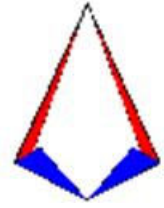


After-Action Report

2015 Pioneers of Stealth Biennial Reunion, Colonial Williamsburg, VA



In September 2015 the Pioneers of Stealth traveled back in time and space to visit the place where the First Revolutionary Pioneers founded this country: the historical triangle of Colonial Williamsburg, the original James Town Settlement and the Yorktown Battlefield where the British were defeated in the turning point of the Revolutionary War. This area was chosen because of its historical significance, proximity to Langley AFB, and the ample places to visit, shop, and eat in Jamestown, Yorktown, Williamsburg, Newport News/Hampton, and Norfolk. Driving in this area is pretty straightforward but I-64 can get busy.

Planning: The reunion was planned and executed by Rob Bongiovi (Williamsburg VA), Pete Knauth (Smithfield VA), Bob Sandusky (Newport News VA), and Ed Watts (Williamsburg VA) with the able assistance of their wives and significant others. Planning began in early 2014 and the committee met monthly over lunch around the area to consider options, make decisions, assign OPRs, and track progress. The committee developed a plan (Attachment 1) which identified major activities leading up to the reunion and was used as a checklist, schedule, and report at each monthly meeting.

Three critical considerations that had to be addressed up front were the dates for the reunion, the location in the Tidewater region, and lodging. These three considerations are interrelated and therefore needed to be decided about the same time and early in the planning process. The committee concluded that mid to late September 2015 would work best since tourist traffic in the region slows in Sep (and picks up again in Oct), and the heat and humidity are generally gone. The dates of 23 Sep (Wednesday) to 27 Sep (Sunday) were selected. This was a larger window than previous reunions but it allowed for attendees to take time to visit local sites and attractions. The committee considered two location options: Newport News in the vicinity of Langley AFB and Williamsburg in or near Colonial Williamsburg (CW). After reviewing the lodging options in Newport News (the Marriott at Town Center) and in Williamsburg (CW's Woodlands Hotel and Suites), the committee decided to make Colonial Williamsburg the focus of the reunion and selected the Woodlands for the reunion site and lodging (Attachment 2).

Registration: Registration for the reunion opened in Sep 2014 on the POS website. Registration for the Woodlands opened at the same time on the CW website. Rob Bongiovi was the primary POC for the contract with the Woodlands and worked closely with the CW conference services manager and conference reservations coordinator. CW did an excellent job of reporting each month on the number of reservations by name and the status of reservations against our contractual minimum (total of 120 room nights). Rob worked closely with Jerry Vanden Bosch (POS Communications and Web manager) on reunion registration tracking and with Tack Nix (POS Treasurer) on payment tracking. Jerry was particularly important in maintaining the flow of communications with the POS membership as the committee continued to release updates and reminders about the reunion. When registration and reservations closed on 1 Sep 2015, 94 POS members and guests had signed up for the reunion. Only 3 chose to stay at lodging other than the Woodlands. All 94 attended the reunion for one or more days

during 23-27 Sep. A few arrived before the 23rd and several stayed after the 27th. A list of attendees with some reunion photos is provided at Attachment 3.

Hospitality Suite: The Hospitality Suite was the center of gravity for this and past reunions. It was important that it be both large and convenient. The Woodlands Hotel had an excellent arrangement for the Hospitality Suite available to us at \$75 per day. It was convenient to most rooms and the lobby and was well maintained by the hotel staff.

Attachment 4 depicts the inventory and costs to stock the Hospitality Suite from midday 23 Sep through the evening of 26 Sep. The spreadsheet summarizes the total food, beverage, and miscellaneous costs associated with the hospitality suite to include handouts, reproduction and name tag costs. Total costs for these items was \$1022.65 and does not include the cost of the room itself (\$75/day). The 2013 reunion was used as a guideline with a scaling equation used to estimate the requirements based on a smaller attendance for 2015. We considered the alcohol consumption from 2013 and decided that red wine would be more popular than white wine so we doubled the red to white count for the wine and that turned out to be a good decision. However, even with the data we had from the 2013 Reunion, we did *underestimate* the total wine and beer requirements. Based on our original estimate we had to procure an additional 7 bottles of white and 9 bottles of red wine and we could have used 1 more case of beer. These shortfalls were easily managed since we had a nearby wine store available. The higher than planned alcohol consumption we feel was attributable to the dedicated hospitality room, its size, plenty of seating, and convenience to all attendees and the extended hours that it was open.

