The Operating Committee of United States Power Squadrons met on 6 May 2000 at the national headquarters in Raleigh, N.C.

Members present:

C/C Lance J. Jensen, N  R/C E. Steven Jensen, JN
V/C Theodore H. Smith, N  R/C Elmer F. Dreier, AP
V/C James E. Roeber, N  R/C Daniel Stein, N
V/C G. Leslie Johnson, N  R/C C.A. Miller Jr., JN
V/C Ernest G. Marshburn, N  R/C Frank Golle, N
V/C Doug Kerr, N  R/C John P. Wilson, AP
P/C/C Arthur H. Farr, N

Guests present:

P/D/C R. Roby Schottke, N
Mary Catherine Berube

**Report of the Chief Commander**

C/C Jensen called the meeting to order at 0830 and P/C/C Arthur H. Farr, N, delivered the invocation.

The chief commander reported the sudden death of D/C Joe Silbaugh, N, District 7, on 5 May 2000.

C/C Jensen entertained a motion to grant a Life Saving Award to Cdr William Eibach, N, and Lt Evie Eibach, S, St. Petersburg/22 and the OCom ADOPTED the motion. (00-OC-30)

The chief commander reported on his attendance at the International Boating Water Safety Summit in April, saying that meetings were held with the USCGAux and the USCG about the Vessel Safety Check (VSC) program and our joint online/CD course proposal.

C/C Jensen reported that headquarters will distribute VSC materials to squadrons, track qualified vessel examiners (VEs) and maintain a database of vessels examined by USPS.

**Report of the National Executive Officer**
V/C Theodore H. Smith, N, discussed the procedures for approving provisional squadrons. The NXO said that groups seeking provisional squadron status must agree to adopt the *Model Bylaws for Provisional Squadrons* without deviation before being approved by the OCom as a provisional squadron. A motion was made and the OCom ADOPTED the procedure of approving provisional squadron status for a qualifying group subject to approval of their provisional bylaws by the Committee on Rules. (00-OC-31) The Committee on Rules will review the language in the *USPS Bylaws* relating to provisional squadrons and propose necessary changes for this requirement to be acted upon at the Grand Rapids Governing Board Meeting.

The national law officer noted that because provisional squadrons are recognized and provided for in the *USPS Bylaws*, they are eligible to be included under the USPS Group Exemption letter as a subordinate unit and could be listed in USPS annual report to the IRS so as to extend to their members and contributors the benefits of our federal tax exempt status. The OCom then ADOPTED his motion to expressly authorize the inclusion within its group exemption of all provisional squadrons, and to direct their listing in the annual report filed with the IRS each August, and additionally, to extend to provisional squadrons the same coverage as may now or hereafter be provided to districts, squadrons and auxiliaries under the USPS national insurance policies. (00-OC-32)

V/C Smith reported that four new provisional squadrons had been approved by the OCom since the March meeting. The OCom ADOPTED a motion to ratify the previous OCom approval of provisional squadron status for Houma Provisional Power Squadron/15; Omaha Provisional Power Squadron/30; River Valley Provisional Power Squadron/31; and Sable Point Provisional Power Squadron/9. (00-OC-33)

The NXO reported that Rogers City Provisional Squadron has completed the requirement of adopting and submitting provisional bylaws to the Committee on Rules.

V/C Smith reported that the Committee on Rules authorized a squadron charter for Thurmond Lake Sail and Power Squadron. This squadron was chartered in 83 days and has 91 active members on its charter. The OCom ADOPTED a motion by V/C Smith to assign Thurmond Lake Sail and Power Squadron to D/26 subject to ratification by the Governing Board. (00-OC-34)

The NXO reported that the ad hoc New Squadron Development Committee is writing specific instructions on how to charter a new squadron and what forms and letters are required.

V/C Smith said that there are now eight provisional squadrons working toward a squadron charter.

The NXO reported that he would ask for the dissolution of Boston Power Squadron/12 and Flint River Power Squadron/22 at the spring Governing Board Meeting.

