

Navy Supply Corps Foundation
Board of Directors Meeting
Arlington, VA
November 10, 2018

In Attendance:

Chairman

RADM Linda Bird, SC, USN (ret.)

Vice Chairman

RADM Mike Lyden, SC, USN (ret.)

Treasurer

CAPT Charles Parker, SC, USN (ret.)

Chief Staff Officer

CDR Jack Evans, SC, USN (ret.)

Secretary

LCDR Karlie Blake, SC, USN

Directors

RADM Patty Wolfe, SC, USN (ret.)

CAPT Dan Pionk, SC, USN (ret.)

CAPT Charles Parker, SC, USN

CAPT Pete Eltringham, SC, USN (ret.)

CAPT Len Sapera, SC, USN (ret.)

CAPT Tiffany Schad, SC, USN (ret.)

CAPT William Fenick, USN (ret.)

CAPT Bud J. Schiff, SC, USN (ret.)

CAPT Len Sapera, SC, USN (ret.)

CAPT Kurt Libby, SC, USN (ret.)

CAPT Dennis Collins, SC, USN

CAPT Luis Trevino, SC, USN

CDR Trev Sterling, SC, USN (ret.)

CDR Keith Applegate, SC, USN

CDR Kurt Williams, SC, USN

CDR Warren Sherman, SC, USN

LCDR Adam Gunter, SC, USN

Chapter Presidents

CAPT Tony Yanero, SC, USN
CAPT Chris Parker, SC, USN
CAPT Gary Powe, SC, USN
CAPT Mike Jefferson, SC, USN
CAPT Mick Wilson, SC, USN
CAPT Rick Moore, SC, USN, (ret.)
CDR Juan Carlos Uribe, SC, USN
CDR Shannon Harrell, SC, USN
LCDR Catherine McClure, SC, USN
LCDR J. Eric Piskura, SC, USN
LCDR John Bing, SC, USN
LTJG Mark Anthony Booc, SC, USN

Ad Hoc Directors / Other Participants

CDR Bob Dolan, SC, USN (ret.)
CDR Jason Warner, SC, USN
Ms. Liz Van Wye
Ms. Dena McMaster
Ms. Amy Emerson
Ms. Tara Ann Neville
Ms. Gracie Dziewiatkowski

Directors Not in Attendance

CAPT John Kizer, SC, USN (ret.)
CAPT Danny King, SC, USN
CDR William Boucek, SC, USN (ret.)
Mr. Michael McCleary
Mr. Victor Trione

Board Minutes

RADM Bird convened the Board meeting promptly at 0731. The Board of Directors held an executive session, the contents of which are covered in two *Memorandum for the Record*, both dated 10 November 2018.

RADM Bird announced that 10 of 24 members have terms that end this year, six have agreed to return, and four have declined to return. The Board voted unanimously in favor of the six returning board members and two new board members; CDR Troy Pugh, SC, USN, and CDR Jason Warner, SC, USN.

RADM Bird announced that CDR Jack Evans will retire in December 2019. The Board discussed a strategy for finding a replacement.

The Spring 2019 Board of Directors meeting will be held in Atlanta, GA, 4 May 2019.

At 0835, the Board of Directors transitioned to the main conference room. RADM Bird welcomed everyone present and asked those in attendance to please introduce themselves.

RADM Bird's opening comments included:

- Introduced the new Navy Supply Corps Foundation Communications Committee Chair, CDR Kristin Piotrowski, SC, USN (ret.) and presented her with the official Foundation pin.
- Announced that Ms. Liz Van Wye and Ms. Linda Hall are retiring from the Foundation effective 31 December 2018.
- Presented the Revenue vs. Expenses slide. The ratio of Revenue to Expenses is currently at 27%, just beneath the target of 35-40%. This is an important ratio/metric for non-profits, and while the ratio is in a good place, the need exists to continually monitor.
- Discussed recent online "phishing" attempts. The Foundation and individual Chapters have reported online attempts to disrupt/manipulate Foundation fundraising efforts. There has been at least one successful phishing attempt. CAPT Charles Parker, Treasurer, will discuss a mitigation strategy.
- Proposed 4 May 2019 for the next Board of Directors meeting be held in Atlanta, GA.

Secretary's Report (LCDR Karlie Blake): The minutes from the last meeting were reviewed and unanimously accepted by the Board.