On the down side 4 veggie trays were too many and one very large fruit tray was too big both resulting in leftovers and some waste. Two veggie trays (one each on day 1 and 3) would have worked better as would two smaller fruit trays (one each day on day 1 and 3). Each veggie and fruit tray will last 2 days without any problems as long as you have a refrigeration capability. We had two completely untouched veggie trays at the end and the large fruit platter made it 3 days before the fruit went bad and we had to toss it out. We also overestimated the plastic ware by a factor of 2. Two packs (48 pieces: 12 each forks, spoons, and knives) were more than adequate as opposed to the four we bought. We just needed to make the toothpicks more readily visible and we could have gotten away with one pack. The remainder of the food and supporting items worked out perfectly with very few leftovers.

After check-in at the Woodlands front desk, attendees registered for the reunion in the Hospitality suite (Rm 5136) where they received their name tags and the most current information on reunion activities. Welcome packets were provided with visitor brochures, maps, and directions to most attractions throughout the Tidewater area.

Colonial Williamsburg guest passes were available for sale for \$20 pp in the Hospitality suite. Payment by cash or check. These passes provided access to all Colonial Williamsburg historic area venues, Colonial Williamsburg museums, and use of the Colonial Williamsburg visitor shuttle which circles the entire historic area and stops at Merchants Square. The Colonial Williamsburg pass was good for the entire visit. We purchased 80 passes from CW and sold 68. The remaining 12 were returned to CW for a full refund.

Activities and Schedule: As in the past the reunion was organized around four principal activities: golf on Thursday 24 Sep, a group tour on Friday 25 Sep (planned to be F-22 operations at Langley AFB), the banquet on the evening of 25 Sep, and the business meeting the morning of Saturday 26 Sep. The master schedule distributed to each attendee is included as Attachment 5. (**NOTE:** Despite trying to work various channels at Langley AFB starting in early 2014, the 631ABW Community Relations POC was reluctant to take any action until 30 days out from the reunion. We began working security processing for the 70 attendees who signed-up for the visit in early August 2015 only to be told the first week of Sep that the number of attendees must be limited to 44. On 10 Sep, the committee reluctantly decided to cancel the visit to Langley. Reunion attendees were encouraged to take advantage of the free time to visit the historical sites in the Williamsburg area.)

The other activities are discussed in the following sections. After a careful review of options for golf and the banquet, the committee elected to host these events at Ford's Colony Country Club (FCCC). For golf we considered Langley and the Green and Gold Courses at CW. For the banquet we considered the Marriott at Town Center in Newport News, the Virginia Air and Space Museum in Hampton, the Langley Club, and the Woodlands Conference Center. The decision to go with FCCC was based primarily on cost and transportation arrangements. Rob Bongiovi and Ed Watts are members of FCCC and were able to make special arrangements for both golf and the banquet.

Golf Tournament: A golf tournament was held on 24 Sep 2015 at the Ford's Colony Country Club Blue Heron Golf Course. The original negotiated arrangements included a round of golf to include cart fee for \$49.00 and club rentals for those who needed them of \$20.00 (1/2 price). A pay as you go lunch was arranged after golf in the club dining area. Actual costs turned out to be \$25.00 per person which included golf, cart, and rental clubs. The reason for the rate change was due to a change in ownership of the club after the initial arrangements to Club Corp who treated everyone as Ed Watts' guests which meant that the only charge was for the golf cart; clubs and golf are free under Club Corps policy. Eighteen people played golf in the tournament. The committee spent \$252.28 for 14 dozen golf balls which were used for prizes for First, Second, and Third Place, 4 closest to the pins, and a sleeve of balls for each participant. Everyone participated in the lunch and awards ceremony after golf and everyone expressed their gratitude for a great outing. This type of arrangement will most likely not exist at other locations, so the original planning numbers are more realistic.

Banquet: The banquet was held at Fords Colony Country Club, 240 Ford's Colony Drive, Williamsburg, VA 23188. As Ed Watts & Rob Bongiovi were members, the Banquet Room was free of charge. In the interest of safety the committee elected to provide transportation for all reunion attendees between the Woodlands and FCCC. Pete Knaugh arranged for a 55 PAX bus and 32 PAX shuttle with James River Transportation for the evening of 25 Sep. The buses departed the Woodlands at 5:30 PM for FCCC and departed FCCC at 9 PM for return to the Woodlands.

