The Operating Committee of United States Power Squadrons met on 7 September 2000 at the Omni Inner Harbor Hotel, Baltimore, Md.

Members present:

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

Guests present:

P/C/C Raymond A. Finley Jr., SN  
P/C/C Gillette E. Gordon III, SN  
P/C/C Richard W. Miner, SN  
P/C/C Joseph L. Kennedy, SN  
P/C/C Walter R. Cosdon, JN  
P/C/C L.M. Barnes III, SN  
P/C/C Robert L. Woods, SN  
P/C/C James T. Stewart, SN  
Mary Catherine Berube

**Report of the Chief Commander**

C/C Lance J. Jensen, SN, called the meeting to order at 0845 and P/C/C Arthur H. Farr, SN, delivered the invocation.

Following a discussion on the Vessel Safety Check (VSC) program, the OCom ADOPTED a motion to acquire 5,000 VSC manuals and 25,000 decals. (OC-00-94)

C/C Jensen said that some changes will be made to officers and committee chairmen listed in the Directory.
of National, District and Squadron Officers.

The OCom ADOPTED a motion to present a Life Saving Award to Lt Donald D. Walwer, JN, Naples/22. (OC-00-95)

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 July OCom meeting. The OCom ADOPTED a motion to ratify the previous OCom approval of provisional squadron status for North Strand Provisional Squadron and to assign it to D/26 for administrative purposes, subject to its provisional squadron bylaws being approved by the Committee on Rules. (OC-00-96)

V/C Smith announced that Salt Lake Sail and Power Squadron was chartered by the Committee on Rules on 7 July 2000 and had been previously assigned to D/13.

The ad hoc New Squadron Development Committee has developed a new guide entitled *How to Develop a New Charter Squadron Using the Provisional Squadron Approach*. Preliminary copies of this manual were available for distribution at the Fall Governing Board meeting. After additional editing, the final copy will be available by the 2001 Annual Meeting.

V/C Smith reported that there are nine provisional squadrons and one division, that provisional squadrons should concentrate on working toward chartering and that they should not be considered an entity for national awards programs. It was later decided that provisional squadron members could participate in Cooperative Charting as a provisional squadron unit and that the provisional squadron could qualify and obtain squadron honor roll status. If a provisional squadron does not participate, its assigned district will not be penalized for district honor roll status.

The Cooperative Charting Committee continues to work with National Ocean Service on an online program for reporting Cooperative Charting correction data.

V/C Smith reported that USPS now has 29 public safe boating course Memorandums of Understanding (MOU) with various states. The Legislative Committee is developing a model MOU and a written procedure for obtaining MOUs.
The Public Relations Committee has produced a four-page document entitled “Who we are, What we do and Why all boaters should be involved with USPS.” It describes USPS educational courses, civic and social activities, and history. Copies may be obtained from headquarters. PRCom is working on a district workshop program to provide a direct public relations communications link between national and squadrons.

V/C Smith reported that the National Safety Committee is working on a joint awards program with the Personal Watercraft Industry Association (PWIA) for the best personal watercraft safety ideas. Awards will be given in four categories: public safety/government, manufacturer/dealer, civic organization and individual. USPS will perform the final judging and will present the awards at the International Boating and Water Safety Summit in April 2000. The contest will be publicized on the USPS and PWIA Web sites.

The NXO announced that P/R/C Robert A. Keller, SN, has been appointed as an assistant to the NXO to administer the Bowsprit program. Nineteen districts qualified for the Bowsprit award in 2000.

Plans for the 2001 National Safe Boating Test have been finalized and production of the test is ready to begin. Filming is going to take place in seven cities throughout the United States. USCG grant monies have been approved for the production of this test to be televised on the Speedvision Network during next year’s National Safe Boating Week.

Report of the National Educational Officer

V/C James E. Roeber, SN, stated that final updates to 2001 *Boat Smart*® and the 2001 *Squadron Boating Course*® to meet revised NASBLA education standards are complete.

The OCom ADOPTED a motion to ratify the previous OCom approval to add color graphics to the 2001 *Squadron Boating Course* student manual. (OC-00-97)

The OCom ADOPTED a motion to ratify the previous OCom approval to order a two-year supply of 2001 *Boat Smart* and the 2001 *Squadron Boating Course* student manuals. (OC-00-98)

V/C Roeber reported that course completions for the educational year 1 July 1999 - 30 June 2000 are up compared with the prior year. He said that course completions for all advanced grades increased except for JN, due
primarily to students waiting for JN99. The total of course completions for all courses is up 8.6 percent over the previous educational year.

