The Operating Committee of United States Power Squadrons met on 11 March 2000 at national headquarters in Raleigh, N.C.

Members present:

<table>
<thead>
<tr>
<th></th>
<th>Name</th>
<th>Rank</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>C/C</td>
<td>Lance J. Jensen, N</td>
<td>R/C E. Steven Jensen, JN</td>
<td></td>
</tr>
<tr>
<td>V/C</td>
<td>Theodore H. Smith, N</td>
<td>R/C Elmer Dreier, AP</td>
<td></td>
</tr>
<tr>
<td>V/C</td>
<td>James E. Roeber, N</td>
<td>R/C Daniel Stein, N</td>
<td></td>
</tr>
<tr>
<td>V/C</td>
<td>G. Leslie Johnson, N</td>
<td>R/C C.A. Miller Jr., JN</td>
<td></td>
</tr>
<tr>
<td>V/C</td>
<td>Ernest G. Marshburn, N</td>
<td>R/C Frank Golle, N</td>
<td></td>
</tr>
<tr>
<td>V/C</td>
<td>Doug Kerr, N</td>
<td>R/C John P. Wilson, AP</td>
<td></td>
</tr>
<tr>
<td>P/C/C</td>
<td>Arthur H. Farr, N</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Guest present: Mary Catherine Berube

**Report of the Chief Commander**

C/C Jensen called the meeting to order at 0825 and P/C/C Arthur H. Farr, N, delivered the invocation.

The chief announced that Jack Scott, warehouse manager, and Joan Scott, education department supervisor, are retiring from USPS headquarters, with 65 years of collective service to USPS.

C/C Jensen reported that he met with representatives from the USCGAux to discuss the online Boating Course initiative and that they indicated a strong interest in participating with USPS on this project.

**Report of the National Executive Officer**

V/C Theodore H. Smith, N, discussed the procedures for chartering new squadrons and approving provisional squadrons. He said that *USPS Bylaws*, Article 8, Section 8.1, require that a group of members who want to form a provisional squadron must apply to the national executive officer by letter, stating the area in which the provisional squadron would serve, the need for a new squadron, the potential for growth in the served area, and a plan for creating the new squadron. If the national executive officer is convinced that this is a viable petition for a provisional squadron and that a commitment has been made by the petitioning group that the *Model Bylaws for Provisional Squadrons* will be adopted at a subsequent organizational meeting, the national executive officer will
then recommend to the OCom that provisional status be approved.

V/C Smith reported that the Committee on Rules chairman authorized the issuance of squadron charters for Hiawatha Valley Sail and Power Squadron and Pamlico Sail and Power Squadron. V/C Smith made a motion that Hiawatha Valley Sail and Power Squadron be assigned to District 10 and that Pamlico Sail and Power Squadron be assigned to District 27, subject to ratification by the Governing Board. The OCom ADOPTED the motion. (00-OC-13)

V/C Smith moved to assign the group in Salt Lake City to District 13 after it is chartered, subject to Governing Board ratification, and the OCom ADOPTED the motion. (00-OC-14)

V/C Smith said that all necessary applications have been filed and moved to approve provisional squadron status for groups in Fort Macon, N.C., Thurmond Lake, Ga., and Rogers City, Mich. The OCom ADOPTED the motion subject to adoption of Model Bylaws for Provisional Squadron by Rogers City. (00-OC-15)

The NXO made a motion to transfer Boulder Valley from District 28 to District 30, effective immediately, subject to Governing Board ratification. The OCom ADOPTED the motion. (00-OC-16)

V/C Smith said that Boston Power Squadron/12 will dissolve pending final disposition of its squadron assets and that Flint River Power Squadron/22 will dissolve pending confirmation from D/22 and disposition of its squadron assets.

The NXO reported that members of the Cooperative Charting Committee will meet with representatives from NOAA to discuss the committee’s concerns and goals, including simplifying the report submission process, increasing participation in the Adopt-A-Chart Program and developing more user-friendly reporting software.

V/C Smith said that the Legislative Committee reports that USPS has signed Memorandums of Understanding (MOU) with 21 states and that there are MOU pending with 11 additional states.

The Public Relations Committee is developing an update to the PRO Log Manual, a Public Relations District Workshop Program, a postcard for use by squadrons to announce educational classes, and a cruise banner for use at boat parades, cruises and other public relations events to promote safe boating education and USPS.

V/C Smith said that National Safe Boating Week is 20-28 May 2000 and that the National Safe Boating Council should mail Safe Boating Week kits to squadrons in early March.

