

International Submariner-USA

The International Submariners Association/USA is the United States chapter of an international organization dedicated to promoting brotherhood among submarine veterans of all nations.

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Our Creed

The Purpose of the ISA-USA will be: To Perpetuate the memory of those who have lost their lives in submarines and to further promote and keep alive the spirit and unity that exists among all submarine crewmen, to foster friendship and goodwill internationally, remembering always our belief in the freedom of thoughts, words and deeds. Every Member shall remain loyal to his country at all times.

Report of ISA-USA Executive Board (E Board) and Convention Planning Meeting San Diego, February 6-9, 2007

ISA-USA members present:

Fred Wagner, President, Jim Dunn, V. President, Ken Earls, Secretary/Treasurer, Gil Miller, Recorder, John North, Member at Large, Jean Dunn, Storekeeper, Shirley Hamm, Walt Hamm, John Ulmen, Devere Payette, Lewis Neeb.

Day One:

The meeting opened with the Invocation, and "Statement of Purpose" of the International Submariner's Association organization, by Jim Dunn, V. President.

Purpose of Meeting and Reports given by new ISA-USA Officers:

Ken Earls: Ken reported on the many challenges faced in learning the requirements of the Secretary/Treasurer office and maintaining the accounting responsibilities of income and expenditures for the organization. The on-going requirements are (1) Identification of Members;

(2) Maintenance and recording of member vital information, i.e. address, phone number, Email address, etc.; in an up-to-date database applicable to an accurate member roster; (3) Maintenance of accurate financial records. The treasury documentation requires an accurate balance sheet based on the establishment and maintenance of an efficient system of recording income and expenditures, i.e. knowing where the income and expenditures pertaining to dues, stores, etc are derived. Ken distributed current membership and financial reports, which included a breakdown of members by geographical location. ISA-USA has **329 active members** as of December 31, 2006, with the largest percentage (31%) residing in California. The current bank, and cash balance, is **\$7,278.34**.

Jim Dunn: Jim reported on the revision of the ISA-USA Constitution/Bylaws. With the assistance of Devere Payette, John Stanford, and Fred Wagner, Jim reported that a revision to this document is nearing completion. It is noted that the need for a number of revisions and new articles was expressed and discussed at the ISA-USA Meeting in Laughlin, NV, on September 13, 2006, resulting in a subsequent action taken to form a committee of the referenced members. Jim reported that he has also been working with other committees and E Board mem-

bers, primarily on convention planning activities. This task requires keeping all board members posted, and he requested that all members keep him apprised of the status of their assigned tasks and projects.

Gil Miller: Identified the duties of Recorder as defined in the Constitution/Bylaws. Plans include working to assist other officers as needed in providing input and information pertaining to committees and tasks. The Recorder will work to assist in developing an improved newsletter and information bulletin. It is noted approximately 50% of the ISA-USA members do not have Email, and it is difficult to distribute information by mail or telephone.

John North: Identified the duties of Member at Large as defined in the Constitution/Bylaws, particularly in substituting for other officers as needed and acting as a "Tie-Breaker" on issues having a split vote.

Fred Wagner: Called for presentation of reports by other officers. Ken referred to his financial report and will be looking at ways to earn interest, i.e. Certificates of Deposit, etc., on current treasury balance. Ken referred to his membership report, noting that 50% of the current 329 active ISA-USA members reside in CA, WA, AZ, and ID.



Left to Right-Front Row: Fred Wagner, Devere Payette, Walt Hamm; Rear Row: Jim Dunn, Gil Miller, Ken Earls

Report of ISA-USA Executive Board (E Board) and Convention Planning Meeting San Diego, February 6-9, 2007, Continued

Meeting Agenda:

Discussion of ISA-USA's Constitution and Bylaws:

