

Minutes of the Final Meeting of the 2003 Governing Board  
Rosen Centre Hotel, Orlando, Florida  
17 January 2004

Chief Commander Theodore H. Smith, SN, convened the meeting at 0830.

V/C Frank A. Dvorak, SN, national secretary, declared a quorum of Governing Board members present.

R/C Thomas R. Dougherty, SN, Committee on Rules chairman, explained the voting procedures and called attention to the voting rules printed on each voting card.

**Approval of the Minutes**

C/C Smith announced that, with no objections, the minutes of the 6 Sept. 2003 Governing Board Meeting would be approved as distributed.

The Governing Board ADOPTED a motion entertained by C/C Smith to confirm the 6 Sept. 2003 Governing Board ratification of Operating Committee actions reflected in the subsequent minutes of its meeting held on 3 Sept. 2003. (2004-GB-1)

The Governing Board ADOPTED a motion entertained by C/C Smith to ratify the actions taken by the OCom at its 8 Nov. 2003 and 13 Dec. 2003 meetings and published in those meetings' minutes. (2004-GB-2)

### **Award of a Merit Mark to Chief Commander**

R/C Dougherty presented a summary of the chief commander's 2003 activities and then recommended a motion awarding C/C Smith his 33rd merit mark. The Governing Board ADOPTED the motion. (2004-GB-3)

There being no further business, C/C Smith adjourned the meeting at 0845.

V/C Frank A. Dvorak, SN  
National Secretary

Final meeting of the 2003 Governing Board  
17 January 2004

Adoptions, confirmations

1. A motion to confirm the 6 Sept. 2003 ratification of the OCom actions reflected in the subsequent minutes of its meeting held on 3 Sept. 2003. (2004-GB-1)
2. A motion to ratify the actions taken by the Operating Committee at its 8 Nov. 2003 and 13 Dec. 2003 meetings and published in the minutes of those meetings. (2004-GB-2)
3. A motion to award a 2003 merit mark to C/C Smith. (2004-GB-3)

Minutes of the 90th Annual Meeting  
Rosen Centre Hotel, Orlando, Florida  
17 January 2004

Chief Commander Theodore H. Smith, SN, called the meeting to order at 0855.

Father James C. Biegler, SN, led the invocation, which was followed by the presentation of the colors of the United States and Canada, the Pledge of Allegiance led by N/F/Lt Dick Jarmon, SN, and the singing of the national anthem led by R/C Kenneth D. Link, JN, and accompanied on the piano by Sheila Link.

The national secretary declared a quorum present.

R/C Thomas R. Dougherty, SN, Committee on Rules chairman, explained the Annual Meeting voting procedures.

**Introduction of Past Chief Commanders**

P/C/C Lance J. Jensen, SN, introduced the past chief commanders who were present at the meeting in the order that they served.

- P/C/C Robert L. Woods, SN, 1976-1977 (Saybrook/1)
- P/C/C Raymond A. Finley Jr., SN, 1982-1983 (Lackawanna/4)
- P/C/C Richard W. Miner, SN, 1986-1987 (Birmingham/9)
- P/C/C James T. Stewart, SN, 1990-1991 (Skokie Valley/20)
- P/C/C Gillette E. Gordon, SN, 1992-1993 (Diablo/25)
- P/C/C Joseph L. Kennedy, SN, 1994-1995 (St. Petersburg/22)

P/C/C L.M. Barnes III, SN, 1996-1997 (Rocky Mount/27)

P/C/C Arthur H. Farr, SN, 1998-1999 (Rocky River/7)

C/C Smith introduced P/C/C Lance J. Jensen, SN, Bellevue/16, who served as chief commander from 2000 - 2001. P/C/C Jensen acknowledged the recent passing of P/C/C William D. Selden, SN.

### **Introduction of Guests**

N/F/Lt Jarmon introduced the following guests:

- Mark Rosenker, vice chairman, National Transportation Safety Board
- Capt. Scott H. Evans, chief, Office of Boating Safety, United States Coast Guard  
Capt. Evans presented C/C Smith with a letter, plaque and gift from the USCG Office of Boating Safety thanking him for the support of USPS through the efforts of Operation BoatSmart.
- Everette L. Tucker, past national commodore, United States Coast Guard Auxiliary

Commodore Tucker invited V/C G. Leslie Johnson, SN, and R/C Luis Ojeda, SN, to present the 2003 Vessel Safety Check awards. R/C Ojeda presented a vessel examiner certificate to V/C John T. Alter, SN.