V/C Smith reported that at the spring Governing Board Meeting he would assign a D/28 resolution to the
The Cooperative Charting Committee reports that National Ocean Service (NOS) will produce and mail kits containing the latest cooperative charting materials and the *CoOp Procedures Manual* to district CoCh chairmen by 15 May.

The Legislative Committee reports that Memorandums of Understanding (MOU) have been signed with Florida, Michigan and Rhode Island.

V/C Smith made a motion to adopt an MOU between USPS and NASBLA that declares our mutual working relationship in supporting our respective missions of safe boating education. The OCom ADOPTED the motion subject to minor wording revisions. (00-OC-35)

The NXO reported that Kansas has requested permission to use the USPS logo in its brochure listing safe boating courses offered in the state. The OCom ADOPTED the motion with the understanding that this is not an endorsement of other safe boating courses offered in Kansas. (00-OC-36)

V/C Smith reported that he had authorized the purchase of 25,000 4-inch Boating Course graduate decals and 500 12-inch Boating Course graduate decals at a cost of approximately $3,618. The OCom ADOPTED a motion ratifying the national executive officer’s authorization. (00-OC-37)

The National Safety Committee reports that the National Safe Boating Council has mailed Safe Boating Week Kits to all squadrons.

**Report of the National Educational Officer**

V/C James E. Roeber, **N**, reported that great progress had been made on the online and CD-ROM boating course initiative since he and R/C Currie Munce, **N**, met with representatives of the USCGAux to identify mutual goals, resolve differences, and agree on the basic course content and methodology. He said that after reviewing various printed and electronic courses available, both USPS and USCGAux agreed that the NASBLA-approved course developed and published by Boat-Ed is modern, upbeat and eye-catching. USPS has identified enhancements of text to the Boat-Ed product that have been agreed to by the auxiliary.

V/C Kerr then gave a presentation to the OCom on an estimated business case for the online and CD-ROM boating course. After the presentation and further discussion, a motion was made to endorse the online and CD-ROM program as presented. The motion also stated that the appropriate officers are authorized to begin negotiation of contracts with selected vendors, and that the NEO should present the program to the spring 2000 Governing Board for approval. The OCom ADOPTED the motion. (00-OC-38)

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V/C Roeber reported that the first draft of updates needed to bring Boat Smart®, The Squadron Boating Course® and Jet Smart™ into compliance with the revised NASBLA Boating Education Standards has been completed. Updated versions of these courses are scheduled for publication this fall so that all materials sold after 1 December 2000 will meet the new standards.

The NEO said that JN-99 SM has been completed, is being printed and should be available in June. This is the last course to be published in the old format. All course committees are now working on Vision 2000 modules.

V/C Roeber reported that he had been working with an outside vendor in assisting with course development and updates, particularly in the areas of presentation and formatting, and that the Educational Department would continue to maintain course content editorial control. The OCom ADOPTED a motion authorizing the NEO to continue working with Madison Avenue West on the reformatting and redesign of the Knots, Bends and Hitches learning guide. (00-OC-39)

The NEO moved that the OCom endorse the D/18 resolution to change the designation of an Educational Achievement Award holder from “Full Certificate” to “Senior Navigator” and to change the written designation from “N” to “SN.” The OCom ADOPTED the motion. (00-OC-40)

At the suggestion of the NEO, the OCom interpreted the phrase "prorated facility cost" in Sec. 12.20 of the Operations Manual to mean that, within the overriding policy that no squadron is to make a profit on the prorating of facility costs to Boating or Boat Smart students, each squadron may determine for its own public classes whether: (a) to prorate facility costs associated with each class to the students of that class alone or (b) to combine the facility costs of two or more such public classes and prorate the total cost to the students of all the classes (thus averaging or equalizing the costs among all students). As class locations and facility costs change, a squadron may elect to change its facility-cost-averaging policy from time to time. In any event, each squadron should maintain appropriate financial records to support its actions.

The OCom ADOPTED the motion. (00-OC-41)

Report of the National Administrative Officer

V/C G. Leslie Johnson, N, reported that the Auxiliary Advisory Committee has simplified the Model Bylaws for Squadron Auxiliaries, making it easier for squadrons to start an auxiliary.