The E Board raised a number of questions pertaining to structural and procedural issues within the organization. It was noted that many changes are needed regarding the development and implementation of amendments, inclusive of adding new articles, to revise the ISA-USA Constitution/Bylaws. It was further noted that the existing Constitution/Bylaws is somewhat inaccurate and limited in the specification of E Board responsibilities. The additional necessary changes will be addressed by the ISA-USA Constitution/Bylaws Committee and modifications will be implemented as needed. It is anticipated the action of this committee shall be finalized in March 2007. Pending issues to be reviewed by the committee, include, but are not limited to: (1) A review of the procedure, or lack thereof, for putting the Member at Large in place when required, as well as addressing the need to define officer succession procedures when offices are vacated before term completion. This procedure would require adding the position of an "alternate" Member at Large to fill behind any vacancy created within that office; (2) Officer nominations procedure; (3) Election of offi-

cers/voting procedure; (4) Change of command procedure; (5) Access to financial information procedure; (6) member inappropriate behavior review procedure. The board agreed that acceptance or rejection of Constitution/Bylaws revisions is a function of the E Board. Therefore It was suggested and further agreed that an additional article draft is required that authorizes the approval of the Constitution/Bylaws as an administrative function and responsibility of the E Board. This article shall include a provision for the posting of same (website, email, mail) in order to allow the membership to be apprised in sufficient time to respond to the proposed change(s) in procedure.

Discussion of ISA-USA's form of Organization:

Ken raised various issues which included; (1) Current informal process for nomination of officers and possible need to modify this process; (2) "Change of Command" process for elected board members and need to implement a specified format; (3) Need to evaluate organization logos and use thereof within the organization; (4) Review of ISA-USA structure as an entity for compliance with incorporation requirements. Following a review and discussion of the referenced issues, it was determined that is-

ues #1-#3 either, have been or will be, addressed by the Constitution/Bylaws Committee. Considering the complexity of existing corporation organizational requirements (item #4), the E Board determined that ISA-USA meets the criteria for Section 501-C(7) organization. The E Board voted and approved a plan to submit for Section 501-C(7) incorporation within the referenced statute. In order to expedite the process, the E Board stipulated the requested ISA-USA corporation status will be completed by filing the necessary application and fee with the State of Arizona Department of Corporations.

Discussion of ISA-USA Membership Development/Growth/Advertising/Marketing:

Jim did a brief comparison of USSVI to ISA-USA membership development and reported on marketing techniques that can best be accomplished via member communication, websites and by advertising in periodicals. The ISA-USA is seeking a volunteer for membership development, preferably an individual with recruiting and marketing skills. A Membership Development Committee was suggested with a composition of ISA-USA members residing in the West Coast, Central and East Coast regions.

Report of ISA-USA Executive Board (E Board) and Convention Planning Meeting San Diego, February 6-9, 2007, Continued

Discussion of ISA-USA Stores Organization and Purpose:

Jean gave an overview of available ISA-USA items, and exhibited recent stores acquisitions, consisting of shirts, vests, mugs, caps, etc. The E Board agreed and voted to approve the following: "The ISA-USA Storekeeper does not require E Board approval to maintain a stores inventory, unless said inventory exceeds a value of \$1,000.00." On a semi-annual basis, the storekeeper shall submit a stores inventory and financial status report to the ISA-USA Secretary/Treasurer.

Discussion of ISA-USA Newsletter and Recorder Responsibilities:

Gil identified the current role of ISA-USA Recorder, which includes responsibilities listed in the Constitution/Bylaws. The Recorder maintains a record of significant Email documents as a general reference to the official activities of the E Board and other members of the organization. The E Board agreed that facilitation of a semi-annual newsletter with a means of distribution to the membership is an important and essential communication tool for disseminating information within the organization. The ISA-USA will canvass the membership for a skilled individual to take on the responsibility of organizing and formatting a newsletter. It is anticipated the ISA-USA Newsletter will be formatted in Adobe PDF

and published semi-annually via Email and on the organization website.

Discussion of Development of ISA-USA Annual Congress Chairman and Committee:

John Ulmen volunteered to chair a new committee to establish an annual congress for the ISA-USA. The committee will identify the needs and develop an agenda for the congress.