Strategic Plan Overview (RADM Mike Lyden): RADM Lyden spoke about the update of the Strategic Plan. He presented a draft update which includes a detailed description of 2018

accomplishments and 2019 goals for each committee. This will ensure the Foundation is accomplishing established objectives and allow budget updates as needed. RADM Lyden reiterated that the Board will continue to have a three-year rolling Strategic Plan with periodic reviews.

Treasurer's Report (CAPT Charles Parker): CAPT Parker reviewed the roles and responsibilities of the Foundation Treasurer. To include:

- Reports to the Board of Directors; member of the Executive Committee
- Financial Operations: reports preparation to the Board
- Corpus: oversees Foundation investment activities
- Budget Planning: reviews requirements and submits annual budget
- Budget Execution: coordinates with CSO on budget administration
- Financial Policy: development and execution, including auditing
- Business Continuity: updates and signs annual plan (in review with CSO)
- Committee Oversight:
 - Investment Advisory (CAPT Dan Pionk, Chair)
 - Budget and Finance (CDR Kurt Williams, Chair)
 - Audit (Mr. Mike McCleary, Chair)
- Other responsibilities as directed by the Foundation Board or Chair

CAPT Parker discussed four key focus areas in further detail:

- Budget Process: Injecting more discipline into the process. The Foundation is committed to implementing the robust recommendations from the 2017 audit conducted by CAPT Dan Foster.
- Financial Operating Manual (FOM): CAPT Parker presented a new Financial Operations Manual to provide written policy and guidance for financial operations. The FOM is an 11 part manual which provides a detailed description of the following policies; General Finance & Accounting, Internal Audit, Accounts Payable, Cash Management, Donations & Collections, Contractors & Vendors, and Administrative policies.
 - The FOM recommends that upon turnover of the Foundation Treasurer and Chief Staff Officer, due to the financial responsibilities of these roles, will submit a joint letter for approval to the Chair, which will be retained for 5 years.
 - The Audit Committee will be responsible for the enforcement of the FOM and conducting the internal audit of controls.
 - The FOM will be reviewed by the Treasurer and CSO on an annual basis and approved by the Board on an annual basis.

- **Business Continuity Plan.** The Audit Committee with oversight from the Foundation Treasurer, is responsible for the Business Continuity Plan. It will be reviewed by the Executive Committee and approved by the Board of Directors, to ensure continuity of operations due to unforeseen circumstances.
 - The Business Continuity Plan will:
 - Describe the key full- and part-time employee positions
 - Define responsibilities and communications of Foundation financial operations, critical administrative, financial and other processes
 - Identify individual(s) to assume Chief Staff Officer, Assistant and other roles as necessary
 - Ensure critical documentation is backed up and accessible, electronically or to enable business recovery within 72- hours

Budget and Finance Committee (CDR Kurt Williams): CDR Williams discussed the 2018 budget and 2019 proposed budget.

- **2018 Budget**
 - Donations through 30 September were \$226K, with an overall goal of \$420K
 - Deficit is (\$137.5K) for the year
 - Need to generate fund raising options
- **2019 Budget**
 - Initial NSCF budget has been developed (see slides)
 - 2019 income is estimated to be \$375K
 - Contributions are estimated at \$20K
 - Income projection is ~\$50K less than previous year
 - 2019 expenses are estimated to be \$565K
 - Expense projection is ~\$27K higher than the previous year
 - Net income after expenses is projected to be (\$464K)
 - Corpus transfer is estimated to be (\$259K)
 - Based on committee inputs, there is will be a (\$205K) deficit
 - **Action Item: RADM Lyden requested the committee start with a balanced budget**
 - Final budget proposal due to the Board of Directors by December 2018
 - Rolling expenses approvals will be handled by the CSO until the budget is approved

Investment Advisory Committee (IAC) Report (CAPT Dan Pionk): CAPT Pionk explained that NSCF has a very robust, talented team of professionals with a wealth of financial knowledge and knowledge of the Supply Corps.

