

USSVI – Charleston Base Board of Directors Meeting Minutes

December 4, 2025

The Board of Directors meeting was called to order at 1800 by Base Commander Dave Harvey. Attending were Board of Directors members Art Sattler, Ricky Collins, Gordon Long, Nick Nichols, Larry Knutson, Greg Landry, Johnny Brown, Tom Holcombe, Woody Woodsmall, Phil Nunnally, Lewis Leal, Glenn Little, Ed Stank. This meeting was dedicated to monthly planning for the upcoming year.

Using the current Events Calendar which is posted on the Charleston Base Website, the Board conducted a month by month review. Nick Nichols also provided a planning responsibility listing for each event. Each BOD member was asked to review this list.

A major addition to the Events Calendar is today's activity – In December, instead of not holding a BOD meeting, we shall use that previously eliminated meeting to review and plan the next year's scheduled events.

In addition to the monthly schedule, we added a listing for Optional Events that do not have normally planned dates. These would simply be announced, with as much notice as possible, at meetings and posted in the Base Newsletter.

Notification of Distinguished Submariner Award nominations will be announced in November vice January to eliminate ending up behind schedule each year.

At the recommendation of Tom Holcombe, participation in the annual Hunley/Housatonic ceremony should be listed as optional. Charleston Base is not the coordinator of the event and those that are in charge are unorganized and were unresponsive to his calls last year until just a few days beforehand leaving us not knowing whether or not the ceremony was being planned for the February 17th date.

The USSVI SE Regional Conference is currently scheduled for February. The month could be changed in the future, but those at National USSVI want to keep it separated from the National Convention by a wide margin.

The Treasurer, in January, is completing the end-of-year documentation when the Audit Committee is assigned. It is expected that the committee should complete the audit by the end of February and provide notification to the BOD not later than the March BOD Meeting. If done sooner, the committee can present its findings immediately upon completion.

The 2025 Memorial Day Remembrance at Parks Cemetery did not happen, but we are expecting in 2026 for it to be revived. It has been placed on the Base schedule for the upcoming year.

The previous Veterans Day event at the county office building in Summerville is not scheduled anymore, however Coastal Coffee Roasters continues to welcome us for the Tolling of the Boats. We voted to keep Coastal Coffee Roasters as the Charleston Base official event for Veterans Day as long as the owners keep inviting us. There are also other Veterans Day events, including those at the FRA that members can attend.

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For many of the scheduled monthly events, there was much discussion about procedures, dates or in some cases whether to even have the event listed at all. Several were moved to the Optional Events listing. Below is the final list of the scheduled monthly and optional events:

At the end of today's meeting, Nick reread the Optional Events and revised list of responsibilities; noting the frequency of Special Events Coordinator. This is a lot of work for one man. He needs to ask for help when needed.

January

1. Board of Directors Meeting, 1st Thursday
2. Base Meeting, 2nd Thursday
3. Start Audit of Treasurer
4. Request election nominations
5. Request Distinguished Submariner Award nominations

February

1. Board of Directors Meeting, 1st Thursday
2. Base Meeting, 2nd Thursday
3. BOD vote on Distinguished Submariner nominations
4. SE Conference USSVI

March

1. Board of Directors Meeting, 1st Thursday
2. Base Meeting, 2nd Thursday
3. Present Distinguished Submariner Award
4. Complete Audit of Treasurer
5. Flowertown Festival

April

1. Board of Directors Meeting, 1st Thursday
2. Base Meeting, 2nd Thursday w/Holland Club Induction
3. USS Amberjack SS-219 / Lost Boats Memorial Service & National Submarine Day Service – 2nd Saturday April
4. Submarine Birthday Ball
5. Base Bylaws Committee Established

May

1. Board of Directors Meeting, 1st Thursday
2. Base Meeting, 2nd Thursday
3. Base Elections – Odd years BC & Treasurer / Even years VC & Secretary
4. Memorial Day Observance, Location TBD

June

1. Board of Directors Meeting, 1st Thursday
2. Base Meeting, 2nd Thursday
3. Complete Review of Base Bylaws
4. Scholarships presented

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July

1. Board of Directors Meeting, 1st Thursday
2. Base Meeting, 2nd Thursday
3. Vote on Base Bylaws if required

August

1. Board of Directors Meeting, 1st Thursday
2. Base Meeting, 2nd Thursday
3. National Convention USSVI [date/location varies]

September

1. Board of Directors Meeting, 1st Thursday
2. Base Meeting, 2nd Thursday

October

1. Board of Directors Meeting, 1st Thursday
2. Base Meeting, 2nd Thursday
3. Coastal Carolina Fair

November

1. Board of Directors Meeting, 1st Thursday
2. Base Meeting, 2nd Thursday
3. Distinguished Submariner Award Nominations Information at Base Meeting
4. Veterans Day Lost Boats Bell Tolling @ Coastal Coffee Roasters Summerville

December

1. Board of Directors Yearly Planning Meeting, 1st Thursday
2. Christmas Party & December Meeting
3. Pearl Harbor Day Ceremony Patriots Point, Dec. 7th

OPTIONAL EVENTS

1. Stingrays / Riverdogs Military Appreciation Night
2. CPR/AED Class
3. H.L. Hunley / Housatonic Memorial service 17 Feb
4. After Battery Hog Roast
5. Base Picnic
6. Armed Forces Day
7. JBC Air Show
8. Parades as requested
9. Meet & greet of possible new members
10. Trip to Manitowoc for July 4th

Meeting adjourned at 1927.