Discussion of need to Develop additional ISA-USA Committees or Activities:

The newsletter will post and announce the need for a volunteer to act as ISA-USA Chaplain. A need for this office was identified, and the chaplain will be appointed by the president. It was also determined that member recruitment is the responsibility of all active ISA-USA members. The need for other committees (Nomination Committee, Advertising & Marketing, Election Activities, Recruitment, and Social Activities) remains under review. It was determined that a "planning committee" is needed to develop site location, and other requirements for ISA-USA "semi-annual" meetings. The E Board will seek volunteers to head necessary committees from the current membership.

Discussion of ISA-USA Annual and Life Membership Dues Structure:

The E Board assessed the cur-

rent dues structure and determined a financial need is evident to increase both the Annual and Life membership dues fees. The E Board voted, effective March 1, 2007, to increase the membership dues fees to \$10 annual, and \$50 for Life membership.



Left to Right: Michael Bircumshaw, USSVI, American Submariner, Editor; Walt Hamm, ISA-USA, Committee Member, Devere Payette, ISA-USA, Past President, Ken Earls, ISA-USA, Secretary-Treasurer, Fred Wagner, ISA-USA President

Discussion of liability issues and possible need for insurance coverage for ISA-USA:

The E Board expressed concern that liability insurance could become an issue for the ISA-USA officers. Additionally, the need for liability insurance coverage for special events is also under review. John North will research the extent to which liability insurance may be necessary for the organization and provide the E Board with a report on available coverage plans.

Report of ISA-USA Executive Board (E Board) and Convention Planning Meeting San Diego, February 6-9, 2007, Continued

Discussion of ISA-USA Website issues:

A phone conference was completed with Ken Johnson, ISA-USA Webmaster for input on current website needs. It was determined that a link to the newsletter may be possible from the ISA-USA website. The E Board discussed possible ways to improve the website and to expand development and maintenance of information with the assistance of members with skills in this area. The feasibility for the establishment of an ISA-USA 46th Congress website was discussed and evaluated. It was determined that once an individual or company with appropriate web development skills is contacted and retained, a plan for a separate site will be considered and initiated by the E Board. It is anticipated a separate convention website, with links to the ISA-USA website will be in place by August 2007. As the need to post 2009 International Congress information evolves, the E Board will add appropriate information to the separate web site. Our Webmaster has been paying for all costs associated with the ISA-USA website up until now. The E Board voted to assume responsibility for all operating costs associated with the operation of the website. The Webmaster agreed to contact USSVI to see if they would put a link to our website on their website. Subsequently, this has been accomplished.

Various topics covered in "Open Discussion":

Ken: Presentation of a financial overview regarding need for organization Taxpayer I.D. Currently, ISA-USA does not have Taxpayer I.D. as an organization. Due to anticipated income increase as a result of 2009 convention, member dues, etc., the establishment of a Taxpayer I.D. is necessary. The current sections (501C) and ISA-USA eligibility or non-eligibility as a "non-profit organization" was reviewed and discussed. It was determined that an organization tax return is indicated for the organization once incorporation is completed. "The ISA-USA cannot be an association in the State of Arizona without a constitution." The constitution will be submitted to the State of Arizona when filing for corporation status is submitted. This issue (501-7C incorporation) was also discussed, and addressed, in "Form of Organization" discussion. Jim Dunn: Commented on recent advertising of ISA-USA, such as recent trip to Russia, and indicated current individual interest is notably high, especially within leadership of USSVI. Jim suggested local newspapers are an excellent advertisement resource. John Ulmen related to the conventions as effective means to make others aware of ISA. Fred Wagner indicated advertisement should be forthcoming in the Polaris and American Submariner. Also Fred will work to give presentations on ISA-USA. Walt Hamm referenced the Naval Submarine League as an important or-

