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

Members present:

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

Guests present:  P/C/C L.M. Barnes III, SN
                 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, SN, delivered the invocation, observing a moment of silence in honor of R/C E. Steven Jensen, JN.

C/C Jensen entertained a motion made by R/C Elmer F. Dreier, AP, chairman, Committee on Nominations, to appoint Stf/C Ken Link, JN, to fill the position of Marketing Committee Chairman until the January 2001 Annual Meeting. The OCom ADOPTED the motion.

(OC-00-105)

The chief reported receipt of a letter from Adm. James M. Loy, USCG Commandant, which will be printed in THE ENSIGN, commending USPS’ involvement in the Vessel Safety Check program.

The OCom ADOPTED a motion to grant a Life Saving Award to Lt Richard Beier, P, and Bill Vultaggio, S, Jones Beach/3. (OC-00-106)
C/C Jensen requested that the names of family members who hold appointed positions be included in the *Directory of National Officers*.

The chief commander entertained a motion, on behalf of the Operating Committee, to award USPS honorary memberships to members from outside organizations as he deems appropriate. The OCom ADOPTED the motion. (OC-00-107)

**Report of the National Executive Officer**

V/C Theodore H. Smith, SN, reported that one new provisional squadron had been approved by the OCom since the September OCom meeting. The OCom ADOPTED a motion to ratify the previous OCom approval of provisional squadron status for Tres Palacios Provisional Squadron and to assign it to D/21 for administrative purposes, subject to its provisional squadron bylaws being approved by the Committee on Rules. (OC-00-108)

V/C Smith reported that he had received a request from a group in D/15 for provisional squadron status. Following discussion, the OCom ADOPTED a motion to decline provisional squadron status until such time as it is approved by the D/15 council. (OC-00-109)

The NExO reported that he would ask for approval of the dissolution of Tucson Power Squadron/28 at the 2001 Annual Meeting.

He reported that Lynchburg Power Squadron/5 is strongly considering merging with Roanoke Valley Power Squadron/5, and that if this is the case he would ask for approval of the dissolution of Lynchburg Power Squadron/5 at the 2001 Annual Meeting or at the next national meeting following their formal request to merge.

V/C Smith reported that the national Bridge has been evaluating the duplication of efforts of the Marketing and Public Relations committees. He said that although these two committees were created with different responsibilities and staffed with different levels of USPS management, many of their activities and initiatives are now being accomplished as joint efforts. The OCom ADOPTED a motion to consolidate the Marketing and Public Relations committees into one standing committee to be named Marketing and Public Relations Committee, subject to Governing Board approval. (OC-00-110)

The NExO reported that the Public Relations Committee has suggested creating a cooperative advertising program for provisional squadrons. The program is based on providing a maximum of $250 per year for each provisional squadron’s public boating course advertising efforts, with the provisional squadron providing matching funds through “sweat equity” by planning its own comprehensive advertising campaign that would be monitored by the Public Relations Committee. It was the belief of the Operating Committee that provisional squadrons can participate in the current cooperative advertising program. The OCom DEFEATED a motion to provide matching cooperative advertising funds up to $250 per year to provisional squadrons based on “sweat equity.” (OC-00-1)
The Cooperative Charting Committee is redesigning its Web site and is developing a Power Point® presentation on how to have a Cooperative Charting seminar and how to conduct a depth survey.

V/C Smith announced that Capt. Nick Perugini of NOAA has written the chief requesting a cooperative USPS effort to assist in recruiting future NOAA officers. Articles about the opportunity will be written and published in THE ENSIGN and NOAA officers will followup on any inquiries. This cooperative effort was supported by the OCom.

The Legislative Committee reports that Memorandums of Understanding (MOUs) are being developed in New York and North Carolina. A draft model MOU has been prepared by the Legislative Committee for Law Committee review.

The Public Relations Committee is working on a project to provide all public relations forms online in a “fill in the blank” format. They are also working on a project to provide public relations graphics online that will enable squadrons to create their own public relations materials.

The National Safety Committee is receiving nominees for the joint USPS and Motor Boating Magazine Chapman Safety Award. The committee is also preparing a guide to define the roll of squadron safety officers.

