
Executive Summary

USSVI Bremerton Base eBoard Meeting

December 16, 2025

The Bremerton Base eBoard conducted its regular monthly meeting, addressing administrative approvals, financial status, membership matters, upcoming events, and several forward-looking initiatives aimed at strengthening operations and member engagement.

Governance and Administrative Actions

The meeting opened with the approval of the previous meeting's minutes, with minor corrections incorporated and accepted unanimously. Routine reporting proceeded smoothly, reflecting stable governance and effective internal communication.

Membership Status

Membership stood at **248**

Financial Overview

The Treasurer reported a strong financial position. November opened with **\$58,188** and closed at **\$60,722**, reflecting net positive activity. Fundraising efforts showed solid performance

The Base approved several expenditures and donations:

- **\$500** donation to the VFW for the Christmas party venue
- **\$250** donation to the Western Region Roundup, increased from the customary \$50
- **\$425** to purchase wreaths through the Wreaths Across America two-for-one program, resulting in 50 wreaths
- **\$500** donation to the Retsil, in addition to funds collected through the holiday "pass the hat"

Record retention policies were clarified, with a decision to retain financial and membership reports for **seven years**, aligning with IRS guidance.

Events and Activities

Planning for upcoming events was a major focus:

- **Christmas Party**
- **February Brunch**
- **Central Oregon Base Float Christening**
- **Holland Club**
- The Base reaffirmed that the “Rickover” recognition would be conducted **annually in April**, aligned with the Submarine Birthday, rather than as a recurring monthly activity.

The Kitsap County Halloween Bash was highlighted as a major success, generating an estimated **\$4,000–\$5,000** for the Base and earning a regional award for best activity. Leadership noted volunteer strain and indicated that future participation may shift from hosting to supporting roles.

Infrastructure and Technology

The eBoard approved the purchase of a **Base-owned laptop**, with spending authority up to **\$1,500**, to support presentations, recordkeeping, and continuity during leadership transitions. Specifications will prioritize long-term usability and multimedia capability.

Memorial and Brick Program

Discussion addressed the condition and long-term stewardship of the memorial bricks at the Woodrow Wilson site.

Closing

The meeting concluded with confirmations of upcoming meeting dates, reminders regarding tax forms for retired members, and expressions of appreciation for ongoing volunteer efforts.

Official Minutes

USSVI Bremerton Base

Executive Board Meeting

Tuesday, December 16, 2025

Call to Order

The meeting of the USSVI Bremerton Base Executive Board was called to order by **Base Commander Ileene Davis** on Tuesday, December 16, 2025.

Roll Call / Attendance

Present or participating during the meeting were:

- Ileene Davis, Base Commander
- Waylan Shropshire, Vice Commander
- Bob Hickman, Secretary
- Dan Inman, Treasurer
- Dave Pittman, Chief of the Boat
- Dave Bowman, Past Commander / Historian
- Bear Stiffey, Holland Club Chair
- Thelma Ruiz
- Phil Paugh
- Additional members and officers may have participated intermittently by phone or video connection

Approval of Previous Minutes

Secretary **Bob Hickman** reported that he had reviewed the minutes from the previous eBoard meeting. Minor corrections were identified and incorporated.

- **Motion:** To approve the minutes as corrected
- **Motion by:** Bob Hickman
- **Seconded by:** Waylan Shropshire
- **Vote:** Approved unanimously

Treasurer's Report

Treasurer **Dan Inman** presented the financial and membership report.

Membership

- Membership at the end of the prior month stood at **248 members**
- A net decrease of six members was reported, all attributed to eternal patrol
- Leadership expressed intent to recover membership levels

Financial Summary

- Beginning balance (November): **\$58,188**
- Income received: **\$6,474**
- Expenses: **\$3,940**
- Net gain: **\$2,534**
- Ending balance: **\$60,722**

Fundraising Updates

- Cork's Challenge: \$100 for November, \$3,450 year-to-date
- Crafting for Sub-Vets: \$972, the strongest performance to date
- Calendar fundraiser: Now operating in the positive

Donations and Expenditures

- **VFW Donation (Christmas Party):**
 - Discussion held regarding rental support
 - **Motion:** To donate \$500 to the VFW for the Christmas party
 - **Vote:** Approved unanimously
- **Western Region Roundup Donation:**
 - Previous \$50 donation reviewed
 - **Motion:** To increase the donation to \$250
 - **Vote:** Approved unanimously

Record Retention

Treasurer requested guidance on retention of historical membership reports dating back to 2015.

