

United States Submarine Veterans, Inc.
Bremerton Base Executive Board Meeting

Official Minutes | Draft for Review and Approval October 12, 2026

These minutes are prepared from the meeting transcript and the September 2026 Membership and Treasury Reports. They distinguish formal Board actions from discussions, recommendations, and matters requiring further action. Attendance, quorum, and any procedural details not established by the recording should be verified before the minutes are formally adopted.

1. Call to Order

Base Commander Ileene Davis called the regular monthly meeting of the Bremerton Base Executive Board to order. The meeting was conducted by videoconference.

2. Approval of Previous Minutes

Secretary Bob Hickman moved to approve the previously distributed meeting minutes and executive summary as presented. Vice Commander Waylon seconded the motion.

Motion carried. The Base Commander confirmed that the approved minutes had already been posted.

3. Membership Report

The Membership Chairman reported that, as of September 30, 2026, Bremerton Base had 273 members. Reported membership growth was approximately 10.08%, apparently meeting the National organization's 10% growth requirement for a membership incentive. Final eligibility remains subject to confirmation by National.

The September membership report identified 200 USSVI life members, 200 Base life members, 147 Holland Club members, and 259 members with email addresses on record.

4. Treasurer's Report

Treasurer Dan Inman presented the financial report for the period ending September 30, 2026.

Financial Item	Amount
Beginning balance	\$57,311.30
Total receipts	\$3,515.77

Total expenditures \$822.31

Net monthly gain \$2,693.46

Ending balance \$60,004.76

Year-to-date net loss (\$2,301.45)

The Treasurer reported that the most recent Crafting for Sub Vets fundraiser generated \$379.28. The next event was scheduled for October 24, 2026.

The financial report was presented without a separately recorded motion for its approval.

5. Eternal Patrol

Secretary Hickman reported the passing of Life Member Milo Vandecar and requested confirmation that the necessary Eternal Patrol notifications had been completed.

The Base Commander agreed to review the previously received correspondence, obtain the date of passing, and coordinate with Dan and Dennis to ensure the appropriate certificate and membership database entries are completed.

Secretary Hickman will contact the family for confirmed memorial service arrangements and provide the information needed for a Base announcement.

The Board also discussed updated National Eternal Patrol procedures. Bremerton Base will continue coordinating directly with members' families and transmitting the required information to National.

6. Storekeeper Report

Storekeeper Angela reported finding a quantity of USSVI longevity recognition pins among stored inventory. The Base Commander clarified that these pins are distributed to eligible members, generally during the annual holiday party, and are not intended for sale.

The Storekeeper's retail operation at the Navy Exchange was discussed. Angela was awaiting a decision regarding continuation into the next phase of the program.

Sales at the recent TTF gathering were reported as \$365.

7. Base Commander and Committee Reports

a. Trunk or Treat and Kitsap Halloween Bash

The Base Commander reported that approximately 900 candy bags had been assembled for Trunk or Treat. Preparations for the Kitsap Halloween Bash included obtaining the required

food permit, arranging cooking equipment, coordinating food service, and organizing volunteers.

Difficulties with the online volunteer registration system were reported. Paper registration sheets and on-site volunteer assignments will be used as necessary.

b. Deterrent Park

The Base Commander reported that one additional memorial brick required production. Coordination was ongoing.

c. USSVI Charitable Foundation

The Base Commander reported that seven new ambassadors had been recruited since the National Convention. Work continues on recorded training presentations to be made available through the Charitable Foundation website.

d. Holland Club

The Holland Club representative reported that Wayne Newbigging requested induction at the October Base meeting. The induction was expected to proceed as scheduled.

Remaining 2026 inductees who have been unable to attend a meeting will be contacted about receiving their recognition materials by mail. Reimbursement for mailing expenses will be coordinated with the Treasurer.

e. Website, Communications, and Bylaws

The Base Commander reported that the proposed revised Base bylaws had been made available through Puget Soundings.

Several proposed changes, including provisions governing eligibility for future election to the offices of Base Commander and Vice Commander, remain under consideration. Members will be encouraged to review the proposed revisions before further action.

The Base Commander's email transition was also discussed. Corresponding website and contact information updates are underway.

8. Chief of the Boat Report

The Chief of the Boat presented several matters concerning Base operations and member activities.

a. Annual Christmas Party

A motion was made to have Olive Garden provide the annual Christmas party dinner, consisting of lasagna, salad, and breadsticks, rather than relying on volunteers to prepare the meal.

The motion was seconded and carried.

A separate motion was made to authorize a \$200 payment to the VFW for use of its facility for the Christmas party. Secretary Hickman seconded the motion.

The motion carried. The payment will be provided before or at the December event.

b. Executive Board Meeting Invitations

The Chief of the Boat recommended distributing E-Board Zoom invitations to the general membership, in addition to Board members and committee chairs, to increase awareness that members may attend.

The Base Commander agreed to arrange broader distribution.

c. Meeting Support

Additional assistance was requested for coffee service and 50/50 raffle ticket sales at Base meetings. Angela volunteered to assist with raffle ticket sales.

d. Promotional Tokens

The Chief of the Boat reported that the available supply of wooden Base promotional tokens was becoming depleted and moved to authorize production of 500 additional tokens.

The Base Commander seconded the motion.

Motion carried. Production will be coordinated with the Storekeeper.

e. Soup Down Activities

The Chief of the Boat reported member interest in varying the existing Soup Down schedule, including alternative restaurants, different weekdays, and breakfast or dinner gatherings.

The Board discussed the historical practice of selecting restaurants that supported the Base through donated gift certificates.

A membership questionnaire was proposed to determine preferences for the 2027 schedule. No formal motion was recorded.