About a month prior to the reunion, Rob Bongiovi was contacted by Mark Wilson to advise that Fran Duntz, Chairperson of the Air Force Museum Foundation Board of Trustees, would be attending the banquet to make a "special presentation". The "special presentation" was the surprise announcement that the POS had been awarded the National Aviation Hall of Fame Milton Caniff "Spirit of Flight" award for 2015. Jack Twigg accepted the award on behalf of the POS. The Banquet Agenda follows:

Masters of Ceremonies (MC): Bob Sandusky and Rob Bongiovi

- 6:05pm – 7:05pm Cocktails at Ford’s Colony Country Club.
- 6-50pm – 7:05pm Concert by the Fifes and Drums of York Town. The corps played a few tunes from their repertoire as people entered the room, and then they played the National Anthem to open the banquet and marched out of the banquet hall playing Yankee Doodle.
- 7:10pm Welcome by POS President, David Lynch
Invocation, Remember Fallen POS since last reunion – Skip Hickey
Introduction of Fran Duntz by Rob Bongiovi
Special Presentation by Fran Duntz of the NAHF Milton Caniff "Spirit of Flight" Award for 2015 to the Pioneers of Stealth organization.
- 7:30pm – 8:30pm Dinner Buffet.
- 8:30pm – 8:55pm Guest Speaker: Bob Zogleman, a costumed interpreter at the Yorktown Victory Center
- 9:00pm Adjourn, Buses Depart for Woodlands

Business meeting: The POS_Business meeting was held on Saturday morning, September 26th. The minutes of the meeting will be published by the new POS secretary.

9:00 President Welcome and comments – Dave Lynch

9:05 Vice President Report – John Summerlot

9:10 Communications Report – Jerry Vanden Bosch

9:15 Treasurer Report – Tack Nix

9:20 Secretary Report – Denny Jarvi

9:25 Dave Lynch introduced the nominees for POS leadership positions and motions for ratification. The nominees were Steve Bepko for President, John Summerlot to stay on as VP, Pete Knauth for Treasurer, Dave Lynch for Secretary, and Jerry Vanden Bosch to stay on as Membership and Communications Chair. The membership ratified the new officers by voice vote.

9:30 Remarks from new President Steve Bepko.

9:40 Status of NMUSAF initiative (Phase 1 Podcast, Phase 2 museum display) - Jack Twigg

9:50 Discussion/nominations for location of next reunion (Fall 2017). The members decided the next reunion will be held in Dayton OH. POS members from Dayton agreed to accept the responsibility.

10:15 Business Meeting concludes

10:15 – 10:25 Break

10:30 – 11:15 Jack Twigg presentation “Stealth, the challenging Early Days”. Spouses attended.

Wine Tasting and Smithfield Tours: After the Business meeting on 26 Sep, attendees participated in one of two pre-arranged tours:

A group of 27 hosted by Ed Watts and Linda Randall went to the Williamsburg Winery for a tour, tasting, and lunch. The cost for the tour and tasting was \$12.00 per person; tasting only was \$8.00 per person. Individuals paid a total of \$300.00 for the winery tour and tasting at registration. Approximately half of the group had lunch at the winery in the Gabriel Archer Tavern afterwards. The

numbers for lunch were down due to a crowded dining room and a 30-40 minute wait. Due to the time of year and the fact that the tour was on a weekend, the crowds at the winery were larger than usual and the winery restaurant does not reserve tables for large groups on weekends.

Pete and Robin Knauth were the hosts for Smithfield. The trip to Smithfield by POV was across the James River on the free James River ferry which passes by the waterfront of historic Jamestown. Participants arrived in Smithfield by POV between 12:30 and 1, scattered for lunch along Main Street, and then either met at the museum at 2:30 for an approximate 90 minute tour or cruised Main Street, visiting shops, antique galleries, specialty stores and the live Mike Aiken Country Music Concert going on all afternoon at the bandstand on Main Street. Due to the rainy weather, these activities were curtailed and most participants met early at the Old Library (aka Knauth residence) for rest, relaxation, mixing, food and drink.