The NEO said that NASBLA approval and certification has been received for 2001 Boat Smart® and the 2001 Squadron Boating Course® for the next three years. 2001 Jet Smart® has been approved as a PWC supplement to the Squadron Boating Course®. The 2001 editions will be available at headquarters for classes ending after 1 January 2001.

V/C Roeber reported that the computer-generated random exam program has been beta-tested and is now ready to be implemented this fall for Seamanship, Piloting and all elective courses.

**Report of the National Administrative Officer**

V/C G. Leslie Johnson, SN, said that it is time to replenish the supply of new member packets at headquarters. The OCom ADOPTED a motion to print 15,000 new member packets at a cost of approximately $21,150. (OC-00-99)

V/C Johnson reported 1,000 more active members in May 2000 compared to May 1999.

The NAO said that in June a letter from the chief commander was mailed, advising women’s certificate holders that they would no longer be required to pay an annual fee. A permanent card will be provided to the remaining women’s certificate holders in the near future.

A discussion was held on the possibility of amending the USPS Bylaws to allow family members to hold an appointed position including chairman of an appointed committee but without rank. The issue was referred to the Planning Committee for study.

V/C Johnson said that the District Conference Planning Guide should be completed by the Annual Meeting.

The NAO reported that there are 47 auxiliaries with a total of 1,653 members.

V/C Johnson said that the videotape of Dr. Lynn Appleton’s presentation at the Annual Meeting contained
information and ideas that could help promote local squadrons. He encouraged squadron commanders to watch the video and to share the ideas with their squadron members.

The NAO said that the name of the Omni Rosen Hotel in Orlando, Fla., has been changed to the Rosen Centre.

V/C Johnson said that the National Meetings Committee continues to have problems with late registrations for outings and hotels. He said that hotels have a policy that discounted room rates are only available until thirty days before a meeting but that most hotels have previously allowed the discounted room rates for registrations received after the deadline. However, it is anticipated that hotels will enforce the policy in the future.

The OCom ADOPTED a motion to ask the Governing Board to approve Pittsburgh as the location for the Spring Governing Board site 12-16 May 2004 at the Hilton Hotel at a rate of $110/day. (OC-00-100)

**Report of the National Secretary**

V/C Ernest G. Marshburn, SN, reported that the focus of the Secretary’s Department continues to be enhancing communications with members. He said that although the Internet has become the common thread of communications within the Secretary’s Department, it is not the ultimate solution. He noted that the Internet is a supplementary communications path as opposed to the only communications path.

The national secretary said that the Secretary’s/Treasurer’s handbook should be available by the 2001 Annual Meeting.

V/C Marshburn reported that headquarters is maintaining a database of certified vessel examiners and maintaining 204 form information including the vessel examiner certificate number, the date of the inspection and the vessel registration number.

He said that the revised *Operations Manual* is in final review. The new manual will be available both in print and via the USPS Web site by the 2001 Annual Meeting.

V/C Marshburn reported that the Information Technology Committee has completed software installation that will Web-enable the AS/400 computer system at headquarters. This software will provide USPS members with new ways to access USPS information via the Internet.
The national secretary said that the electronic information policy was distributed with the Notice of the Governing Board for review and will be presented to the fall Governing Board for approval.

V/C Marshburn said that Secretary’s Department is developing a Web site that will contain an archive of Operating Committee minutes.

The Historian’s Committee has received 298 district and squadron history updates since 1 January.

The national secretary reported that a Ship’s Store e-commerce Web site is now online on the USPS Web site at www.usps.org/national/shipstore/. This Web site will provide members with a means to shop for and purchase USPS products electronically.

The Publications Committee is developing a new Evaluator’s Manual with the goal of incorporating more objectivity and less subjectivity into the Excellence of Journalism awards process.

THE ENSIGN Committee is working on a new advertising and marketing campaign and developing a reader survey that will be released after the Annual Meeting.

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**Report of the National Treasurer**

V/C Doug Kerr, SN, said that he would report to the Governing Board on: 1) the Finance Committee’s analysis of the financial situation; 2) the standing of dues renewal, 3) the status of the electronic boating course and National Safe Boating Test contracts, 4) the General Motors “Volunteers Plus” program and 5) the position of the D/28 resolution for a multi-year dues structure.