The national executive officer requested that the OCom and the Planning Committee consider an appropriate committee or department for assignment of the Bowsprit Program. This program is being administered by an individual officer not assigned to any committee or department, although the budget for the program awards are a part of the national executive officer’s budget. R/C Frank Golle stated the Planning Committee is studying this
request and will make a recommendation to the OCom in the near future.

**Report of the National Educational Officer**

V/C James E. Roeber, N, said that USPS must recertify the *Boating*, *Boat Smart* and *Jet Smart* courses with NASBLA this year. The Educational Department is reviewing these courses to ensure that they meet the new NASBLA standards.

V/C Roeber reported that exam questions for Seamanship and all elective courses are ready for testing ExamGen software. He said that trial cases using one or two courses will be tested within the next 30 days before full conversion to the random exam program is implemented.

The NEO said that the Educational Department will post course update sheets, Educational Department forms, the USPS Glossary and photos of teaching aids to the USPS Web site.

V/C Roeber moved to establish a policy that no USPS public or internal courses shall be developed or published in any language other than English without the prior approval of the OCom, and the OCom ADOPTED the motion. (00-OC-17)

V/C Roeber said that the Educational Department will have 100 additional sets of the *Boat Smart* color overhead masters made.

V/C Roeber moved to produce copies of the *Boat Smart* overhead masters CD-ROM with a selling price of $20, and the OCom ADOPTED the motion. (00-OC-18)

**Report of the National Administrative Officer**

V/C G. Leslie Johnson, N, reported that the Membership Enhancements Committee received two free airline tickets for USPS as a result of members using the airline discount program when traveling to national meetings. The tickets will be used by the National Meetings Committee for national meeting site visits.

V/C Johnson reported that royalties from the FirstUSA Affinity credit card program during 1998 were $92,226.21 and were $93,807.02 during 1999. The applications used by squadrons to sign up members should be available early summer.

The Boating Activities Committee reports that the 2000 Port Captains Roster is ready for publication and that copies will be sent to port captains.
The Flag and Etiquette Committee is rewriting chapters 17 to 20 of the Operations Manual. Chapter 17 will incorporate text on how to fly flags. The NAO will work with FECom to discuss further action with suppliers that have not responded to the USPS vendor licensing agreement.

V/C Johnson reported that the deadline for the Member Involvement Committee Award (MICA) entries has been extended until 20 April. The awards will be presented at the spring Governing Board Meeting. The theme for this year’s Youth Poster Contest is “Think Family Safety, Boat Smart from the Start.” The contest will now include three age groups: ages 6–8, ages 9–11, and ages 12–14.

V/C Johnson reported that the letter to Woman’s Certificate Holders will be mailed prior to 2001 dues renewal.

V/C Johnson discussed the need for national committees to coordinate with their respective vice commander the production of any committee manual before developing a manual. The national law officer will draft and present a policy to the OCom on the development and production of national committee manuals.

V/C Johnson moved to develop and print a handout for 1st timers attending national meetings, and the OCom ADOPTED the motion. (00-OC-19)

Report of the National Secretary

V/C Ernest G. Marshburn, N, reported that work on the USBI grant to build and maintain a national database of boating course graduates is proceeding. Texas has agreed to provide its complete boating course graduate database and discussions with other states are ongoing. The USBI grant database should be operational by April in time for presentation during the upcoming NASBLA meeting.

V/C Marshburn said that the proposed merger of the Computer Systems and Graphic Arts committees into a single Information Technology Committee is nearing completion. The Committee on Rules and the Committee on Nominations will report appropriate actions at the Spring Governing Board Meeting in June.

V/C Marshburn moved to request funding for the national secretary and national educational officer to attend a meeting at USCG headquarters in Washington, D.C., to seek grant funding, and the OCom ADOPTED the motion. (00-OC-20)

The national secretary moved to spend up to $850 to procure the software required to develop a prototype Web site e-commerce service involving the Ship’s Store, and the OCom ADOPTED the motion. (00-OC-21)

The national secretary requested and the OCom ADOPTED a motion to spend up to $3,000 to purchase a printer for THE ENSIGN office. (00-OC-22)
V/C Marshburn presented a USPS headquarters organizational restructuring, effective 1 February 2000, which includes a mid-level management team concept. Lena Padro was promoted to Manager of Membership Services and Kathy Kesterson was promoted to Manager of Administrative Services.

The national secretary said that the Squadron Management System (SMS) and Biographical Data Update (BDU) should be online within the next 30 days.

V/C Marshburn reported that a demo CD-ROM Boating Course was distributed to all DEOs by headquarters.