V/C Smith reported on the progress of the USPS National Safe Boating Test. Filming is underway in several locations throughout the United States. Funds received from the grant will also be used to produce 10,000 videos for distribution to squadrons and for use by outside groups.

The NExO reported that 5,000 Popeye and Olive Oyl standup posters promoting the Vessel Safety Check program will be produced and distributed to squadrons and USCGAux flotillas. All costs with this effort are hoped to be paid from USCG grant monies.

Questions have been raised by members concerning USPS liability stemming from activities of the VSCP. The NExO requested that the law staff and national treasurer formally answer such questions via letter to those requesting such opinions stating our official position and the amount of liability insurance that is in effect in case of a claim.

**Report of the National Educational Officer**

V/C James E. Roeber, SN, reported that the USCG requested USPS support in providing exam-type questions for posting on their planned boating education Web site. V/C Roeber said that he agreed to provide all homework and exam questions from Boat Smart®, the Squadron Boating Course® and Seamanship. To protect the integrity of USPS exams, the Web site will not reveal the specific source of the questions used. Links are to be provided to sources of boating education such as USPS.
The NEO reported that the USCG has offered USPS a free partnership with MetLife on its children’s coloring and activity book, which features Peanuts® characters. MetLife has donated 25,000 of the coloring books to USPS. The coloring books feature the USCG logo and the National Safe Boating Council Inc., logo. Next year’s books will also feature the USPS logo. Plans are to distribute copies to all squadrons along with a letter from V/C Roeber about promoting the book both as a boat show handout and for children and grandchildren of boating course students. The OCom authorized approximately $1,725 to cover shipping costs to ship 40 copies of the MetLife coloring book to each squadron. (OC-00-111) Squadrons may request additional copies from headquarters, at no charge except for shipping charges.

V/C Roeber said that the Northwest PWC Safety Project has requested the use of the USPS Jet Smart® course curriculum for their online PWC safety school. The OCom ADOPTED a motion to allow the use of Jet Smart® curriculum on the Northwest PWC Safety school Web site with the understanding of promoting USPS. (OC-00-112) The Web site will carry direct links to the USPS Web site.

The OCom discussed how to best update the 6,000 Jet Smart® manuals in stock at headquarters for which NASBLA certification will expire on 31 December 2000. The Jet Smart® video does not have to be changed, but the manual must be updated in order to meet NASBLA certification. The NEO will continue to study the issue and report back to the OCom.

V/C Roeber said that the Educational Department will be reordering several learning guides over the next few months adding color to some of the guides. The OCom ADOPTED a motion to allow the NEO to order up to 1,500 copies of each learning guide as needed without requiring OCom approval for each separate reorder. (OC-00-113)

The NEO reported on the disposition of outdated Boat Smart® and Squadron Boating Course® student manuals. He reported that he had issued EDN 79 announcing that Boat Smart 2001 and Squadron Boating Course 2001 student manuals are available for immediate shipment. It also stated that the 1998 student manuals can be purchased for $5 each, including the appropriate addendum, plus shipping. The OCom ADOPTED a motion to ratify the NEO’s previous decision, announced in EDN 79, to offer the otherwise useless 1998 Boat Smart and Squadron Boating Course student manuals at $5 each. (00-OC-114)

The NEO reported that he will issue an EDN eliminating the two-year age limit on sights submitted for JN and N. He said that the candidate must include photocopies of the applicable almanac pages that contain data unique to the date of the sight in the sight folder for all JN or N sights over two years old. This change will be implemented by the end of November 2000.

The OCom ADOPTED a motion to approve the New Hampshire Boating Basics Course, with its proctored exam, as satisfying the educational requirement for USPS membership.
V/C Roeber reported on a request from Virgin Traders Motor School for a collaborative effort with USPS that was referred to the Marketing Committee for further study.

The NEO said that the Educational Department is aggressively working on developing the course content for the electronic boating course.

The OCom discussed the subject of USPS instructor certification, and the NEO will discuss the details with the DEOs at the 2001 Annual Meeting, with the full support of the OCom.

