



**Fort Schuyler Maritime Alumni Association, Inc.  
Board Meeting Minutes for Nov 29, 2016**

Meeting held at:  
Fiduciary Trust Company International  
280 Park Ave, New York, NY, 10019

**Attending:**

**Officers** – Voting Members Present (Name, Class, Position):

- Dan Gillette, '97 – President
- Mike Trotta, '73 – Vice President
- Matthew Devins, '97 Treasurer

**Board Members:**

- George Bonkowski '98
- Michael Brown, '82
- Jim Nordmann, '75 (acting secretary)
- Ted Mason
- Richard Bracken '56
- Leo Imperial
- Annmarie Bhola
- John Donnelly
- Anthony DeSimone Asst Treasury
- Bill Kreppein, '80 – Board Member

**Attending via Phone:**

- Marianne Sanderson
- Jim Yahner '86 – Long Island Chapter
- Victor Corso, '83 – Board Member
- Art Sulzer
- Carl Hausheer '79 – Board Member  
New Jersey Chapter

**Alumni Staff**

- Maggy Williams Giunco – Alumni  
Director
- Jessica Hitchens – Alumni assistant

**Minutes:**

**18:24 – call to order**

**18:25 – Chapter Report:**

- NJ Chapter: Jamie McNamara – No new events till Feb 2017
- Chesapeake Chapter – Marianne Sanderson – talked to RAdm Alfultis at Homecoming, possible Adm will attend a Chapter meeting in 2017. Chapter Election called after Jan 2017. Six graduates attended Oct Chapter meeting. Photos of event to Bridget
- Long Island Chapter – Jim Yahner - No further scheduled events in 2016. Discussing possible Basketball event in 2017.

- Delaware Valley Chapter – Art Sulzer – An event is scheduled for Dec 24th

### **18:30 College situation:**

Meeting at college Nov 28<sup>th</sup> with Admiral, Aimee Bernstein, Dan, Jim (substituting for Earl), Dick, Victor. Dan considered it a good meeting with progress being made. The MOU committee meeting will meet again before end of year. Admiral Alfultis, is planning to address FSMAA Board on this and other topics related to the relation with FSMAA at the Jan or Feb 2017 FSMAA board meeting.

### **18:34 Directors Update – Maggy**

- Auto renew – expected with 2 weeks.
- Awards dinner- Winners announced Nov 27, Tickets to go on sale Dec 5<sup>th</sup>.
  - Maggy had lunch with A.J. McAlister to talk about his preference as to how he would prefer his award presentation to occur.
  - Dan discussed honoree acceptance speeches. This year only 2 awards will be given which will reduce overall speaking time. Dick and event committees to decide and advise of strategy for acceptance speech guidelines.
- Membership Renewal mailing – Letters sent, 30 qty renewals received as of Nov 29,
- Active Alumni membership – The number was not available at this meeting, will be provided latter.

### **18:54 Events Committee – Anthony DeSimone**

- Examining potential merchandise suppliers.
 

As an example, “Zazzle”(considered a good not-for-profit merchandise supplier):

  - Provides merchandise on a drop-ship basis, billed and shipped direct to requestor, FSMAA does not have to store inventory
  - One-time fee for logo step up. Cost \$165 large logo (sweatshirt size), \$15 Medium logo (Shirt), \$10 small logo (hat)
  - Percent of sale will go to FSMMA, typical ~ 15%
  - Dan – concern about designs of logo, need refresh, simpler logo
  - Anthony/Leo to update board on next meeting
- Looking at how events committee should present event costs/revenues in standardized format to board. Dan requests the report out should cover:
  - Event planned budget
  - Event actual costs and profit
  - Comparison to previous years’ events
- Nov. networking meeting at Reichenbach Hall Nov22nd
  - Attendance 70-80 people
  - Event ran “right on budget”
  - Concerns about noise level, can NOT hold nomination in such environment in future
  - Overall good time

### **19:15 Scholarship committee – George Benokoski**

- Update on application form, format, and process.
- Will use Survey Monkey to field candidate questions to get feedback from board on what questions to include.
- George to generate legacy documents to detail to the board how the SST application process should be handled in future years.
- George/Maggy to meet with college to figure best way to obtain school records required for scholarship evaluations. (I.E. Student standing, GPA, etc.)
- The time allowed for essay review and grading to be reduced to 1 week from current 4 weeks.