ganization in terms of support for ISA-USA and encouraged membership in this organization. John North discussed the importance of maintaining communications links with various delegates to complete business functions, notifications, and important vital information within the ISA in order to facilitate ISA-USA hosting of the 46th Congress. Gil referred to difficulties encountered for entry Visa requirements for participants traveling to Russia. A need is evident for a Visa Coordinator for ISA-USA, and Gil will act in this capacity, with the assistance of John Ulmen, as needed. The countries' participants need to be apprised to direct questions and input to a central information resource, i.e. coordinator in the hosting country. There are different issues evident prior to travel by ISA-USA to host country and incoming visitors to the USA from other countries. John Ulmen volunteered to be coordinator and "chairperson" of a committee for travel, communications and other issues as they might arise involving ISA-USA participants to the International Congresses, noting visa issues are only one of many items requiring attention in the subject area of "travel." The committee will also function to respond to the various congress coordinators with letters of appreciation following the ISA-USA participation in annual events. John Ulmen reported that he has made up "letterheads" for use on stationery for official organization correspondence.

Report of ISA-USA Executive Board (E Board) and Convention Planning Meeting San Diego, February 6-9, 2007, Continued

Day Two:

Discussion; needs and plan implementation for 2009 San Diego ISA-USA 46th International Congress:

Presentation by Michael Bircumshaw, USSVI, Editor, American Submariner.

Introductions and a PowerPoint presentation were completed. It was reported that the USSVI San Diego area base(s) will be hosting their national convention September 8-13, 2009. The USSVI membership currently totals 12,125 active members. The convention facility site will be the Town & Country Hotel. This Hotel is the largest private meeting facility in San Diego County, and their venue offers 165,000 square feet of conference rooms, ballrooms, restaurants, lodging (996 rooms), etc. The financial responsibilities and logistics of having the two organizations' events coincide were discussed. It was also noted the Naval Base Point Loma, is receptive to coordinating activities for the submarine veterans during their stay in San Diego. The needs of both organizations were discussed in terms of conducting large scale conventions. Following an overview of the basic agenda for the USSVI event, an invitation was extended by Michael in behalf of the USSVI for the ISA-USA to combine with USSVI in hosting the two conventions in San Diego. It was noted that members from each organization would benefit by having the ability to "cross-attend"

various events held separately by the two groups. Such events as the "Grand Banquet" and opening/closing ceremonies, attendance in memorials, etc., are seen as being of interest and benefit to all in attendance. The E Board voted to accept the USSVI invitation to conduct the 46th International congress in conjunction with the USSVI National Convention in 2009.

Discussion by committees and identification of individual tasks needed to plan and develop a 2009 ISA-USA international convention:

Michael Bircumshaw introduced Randy Seefeldt, CMP, Convention Services Consultant.

Shirley Hamm is working with Dale Vandergaw, Liaison with Military.

Gary Karr, Semper Fi Special Events Coordinator, Marine Corps Air Station Miramar (MCASM).

Identification of necessary convention functions and items included, but is not limited to:

- (1) Program development, (2) Sponsorship development, (3) Translator acquisition, (4) Transportation needs, (5) Facility/Lodging development; (6) Entertainment bookings; (7) Meals and Beverage accommodation; (8) Costs assessment; (9) Guest speaker scheduling; (10) Brochures and event literature; (11) Gift bags; (12) Patch/Logo development; (13) Agenda development.



Left to Right: John Ulmen, ISA-USA, Committee Member, John C. North, ISA-USA, Member at Large, Randy Seefeldt, CMP, Convention Services Consultant, Jean Dunn, ISA-USA, Storekeeper, Jim Dunn, ISA-USA, Vice President, Dale Vandergaw, Liaison with Military, Shirley Hamm, ISA-

Reports were given by Shirley Hamm, and Jean Dunn regarding projects, tasks, and items involving travel, communications, convention agenda, convention needs, site acquisition and storekeeper role in regard to the convention itinerary.

In addition to the business meeting in San Diego, the E Board also visited the MCASM and the Town and Country Hotel Complex for convention facility for lodging and entertainment site suitability. Following a review of these facilities, it was tentatively agreed to contract with the MCASM and Town and Country Hotel management, as the host hotel and site facility for the 2009 ISA-USA event.

Submitted by,

Gil Miller, Recorder, ISA-USA

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