Report of the National Administrative Officer

V/C G. Leslie Johnson, SN, reported that the Auxiliary Committee is preparing an article for THE ENSIGN on the success of the Columbus Auxiliary.

The Boating Activities Committee is working on having all of its committee information on its Web site.

The Exhibits Committee reports that new shipping boxes for flags and squadron burgees will be available for use during the Annual Meeting. A rider will be added to the USPS insurance policy which will insure the flags and squadron burgees when they are stored offsite.

The Flag and Etiquette Committee reports that it has received pictures of squadron burgees for use on the committee Web site from approximately 70 percent of the squadrons.

The Member Involvement Committee is reviewing the Member Involvement Training Manual and will possibly reprint it in the first quarter of 2001. The committee is working on a First Timers Manual with an anticipated completion date of the second quarter of 2001.

V/C Johnson reported that member involvement reminders are being sent to squadron treasurers in the squadrons’ monthly accounting statements. It is hoped that since squadron treasurers normally attend squadron executive committee meetings, they will share the information with other members.

The Membership Committee reports that membership numbers are still increasing, with a membership increase during 15 of the last 17 months. The committee will be reviewing options for an improved membership award format.

The NAO reported that the National Meetings Committee has been contacted by the Hilton Hotel in Pittsburgh with the possibility of changing the 2004 Spring Governing Board date by one week. The OCom ADOPTED a motion to recommend to the Governing Board a date change for the Pittsburgh Governing Board to
19-23 May 2004, with a reduction in room rates from $110 to $105. (00-OC-116)

The National Meetings Committee is considering sites on the West Coast for the January 2007 Annual Meeting.

V/C Johnson reported that USPS will continue to hold Jewish services at national meetings.

The Membership Enhancements Committee reported that, with no significant storms so far this year, the USPS Boat Insurance program could have the best premium-loss ratio ever. The committee also reported that 126 new Take-One FirstUSA® (FUSA) applications have been approved so far, generating $3,150 in revenue for squadrons.

V/C Johnson reported that permanent cards will be mailed to Women’s Certificate Holders by the end of November.

Report of the National Secretary

V/C Ernest G. Marshburn, SN, reported that the first draft of the joint Secretary’s/Treasurer’s Handbook should be available for review by the 2001 Annual Meeting.

V/C Marshburn said that plans are to complete the 2000 Operations Manual by the 2001 Annual Meeting.

The Information Technology Committee continues to work on a Windows®-based merit mark program and the squadron biographical database update application called BDU2000. This software application will be available on both CD-ROM and the Web site.

The Historians and IT committees have teamed up to make the process of submitting squadron history information even easier by creating a Web site with an online historian’s report form.

The Ship’s Store Committee reported that new professional photographs have been taken of all Ship’s Store merchandise. This will enhance the Ship’s Store Web site and the display ads in THE ENSIGN.

The Publications Committee is finalizing the 2000 Excellence in Journalism Awards.

THE ENSIGN Committee is focusing its efforts on increasing advertising sales and developing a new reader’s survey.

V/C Marshburn reported that headquarters is continuing progressive efforts to modernize previously manual business processes through the creative use of information technology. These efforts include recent e-
commerce efforts involving the Ship’s Store and anticipated involvement with the electronic boating course in addition to Web-enabling USPS forms. The OCom ADOPTED a motion to allocate up to $35,000 for a new computing staff position at headquarters. (00-OC-117)

**Report of the National Treasurer**

V/C Doug Kerr, SN, discussed the actual year-to-date expenses.

The OCom ADOPTED a motion to reimburse Planning Committee members for four nights at all national meetings. (00-OC-118)

The OCom ADOPTED a motion to ratify the previous e-mail approval to reimburse a delinquent voucher request and to approve a recent request to reimburse a second delinquent voucher. (00-OC-119)

V/C Kerr reported that contracts for the electronic boating course have been executed with Boat Ed and ISI.

The national treasurer said that he has reviewed USPS insurance policies that are to be renewed on 1 December 2000 with the USPS insurance agent. Negotiations continue with the USPS insurance company on the watercraft section of the policy.