IAC members include:

- Chuck Parker, MBA, PhD (Treasurer)
- Dan Pionk, MBA, MA (Chairman)
- Bruce Maxon, MS, CLU (Former Treasurer, NSCF)
- Dennis Collins, MBA, CFP, CIMA, CPWA (Past Chairman)
- Mike Kalas, MBA, CFP (Past Chairman)
- Craig Doyle, MBA, MA
- John Drerup, MBA, MS
- Joe Dunn, MSc, MS
- Pete Eltringham, MBA, MS
- Jack Evans (CSO)
- Eric Schuck, MA, PhD
- Matt Webster, MBA
- Bill Withrow, MBA

IAC Process and Methodology:

- Monthly conference calls - open to others who may be interested
- Strict investment discipline - guided by NSCF Investment Policy Statement (IPS)
- Continually improve metrics to gauge performance and allocation
- Periodic evaluation of strategy vis a vis other foundations / institutions

CAPT Pionk spoke about conducting a risk exposure assessment in order to determine how the Foundation portfolio would be impacted if there is a financial crisis? I.e. How would rising interest rates (federal), a recession, trade wars impact the portfolio?

Alternate Benchmark Component Study: The NSCF portfolio is benchmarked against other non-profits. The portfolio is comprised of Cash & Cash Alternatives, Fixed Income, Large Cap US Equity, Mid/Small Cap US Equity, Non-US Equity, and Alternatives. This represents a conservative, long-term strategy that mirrors IPS.

Contributions YTD, as of 1/18/18, totaled \$57K. Withdrawals, including operating expenses and scholarships, total (\$485K). This is consistent with past years.

Actions taken since the last Board meeting:

- Monthly conference calls
- Rebalanced portfolio in accordance with the Asset Target Allocation Model
- Semi-annual performance reviews of portfolio and holdings
- Risk exposure analysis
- Purchase Money Fund (bank sweep feature)

- Tracking alternate benchmark (asset class benchmark)

Audit Committee (CAPT Charles Parker): CAPT Parker spoke about the internal audit conducted by CAPT Dan Foster 3-4 October 2017. The audit tested elements of the former Financial Operations Policy Statement and included discussions and review of internal source documents, external documents, and associated transactions. The overall assessment was Satisfactory.

Annual internal audit is critical to ensuring:

- Effective financial oversight of Foundation operations
- Adequate governing written policies are in place
- Adequate insurance policies for Board, officers and assets
- Payables and disbursements are properly approved and recorded
- Budget expenses, and variances, are monitored and reported
- Investment performance & transactions are monitored and approved
- Corporate card expenses are permitted, documented, and approved
- Investment portfolio monitoring is adequate
- General Ledger and Bank accounts are reconciled and monitored
- Vendor relationships are properly managed
- Scholarships are awarded and payments IAW Foundation Policy
- Employee Leave and Sick Days comply with Leave Policy
- Bonuses are properly reviewed and Board approved
- An effective Business Continuity Plan is in place

The Foundation is committed to implementing the robust recommendations and injecting more discipline in to the Foundation's business processes. A meeting was held 25 August 2018 to discuss how to implement the nine opportunities for improvement from the audit. One of the key findings was to develop a Financial Operations Manual.

New Financial Operations Manual: Implemented changes from 2017 Internal Audit Review.

- Develop new Financial Operations Manual (FOM):
 - Policies and procedures (accounting, donations, payables, insurance, etc)
 - Internal Audit (standalone audit procedures from FOM)
- Implement more clear and disciplined budget planning process
- Provide giving methods and restriction classifications to future donors
- Budget summary report in SITREP to Board upon new calendar year
- Specified budget and expense goals via Board meeting vice FOM
- Further specify credit card policy, related audit and other procedures

- Adjust language of FOM in certain sections (vendor due diligence)
- Fraud insurance due to increased cybersecurity risks

CAPT Parker requested Board approval for the draft Financial Operations Manual (FOM). The Board unanimously voted in favor.

CAPT Parker recommended purchasing a fraud insurance policy due to the cyber security risks that have been identified. The Board unanimously voted in favor of purchasing a yearly fraud insurance covering up to \$2M/incident for \$2647/year.

Next full Internal audit will be conducted in 2019.

NSCF Critical Business Processes

- Financial and Legal: including donations, ongoing operations, taxes, 501(c)3 reporting and associated transactions
- Chapter and Scholarship Operations: including Chapter contributions and event support, and scholarship application and disbursement support
- Information Management: of NSCF and Chapter data, including Leadership, Member Lists, Vendor/Supplier and Donor information
- Communications: including NSCF website, The Oakleaf, etc
- Seasonal Operations: including events, scholarship board, Board of Directors and Chapter President meetings

Risk Assessment and Mitigation

The highest impact risks incident to NSCF operations, and associated mitigation treatment, in descending order:

- Data: loss of theft of key systems, financial data, donor lists, etc
- Staff: resignation of CSO or Assistant
- Fraud: fraudulent activities and associated operational and reputational impact, including Chapters; **additional emphasis on cybersecurity**
- Accommodation: office damage or destruction, including natural disaster, loss of utility services, water damage, loss of hard data and paper records
- Contractors: dependencies and associated failure of service (i.e. Target Systems, which hosts the Foundation website and email servers)

Mitigation measures for each of the above risk areas are detailed in the Business Continuity Plan. CAPT Parker requested Board approval of the Business Continuity Plan, the Board unanimously voted in favor.