- Consensus reached to retain membership and treasury records for **seven years**, consistent with IRS guidance
 - Older paper records may be securely destroyed
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Special Topics and Committee Reports

Rickover Recognition

Discussion held regarding continuation of the Rickover recognition process.

- Agreement reached to conduct the recognition **annually**, rather than monthly
- Timing established for **April**, aligned with the Submarine Birthday
- **Dave Bowman** agreed to continue overseeing the process, pending receipt of eligibility lists

Member Welfare Updates

- Updates provided regarding members affected by flooding, medical recovery, or personal hardship
- No members reported to be in immediate need of Base assistance
- Leadership will continue follow-up as appropriate

Storekeeper / TTF Sales

- TTF sales reported as strong, particularly commemorative coin sales
- Nearly \$400 in credit card sales reported for the period
- Emphasis placed on using TPF presence for **membership recruitment**, especially among active-duty personnel

Holland Club

- **Bear Stiffey** reported approximately eight upcoming qualifiers for the coming year
- Coordination underway with **Thelma Ruiz** to reconcile records with National

- Plan established to contact members who may qualify but are not currently listed
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Memorial Brick Program

Phil Paugh reported on the status of memorial bricks.

- Two outstanding brick installations remain pending due to scheduling and weather
 - Concerns raised regarding brick legibility and long-term durability
 - Discussion held regarding ownership, maintenance responsibility, and possible future restoration project
 - Consensus reached that a committee and further research will be required before any major action
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Events and Activities

Kitsap County Halloween Bash

- Event recognized as a major success
- Estimated proceeds: **\$4,000–\$5,000**
- Event received “Best Activity of the Year” recognition at the Greater Kitsap Chamber Gala
- Leadership noted volunteer strain and indicated future participation may be limited or modified

Christmas Party

- Approximately 75 adults and 8 children registered
- Logistics, food, setup, and cleanup assignments reviewed
- No 50/50 raffle planned; traditional “pass the hat” to be conducted

February Brunch

- Venue reserved with a capacity of approximately 155
- Space and amenities deemed suitable
- Further planning to continue closer to the event date

Central Oregon Base Float

- Christening scheduled for **March 7**
 - Additional details to be distributed as available
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Technology and Infrastructure

Base Laptop

Past Commander **Dave Bowman** proposed acquisition of a Base-owned laptop to support presentations and continuity.

- **Motion:** To authorize purchase of a Base laptop with spending authority up to \$1,500
- **Seconded by:** Bob Hickman
- **Vote:** Approved unanimously

Specifications will be reviewed collaboratively prior to purchase.

Website and Media

- Progress reported on migration to a new website platform
 - Plan to redirect GertrudeCheck.org to the Puget Soundings site in early spring
 - PDF-based storekeeper listing proposed in lieu of a full online store
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Donations and External Support

Blue Cross Blue Shield Donation

- A \$1,000 donation was received following unsolicited outreach
- Funds designated for holiday activities and member support
- Commitment made to provide acknowledgment and follow-up documentation after the Christmas party

Red Cross Donation

- **Motion:** To donate \$500 to Retsil, in addition to funds raised through holiday collections

- **Vote:** Approved unanimously
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Old Business

- January eBoard meeting date adjusted to **January 13, 2026**.

New Business

- Discussion held regarding Submarine Ball participation and transportation challenges
 - Suggestions made for coordinated transportation to increase participation
 - No formal action taken
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Good of the Order

- Reminder issued regarding availability of electronic 1099-R tax forms
 - Members encouraged to remain engaged in upcoming events and activities
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Adjournment

- **Motion:** To adjourn
- **Motion by:** Bob Hickman
- **Seconded by:** Dave Pittman
- **Vote:** Approved unanimously

The meeting was adjourned.