**SUSNAOP Board Meeting Minutes – 29 Nov 2017, 1300-1335 EST**

**Present:**

* CAPT (retired) Norton, Jim “Jimbo” #141 (Emeritus Member)
* CAPT (retired) Service, David “Lip” #146 (Emeritus Member)
* CAPT Vitatoe, Lee “Jam” #200 (Member at Large)
* CDR Hayes, Andrew “Lurch” #295 (President)
* LT Noakes, Nathan “Noakster” #321 (NEXUS Editor)
* LT Salassi, James “SID” #338 (Secretary/Treasurer)
* LT Armas, George “Uncle” #343 (Guest)

**Absent**:

* CDR Littel, Cory “Stuart” #240 (Historian)
* LCDR Littel, Kimberly “Pinto” #278 (Member at Large)
* LCDR Immeker, “Val” #283 (Vice President)
* LT Alston, Tristan “Frozone” #344 (Website Manager)

**Discussion topics:**

1. Secretary/Treasurer update
2. Merchandise
	1. Keytags are done and look great.
	2. First batch of patches finished but graphics not up to par.
		1. Vendor in process of re-doing and working with Noakster. No extra charge or graphics fees.
		2. Will send to SID if Noakster can’t make to USNAC.
		3. Website Manager will wait for finished patch to update image on website.
3. Banner update
	1. $65, 8x2.5’, thick and weatherproof. Intent is to have the booth manned with new banner at USNAC.
4. T-shirt update
	1. Not a local product (Custom Ink). If we go from 9 colors to 4 colors it will require a re-draw. Custom Ink want us to pay an artist to redraw the shirt to change color scheme. BoG discussed spending $150 to get artist redraw.
	2. Total cost will range from $700-850.
		1. BoG voted to pay extra money for best quality shirt. Planning on selling for minimum profit, equating to $15-20/shirt.
5. Website updates
	1. Minutes updated to website. Will update new minutes to website and Milsuite.
6. Nexus
	1. No new article submissions.
	2. Editors working with very little material; mostly overlap from newsletter.
	3. Request article from Wood and new Interns. Request that Wood puts article request in weekly update.
7. SUSNAOP prep
	1. Virg to reserve same Irish Pub for SUSNAOP Social
		1. Anyone who is a current member gets free drinks and appetizers.
		2. The SUSNAOP social is 1830 on Tuesday evening.
		3. Lurch to confirm with Virg on time and date.
8. Award Plaques
	1. Virg to take on award plaques. SUSNAOP will pay once they have been ordered.
9. SUSNAOP booth at USNAC
	1. What is the best time to man the booth?
		1. Mon-Wed morning and various times in between. SID will take on first day with Square Reader and will support OJT for using system.
10. Following meetings: 24JAN18, 28MAR18, 23MAY18, 25JUL18.

**Action items:**

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| Action Item | Action Responsibility (person) |
| Complete and approve patches | Noakster and Lurch |
| T-shirt design | Lurch to contact artist, SID to pay |
| NEXUS promotion and article request from Specialty Leader and New Interns | Noakster |
| Finalize SUSNAOP Social venue and menu | Virg  |
| Create list of current members for USNAC social. Send out membership renewal process via Milsuite and 1836 distro | SID to create list, send to Lurch for approval. SID to inform members. |
| Update minutes to website and Milsuite | SID and Frozone |