Chapter Financial Reporting (CAPT Charles Parker):

- Foundation and Supply Corps Associations merged in the mid 90s
- Chapters are chartered by the Foundation
- Chapter Committee Chair and ongoing coordination of activities
- Foundation fiduciary responsibility and protecting 501(c)3 status
- Consistency with Foundation Financial Operations Policy Statement
- Balance Chapter autonomy with Foundation oversight
- Wide variance in Chapter sizes, activities and resources
- Policy outlined in Financial Operations Manual:
 - Requires an Annual Financial Statement from all Chapters
 - Provides template and guidance
 - Requires a turnover letter and notification of Chapter President and Treasurer turnovers
 - Chapters are to conduct annual internal financial review

Spouse's Report (Ms. Gracie Dziewiatkowski): Gracie provided a review of recent efforts:

- Welcome Aboard Packet ('Family Welcome Package') – increasing communication between spouses and the Foundation
 - Fun Bunch is a critical connection for spouses
- Chapter Spouse Representative
- OP Spouse Roadshow
- GSA/IA Coverage
- Recommendation was made for the Chapters to send care packages to the deployed members

Communications Committee (CDR Kris Piotrowski): CDR Piotrowski introduced the new Communications Committee team.

Committee members include:

Communications Committee Chair - CDR Piotrowski

Communications Director - Ms. Tara Ann Neville

PAO/Editor of the Oakleaf - Ms. Liz Van Wye

Database Manager - Dena McMaster

Website and Digital Media Coordinator - Amy Emerson

Oakleaf Layout/Design - Linda Hall

Committee Updates:

- Annual Engagements/Projects:
 - Communications Audit
 - Command Brief
 - Brochure
 - Surveys
 - Oakleaf
 - Display Boards

- Ongoing Projects
 - Website Content
 - Reorganize Quicklinks
 - Move information to other menus
 - Database
 - Update member information
 - Scrub old data
 - Scholarship selfie videos
 - Analyze use and data
 - Online Analytics (May-Oct)

Homepage	5618
User List	1719
Scholarship	1019
Navy and NAVSUP News	799
In Memoriam	761
Board of Directors	593
Ship's Store	545
User Registration	490
Job Postings	429
Washington, DC	964
Hampton Roads	509
Scholarship Program	1019
Facebook followers	761
Instagram followers	102
LinkedIn members	918

- 2018 Accomplishments
 - Engage Committee Chairs – Website

- Transition Committee page was created and volunteers are providing content
 - Heritage Committee page has been updated with content from the Heritage Committee
 - Conducted database maintenance and cleansing
 - Promoted scholarship recipient program (selfie-videos)
 - Submissions receive \$100 gift certificate and are posted on the website
 - Published Tri-annual Oakleaf Newsletter
 - Led monthly communications calls
 - Released Annual Appeal letter
 - Added Planned Giving Website
 - Added social media platform - Instagram
 - Identify cost-cutting options
- 2019 Goals (ongoing)
 - Continue to engage Committee Chairs for website and social media content
 - Promote FAST and Chapter Relations Committee
 - Revise Foundation marketing materials
 - Conduct ongoing database management
 - Review scholarship selfie program
 - Continue online content analysis and modify as needed
- 2019 Goals (new)
 - Oakleaf reader survey
 - Create Foundation and Chapter level survey strategy
 - Update command brief to reflect updated strategic plan goals
 - Command video
 - Establish Foundation internal document repository
 - Update communications plan 2019-2022
 - Develop social media plan
 - Includes content, promotion, engagement and conversation strategies
 - Assess additional outlets including Twitter
 - Utilize website and social media analytics
 - Remove quicklinks section of website – create new access to content
 - Develop Giving Site marketing plan
 - Research Foundation app development for smartphones
 - Devise plan to fully utilize Planned Giving Site
 - Develop USNSCF “elevator speech” (30 seconds)
 - Market Foundation merchandise

Liz Van Wye will retire as Director of Communications, RADM Bird thanked Liz for her service, expertise, council, and commented that she will be dearly missed.