V/C Johnson reported that the Boating Activities Committee has completed the Cruise and Rendezvous Planning Guide and it is ready for printing. The OCom ADOPTED a motion to print 600 copies of the guide at a cost of $775. An initial free distribution will be made to squadrons, and the remaining guides will be sold for $5 each. (00-OC-42)
The NAO said that vendor license agreements and a current list of vendors will be maintained by the Flag and Etiquette Committee. The LawCom will provide assistance with future agreements or explanation of the present licensing agreement.

The Member Involvement Committee will have a first timers booklet available at the first timers table during the Baltimore Governing Board. V/C Johnson said that videos of Dr. Lynn Appleton’s presentation during the Annual Meeting and corresponding materials have been distributed to squadrons. Youth Poster Contest awards will be presented at the 2000 fall Governing Board.

V/C Johnson reported that headquarters processed 1,240 new active and family members in April 2000. Members of the Membership Committee attended 20 district conferences to gather ideas for recruiting new members. One idea they shared was from a squadron that collects e-mail addresses for Boating class participants and reminds them of future classes by e-mail.

The OCom ADOPTED a motion to present New Orleans as the location of the 2003 spring Governing Board to the Grand Rapids Governing Board for approval. (00-OC-43)

The OCom ADOPTED a motion to print 200 copies of the District Conference Planning Guide at a cost of $525, with free distribution to all districts. The remaining guides will be sold for $5 each. (00-OC-44)

The National Meetings Committee survey results on the types of meetings that members prefer will be printed in THE ENSIGN.

V/C Johnson reported that the Membership Enhancements Committee has requested permission for representatives from FirstUSA® (FUSA) to promote the USPS Affinity credit card at boat shows. A motion was made and ADOPTED that the OCom endorses this promotion at two boat shows. (00-OC-45)

Twenty FUSA enrollment applications and information on the $25 squadron rebate program will be sent to squadrons after the spring Governing Board.

Report of the National Secretary

V/C Ernest G. Marshburn, N, reported that the USBI grant to build and maintain a national database of boating course graduates is now operational.

V/C Marshburn announced a prototype electronic information distribution initiative to distribute OCom minutes via e-mail and the USPS Web site. Members who receive OCom minutes will be offered the opportunity to receive this information electronically rather than by mail.

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The national secretary presented an electronic information policy for review. A motion was made for the OCom to endorse the policy and to present it to the fall 2000 Governing Board for confirmation. The OCom ADOPTED the motion. (00-OC-46)

V/C Marshburn moved to approve $1,300 to print 10,000 Vessel Safety Check 204 forms and the OCom ADOPTED the motion. (00-OC-47)

The national secretary said that the revised “traditional” Operations Manual update is near completion and will be ready for review at the spring Governing Board.

V/C Marshburn presented a proposal from the Computer Systems Committee to Web-enable the headquarters AS/400 computer system. Implementation will facilitate the replacement of the current Information Interchange System (IIS) with a system that can be accessed over the Internet. Once implemented, this fully automated system would allow seven-days-a-week, 24-hours-a-day access to and updating of squadron rosters, biographical data, and other member-related accessible information. The OCom ADOPTED a motion to approve $11,500 to implement the system. (00-OC-48)

V/C Marshburn displayed a district ship’s store brochure designed by the Ship’s Store Committee to assist districts in hosting a district conference ship’s store.

Report of the National Treasurer

V/C Doug Kerr, N, reported that revenues exceed expenses by $69,000 as of the end of March.

V/C Kerr reported that headquarters will investigate the pros and cons of acquiring a new accounting system.

The national treasurer said that total sales from the 85th anniversary art project are now approximately $88,000.

V/C Kerr reported that the national bridge had reviewed and finalized the 2001 budget, which shows a modest increase over the 2000 budget.