Associated Reunion Activities: Early in the planning process Bob Sandusky proposed that we arrange for POS challenge coins to be distributed to POS members attending the reunion and then offered for sale after the reunion. Bob worked the design and ordering with

Vanguard East
 1172 Azalea Garden Rd
 Norfolk, VA 23502-5612
 Contact: John McClain (800) 221-1264

At registration we gave each member attending a challenge coin of the Pioneers of Stealth as depicted here. This was an Esprit de Corps thing and hopefully will encourage future participation. Coins were also used as honorariums for the banquet guest speakers, performers and service staff. They were a big hit.

The price for 200 coins was \$ 5.50/coin plus die change charge = \$1,261.40. (Note: Additional coins may be ordered without an additional die charge.) Coins were offered for sale at the Business meeting and coins are still available for sale thru the Treasurer for \$6 each.



The committee was contacted by Skip Hickey to offer POS logo shirts via the website. Shirts were to be ordered for delivery at the reunion or direct shipment (with associated shipping costs). While some shirts were distributed at the reunion, Skip was responsible for managing the entire effort.

The committee was also contacted by Ray Koester to offer POS License Plate Frames for delivery at the reunion. Frames were offered in chrome or black. Ray was responsible for managing the entire effort. He delivered and distributed the frames at the reunion.

Revenue and Expenses: After arrangements were made with the Woodlands and FCCC, the committee decided to establish a registration fee of \$80/person. The fee was not intended to cover the cost of the Challenge Coins and Transportation (James River buses). As has been past practice, the committee proposed to use funds from the POS Treasury (approximately \$13,000 balance at the time) to cover these expenses and keep the registration fee reasonable for all attendees. This action was

discussed with the President and Treasurer who accepted the committee’s proposal. Below is the final balance sheet for the reunion:

POS Reunion 2015			
Balance Sheet			
			<u>Notes</u>
Revenue	Registration fees	\$7,520	94 x \$80
	Sale of Coins	\$288	48 coins @ \$6 each
	Sale of CW Passes	\$1,376	68 passes sold @ \$20 each
	Refund for unused CW passes	\$240	12 unused passes returned to CW
	Contributions	\$1,100	Campanile
	Misc	\$20	\$15 License Plate holders + \$5 (?)
	Total Revenue	\$10,544	
Expenses	Woodlands Deposit	\$1,000	
	Banquet (FCCC)	\$5,404.10	96 (includes 2 guests) x \$56.30
	Transportation	\$2,016.67	\$2748.17 - \$731.50
	Woodlands (Hospitality Suite and Meeting Room)	\$483.08	includes \$33.21 for screen rental
	Hospitality Suite refreshments	\$822.28	Ed (675.77) and Bob (146.51)
	Supplies/printing	\$168.36	Bob (128.93) + Ed (39.43)
	Coins (200)	\$1,261.40	Approx 75 coins distributed at no charge to POS members and for special recognitions
	Shipment of Coins	\$52.69	Pete
	Golf prizes	\$252.28	Ed
	CW passes	\$1,600	80 passes
	Yorktown F&D	\$300	Bob
	Banquet Centerpieces	\$85	Betty
	Total Expenses	\$13,446	
Revenue over Expenses		(\$2,902)	covered by POS Treasury (used for transportation and coins)

Lessons Learned: After 20 months of planning and work, the POS 2015 Reunion Committee offers the following lessons learned for consideration in planning future reunions:

1. Reunions should be planned and executed by a team. Ours was a committee of four and it worked very well. Plan to meet regularly.
2. Establish a plan which encompasses all required and desired activities, schedules, and assigned OPRs. Track it monthly.

3. Designate a team leader to keep things moving and in focus. The team leader updates and distributes progress charts at each meeting and reviews what needs to be done, when, and by whom.

4. Start early. Consider the time of year, potential venues, and lodging options. Establish the dates of the reunion in concert with making the arrangements for lodging and the banquet. Do this not less than 18 months out. Note: the appeal, comfort and convenience of the venue by far out-weighs the \$10 or \$20 a night differences the committee might be considering as it surveys the range of possible choices. The committee could and should provide "Wow" over "Very Nice" for these three or four days and the \$100 delta or so for such Customer Delight, while not trivial, is not what it used to be.