Scholarship Representative Update (CDR Warren Sherman): CDR Sherman asked for assistance from Chapter presidents to spread the word about scholarships. The committee would like to increase the number of scholarships, the amount of money they are awarding and provide higher value scholarships. The scholarship selection rate will remain no more than 50%.

Selection Board members include:

- Retired Chair – CDR (ret) Bill Boucek
- Reserve Chair – CDR Lisa Manning
- Enlisted Chair – CMDCM (ret) James Collins
- Spouses Club Chair – Caroline Lanclos (LCDR Joey Lanclos)
- Active Chair – CDR Warren Sherman

2018 Board Results:

- Strengths
 - Modest application process
 - High quality applicants
 - Essay Questions (#1 is Mandatory and Choose #2 or #3):
 1. What would you like to do that contributes to society and the public good?
 2. Describe a time when you were a leader. What did you learn? What did you do well and what improvements would you have made?
 3. Describe a failure that you have had in your life. What did you learn from it? How would you do it different?
- Opportunities
 - Targeted campaign to increase total applicant pool (113) and enlisted participation (15), and spouse participation.
 - Create a prepackaged scholarship message that is repetitive advertising for local Chapters and Chapter presidents to help inform people about opportunities
 - Spouses, children, and grandchildren of current, retired and former Supply Corps officers are eligible to receive scholarships from \$1K-\$10K
 - Dependents of Supply-related enlisted rates are eligible for scholarships.
 - The annual amount of scholarships is based on 4.5 percent of the 12 month rolling average of the corpus. 2018 \$260K (45% selection opportunity)

- 2017 \$250K (49% selection opportunity)
- Scholarship Presentations
 - Key Fleet concentration areas
 - Presented by local Chapter president, NSCF board member, and/or Supply Corps Flag Officer
 - Published in the Oakleaf / Supply Corps Newsletter
 - Video Congratulations
 - Video testimonials of scholarships winner
- Scholarship Board research
 - Increase number of one year scholarships
 - Increase dollar amount of scholarships
 - Advertisement
 - Local chapters – constant campaign at forefront until the end of February to include recruiting new personnel
 - Dependents of Supply enlisted rating personnel (AK, SK, MS, CS, SH, DK, LI, PC, LS) and advertise the scholarship process at social gatherings
 - Spouse, child or grandchild of current, retired or former Supply Corps officer planning to attend a college, community college, or technical training school are eligible
 - Web redesign and social mediums, periodicals, and emails to our Supply Corps community

Transition Committee (CDR Bob Dolan):

- Accomplishments
 - Redesigned webpage
 - Creating a “one stop shop” – list jobs, links to resources, planning tools, resume examples, marketplace research, applications, job interviews
 - CDR Bob Dolan and CAPT Pete Eltringham took an action to determine whether or not individuals’ resumes may be posted on the site
 - Business card reimbursement program
- Way Ahead
 - Continue visibility on the business card program – look into other social media platforms as possible outlets to advertise
 - Develop an Oakleaf article highlighting new transition webpage
 - Look into other NSCF social media sites for inclusion of complementary transition content

- Develop matrix of certification programs across core supply functions – PMP, CSCP, SCOR, CFT, etc
- Need input on current transition webpage content and ideas for new information
- Chapters are holding informal transition seminars which have been very successful

Recognition Committee (CAPT Pete Eltringham): Distinguished Alumni Award nominee listed below:

- William R. Gruver

Volunteer of the Year Award nominees:

- LT Juan S. Figueroa (Patuxent River Chapter)

Chapter of the Year Award nominees:

- Large Chapter – Hawaii
- Small Chapter – Mechanicsburg and Patuxent River

NSCF Recognition Programs – CAPT Eltringham challenged the group to think about the relevance of the recognition programs.

- Facts = awards moribund
 - In decline, lacking vitality or vigor
- Are our awards meeting objectives?
- Are there better ways to recognize?
 - Distinguished Alumni?
 - Outstanding Chapters
 - Outstanding volunteers?
 - Others?

CAPT Eltringham asked the group for Chapter input and what the best way to reach the Chapters is – through the Vice Presidents, Presidents, or spouses.