A motion was ADOPTED by the OCom to send a letter from the chief commander offering life members the opportunity to make a contribution to USPS in lieu of their membership dues, on the condition that the request be made in relation to a specific future project. (00-OC-49)

V/C Kerr said that headquarters will proceed with the concept of anniversary billing and direct dues.

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collection by headquarters.

The national treasurer reported that IRS 990 letters have been mailed to all district and squadron treasurers.

V/C Kerr announced that headquarters will begin processing credit card vouchers for Sarasota Power Squadron on an experimental basis once all the administrative details are agreed upon.

The OCom ADOPTED a motion to pay two expense vouchers for the 2000 Annual Meeting received after the 60-day time limit. (00-OC-50)

**Report of the Committee on Nominations**

R/C Elmer F. Dreier, AP, reported that ComNom had completed all work required in preparation for elections at the 2000 spring Governing Board Meeting.

R/C Dreier said that preparation of the combined online resume and SIRS form is in the final stage and should be ready by the spring Governing Board.

**Report of the Committee on Rules**

R/C C.A. Miller Jr., JN, reported that since the Annual Meeting the Committee on Rules has reviewed and approved applications and authorized charters for Hiawatha Valley Sail and Power Squadron/10, Pamlico Sail and Power Squadron/27, Thurmond Lake Sail and Power Squadron/26 and Ft. Macon Sail and Power Squadron/27.

R/C Miller said that bylaws had been approved for the following provisional squadrons: Ft. Macon, Omaha, Sable Point, Rogers City and Houma.

R/C Miller reported that the OCom Reference Guide had been reviewed by the Committee on Rules for the purpose of separating policy and procedure, updating information, deleting obsolete sections and removing sections that are in the *USPS Bylaws*.

R/C Miller said that six amendments to the *USPS Bylaws* will be presented to the Governing Board for approval in Grand Rapids.

The OCom ADOPTED a motion to assign Ft. Macon to D/27 subject to ratification by the Governing Board. (00-OC-51)

**Report of the Finance Committee**

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R/C Dan Stein, N, said that USPS investments continue to maintain good results relative to the market, with an investment mix of 65 percent equities and 35 percent fixed income.

R/C Stein reported that the overall economic indicators continue to provide a positive outlook and that overall earnings growth is expected to be approximately 10 to 12 percent for the year.
He reported that the balance is $118,562 in the Member’s Fund and $60,952 in the Endowment Fund.

Report of the Law Committee

R/C Jack Wilson, AP, national law officer, reported that LawCom has received or initiated 66 items for review, advice or assistance from 1 January to 30 April 2000.

R/C Wilson said that the U.S. Patent and Trademark Office has acknowledged receipt of our intent to use applications for trademark registration of the words “water smart” and “chart smart.”
The national law officer reported that, effective June 1999, the Internal Revenue Service issued regulations governing public disclosure requirements for tax-exempt organizations. The national treasurer and national secretary will investigate and advise the OCom of the best way to make this information available when requested.

R/C Wilson said that Connecticut Marine Services, a commercial provider of boating education services, has registered the Internet domain name “boatsmart.com.” The LawCom will investigate further and report back to the OCom.

The OCom ADOPTED a motion to allow Cape Coral Power Squadron/22 to accept an undesignated bequest in excess of $10,000. (00-OC-52)

Report of the Marketing Committee

R/C E. Steven Jensen, JN, reported that the Marketing Committee has designed two variations of a USPS ship’s wheel logo to replace the 85th anniversary logo. Both designs use the words United States Power Squadrons along with the ship’s wheel logo. The difference is that one adds the words “We Save Lives” and the other adds “Founded in 1914.”

R/C Jensen said that the Marketing Committee will write an article for the NASBLA magazine Small Craft Advisory on the expansion of USPS as related to the Provisional Squadron and New Squadron Development programs.
He said that USPS will be represented at the IMTEC show on 25-29 September 2000 in Orlando.
R/C Jensen reported that West Marine is planning a national public relations campaign promoting the fact that they are distributing one million USPS *Boating Course* tags to their customers.