Following a presentation by V/C Marshburn and V/C Kerr on the online Boating Course initiative, V/C Roeber made a motion that the OCom endorse the concept of an online and CD-Rom boating course jointly produced and presented by USPS and USCGAux and authorize further liaison and negotiations toward obtaining conditional agreements subject to Governing Board approval. The OCom ADOPTED the motion. (00-OC-23)

Report of the National Treasurer

V/C Doug Kerr, N, reported that revenues exceed expenses by $262,000 as of 29 February, partially due to the receipt of the $150,000 up-front payment from the FirstUSA® Affinity card contract.

V/C Kerr said that total sales from the 85th anniversary art project are approximately $86,000.

V/C Kerr reported that he authorized the insertion of a USPS boat insurance advertising flyer in the 2001 annual dues notices and that all related expenses will be paid by the vendor.

The national treasurer reported that the 1999 USPS Form 990 has been filed with the Internal Revenue Service.

V/C Kerr said that he is soliciting feedback from districts and squadrons regarding anniversary billing.

He said that the Treasurer’s and Secretary’s departments are working on a joint Secretaries/Treasurers Manual to replace the current Treasurers Manual.

Report of the Committee on Nominations

R/C Elmer F. Dreier, AP, chairman, reported that ComNom is working on combining the current resume and SIRS form into a single form.

- 5 - OCom 11 March 2000
R/C Dreier moved that USPS reimburse Committee on Nominations members for four days’ expenses at the spring and fall Governing Board meetings, and the OCom ADOPTED the motion. (00-OC-24)

Report of the Committee on Rules

R/C C.A. Miller Jr., JN, reported that the Committee on Rules would ask the spring Governing Board to approve a name change for Brilliant Power Squadron to Tri-state Sail and Power Squadron to better describe the area served.

R/C Miller said that ComRules has several Bylaws amendments, subject to OCom approval, for inclusion in the Notice to the spring Governing Board. R/C Miller moved to present the following amendments to the USPS Bylaws to the spring Governing Board for approval and the OCom ADOPTED the motion. (00-OC-25)

a) Sections 11.7 and 11.8 – Merger of Computer Systems Committee with Graphic Arts Committee to be named Information Technology Committee.

b) Section 11.7 and 11.8 – Changing the name of the Teaching Aids Committee to Educational Graphics Committee.

c) Section 7.20 – Changing the requirement for application for a new squadron charter to read “25 active members, unless otherwise approved by the Operating Committee.”

d) Section 7.1 – Providing that the name of each squadron should have geographical significance. It should include its geographical name followed by the words “Power Squadron (Inc.)” or “Sail and Power Squadron (Inc.)”. A squadron may change its geographical name with the approval of the district council and the Committee on Rules.

e) Section 7.23.1 – Prohibiting squadrons from applying to the IRS for 501(c)(3) status, separate and apart from USPS national.

f) Section 5.2.17 – Authorizing the Governing Board to delegate authority to regulate flags and pennants used by members or flown from vessels commanded by members. If the amendment passes, a resolution will then be offered delegating authority for approving squadron and district burgees to the national administrative officer.

R/C Miller reported that USPS policy regarding squadrons investing their funds needs to be reviewed. The Finance Committee will review the current USPS policy and report to the OCom.
Report of the Law Officer

R/C John P. Wilson, AP, national law officer, reported that LawCom has received or initiated 28 items for review, advice or assistance from 1 January to 29 February 2000.

R/C Wilson said that the application for trademark registration of the USPS trade dress design and words was published by the U.S. Patent and Trademark Office and that unless there is opposition it should be filed within 30 days.

The NLO made a motion to allow the Florida Fish and Wildlife Commission to use the USPS logo and Web site address in a brochure it is developing as part of an educational effort on boating safety, and the OCom ADOPTED the motion. (00-OC-26)

R/C Wilson reported that Volvo Penta had included the USPS logo on its company Web site. A motion was made to authorize this usage, and the OCom ADOPTED the motion. (00-OC-27)

Report of the Marketing Committee

R/C E. Steven Jensen, JN, reported that the Marketing Committee is working with Ritz Camera, owners of Boater’s World, regarding the distribution of USPS promotional materials. USPS has been contacted by Ritz Camera about partnering with USPS, and the Marketing Committee is exploring the idea.

R/C Jensen stated that the graphic on the buttons produced by Dean Michaels and handed out at the Annual Meeting is available on the USPS Marketing Committee Web site.