CAPT Eltringham will provide a review and recommendations for adjustments to the Recognition program at the Spring 2019 BOD meeting.

Distinguished Alumni Update / Future Cruise (CAPT Bud Schiff): CAPT Schiff discussed a possible cruise on the Great Lakes. Once he has the details negotiated he will offer reservations to Foundation members, family and friends. **There would be no financial commitment or obligation born by the Foundation.**

Development Committee (CDR Jack Evans): CAPT Kizer has point leading the Development Committee. This committee oversees all fundraising programs to include the 21st Century Club, the Tench Francis Legacy Society, named scholarships, planned gifts, and the annual funds program. The team is working to identify potential donors, both individual and corporate, as well as actively participate in the solicitation of both annual and planned gifts to the Foundation. CDR Evans discussed the Ways to Give link on the website, as well as other initiatives for donations such as bequests, IRA rollovers, and other types of assets people can donate.

Heritage Committee (CAPT Tiffany Schad): CAPT Schad mentioned that she was working closely with LCDR Adam Gunter, the Volunteer Committee Chair, to identify volunteers for a number of projects discussed below.

Committee members include:

Ship Display Chair - CAPT Tiffany Schad

Museum Ship Displays – CAPT Danny King

Heritage Outreach lead – CDR Thurman “Bert” Phillips

Adjunct – CAPT Bruce Maxon – liaison for ex USS MIDWAY

CWO5 Paul Jones – liaison for ex USS WISCONSIN

- 2018 Accomplishments
 - Ship Display Chair
 - Increased participating museum ships from seven to nine
 - Funded \$25K matching funds for enlisted galley project aboard ex USS IOWA. \$5K remains to be funded
 - Increased number of MOAs with museum ships from one to four
 - Researched initiative to sell Ready for Sea books through ship’s stores
 - Solicited / identified local points of contact to liaise with ships
 - Maintained accurate database of all potential platforms
 - Heritage Outreach Chair
 - Published SC historical vignettes on a routine basis in the Oakleaf, SC Newsletter, Foundation website and Facebook
 - Established the Vintage Oakleaf Club and developed a list of surviving SC officers over 90+ years of age
- 2019 Goals
 - Ashore museum / venues
 - Develop concept for display and determine budget for 2021 for World War II Supply Corps display in Veteran’s Park, San Diego

- Ship Display Chair
 - o Fund and implement projects aboard ex USS INTREPID, ex USS MASSACHUSETTS, and ex USS HORNET
 - o Establish MOAs with participating museum ships
 - o Establish a process for selling Ready for Sea books through museum ship's stores
 - o Active member of the Historical Naval Ships Association
 - o Maintain accurate database of all potential platforms (volunteer)
 - o Solicit / identify local points of contact to liaise with ships (volunteer)

- Chairman of the Committee
 - o Reaffirm relationship with the Navy History and Heritage Command (NHHC)
 - o Request updated artifact and archive inventories
 - o Publish procedures for contributions of SC artifacts, articles, and photos
 - o Find volunteers to assist Ship Display Chair and Heritage Outreach Chair to lead the initiative with the Veteran's Park Display in San Diego

- Heritage Outreach Chair
 - o Validate information on Vintage Oakleaf members and highlight a member in the Oakleaf, SC Newsletter, and NSCF website on a routine basis (volunteer)
 - o Solicit and publish historical vignettes in the Oakleaf, SC Newsletter, and NSCF website
 - o Establish repository for collecting historical vignettes; develop lectures of SC history for Basic and SODHC (volunteer)
 - o Provide input for speeches (volunteer)

Project Proposals

- Ex USS INTREPID - \$40K, in \$10K disbursements over FY19
 - The Foundation would pay \$40K to participate in a one year display of the "Cakes of Intrepid and Growler 2019 Exhibition"
 - Exhibit will be aboard the ex USS INTREPID in New York City
 - Marketing opportunity for the Foundation, the ship has 1M visitors/year
 - NSCF will receive prominent recognition via credit panels at the entrance of the exhibit, on the exhibit website, through a rotating slide on a large media wall in the hanger, and an illustrated long-term display on the mess deck

Proposed Options:

1. \$35K to support exhibit
2. \$40K to support exhibit and create an edible sheet cake in honor of the US Navy Supply Corps' birthday to present at the museum member's event in February 2020 centered on the exhibit. This museum member event could include a curator-led tour and/or educational programming and invitations for up to 20 NSCF employees.