He said that the Marketing Committee has secured the services of financial planner Anthony Cherniawski to present a seminar on planned giving at the spring Governing Board in Grand Rapids. Mr. Cherniawski has been working with P/R/C Al Volkmann, N, on the seminar.

The OCom ADOPTED a motion to provide 5,000 copies of *This is USPS* to D/1 for use at an OpSail booth in Connecticut in June. (00-OC-53)

R/C Jensen discussed the progress of the USPS Partners Program. The program has several major objectives: 1) increase USPS boating class participation and potential membership; 2) establish working relationships with major marine manufacturers; 3) increase awareness of USPS among the boating public by manufacturer distribution of the certificates (coupons) and their promotion of the partnership; and 4) produce revenue through the sale of manuals, membership dues and the sales of the certificates (coupons.) Several marine manufacturers have been contacted. The Marketing Committee will keep the OCom apprised of the program’s status.

**Report of the Planning Committee**

R/C Frank Golle, N, reported on the OCom directive to refer the subject of recognition of family members back to the Planning Committee. He reported that PlanCom favors the concept of family merit marks. C/C Jensen commented that feedback from spring district conferences indicated that members agree that USPS should recognize the family members’ contributions by awarding merit marks and that family members should not earn senior, life or emeritus status.
The Operating Committee ADOPTED a motion asking the Committee on Rules to prepare amendments to the *USPS Bylaws* authorizing the chief commander to award family merit marks to deserving family members on the same basis that merit marks are awarded to active members, and further providing that 1) family merit marks may be converted to merit marks when a family member becomes an active member, 2) senior, life and member emeritus status not be available to family members, and 3) the current commitment in terms of years of active membership for senior members, life members and members emeritus remain unchanged. (00-OC-54)

R/C Golle continued his report with recommendations about the current Bowsprit program. PlanCom made two recommendations: 1) the Bowsprit program should become proactive rather than passive in nature; and 2) a position should be authorized within the national executive officer’s department with the title of special assistant to the NXO. R/C Golle said that in order for Bowsprit to become a proactive program, district commanders must be provided with meaningful and timely information. The OCom ADOPTED a motion to create a position entitled special assistant to the national executive officer for the purpose of maintaining the Bowsprit Program and that monthly statistics and reports will be provided to district commanders. (00-OC-55)

P/D/C R. Roby Schottke, N, summarized the strategic planning session held by the national bridge on 5 May. The strategic planning process includes a four-phase plan: 1) adoption of the plan, 2) implementation of the plan, 3) monitoring and adjusting the plan as needed, and 4) renewal of the plan. Implementation of the strategic plan is anticipated in 2001.

A motion was made and ADOPTED by the OCom to approve the structure of the Strategic Planning Task Force and authorization for the chief commander to invite designated individuals to serve on this committee. (00-OC-56)

A motion was made and ADOPTED by the OCom to authorize $6,000 to reimburse travel expenses and lodging for two days for members of the Strategic Planning Task Force at the fall Governing Board Meeting in Baltimore. (00-OC-57)

**Report of the Past Chief Commander**

P/C/C Arthur H. Farr, N, offered a motion to authorize Sarasota Power Squadron to accept a donation to their educational fund in the amount of approximately $52,000. The OCom ADOPTED the motion. (00-OC-58)

C/C Jensen adjourned the meeting at 1600.

V/C Ernest G. Marshburn, N
National Secretary
A motion to grant a Life Saving Award to Cdr William Eibach, N, and Lt Evie Eibach, S, St. Petersburg/22. (00-OC-30)

A motion to approve the procedure of approving provisional squadron status for a qualifying group subject to approval of their provisional bylaws by the Committee on Rules. (00-OC-31)

A motion to authorize the inclusion within its group exemption of all provisional squadrons, and to direct their listing in the annual report filed with the IRS each August, and additionally, to extend to provisional squadrons the same coverage as may now or hereafter be provided to districts, squadrons and auxiliaries under the USPS national insurance policies. (00-OC-32)