5. Communicate. Use the Communications Chair and Web Master (currently Jerry) to post the reunion announcement and the registration form. Jerry has this down to a science. Take advantage of the website and blast emails to communicate regularly with the members and keep the pressure on for registration.

6. Pay attention to the Hospitality suite. Folks loved it and used it all hours it was open. Keep it cozy with plenty of seating. Inventory and cost data are now available from this reunion and the San Diego reunion in 2013.

7. In keeping with Lessons Learned 4 and 6 above, don't be afraid to spend POS money from the Treasury to achieve a desired/desirable effect – each reunion will be the last for more and more.

8. There are software tools available from previous reunions that will be helpful for future reunions. (We have saved the tools used for this reunion.) Nametag software is available at Avery.com, but it cannot be downloaded. It is free and relatively easy to use.

9. Create info packets about the local area and attractions to be distributed to attendees on arrival. Local tourism offices can provide most of the material at no cost. Search these offices out. They were a big help.

10. The availability of rental clubs is a major consideration in the selection of the golf location. If sufficient rental clubs are not available, the participation in the golf event may be limited due to a shortage of golf clubs. Few people are willing to travel with their clubs to the reunions.

Submitted By:

Rob Bongiovi
Pete Knauth
Robert Sandusky
Ed Watts

Attachment 1 – Planning Checklist

Activity	OPR	OCR(s)	Start	Complete	Notes
Woodlands					
Hospitality Suite	Rob				Room Reservations must be made by Friday 8/21
Supplies	Bob	Rob, Ed			\$75/nite; Expense all Hosp&BM charges to fee @ \$20pp
Grocery list	Bob	Ed	18-Jun	6-Aug	Start with Bepko recommendations
Beer/Wine list	Bob	Ed	18-Jun	6-Aug	
Purchase	Bob	Ed	8-Sep	21-Sep	
Deliver	Bob	Rob, Ed	23-Sep	23-Sep	
Staff Registration desk	Bob		25-Aug	10-Sep	schedule
Welcome Packets	Bob	Spouses	25-Aug	23-Sep	area packages ready (Ed). Distribute in Hospitality suite
Name Tags	Bob		6-Aug	23-Sep	POS packages (Bob) in work. Distribute in Hospitality suite
Business Meeting					
Determine needs (Pres/VP)	Rob	Pete			room cost = \$100; included in total budget above
Meeting room arrangements	Pete		27-Apr	10-Sep	Dave sent agenda; Twigg briefing added
A/V	Rob		in contract	14-Aug	Oak Room theatre set-up, water station
	Rob			15-Sep	Jarvi bringing projector; rentals available for backup
Other					
Arrange CW Special price	Rob		14-Aug	11-Sep	Buy bulk (80), sell in Hosp Suite; CW will refund any excess
Challenge Coins	Bob			21-May	200 coins; Cost = \$1261.40 (expensed to POS account)
Ford's Colony CC					
Dinner	Rob	Ed			
Finalize menu	Rob	Ed	6-Aug	25-Aug	Marsh Hawk plus Ships Round of Beef carving station
Finalize cost/contract	Rob			25-Aug	\$5317(for 95) + F&D(\$300)(expense to Registration fee)
Speaker	All		16-Jul	16-Jul	Yorktown F&D; Revolutionary War soldier (Bob Zogleman)
Golf					
Arrange/Publish foursomes	Ed	Rob			
Collect/arrange rental clubs	Ed		6-Aug	10-Sep	
Rules sheet/scorecards	Ed		10-Sep	23-Sep	sets from FCCC, Ed, Rob
Prizes	Ed			23-Sep	
Transportation/Directions	Ed	Rob		23-Sep	Use POVs
Tours					
Langley	Pete		21-May	25-Sep	cancelled 9/10/15
Williamsburg	Rob/Betty	Ed/Linda			
Select final tours	Rob	Ed, Pete, Bob	18-Jun	18-Jun	Bruton (AM); DeW Wallace&AA Folk Art (PM); Winery (Sat)
Open/close sign-up on website	Jerry	Rob	3-Aug	24-Aug	include Smithfield option (Sat) for sign up
Contact/Make arrangements	Betty		6-Aug	18-Aug	Bruton (AM); CW Art Museums (PM); Winery (Sat 1200)
Smithfield	Pete	Robin	6-Aug	25-Aug	
Transportation					
Finalize requirements					Expense all transportation costs to POS account
Langley	Pete			16-Jul	55 passenger bus 9AM to 9:30PM 9/25
FCCC (dinner)	Rob			16-Jul	ditto + 32 pax van 5:30 - 9:30 PM
Smithfield	Pete	Robin		6-Aug	9/26 ; use POVs
Museums/Mechant Sq (line 39)	Rob	Betty		6-Aug	9/24 ; use POVs
Winery	Ed	Linda		6-Aug	9/26 ; use POVs
Finalize cost/contract	Pete			25-Aug	Current estimate \$2660
Publish directions to venues	Ed	all	18-Aug	23-Sep	for POVs: Langley, FCCC, others TBD; welcome packets
Update daily schedules	Rob		6-Aug	14-Sep	for 9/23, 9/24, 9/25, and 9/26
Meetings					
21-May	Ed				Opus 9 Williamsburg
18-Jun	Pete				Park Lane Tavern
14-Jul	Bob				Park Lane Tavern (Ed out of town)
6-Aug	Ed				Paul's (New Town)
25-Aug	Rob				FCCC (with spouses)
10-Sep	Rob				FCCC
3-Nov					Park Lane Tavern - After-action report