9. Vice Commander Report

Vice Commander Waylon reported on the recent KAVA Veterans Stand Down.

Fewer than 90 veterans registered for the event, with approximately 150 volunteers participating. The event was considered successful, although improvements were identified in the preparation and distribution of grocery bags.

The Board discussed possible revisions to the distribution process for future events.

The next KAVA planning meeting is scheduled for December 10, 2026, at 6:00 p.m.

The 2027 Veterans Stand Downs are scheduled for April 24 and September 25.

Additional Base participation in planning and grocery distribution was discussed.

10. Old Business

a. Bremerton Base Charitable Fund

Treasurer Inman reported on discussions with the USSVI Charitable Foundation concerning the establishment of a charitable fund designated for Bremerton Base.

The proposed fund would provide a means for receiving contributions through the National Charitable Foundation and supporting qualifying Base projects. Potential uses discussed included the Base float, Deterrent Park, Ivy Green Cemetery, and veterans' assistance programs.

The Treasurer clarified that the fund could not be used for social activities such as parties or picnics.

Following discussion of possible names, Base Commander Davis moved that the fund be designated the Bremerton Base Charitable Fund.

Secretary Hickman seconded the motion.

Motion carried.

Treasurer Inman will coordinate establishment of the fund with the USSVI Charitable Foundation, verify that the fund appears among available donation designations, and notify the Board when contributions can be accepted.

The Treasurer also reported that a \$150 contribution designated for the Willie Spoon Scholarship Fund had been processed after the appropriate donation option was added to the Charitable Foundation's system.

11. New Business

a. Next Executive Board Meeting

The next regular E-Board meeting was confirmed for Tuesday, November 17, 2026.

The Base Commander will distribute meeting invitations to the membership. Limitations associated with the new email system may require invitations to be distributed in multiple groups.

b. American Submariner Article

The Board discussed preparation of an article for The American Submariner concerning the Base's involvement with the Kitsap Halloween Bash.

The article is intended to describe the event's success and provide information that may assist other USSVI bases in organizing similar activities.

The Chief of the Boat reported that a preliminary draft had been prepared. Additional event information and a suitable photograph will be incorporated following the event. Publication requirements will be reviewed before submission, and Dave Bowman was identified as a potential editorial reviewer.

The Board clarified the distinction between an editorial article and paid advertising. No expenditure was authorized.

c. Charitable Foundation Newsletter

The Base Commander reported that information promoting the Kitsap Halloween Bash had been submitted for inclusion in the USSVI Charitable Foundation newsletter.

The material describes the event as a community activity and fundraiser benefiting Bremerton Base. The Base Commander reported that attendance exceeded 5,000 in 2025.

12. Good of the Order

a. Proposed Submarine Veterans Cruise

The Board discussed a proposal concerning a future submarine veterans' cruise. Previous Bremerton Base experience with organizing such an event was reviewed, along with the possibility that current arrangements could reduce the administrative responsibilities placed on the Base.

The proposal was presented for consideration only. No motion or commitment was made.

b. Commemorative Bourbon Donation

The Vice Commander reported that a commemorative bottle of bourbon donated following the National Convention remained available for a possible fundraising auction.

The Board discussed offering the item at the annual Christmas party. No formal motion was recorded.

c. Kings Bay Memorial Events

The Vice Commander reported plans to attend World War II submarine memorial activities at Kings Bay, Georgia, in November, in conjunction with a submarine reunion. He indicated that he would represent Bremerton Base during the visit.

d. Member Welfare

Board members discussed the importance of maintaining contact with fellow veterans, particularly members experiencing health difficulties or other personal challenges. Continued buddy checks and member outreach were encouraged.

e. Community Recognition

The Base Commander reported her participation in an upcoming Filipino American History Month event at the Washington State History Museum in Tacoma, recognizing the historical contributions of Larry Itliong and other Filipino American labor leaders.

13. Adjournment

There being no further business, Vice Commander Waylon moved to adjourn the meeting. Secretary Bob Hickman seconded the motion.

The motion carried, and the meeting adjourned at approximately 1 hour and 6 minutes after the call to order.

14. Summary of Motions

No.	Motion	Disposition
1	Approve previous meeting minutes and executive summary	Carried
2	Authorize Olive Garden catering for the Christmas party	Carried
3	Authorize \$200 payment to the VFW for Christmas party facility use	Carried
4	Authorize production of 500 wooden promotional tokens	Carried
5	Designate the charitable fund as the Bremerton Base Charitable Fund	Carried
6	Adjourn the meeting	Carried

15. Outstanding Action Items

Responsibility	Action
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Base Commander	Coordinate Eternal Patrol notifications and records for Milo Vandecar
Secretary Hickman	Obtain and forward memorial service information
Treasurer Inman	Establish the designated charitable fund and announce donation procedures
Base Commander	Distribute the proposed bylaws and E-Board invitations
Base Commander and volunteers	Complete Halloween event preparations
Holland Club representative	Complete outstanding 2026 inductions and mail recognition materials as necessary
Chief of the Boat / Storekeeper	Coordinate production of promotional tokens
Chief of the Boat / Angela	Develop membership survey concerning Soup Downs
KAVA participants	Review grocery distribution procedures for the 2027 Stand Downs
Article contributors	Complete and submit the Halloween Bash article for publication

16. Certification

Respectfully submitted,

Bob Hickman Base Secretary USSVI Bremerton Base

Date submitted: _____

Approved by the Executive Board on: _____

Record verification before adoption: The transcript does not establish a complete attendance roll, a formal quorum declaration, an exact clock time for convening or adjournment, or numerical vote totals. Those details have not been invented. The meeting date, reported financial figures, motions, and decisions have been preserved from the supplied records. These minutes remain a draft until reviewed and approved by the Executive Board.