R/C Jensen moved to allow a link to the Sea/Tow Web site from our member’s site and the OCom APPROVED the motion. (00-OC-27)

R/C Jensen said that ResQ Discs have been sent to all district executive officers with an accompanying letter explaining that USPS is not endorsing the product and that squadrons are under no obligation to promote or purchase the product.

He reported that USPS will be represented at the International Boating and Water Safety Summit in Las Vegas, Nev., and at the NASBLA Annual Meeting in Mackinaw Island, Mich.

He said that the Marketing Committee is looking for individuals to staff the USPS booth at the NASBLA Annual Meeting. This presents some problems since there is an overlap with the dates of the fall Governing Board Meeting.

R/C Jensen said that 500,000 copies of the new Boating Course tags have been received at headquarters.
Report of the Finance Committee

R/C Dan Stein, N, chairman, reported that all recommendations made by the Finance Committee at its meeting on 27 January 2000 regarding USPS investments had been executed.

R/C Stein reported that the amount of funds in CDs has been increased to the amount recommended by the USPS auditing firm to offset the amount of district- and squadron-invested funds.

He said that investment income is $162,000 over budget predictions as of 29 February 2000.

R/C Stein said that the balance in the Members Fund is $113,097 and the balance in the Endowment Fund is $58,726.

He reported that the level of undesignated, unrestricted funds as of 29 February 2000 was $3,499,471, or 16.6 percent over the required minimum of $3 million.

Report of the Planning Committee

R/C Frank Golle, N, chairman, reported on the developments of a USPS strategic plan. A strategic planning team is being formed and will include representatives from past, current and future leaders that represent a broad cross-section of USPS. R/C Golle moved to approve the concept of a strategic planning team, and the OCom ADOPTED the motion. (00-OC-28)

R/C Golle led a lengthy discussion on the subject of recognition of family members. Due to the lateness of the hour, the OCom ADOPTED a motion to refer back to the Planning Committee for reporting at the May OCom Meeting. (00-OC-29)

Report of the Past Chief Commander

P/C/C Arthur H. Farr, N, reported that he had received the signed Vessel Safety Check MOU with the USCGAux, which is now on file at headquarters.

C/C Jensen adjourned the meeting at 1735

V/C Ernest G. Marshburn, N

- 8 - OCom 11 March 2000
ADOPTED

• A motion that Hiawatha Valley Sail and Power Squadron be assigned to District 10 and that Pamlico Sail and Power Squadron be assigned to District 27, subject to ratification by the Governing Board. (00-OC-13)

• A motion to assign the group in Salt Lake City to District 13 after it is chartered, subject to Governing Board ratification. (00-OC-14)

• A motion to approve provisional squadron status for groups in Fort Macon, N.C., Thurmond Lake, Ga., and Rogers City, Mich., subject to adoption of Model Bylaws for Provisional Squadrons by Rogers City. (00-OC-15)

• A motion to transfer Boulder Valley from District 28 to District 30, effective immediately, subject to Governing Board ratification. (00-OC-16)

• A motion to establish a policy that no USPS public or internal courses shall be developed or published in any language other than English without prior approval of the OCom. (00-OC-17)

• A motion to produce copies of the Boat Smart® overhead masters CD-ROM with a selling price of $20. (00-OC-18)

• A motion to develop and print a handout for 1st timers attending national meetings. (00-OC-19)

• A motion requesting funding for the national secretary and national educational officer to attend a meeting at USCG headquarters in Washington, D.C., to seek grant funding. (00-OC-20)

• A motion to spend up to $850 to buy the software required to create a prototype e-commerce site involving the Ship’s Store. (00-OC-21)

• A motion to spend up to $3,000 to purchase a printer for THE ENSIGN office. (00-OC-22)

• A motion that the OCom endorse the concept of an online and CD-Rom boating course jointly produced and presented by USPS and USCGAux and authorize further liaison and negotiations toward obtaining conditional agreements subject to Governing Board approval. (00-OC-23)

• A motion to reimburse Committee on Nominations members for four days’ expenses at the spring and fall Governing Board meetings. (00-OC-24)
• A motion to present several amendments to the *USPS Bylaws* to the spring Governing Board for approval. (00-OC-25)

• A motion to allow the Florida Fish and Wildlife Commission to use the USPS logo and Web site address in a brochure that it is developing as part of an educational effort on boating safety. (00-OC-26)

• A motion to authorize Volvo Penta to include the USPS logo on its company Web site. (00-OC-27)

• A motion to approve the concept of a strategic planning team. (00-OC-28)

• A motion to refer the subject of recognition for family members back to the Planning Committee for reporting at the May OCom Meeting. (00-OC-29)