Attachment 2: Lodging

Williamsburg Woodlands Hotel & Suites. Front Desk: (757) 220-2271
105 Visitor Center Drive
Williamsburg, VA 23185

The Woodlands is located adjacent to the Colonial Williamsburg Visitors Center where free shuttles run to and around Colonial Williamsburg. There is a restaurant on site (Huzzahs) which is open for dinner every day except Sunday. Our contract include Colonial Williamsburg passes (at \$20 per person) valid for our entire stay 23-27 September.

The standard room at the Woodlands consists of 2 double beds for \$110 per night plus tax. King suites were available for \$158 per night plus tax. Taxes were 11% and \$2.00 per room per night occupancy tax. Both rooms include a complimentary continental breakfast daily in the main lobby of the Hotel. These rates also applied three (3) days before and after the dates of the Group's event (23-27 Sep) for those wishing to tour the region.



The Woodlands also offered a Hospitality Suite at \$75/day which provided ample space and furnishings for refreshments and socializing. The Woodlands Conference Center on the Hotel campus contains meeting rooms and banquet facilities. One of the meeting rooms was used for the POS Business Meeting held on Saturday 26 Sep. The cost for use and set-up of the room was \$100.

Attachment 3 – Attendees



LAST NAME	#	FIRST NAME(S)
Abell	1	Rick
Bepko	1	Steve
+ Bepko	1	Lee
Bepko	1	John
Bongiovi	2	Rob, Betty
Campanile	1	Frank
Colligan	2	Jack, JoAnn
Cummings	2	Darold, Karen
Davis	1	Bob
DeStout	1	Jim
+ DeStout	1	Betty
Dobrenz	2	Tom, Anne
Duntz	0	Fran (Guest)
Dyson	2	Ken, Nina
Easter	2	Russ, Anita
Gilmore	1	Bob
+ Corman	1	Joan
Gordon	2	Jack, Linda
Grant	1	Geri
Griffin	2	John, Barb
Grimm	2	Ralph, Esther
Hickey	2	Skip, Janet
Hietpas	2	Jerry, Dody
Jarvi	1	Denny
Jehle	2	Jim, Sue
Kinnu	2	Jim, Joy
Knauth	2	Pete, Robin
Koester	1	Ray
Loschke	2	Bob, Karen
Luippold	1	David
Lynch	1	David
Maunder	1	Dave
+ Akridge	1	Janice
Mentzer	2	Carl, Vicki
Mullin	2	Sherm, Judia
Murphy	1	Bob
+ Barta	2	Mike, Michelle
Nelson	2	Bud
Nix	2	Tack, Laura



Patton	2	Bob, JoAnn
Roselius	2	Dave, Suzie
Saatzer	1	Patrick
Sandusky	2	Bob, Marcia
Seto	2	Steve, Sherry
Shingledecker	2	Dave, Regina
Simcox	2	Larry, Barbara
Smith	2	CA, Nancy
Sommer	2	Bill, Arlene
Summerlot	2	John, Debbie
Twigg	2	Jack, MaryLou
Uphold	2	Jim, Ruth
Vanden Bosch	2	Jerry, Carolyn
Watts	1	Ed
+ Randall	1	Linda
Weir	1	Tom
Wetzel	2	Phil, Darlene
Wilson	2	Mark, Kathleen
Winters	1	Pete
+ Winters	1	Kay
Zielsdorff	2	George, Barbara
Zoglman	0	Bob (Guest)
TOTAL	94	