The board did not vote on these proposals.

- Ex USS HORNET - \$10K 2019
 - Restore supply spaces to accurately tell the Supply Corps history (mess deck, Officers' wardroom lounge, and 2nd deck galley)
- Ex USS MASSACHUSETTS - \$4,800 2019
 - Restore supply spaces to accurately tell the Supply Corps history (refit/update GSK division spaces)
- Fleet Week Participation - the committee is looking into way the NSCF could participate.
- Oldest living Supply Corps officer - the committee is working on locating the oldest living Supply Corps officer.

225th Supply Corps Birthday Reunion (RADM Mike Lyden): RADM Lyden proposed holding a symposium, at no cost to the Foundation, in conjunction with the 225th anniversary of the Supply Corps in Athens, GA in May 2020. He would like to establish a committee led by CAPT Jim Davis. The committee will look into corporate sponsorship.

Potential events would include:

- Friday
 - NSCF Board Meeting
 - Symposium Registration
 - School Walking Tours
 - Golf Outing
 - Welcome Reception, Quarters A
- Saturday
 - NSCF Open Meeting and Presentations
 - 225th Anniversary Celebration
 - Supply Corps Foundation Symposium (professional elements/possibly transition)
 - Anniversary Gala Banquet

Assumptions: The initial planning figure is for 75 attendees. George Auditorium, the dining facility, and Quarters A will be available. A key constraint will be the George Auditorium capacity.

Recommendation: The NSCF BOD approve the proposal for a symposium to be held in Athens on the former NSCS campus in conjunction with the 225th anniversary of the SC and direct that a committee be formed to initiate specific planning with the objective of providing a complete concept for the event at the Spring 2019 BOD meeting. The recommendation was accepted.

Chapter Relations (CAPT Bill Fenick): CAPT Fenick spoke about the overall strategy for 2017-2019. There are currently 36 Chapters. CAPT Fenick proposed that the Family Aide and Support Team (FAST) Committee be disestablished as a permanent committee and was shifted under Community Relations. The recommendation was approved by the board.

CSO update the By-Laws to reflect this change.

Chapter Relations Committee members include:

Committee Chair – CAPT Bill Fenick

Engagements – CAPT Luis Trevino

Financials – CDR Trev Sterling

FAST Lead – CDR Keith Applegate

Governance – LCDR Rob Allen

2017-2019 Goals

- Improve on what we have
 - We don't need more, we need to improve on how we manage our internal and external affairs
- Tighten up the Foundation/Chapter relationship and operating processes
- Create and develop a Chapter Relations capability within the Foundation to better assist the Chapters

Reminder

- Foundation and Chapters are one entity, with a Global Reach
- Chapters are the local Non-Federal Entity, and stakeholder touch point
- The Foundation exists to provide governance, resources and management of the corpus its 501c.3 By Laws and BOD construct
- The Chapters exist to provide a local arm of the Foundation; is the beneficiary of Foundation giving, and is in most cases the provider of services to the community

- Overall objective – to service, as one team regardless of location, the Supply Corps community; active, reserve, retired, former, and their families

Chapter Relations

- Shape chapter relations
- Fine-tune administrative needs
- Ensure chapter relations are aligned with the Foundation’s capabilities, and other non-profits
- Strive to be recognized as one global organization

2018 Execution

- Strategic Plan
- Updated Operations Guide
- Managed CVT funds
 - CVT usage remains low – continue to encourage Chapters to request funds
- Created a Chapter Relations Committee
- Utilize Chapter presidents to spread the message, explain money flow, and scholarships
- Took on FAST responsibilities

2018 Findings

- Demand signal for Chapter Relations is increasing
- Need to learn more about Chapter issues
- Lots of changes within Foundation
- High turnover with Chapter Leadership
- Need more communications between Foundation Directors and Chapters
- Need to promulgate guidance more rapidly

Hard Immediate Issues

- Relationship gap with local Chapters
 - Chapters are not educated about the Foundation
 - Chapters are not aligned with the national mission
- Relationship gap with local Chapters
 - The cruise is misunderstood
 - No immediate ROI from the Foundation mission
 - Raising money from those we serve
 - Fundraising opportunity lost due to legal risk

