

USSV Charitable Foundation strategic meeting

Meeting Minutes

A comprehensive overview of convention preparations, scholarship programs, legacy donations, and community outreach initiatives

The meeting was held via Zoom on May 14, 2026, at 4:00 PM EDT

Attendees: Bob Bachman, George Palmer, Randy Stein, Ken Earls, Alan Fickett, Mike Ferranti, Tim Blevins, Charles Murray, Keith Post, Scott Gerber, Ileene Davis, Jessie Hult, Rick Riessen, Bob Brady, Beverley Galles

This meeting of the USSVI Charitable Foundation focused on updates across various programs and initiatives, including convention preparations, scholarship applications, Legacy Fund donations, and ambassador recruitment efforts. Key discussions covered challenges in reaching out to base commanders for assistance with requests and the need to improve the promotion of vocational scholarships.

Next steps

Action items and responsibilities were assigned during the meeting, organized by team member and collaborative efforts.

Individual assignments

Charlie

Check the Groton Building Submarine Museum files for a list of submarine memorials and report back to Scott

George

- Put together the watch bill for the convention once the full list of attendees is confirmed
- Place notice about convention in American Submariner and upcoming newsletters (deadline: 1 June)
- Contact John Martin (cabinet maker/ex-submariner) and connect him with Jessica for vocational PR/story

Ileene_CF

- Create a flyer (with QR code) for the Living Legacy Fund for Mike Talpai and others interested in donating
- Add Jessica to the ambassador training list
- Reach out to District Commanders to request an invitation to the District Commander's meetings for ambassador recruitment
- Annotate which ambassador emails bounced and resend training using a link instead of a PDF

Jessica

Upload interview recordings to the website once trained by Randy

Ken

Review information from Tim on the Living Legacy Fund and share with Mike Talpai

Randy

- Send money for convention space once bank account or Zelle information is received from Rick
- Set up a page on the website to host interview recordings, then train Jessica on how to upload interviews
- Hold off on publishing updated PPM until after the above reviews are complete

Rick

Obtain and send pictures of plaques mounted on the boat to George for American Submariner (deadline: 1 June)

Scott

Validate and update the list of submarine memorials once information is received from Charlie

Tim

Send Living Legacy Fund information to Ken this week

Collaborative efforts

Bob Brady & Ken

Meet to "wordsmith" the Commissioning Fund and Fleet Outreach Fund sections of the PPM

All section leads

Submit newsletters for their section to George for inclusion in publications

All members

Review the USS VCF website and communicate improvement ideas to Randy

Review the updated version of the PPM for their sections and identify any need for edits.

Bob Brady & Ken

Complete wordsmithing of PPM, then circulate to George and Bob Bachman for review before release

Meeting Summary

Detailed highlights from each discussion topic during the meeting.

Meeting follow-up and agenda discussion

The meeting began with participants joining and technical difficulties with camera settings. Ken mentioned having a roster of members for attendance tracking. Bob thanked everyone for attending and noted that the previous meeting's minutes were distributed, indicating this was a follow-up meeting with a full agenda. Ken confirming that 15 out of 17 expected attendees were present.

Convention attendance and planning updates

The team discussed attendance for an upcoming convention, with George providing an update on convention preparations, including booth setup with two tables, plans for displaying merchandise and auction items, and prize packages including a \$500 first prize. The team confirmed they would promote the convention in American Submariner and upcoming newsletters, with Bob noting his flights were already booked, and the group would finalize details in August.

PPM updates and program changes

Ken updated the team on the PPM, which has been revised to include recent changes, including a new ambassadors section and a fleet outreach program. Dr. Alan noted that the associate membership eligibility for descendants and dependents should be updated to reflect the expanded scoring committee, which now includes the District Commander of the Year. Bob raised concerns about clarifying the distinction between the Commissioning Fund and Fleet Outreach Fund, and Ken agreed to meet with him separately to address these issues. Rick reported that the Idaho commissioning event went well, and he is waiting for photos of the mounted plaques from the CEO and Cobb.

Project updates and progress reports

The team discussed several ongoing projects and updates. Rick reported on a successful presentation to the Cobb and CEO, who were pleased with the work and

assured that plaques would be mounted on the boat. George mentioned the deadline for the next quarter's American Submariner publication as June 1st. Keith provided an update on the submarine library project, noting that while they have secured funding for about 25% of the \$2 million needed, construction is not expected to begin until after November's visit.

Ambassador program recruitment updates

Ileene reported sending out Legacy Fund and Plan Giving training to ambassadors, with 8-10 emails bouncing back due to potential security settings. She has recruited four new Charitable Ambassadors since December and plans to create recruitment materials for Base Commanders to help fill remaining ambassador positions. Bob suggested that Ileene attend the District Commanders' meetings to promote the ambassador program, and she agreed after contacting her district commander to request an invite. George mentioned receiving a \$1,000 donation from Gold Corner Base for the Halliday House Fire support fund.

Library of Congress Veterans Project

Jessica reported on her progress with the Library of Congress Veterans History Project, including upcoming presentations at military bases and ongoing efforts to schedule veteran interviews. She raised concerns about spouse interviews, noting that the Library of Congress accepts them only from Gold Star families, and suggested creating a custom disclaimer for these recordings. Ken mentioned a base member who is a Gold Star daughter and would qualify for an interview, and George inquired about the process for uploading completed interviews to the website, with Jessica indicating she had been sending completed packages to Scott and Randy but was not familiar with the technical upload process.

Donation and interview management updates

The team discussed several topics, including PR definitions, interview management, and updates to the legacy fund. Randy agreed to help Jessica with uploading interviews after setting up a hosting page and confirmed that recent donations, including a \$15,000 donation from Clayton Studebaker, had been received and recorded. The group also discussed a potential legacy donation from a widow and her church members honoring a deceased husband, with Ileene agreeing to create a flyer with QR code information to facilitate the donation process.

Scholarship application updates discussion

The team discussed updates on several initiatives. Dr. Fickett reported that the scholarship application window closes Monday at 11:59 PM on May 18th, with 372 applications currently in various stages, expected to be around 60% or less of last year's total of 88 applications. The group noted a lack of vocational scholarship applications this year, with Bob suggesting they could learn from successful submarine veterans who pursued trade careers and work with Jessica on PR efforts to better

promote vocational options. George mentioned connecting with John Martin, a former submarine machinist mate who became a cabinetmaker, to share his story of transitioning to civilian trades.

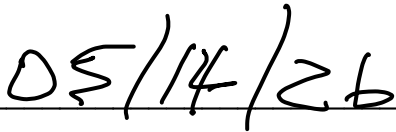
Groton Club facilities and funding

The meeting focused on updates and discussions regarding the Groton Club's facilities, financial situation, and various initiatives. Charlie reported on ongoing security issues with the front door and plans to pursue funding for a third bathroom and building improvements, including insulation and potential solar panels. The club is experiencing a decrease in donations, prompting efforts to seek additional funding and sponsorships. The Brotherhood Fund and GoFundMe pages were discussed as successful ways to provide assistance to veterans in need. Scott provided updates on memorial funds and potential new projects, while the group explored creating a comprehensive list of submarine-related memorials nationwide. The conversation ended with encouragement for sections to contribute to newsletters and website improvements, and a reminder about the new donation payment processor.

Minutes Approved:



Bob Bachman, President



Date