Attachment 4 - Hospitality Suites Planning

Item	REF San Diego Act		Min Rec	Rationale	Brand	Source	Buy Qty	Size	Cost per Item	Total Cost No Tax
White Wine #	42	Bottles	31		Sauvignon Blanc - Kirkland Signature (KS)	Costco	4		\$7.99	\$31.96
					Pinot Grigio - Crane	Wine S	13		\$4.99	\$64.87
					Williamsburg Governors White - Sweet	Costco	6		\$6.29	\$37.74
					Total		23			
Red Wine #	24	Bottles	18		Apothic Red	Costco	10		\$7.89	\$78.90
					Merlot - Crane	Wine S	21		\$4.99	\$104.79
					Zinfandel - 7 Deadly Zins - California	Costco	10		\$11.89	\$118.90
					Total		41			
Water	29	Bottles	22		Costco 8 oz Bottles (70/case)		1	70	\$6.69	\$6.69
Light Beer	30	Cans	22		Michelob Ultra (12 oz bottle)	Costco	1	24	\$19.89	\$19.89
Reg Beer	56	Cans	42		Yuengling (12 oz bottle)	Costco	2	24	\$16.89	\$33.78
Diet Soda	28	Cans	21		Coke - Diet (2 Ltr Bottle)	Kroger	4	1	\$1.25	\$5.00
Soda	27	Cans	20		Coke - Classic (2 Ltr Bottle)	Kroger	4	1	\$1.25	\$5.00
Iced Tea	4	Gallons	3		Trade Winds	Martins	3	Gal	\$3.19	\$9.57
Popcorn	3	Large bags	2		Skinny Pop (12 oz bag)	Costco	2	12 oz	\$5.29	\$10.58
Chips	3	Med Bags	2		KS Krinkle Cut Chips (32 oz)	Costco	2	32 oz	\$4.79	\$9.58
					KS UTZ Organic Pretzels	Costco	1	37 oz	\$5.89	\$5.89
M&Ms	1	Fam size	1		M&Ms Plain	Costco	1	56 oz	\$9.79	\$9.79
					KS Mixed Nuts Salted	Costco	1	40 oz	\$16.99	\$16.99
					KS Super XL VA Peanuts	Costco	2	40 oz	\$6.59	\$13.18
Cheese	14	lb	10		Cracker Cut Slices - Variety 4 Cheeses	Costco	4	2 lbs	\$11.69	\$46.76
Crackers	6	Std Box	4		Martins Triscuit	Martins	2	9 oz	\$2.39	\$4.78
					Martins Wheat Thins	Martins	1	9 oz	\$2.39	\$2.39
					Premium Crackers	Martins	1	10 oz	\$2.49	\$2.49
Fruit Trays *			4	Day 1,3	Fruit Platter	Harris T	1	7	\$37.91	\$37.91
Veggie Trays **			4	1/day	Broccoli, Carrots, Snap Peas, Cauliflower, Dip	Costco	4	4 lbs	\$9.99	\$39.96
Plastic-ware	310	sets	231		Plastic Ware	Dollar	4	48	\$1.00	\$4.00
Plates	310		231		Martins 7 in Plates	Martins	2	100	\$1.99	\$3.98
Glasses	310		231		10 oz Plastic Tumblers	Costco	2	150	\$8.59	\$17.18
Tooth Picks			1000		Martins Brand	Martins	2	500	\$1.00	\$2.00
Paper Towels		rolls	4	one/night	Martins Brand	Martins	2	2	\$2.99	\$5.98
Serving utensils			6							\$0.00
Bowls			6		Small Clear Plastic Bowls for M&Ms	Dollar	4	1	\$1.00	\$4.00
					Medium Clear Plastic Bowls for Pretzels and Nuts	Dollar	3	1	\$1.00	\$3.00
					Large Clear Plastic Bowls for Popcorn and Chips	Dollar	3	1	\$1.00	\$3.00
Trays			6	2 per day	2 per night - one cheese & one cracker					
					Rectangular Tray for Cheese	Dollar	4	1	\$1.00	\$4.00
					Rectangular Tray for Crackers	Dollar	4	1	\$1.00	\$4.00
Foil wrap			2		Syran Wrap - Cheaper	Costco	1	2 roll	\$2.99	\$2.99
Can opener			1							
Cap lifter			1							
Corkscrew			1							
Paper napkins			1		Dollar Brand	Dollar	2	160	\$1.00	\$2.00
Name Tags			80		Office Depot		1	100	\$74.99	\$74.99
Envelopes					Office Depot		1	50	\$16.99	\$16.99
Poster Board					A. C. Moore Arts and Crafts					\$4.23
Repro Costs										\$65.93
Wecome Packet			40	one/couple						
Members	66		49							
Spouse/guest	60		32							
TOTAL	126		94	0.75	TOTAL COST WITHOUT TAX					\$935.66
Notes:					TOTAL WITH TAX					\$1,022.65
* One large fruit tray was not the best solution - 2 trays half the size would have worked better										
** 4 veggie trays were too much - 2 would have been much better. We had 2 of the 4 left over after the event										
# Buy 2 reds to 1 white per Rob and Ed discussion										