A motion to ratify the previous OCom approval of provisional squadron status for Houma Provisional Power Squadron/15; Omaha Provisional Power Squadron/30; River Valley Provisional Power Squadron; and Sable Point Provisional Power Squadron/9. (00-OC-33)

A motion to assign Thurmond Lake Sail and Power Squadron to D/26 subject to ratification by the Governing Board. (00-OC-34)

A motion to adopt an MOU between USPS and NASBLA that declares our mutual working relationship in supporting our respective missions of safe boating education subject to minor wording revisions. (00-OC-35)

A motion to grant permission to the state of Kansas to use the USPS logo in its brochure listing safe boating courses, with the understanding that this is not an endorsement of other safe boating courses offered in Kansas. (00-OC-36)

A motion to ratify the national executive officer’s authorization to purchase 25,000 4-inch Boating Course graduate decals and 500 12-inch Boating Course graduate decals in the amount of approximately $3,618. (00-OC-37)

A motion to endorse the online and CD-ROM program concept as presented, that appropriate officers are authorized to begin negotiating contracts with selected vendors, and that the NEO should present the program to the June 2000 Governing Board for approval. (00-OC-38)

A motion to authorize the NEO to continue working with Madison Avenue West on the reformatting and
redesign of the *Knots, Bends and Hitches* Learning Guide. (00-OC-39)

- A motion to endorse the D/18 resolution to change the designation of an Educational Achievement Award holder from “Full Certificate” to “Senior Navigator” and to change the written designation from “N” to “SN.” (00-OC-40)

- A motion that no squadron is to make a profit on prorating of facility costs for teaching boating classes, but that squadrons may share these costs with students as necessary. (00-OC-41)

- A motion to print 600 copies of the *Cruise and Rendezvous Planning Guide* at a cost of $775, with an initial free distribution to squadrons and the remaining copies to be sold at $5 each. (00-OC-42)

- A motion to present New Orleans as the location of the 2003 spring Governing Board to the Grand Rapids Governing Board for approval. (00-OC-43)

- A motion to print 200 copies of the *District Conference Planning Guide* at a cost of $525, with free distribution to all districts and remaining copies to be sold at $5 each. (00-OC-44)

- A motion to endorse FUSA representatives to promote the USPS Affinity card at two boat shows. (00-OC-45)

- A motion to endorse the electronic information policy and to present it to the fall 2000 Governing Board for confirmation. (00-OC-46)

- A motion to approve $1,300 to print 10,000 Vessel Safety Check 204 forms. (00-OC-47)

- A motion to approve $11,500 to implement an automated system that will allow districts and squadrons to update and access member-related information on the AS/400 computer system at headquarters. (00-OC-48)

- A motion to send a letter from the chief commander offering life members the opportunity to make a contribution to USPS in lieu of their membership dues, on the condition that the request be made in relation to a specific future project. (00-OC-49)

- A motion to pay two expense vouchers for the 2000 Annual Meeting received after the 60-day time limit. (00-OC-50)

- A motion to assign Ft. Macon to D/27 subject to ratification by the Governing Board. (00-OC-51)
• A motion to allow Cape Coral Power Squadron/22 to accept an undesignated bequest in excess of $10,000. (00-OC-52)

• A motion to provide 5,000 copies of “This is USPS” to D/1 for use at an OpSail booth in Connecticut in June. (00-OC-53)

• A motion asking the Committee on Rules to prepare amendments to the USPS Bylaws authorizing the chief commander to award family merit marks. (00-OC-54)

• A motion to create a position entitled special assistant to the national executive officer for the purpose of maintaining the Bowsprit Program and that monthly statistics and reports will be provided to district commanders. (00-OC-55)

• A motion to approve the structure of the Strategic Planning Task Force and to authorize the chief commander to invite designated individuals to serve on this committee. (00-OC-56)

• A motion to authorize $6,000 to reimburse travel expenses and lodging for two days for members of the Strategic Planning Task Force at the fall Governing Board Meeting in Baltimore. (00-OC-57)

• A motion to authorize Sarasota Power Squadron to accept a donation to its educational fund in the amount of approximately $52,000. (00-OC-58)