2019 Plan

- Mature Chapter Relations capability

- Engage more with Chapters
- Standardize reporting
- Coordinate with other Committees
- Initiate site visits in 2019
 - Listen and learn
 - Report findings to BOD
 - Make recommendations on issues
- Improve relations
 - F2F Road Show (DC, PAX, SD, NFK, HNL)
 - Explanation of the national mission
- Utilize presidents to spread the message
 - Explanations of Committees
 - Explanation of money flow
 - Timelines for scholarships

2019 Strategic Plan Changes

- A new staff position to conduct Chapter Ops (program execution). Those in attendance agreed that this was not needed
- Creating a CVT push vice request policy. This benefits our reputation, increases stories, helps development

Family Aid and Support Team (FAST) (RADM Patty Wolfe): RADM Wolfe explained that FAST will be disestablished as a permanent committee and the responsibility of the team shifted to Community Relations.

2019 Budget (CAPT Kurt Williams): CDR Williams led the 2019 budget proposal discussion, detailing expected revenue, donations, current assets, and how they compared to planned expenses. The YTD contribution (income) budget is \$226K, with a goal of \$420K. Currently there is a (\$137K) deficit.

RADM Bird spoke about realistic contribution to Foundation from Chapters. She discussed several methods of fundraising, including exploring institutional giving, Distinguished Alumni contributions, and Estate Planning. RADM Bird explained that she needs compelling stories that will appeal to potential donors/sponsors. The retired community will have to interact with corporate sponsors due to the potential conflict of interest for active duty members.

RADM Bird and RADM Lyden asked the Treasurer and Budget Committee to rework the budget in conjunction with the CSO and committee chairs

Treasurer provide a revised 2019 budget for review/comment and approval by BOD members prior to 31 December 2018.

Strategic Plan Review and Approval (RADM Mike Lyden): RADM Lyden spoke about the updated NSCF Strategic Plan. It includes a detailed explanation of accomplishments of each committee for the current year and goals for the following year.

Chapter Presidents Forum (CAPT Fenick): CAPT Fenick led a discussion with the Chapter presidents about Chapter concerns. There were several discussions about the disconnect between the national board and the local Chapters. There are still misperceptions about who receives scholarships and how the Foundation benefits members.

Mechanicsburg Chapter Report (CAPT Tony Yanero):

The Mechanicsburg Chapter held several events fund raising events including an auction, a golf tournament, dinner, and a holiday gift wrapping service.

- Funding Activity: \$42K
- Profit: \$30K
- Charitable Contributions: \$18K
 - Annual Charity Dinner and Silent Auction:
 - 50 donations from local businesses
 - 80+ participants
 - Profit: \$15K
 - Golf Tournament:
 - 11 community sponsors + 40 raffle prizes
 - 160 participants
 - Profit: \$14K
 - Community Involvement:
 - Mech-Phil Games and Social
 - Choptoberfest
 - 223th Supply Corps Birthday Ball
 - Admiral Buckman's Socials
 - Mech-Phil Golf
 - Summer Family Picnic with water slide
 - Harrisburg Senators Baseball Outing
 - Professional Development:

- Defense Security Cooperation Agency Tour
- Supply Corps OP Road Show
- Yuengling Brewery Tour
- Zulily Distribution Tour
- Gettysburg Battlefield Tour

Patuxent River Chapter Report (CAPT Gary Powe):

CAPT Powe discussed the Pax River Chapter Plan, “Excelling in 2018: Community, Team-building, and Professional Development”

- Funding Activity: \$11.5K
- Charitable Contributions: \$10K
- Professional Development: 647 hours
- Social Events: 1,596 hours
- Volunteer/Charitable Events: 276 events/2,125 hours

RADM Bird recommended other Chapter presidents present experiences at the Spring 2018 meeting.

Recognition Awards Results (RADM Linda Bird): Awards were announced for the following:

- Small Chapter of the Year
 - Mechanicsburg Chapter and Patuxent River
- Large Chapter of the Year
 - Hawaii Chapter
- Volunteer of the Year
 - LT Juan S. Figueroa (Patuxent River Chapter)
- Distinguished Award Winner
 - William R. Gruver

Closing Remarks and Adjourn (RADM Linda Bird): RADM Bird thanked everyone for their tremendous work and contributions to the NSCF. She is looking for candidates to serve as future board members and is always interested in volunteers for various committees. She reminded everyone that the Spring meeting will be held 4 May 2019 in Atlanta, GA. She congratulated the new board members and invited everyone to the social hour and dinner.

Meeting adjourned promptly at 1700.