V/C Kerr reported that revenues exceed expenses by approximately $98,000 as of 31 August.

The national treasurer reported on the development of the electronic boating course. He reported that the contract with BoatEd for the development of the printed version of the course is near completion and that the contract with ISI to develop the software has been signed. The OCom ADOPTED a motion to approve payment of
nonbudgeted expenses related to the electronic boating course that are covered by project grants. (OC-00-101)

V/C Kerr reported that he had received a $1,000 contribution toward the electronic boating course project from a construction firm in Birmingham, Ala., and that he is continuing to seek funding for the project.

V/C Kerr said that USPS is negotiating with our insurance company regarding the watercraft section of USPS insurance liability policy. Current policy does not cover on-the-water activities for nonmembers.

The OCom ADOPTED a motion to support obtaining insurance coverage for nonmember on-the-water activities, at a premium rate not to exceed $10,000 annually. (OC-00-102)

The national treasurer said that he will ask the Governing Board to allow him to delay reporting on the D/28 resolution until the 2001 Annual Meeting.

V/C Kerr reported that gross sales for the art project now total approximately $92,000. The OCom ADOPTED a motion to investigate the feasibility of a second art project. (OC-00-103)

Report of the Committee on Nominations

R/C Elmer F. Dreier, AP, chairman, reported that ComNom will provide nominations for approval by the Governing Board to fill vacancies that have occurred since the Spring Governing Board meeting.

R/C Dreier presented a procedure for responding to resumes received by ComNom. ComNom will acknowledge receipt of all resumes by e-mail, if available, or by postcard. ComNom will send copies of resumes to the appropriate vice commander or committee chairmen of all completed “preferred assignment” boxes as listed on the resume form. The vice commander or committee chairman will respond directly to the member within 10 days

Report of the Committee on Rules

R/C C.A. Miller Jr., JN, reported that ComRules had approved a charter for Salt Lake Sail and Power Squadron on 7 July 2000.

R/C Miller said that he would present amendments to the USPS Bylaws providing for family merit marks to
the Governing Board for approval.

ComRules will review proposed depository and investment guidelines prepared by the Finance Committee for deposit and investment of funds by districts and squadrons.

R/C Miller announced that there is now an index for the *USPS Bylaws* that will be available on the USPS Web site.

**Report of the Finance Committee**

R/C Dan Stein, SN, said that while the equity markets continue to be volatile, USPS investments showed a 15.4 percent return through August.

R/C Stein stated that the investment mix continues to be 66 percent equities and 34 percent fixed income.

He reported that there has been no recent significant donor activity and that the balances in the Member’s and Endowment funds are $116,062 and $62,883, respectively.

R/C Stein said that he would ask for Governing Board approval of the 2001 budget.

**Report of the Law Officer**

R/C Jack P. Wilson, AP, reported that LawCom has received or initiated 136 items for review, advice or assistance from 1 January to 31 August 2000.

R/C Wilson said that LawCom continues to be actively involved in providing legal support for developing and finalizing the following: the requisite formal agreements for the USCG grant award of $206,000 for conducting a USPS National Safe Boating Test in May 2001, the contractual arrangements with ISI and BoatEd respecting the planned joint USPS-USCGAux electronic boating course, a three-year printing contract for THE ENSIGN, and the Pittsburgh Hilton Hotel contract for the 2001 Spring Governing Board.

He said that the Committee on Rules would present to the Governing Board for approval an amendment to the *USPS Bylaws* that was drafted and recommended by LawCom which will place restrictions upon the activities
and authority of members, including minors, who are encumbered with a "legal disability" under the laws of their residence. When adopted, there will hereafter be a requirement, as a precondition to membership for such persons, for the written consent and affirmative acceptance of responsibility of a parent or other legal representative. Squadrons and districts would likewise become empowered to impose "reasonable restrictions" upon such person's use of their unit owned or leased property. Upon adoption, LawCom will draft provisions to be added to the USPS Membership Application to encompass those preconditions.

R/C Wilson reported that an explanatory cover letter and an "Information Reporting and Request for Inclusion Under USPS Group Exemption" form letter has recently been mailed to all district and squadron commanders and auxiliary presidents. In addition to obtaining the needed documentation for each subordinate's written authorization as required by IRS Revenue Procedures, and to providing support for the other representations required of USPS in its Annual Report to the Internal Revenue Service, the mailing seeks corporate status, state tax exemption, and other legally significant information from every subordinate unit within USPS. This "legal housekeeping" project will be of direct benefit to both the national organization and to the local units themselves.