Attachment 5 - POS 2015 Reunion Schedule (Final)

Wednesday 23 September 2015:

- 3 PM: Begin check-in @ COLONIAL WILLIAMSBURG Woodlands Hotel and Suites
- 3 PM: POS Reunion Registration begins in Room 5136 at the Woodlands Hotel
 - Colonial Williamsburg Guest Passes.
 - Payment for the Williamsburg Winery tour to Ed Watts.
- 3 PM: Hospitality Suite (Room 5136) opens with wine/beer and snacks
- Dinner on your own.
- 10 PM: Hospitality Suite and Reunion Registration Desk closes

Thursday 24 September 2015:

- 7-10:30 AM: Breakfast Buffet at the Woodlands.
- 7:30 AM: Hospitality Suite/Reunion Registration opens.
- 7:45 AM: Golfers depart for Ford's Colony Country Club via POV/Carpools (lobby).
- 9:00 AM First of 5 tee times with optional lunch at the Ford's Colony Country Club.
- 10 AM: Depart for Bruton Heights Education Center via POV/carpools (lobby).
- 11:45 AM: POV/Carpool/COLONIAL WILLIAMSBURG Visitor Shuttle to Merchants Square
- 12-1:45 PM: Lunch/shopping at Merchants Square
- 1:45 PM: Walk to Colonial Williamsburg Museums (2 blocks)
- 2-4 PM: Tour Colonial Williamsburg Museums
- At leisure travel back to Woodlands via Colonial Williamsburg Visitor Shuttle
- Dinner on your own.
- 10 PM Hospitality Suite and Reunion Registration Desk closes.

Friday 25 September 2015:

- 7-10:30 AM: Breakfast Buffet at Woodlands (included)
- 9 AM: Hospitality Suite/Reunion Registration opens (Room 5136)
- 9 AM-4PM: Group or individual tours (Options discussed in General below)
- 5 PM: Hospitality Suite (Room 5136) closes
- 5:45 PM: James River 55 pax bus + 32 pax shuttle depart for Ford's Colony (lobby)
- 6:05-9:00 PM: Banquet at Ford's Colony Country Club
- 9 PM: Bus and Shuttle depart for Woodlands Hotel.
- 9:30-11 PM: Hospitality Suite open.

Saturday 26 September 2015:

- 7-10:30 AM: Breakfast Buffet at Woodlands
- 8:30 AM: Hospitality Suite open.
- 9-10:15 AM: POS Business meeting in Woodlands Conference Center (Oak Room)

10:30-11:15 AM: Presentation on “Stealth, the Challenging Early Days” by Jack Twigg in the Oak Room (Spouses were invited and encouraged to attend)

11:40 AM: Meet in lobby for travel to Smithfield via POV/Carpools

- OR -

11:50 PM: Meet in lobby for travel to Williamsburg Winery via POV/carpools.

Dinner on your own.

11 PM Hospitality Suite closes (final).

Sunday 27 September 2015:

7-10:30 AM: Breakfast Buffet at Woodlands (included)

Hotel checkout @ 11 AM

Tours on your own