The OCom ADOPTED a motion to increase the USPS general liability insurance coverage from $4 million to $20 million. (00-OC-120)

V/C Kerr reported that sales from the art project are now approximately $94,000.

The national treasurer reported receipt of $11,214 from Hearst Magazine for back royalties on sales of the Video Boating Course.

**Report of the Committee on Nominations**

R/C Elmer F. Dreier, AP, reported that nominations for the year 2001 have been completed and are ready for publication in the Call to the Annual Meeting.

R/C Dreier reported that ComNom has scheduled interviews at the 2001 Annual Meeting with district commanders from districts that won the 2000 Bowsprit Award.

**Report of the Finance Committee**

R/C Daniel J. Stein, SN, reported that expenses are under budget by $126,000 as of end October.
R/C Stein stated that investment income will most likely not be over budget in amounts significant enough to cover the under budget performance of other revenue categories this year.

R/C Stein reported a 7.8 percent return on USPS investments through October and that the investment mix is now 55 percent equities and 45 percent fixed income.

The Finance Committee has prepared Depository and Investment Guidelines for Squadrons and Districts of USPS that will be included in the new Secretary’s/Treasurer’s Handbook.

R/C Stein reported a balance of $112,299 in the Members Fund and $61,124 in the Endowment Fund.

**Report of the Committee on Rules**

R/C C.A. Miller Jr., JN, chairman, presented a proposed amendment to the *USPS Bylaws* that will authorize all committees, including the Operating Committee, to transact business electronically when not meeting formally. The OCom ADOPTED a motion to present the amendment to the Governing Board for approval. (OC-00-121)

R/C Miller presented a second proposed amendment to the *USPS Bylaws* that will consolidate the Public Relations and Marketing committees into one standing committee to be named Marketing and Public Relations Committee. The OCom ADOPTED a motion to present the amendment to the Governing Board for approval. (OC-00-122)

**Report of the National Law Officer**

R/C Jack Wilson, AP, reported that LawCom received or initiated 171 items for review, advice or assistance from 1 January to 31 October 2000.

R/C Wilson reported that LawCom continues to provide legal support in connection with developing and finalizing the requisite formal agreements for the contractual arrangements with ISI, Boat Ed and USCGAux with respect to the planned joint USPS/USCGAux electronic boating course.

The national law officer reported that the Information and Request for Inclusion Under USPS Group Exemption letter had been sent to all district and squadron commanders and auxiliary presidents. Completed forms have been received from five districts, 61 squadrons, one provisional squadron and 15 auxiliaries. LawCom will create a database of the information and will follow-up as may be required for clarification or completion.

The Operating Committee discussed the subject of districts and squadrons accepting gifts and focused on the several potential pitfalls which frequently accompany offers of donated boats. It was reemphasized that districts
and squadrons must receive OCom approval prior to the acceptance of any unrestricted gift valued in excess of $10,000, as well as any gift with a designated purpose having a value in excess of $5,000 or more [see OpMan, para. 11.76].

The Operating Committee further discussed the Governing Board’s referral action in Baltimore as to the proposed USPS Bylaws amendment respecting legal disability. Although drafted and recommended by the national Law Committee from a risk management perspective, the matter has been referred to the Committee on Rules for such action as it deems appropriate.

R/C Wilson reemphasized LawCom’s prior recommendations respecting the appropriate parties in contracts for goods and services in support of national meeting events and activities, and such recommendations will be provided to the National Meetings Committee for review and comment.

Report of the Marketing Committee

R/C Kenneth D. Link, JN, chairman, reported that he had represented USPS at Boating Week 2000 for the purpose of pursuing potential partnerships. Follow-up letters were sent to 20 potential manufacturing partners.

R/C Link reported that he, V/C Roeber and V/C Marshburn met with a representative from Blue Water Media regarding a four-minute segment to be aired on Speedvision Network. The segment will consist of an interview with V/C Roeber.

The Marketing Committee is in the process of submitting several articles for publication in Trailer Boat magazine and a bass boating magazine.

Sea/Tow has expressed an interest in forming a partnership with USPS. The task has been referred to the Membership Enhancements Committee for further study.