The OCom ADOPTED a motion that directed the USPS ad hoc Vessel Safety Check Committee (VSCP) to refrain from seeking, and to decline all requests for, any separate agreements with the states or others respecting the VSCP, and that directed that all such matters should be referred to the USCGAux. (OC-00-104)

Report of the Marketing Committee

R/C E. Steven Jensen, JN, reported that an agreement has been reached with Trailer Boats magazine to print USPS articles on safety and seamanship. Trailer Boats magazine is a national publication with a monthly circulation of about 80,000.

R/C Jensen reported that the agreement with USMarine has been signed. The agreement requires USPS to provide 22,000 copies of This is USPS, Squadron Boating Course® tags and letters from the chief commander to be distributed with boats sold during the upcoming model year.

R/C Jensen reported that USPS representatives will attend Boating Week (formerly IMTEC) and give a Powerpoint® presentation during a seminar.

The Marketing Committee has secured a letter of permission from King Features to use an image of Popeye
and his family to promote the VSC program.

R/C Jensen presented a proposed coupon for the Partners Program. This coupon is a modified version of the *This is USPS* brochure and entitles the recipient to a free boating course manual. He said that the Marketing Committee considers the coupon an excellent item that squadrons could sell at boat shows, sell to local dealers or use as a gift certificate. This program is currently in the developmental phase.

Report of the Planning Committee

R/C Frank Golle, SN, reported that the Strategic Planning Task Force (SPTF) has been formed and held its first meeting just prior to the 2000 Fall Governing Board meeting. During this meeting, the SPTF drafted mission, vision and belief statements and began the process of structuring the first draft of the strategic plan. The next step is to involve the districts and introduce the strategic plan to district and squadron members. The chief commander’s representatives to the fall district conferences will collect feedback from the districts and submit it to the SPTF for consideration as the strategic planning process continues.

R/C Golle said that the Planning Committee is focusing on four topics: simplification, standards, troubled squadrons and the role of districts.

Report of the Past Chief Commanders

P/C/C Arthur H. Farr, SN, said that he has witnessed a greater awareness of USPS when he represents USPS at outside organizations.

P/C/C Richard W. Miner, SN, reported that USBI is currently seeking a grant to reproduce a Global Maritime Distress System (GMDS) brochure and is seeking technical writers.

C/C Jensen adjourned the meeting at 1600.

V/C Ernest G. Marshburn, SN
National Secretary

- 10 - OCom 7 September 2000
Operating Committee
7 September 2000
Action Summary

- A motion to acquire 5,000 VSC manuals and 25,000 decals. (OC-00-94)

- A motion to present a Life Saving Award to Lt Donald D. Walwer, JN, Naples/22. (OC-00-95)

- A motion to ratify the previous OCom approval of provisional squadron status for North Strand Squadron/26, and to assign it to D/26 for administrative purposes subject to its provisional squadron bylaws being approved by the Committee on Rules. (OC-00-96)

- A motion to ratify the previous OCom approval to add color graphics to the 2001 Squadron Boating Course student manual. (OC-00-97)

- A motion to ratify the previous OCom approval to order a two-year supply of the 2001 Boat Smart and the 2001 Squadron Boating Course student manuals. (OC-00-98)

- A motion to print 15,000 new member packets at a cost of approximately $21,150. (OC-00-99)

- A motion to ask the Governing Board to approve Pittsburgh as the location of the spring Governing Board meeting on 12 - 16 May 2004 at the Hilton Hotel at a rate of $110/day. (OC-00-100)

- A motion to approve payment of nonbudgeted expenses related to the electronic boating course that are covered by project grants. (OC-00-101)

- A motion to support obtaining insurance coverage for nonmember on-the-water activities, at a premium rate not to exceed $10,000 annually. (OC-00-102)

- A motion to investigate the feasibility of a second art project. (OC-00-103)

- A motion that directed the USPS ad hoc Vessel Safety Check Committee to refrain from seeking, and to decline all requests for, any separate agreements with the states or others respecting the VSCP, and that directed that all such matters should be referred to the USCGAux. (OC-00-104)