

USNA Class of 1963 55th Reunion Planning Committee

Minutes of the Committee Meeting – 1 Dec 2017

Introduction: Twelve members of the 55th 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 **10 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 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 in both hotels as shown. The late Wednesday afternoon reception at the Marriott 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 | | |
| 12 | Registration ↓ Reception? | | Class Luncheon | Alumni Tailgate Navy vs Notre Dame | Departures |
| 18 | | Class Dinner | Company Events | | |

Hotel Reservations: The sputtering beginning of Marriott's hotel reservations has been the subject of many emails and much angst. In the end, however, Marriott came through and has admirably supported our classmates. DoubleTree reservations opened first and they were sold out of guaranteed rooms within two days. Since then some classmates have cancelled and moved to the Marriott. Once the Marriott room reservation system was on-line and operating, they also received numerous reservations requests, far exceeding our expectations. Phillip summarized the current room reservation status as: DoubleTree ~47 rooms; Marriott ~160 rooms. He and Ron Wills have also learned of classmates who have made room reservations at other lodgings in the area. In spite of the enthusiastic response of our classmates to date, there are several rooms with guaranteed rates remaining at each hotel.

New Action Item: Send our classmates a reunion update with room reservation status (Phillip)

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' enthusiastic response to room reservations required a relook at that estimate. Phillip presented data that supports raising our attendance estimates to **240** classmates and **430** total attendees. He advised that we should use **450** as a maximum attendance estimate for now.

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. Dave Meyers stated that our Class and the Naval Academy have reserved all the buses available from Sundance, San Diego's primary bus contractor. We have reserved more buses than will be needed but we were advised to reserve the maximum number of buses now and later revise them downward as appropriate.

As this is the largest expense to be covered by the registration fee, we will be fine tuning our estimate of bus ridership to the various events. Classmates and guests who are not staying at the two reunion hotels and the trolley option must be considered in arranging bus schedules for some events. This discussion will be continued.

Hospitality Sub-committee Report: Grant Telfer is currently working on various items (e.g. FAQs) that will be part of the reunion registration package. He is also planning to visit the Marriott in the near future to get more details on food costs for reception(s). A suggestion was made to look at expanding the hours for having the Ted Williams Room to include supporting a gathering Friday and Saturday after the day's activities.

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 will determine if Fred has a catalog available for the registration package.

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.

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

New Action Item: Choose a logo for the 55th Reunion (Committee)

New Action Item: Determine if Fred Kaiser has a catalog to include in the registration mailing (Hospitality)

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:

- Tasting at two caterers was accomplished. Recommendation on which one to use will be forthcoming
- Special dietary meals can be supported if specified ahead of time
- Jim and Pat visited the Midway pier recently to sample the atmosphere late in the afternoon. He reported that the temperature drops quite rapidly after sunset. We might have to consider:
 - Having place heaters on the flight deck
 - Adjusting the length of the flight deck reception as attendees may not linger once it gets colder.
- **Memorial Service:** Alan McAnally presented an update on planning for the Memorial Service at the Fort Rosecrans Cemetery. Some highlights:
 - The Admiral Kidd Club will be our foul – weather venue for the ceremony. We will look at what program modifications may be needed if that is the case. A modification to the luncheon contract may be necessary.
 - Platinum Events Rentals is the recommended seating contractor. Alan has received authorization to put them under contract.
 - Rock Forever Entertainment is his recommended audio contractor. Alan received authorization to put them under contract.
 - The recommended choices of the principle and back-up speakers was approved. They will be contacted in the near future.
 - Alan intends to have the Memorial Service sub-committee meet in the near future to work out some program details and to prepare a final recommendation on the design of the Class Plaque.
- **Class Lunch:** Marirose Kozak summarized the current status on planning for the Class Lunch at the Admiral Kidd Club. Some highlights:
 - Any increase in attendance above 400 will have to be accommodated by positioning additional tables on the dance floor or increasing the number of people at each table. The club will set up various seating diagrams to map out the options and see how many attendees can be accommodated.
 - The Committee agreed with offering the menu with 3 choices for the main entrée; dessert will be a self-serve buffet. Final choices on menu items will be made next summer.
 - Per-person cost is dependent on attendance and choice of entre. A price of \$45pp is a good estimate for now.

New Action Item: Evaluate seating options for various numbers of attendees above 400 (Lunch Committee)

New 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)

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. Fortunately the registration process will give us these figures.

- **Football Game/Tailgate:** Recently Jerry Harken lead a team of Committee members on a tour of the stadium. In addition, he met with the man in charge of tickets for the game. He noted that the attention of the Bowl Game association is now focused on the upcoming Holiday Bowl. Once that is over, they will turn to detailed planning of the Navy/Notre Dame game. Jerry provided some additional information on our planning for this event. Some highlights:

- Due to the enthusiastic response of the Class we increased our request for group tickets from 400 to 800. (We assume that not every classmate will order their max of 4 tickets. See below)
- These tickets will be \$100 each. (Note: there are no discounted tickets!)
- Group seating for the Class will be on the Lodge Level, sections 24-26 (See attached map). We chose these seats because they provide a good sight line of the field, have full view of the scoreboard and screen, have easy access, provide some overhead shelter from the elements and afternoon sun, and provide easy access to restroom facilities.
- Application and payment for tickets will be part of registering for the reunion. Actual tickets will be distributed at reunion check-in along with the rest of the registration material.
- Classmates attending the reunion will be able to purchase up to four (4) tickets each through the registration process. Those classmates wanting more than four tickets will have to obtain them from other classmates who are not using their full allotment or order directly from Bowl Game Association (BGA). Tickets ordered directly from BGA will not be in the "Class of 63" sections listed above.
- We intend to group classmates by company in our group seating sections unless they personally request an alternative seating arrangement.
- A 10% down payment (\$8000) will be due this spring with the balance due in late summer.
- Tailgate planning by the Alumni Association will begin in earnest after Navy's upcoming bowl game. We want to offer tailgate tickets through the reunion registration process so the ticket price will be needed before we can send out the reunion registration form.
- The Alumni Association acknowledges our desire to have a special seating section at the tailgate for our reunion.

Treasurer Report: Lee Cargill discussed the registration process and presented a first draft of the registration form. The general consensus of the Committee is that we should try to get the registration package in the mail by late Feb/early March 2018. Many classmates have expressed interest in registering so we should try to meet that schedule if not sooner. The obvious tasks to support that schedule are:

- Firm up all event costs and set the registration fee
- Complete drafting the registration form itself
- Complete any other material that is to accompany the registration form, such as FAQs
- Determine what address list to use for the mailing (Alumni, Steve Coester's, etc)

• **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: Complete the design of the plaque and contents (Memorial Service Committee) **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 dates and the steps leading up to each decision point. (All sub-committee chairs) **Action ongoing**

Outstanding 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)
Action ongoing

Outstanding Action Item: Provide the Committee members with a slate of candidates for back-up of the lay preachers. (Memorial Service Committee) **Action ongoing**

Outstanding Action Item: Provide the Committee members with the candidate names for principal and back-up name readers. (Memorial Service 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 January 2018.