### **19:20 Membership Committee – Bill Kreppein**

- Membership notice sent out to 3 new groups; life members, recent graduates, “Paid-Ahead” members
  - Bill met with President of Maritime Parents Association.
    - Bill to speak at future meeting to encourage new members. Bill will use the opportunity to suggest to parents of students who received FSMAA scholarship that they have an implied obligation to FSMAA and as such should become members.
    - The Parents Association is developing “holiday gift basket” that might include a gift FSMAA membership
  - Standard Operating Procedures under development with existing process map and text documents already developed.
  - Dan reminded board and committee of the importance of SOP’s. All SOP’s should have same look. Jessica to help with common template. SOP’s are still required for:
    - Membership and renewal process
    - Awards
    - Honorees
    - Scholarship
- Ted has requested in future an SOP should be developed for all financial procedures

### **19:29 Treasury update – Matt Devins**

- Income from Membership up: \$55,710 (2016 YTD) vs \$ 47, 295 (2015)
- Finalizing audit – overall looks good; “Preliminary – good standing”
- Income from Marnier down. Need more advertisers and new advertisers

### **19:34 Pennsylvania estate donor – Ted Mason**

- Ted/Maggy meet with Penn. donor regarding possible estate donation
- Estate has many restrictions on how funds can be used
- Pertinent estate documents being updated.

### **19:46 Nominations – Mike Trotta**

Effective Immediately:

- Earl Baim will retire
- Ted Mason will step into Earl's board member position (term ends January '19)
- Anthony DeSimone will assume Ted's spot as Assistant Treasurer
- Jim Nordmann will assume Anthony's spot as Secretary
- George Bonkowski will retire
- Michael Brown will move up to 2<sup>nd</sup> VP

Officers – 1 year term

- President – Dan Gillette
- 1<sup>st</sup> VP – Michael Trotta
- 2<sup>nd</sup> VP – Michael Brown
- Secretary – Jim Nordmann
- Treasurer – Matt Devins
- Asst. Treasurer – Anthony DeSimone

Board Members - 3-year term

- Annmarie Bhola '98
- Jennifer Barnes Hayes '80
- John Valvo '83
- Jesse Douglas (to be co firmed)

**Motion:**

- **Mike Trotta – “Motion to approve [nomination] slate as stated with Jesse Douglas pending”**
- **George Benkoski 2<sup>nd</sup> motion.**
- **Motion approved with no opposition or abstention.**
- **Motion passed**

**19:53 FSMAA Staff reviews and bonuses**

**Position: FSMAA Director**

Dan presented performance criteria for FSMAA Director (Maggy). Criteria used for reviewed and its weighting as below:

- Membership 30%
- Events 30%
- Web/IT Social Media 20%
- Business Operations 20%

Discussion followed as to bonus and increases for FSMAA Director

**Motion**

**Dick Bracken “motion to approve Maggy bonus of \$4028 and salary \$1500 to \$54,500 / year”**

- **Mike Trotta 2<sup>nd</sup> motion**
- **Motion approved with majority approval, 1 abstention, no objections**
- **Motion passed**

**Positions: other FSMAA Staff**

Discussion followed regarding 3 other FSMAA staff positions (Cerra, Komal, Denise)

**Motion**

- **Matt Devins “Motion to approve increases and bonus as below:”**
  - Denise - \$750
  - Saira - \$750
  - Kamal - \$500
- **Mike Brown 2nd motion**
- **Motion approved unanimously, no objections, no abstention**
- **Motion passed**

### **Position: Marnier Editor**

Since Bridget left FSMAA end August a separate discussion was held to decide appropriate bonus based on her 8 months of 2016 service but also recognizes Bridget continuing work as editor of Marnier.

#### **Motion:**

**Annamarie “motion to approve \$1000 for Bridget with cover letter attached to define this bonus based on past service”**

- **Bill Kreppin 2<sup>nd</sup> motion**
- **Motion approved unanimously no objections, no abstention**
- **Motion passed**

### **Position Assistant FSMAA Director**

Jessica joined FSMAA in Sept. The board feel it was appropriate to award a “Christmas” bonus in recognition of Jessica’s excellent work and contribution thus far.

#### **Motion:**

- **Matt “Motion to approved bonus for Jessica for \$250**
- **Mike Brown 2<sup>nd</sup> motion**
- **Motion approved unanimously, no objections, no abstention**
- **Motion passed**

### **20:48 Old Business – Marnier cover story selection**

Leo voiced his concerned about the appropriateness of a recent cover story of the Marnier. In discussion it was noted that there have been some objections in the past on similar.

Currently the Marnier Editor decides the cover story, as well as all contents. Dan reviews a proof copy of the Marnier just before release.

To improve the process, it was felt that some limited governance be established. This provided by:

- an editorial board to be developed, but restricted to a very limited number of board members (suggest no more than 3 persons)
- Issuance of some guidelines on how cover stories and content should be selected.

However, it was recognized that this governance structure CANNOT be so burdensome as to not limit the editor’s ability to propose and develop appropriate material as well as compromise the editor’s ability to meet deadlines.

### **21:03 New Business**

Mike Brown has requested that a “Con-Ed Chapter” be considered. It was recognized how much Con-Ed contributes in jobs and support to both the college and FSMAA. However, it was also recognized that the precedent of forming a chapter around an employer or organization, rather than a geographic area, could have an adverse effect on the structure of all existing and future FSMAA chapters.

Nonetheless, Mikes request is considered important enough that further examination of the concept is required but enacted in a manner that does not impact the formation of current and future chapters.

### **21:24 Motion to Adjourned**

Motion passed

