 - Roy says we are one of four reunion classes that have contacted him. He acknowledges that we have requested a block of ~400 tickets
 - The ticket prices are expected to be comparable to past major east coast venues for this game (e.g. \$125-\$270 in Jacksonville)
 - Future meetings with Roy Bell will obtain information on ticket seat locations, pricing, timeline for receiving tickets and making payments, etc.

- **Treasurer Report:** Lee Cargill provided an overview of our current status:
 - 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 have to cover the cost for the memorial service, transportation, hospitality suite and miscellaneous expenses.
 - The initial estimate of the registration fee is \$70-\$80 range. We will continue to work these costs to reduce this fee.
 - A preliminary estimate of monthly rate of registration sign-ups (based on the Mid-term Reunion) and the resulting fund flow looks adequate to meet payment dates for reunion event fees.

Lee discussed two options for handling reunion registration and expenditure process: utilizing the services of the Alumni Association as was done for the 50th Reunion; utilize the Cargill Team as was done for the Mid-term Reunion in 2011. Lee recommended the Cargill Team and the Committee approved that recommendation.

- **Status 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: Determine if/how special food needs can be met with the buffet option at the Class Dinner. **Completed**

Outstanding Action Item: The Committee is asked to provide Alan at

- Nominations for the principal speaker and lay preachers for the ceremony

Completed

- Comments on design of the plaque and contents – especially the wording of the text. **Action ongoing**

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

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

Outstanding Action Item: Determine if the Class officers are willing to consider the cost of the plaque to be a Class expense as opposed to a Reunion expense. **Completed**

Outstanding Action Item: Find out if the hotels will provide us with the names of registered classmates when requested. (Hotel sub-committee) **Action ongoing**

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, Lee Tillotson

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

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