R/C Link reported that the Marketing Committee is working with the Educational Department on a marketing program for the electronic boating course.

The Marketing Committee is working with the ad hoc VSC Committee to develop an internal and external marketing program.

R/C Link reported that the Marketing Committee is studying how to target youth.

Report of the Planning Committee

R/C Frank Golle, SN, chairman, reported that a complete review of the Strategic Plan district feedback forms received from the fall conferences will be submitted to the December OCom.

- 9 - OCom 11 November 2000
The Planning Committee is studying the different year-ends of various USPS programs with the goal of reducing the number of year-ends.

R/C Golle reported that the Planning Committee is continuing to study setting USPS standards.

**Reports of the Past Chief Commanders**

P/C/C Arthur H Farr, SN, requested that information be sent to district commanders reminding them of the District Revenue Sharing Program. This program allows districts to receive 10 percent of the funds reimbursed to their squadrons participating in the FUSA credit card program.

P/C/C Barnes reported that as a representative for USPS he can see that our marketing efforts are working.

C/C Jensen adjourned the meeting at 1740.

V/C Ernest G. Marshburn, SN
National Secretary
Operating Committee
11 November 2000
Action Summary

APPROVED

• A motion made by R/C Elmer F. Dreier, AP, chairman, Committee on Nominations, to appoint Stf/C Ken Link, JN, to fill the position of Chairman of Marketing Committee until the January 2001 Annual Meeting. (OC-00-105)

• A motion to grant a Life Saving Award to Lt Richard Beier, P, and Bill Vultaggio, S, Jones Beach/3. (OC-00-106)

• A motion to award USPS honorary memberships, on behalf of the Operating Committee, to members from outside organizations as the chief commander deems appropriate. (OC-00-107)

• A motion to ratify the previous OCom approval of provisional squadron status for Tres Palacios Provisional Squadron and to assign it to D/21 for administrative purposes, subject to its provisional squadron bylaws being approved by the Committee on Rules. (OC-00-108)

• A motion to decline provisional squadron status for an interested group in D/15 until such time it is approved by the D/15 council. (OC-00-109)

• A motion to consolidate the Marketing and Public Relations committees into one standing committee to be named Marketing and Public Relations Committee, subject to Governing Board approval. (OC-00-110)

• A motion to allow the use of Jet Smart® curriculum on the Northwest PWC Safety school Web site with the understanding of promoting USPS. (OC-00-112)

• A motion to allow the NEO to order up to 1,500 copies of each learning guide as needed without requiring OCom approval for each separate reorder. (OC-00-113)

• A motion to ratify the NEO’s previous decision, announced in EDN 79, to offer otherwise useless 1998 Boat Smart and Squadron Boating Course student manuals at $5 each. (00-OC-114)

• A motion to approve the New Hampshire Boating Basics Course, with its proctored exam, as satisfying the educational requirement for USPS membership. (00-OC-115)
• A motion to recommend to the Governing Board a date change for the Pittsburgh Governing Board to 19-23 May 2004, with a reduction in room rates from $110 to $105. (00-OC-116)

• A motion to allocate up to $35,000 for a new computing staff position at headquarters. (00-OC-117)

• A motion to reimburse Planning Committee members for four nights at all national meetings. (00-OC-118)

• A motion to ratify the previous e-mail approval to reimburse a delinquent voucher request and to approve a recent request to reimburse a second delinquent voucher. (00-OC-119)

• A motion to increase the USPS general liability insurance coverage from $4 million to $20 million. (00-OC-120)

• A motion to submit to the Governing Board for approval a proposed amendment to the USPS Bylaws that will authorize all committees, including the Operating Committee, to transact business electronically when not meeting formally. (OC-00-121)

• A motion to submit to the Governing Board a proposed amendment to the USPS Bylaws which will consolidate the Public Relations and Marketing committees into one standing committee to be named Marketing and Public Relations Committee. (OC-00-122)

DEFEATED

• A motion to provide matching cooperative advertising funds of up to $250 to provisional squadrons based on “sweat equity.” (OC-00-1)