R/C Ojeda presented Millennium Club Awards which are given to vessel examiners who have performed at least 1,000 vessel safety checks during a vessel safety check year. The first recipient was D/C Robert D. Holub, SN, Jones Beach Power Squadron/3; he had performed 1,502 VSCs during 2003. The second recipient was Lt/C Frank Oliver, P, Ft. Macon Sail & Power Squadron/27.

The five squadrons with the highest percentage of vessel safety checks based on their squadron membership received the 2003 Best Squadron Awards. These squadrons are:

1<sup>st</sup> place - Golden Corner Lakes/26

2<sup>nd</sup> place - Muskegon/9

- 3<sup>rd</sup> place - Lakes Region/19
- 4<sup>th</sup> place - Mid Ohio Valley/7
- 5<sup>th</sup> place - Kinzua/11

The districts with the highest percentage of vessel safety checks based on their district membership received the 2003 Best District Awards . These districts are:

- 1<sup>st</sup> place - District 32
- 2<sup>nd</sup> place - District 3
- 3<sup>rd</sup> place - District 33
- 4<sup>th</sup> place - District 27
- 5<sup>th</sup> place - District 11

R/C Ojeda presented the 2003 Century Club Awards to individuals who performed at least 100 vessel safety checks. Recipients are:

- Robert Holub, Jones Beach/3, who performed 1,502 VSCs
- Kimberly O’Gorman, Venice/22, who performed 603 VSCs
- John Robinson, Saybrook/1, who performed 442 VSCs
- Peter Porrazzo, Lake Candlewood/2, who performed 350 VSCs
- Frank Oliver, Ft. Macon Sail/27, who performed 306 VSCs?
- David Wilson, Lower Columbia/32, who performed 216 VSCs
- Joseph Leitz, Vero Beach/8, who performed 211 VSCs
- Brian Harley, San Joaquin Delta/25, who performed 207 VSCs
- Daniel Joyce, Ft. Worth/2, who performed 205 VSCs
- Joyce Wilson, Lower Columbia/32, who performed 202 VSCs
- Thomas Rossini, Hiawatha Valley Sail/10, who performed 148 VSCs
- Tish Cullen, Las Vegas Sail/13, who performed 144 VSCs
- James Mason, Rocky River/7, who performed 144 VSCs
- Juan Rivera, San Juan/33, who performed 137 VSCs
- Loring Jones, Baton Rouge/15, who performed 130 VSCs
- Donald Wilson, Lake Candlewood/2, who performed 125 VSCs
- Francis Cioffi, Lake Candlewood/2, who performed 124 VSCs
- Richard Gercak, Ft. Walton Sail/15, who performed 123 VSCs
- Robert Ball, Akron/7, who performed 121 VSCs

Michael Santos, Great Blue Hill Sail/12, who performed 116 VSCs  
 Mack Gordy Jr., Greensboro/27, who performed 115 VSCs  
 Kenneth Beckman, St. Petersburg Sail, who performed 112 VSCs  
 Richard Sullivan, Banana River/23, who performed 111 VSCs  
 Marjorie Baraff, Biscayne Bay/8, who performed 107 VSCs  
 Virgil Boyt, Friday Harbor/16, who performed 105 VSCs  
 Louis Hirshberg, Jones Beach/3, who performed 105 VSCs  
 Pamela Daniels, Buffalo/6, who performed 103 VSCs  
 John Abbott, Akron/7, who performed 102 VSCs  
 Matthew Bandilla, Titusville/23, who performed 102 /VSCs  
 Conrad Reisinger, Hampton Roads/5, who performed 100 VSCs  
 Robert Mosey, Akron/7, who performed 100 VSCs

N/F/Lt Jarmon continued the introduction of the honored guests.

- Capt. Roger L. Parsons, director, Office of Coast Survey, NOAA
- Capt. James Gardner, Office of Coast Survey, NOAA

Capt. Gardner and Ken Forster, Marine Chart Division, National Ocean Service, NOAA, Office of Coast Survey, presented the 2003 Cooperative Charting Awards to:

The number one individual -	P/C Elvin E Cordle, AP, Richmond Power Squadron/5
The number one squadron -	Richmond Power Squadron/5
The number one district -	District 21
NOAA Coast Survey Award-	Lt/C David R Biddick, SN, Door County Sail & Power Squadron/10, received the NOAA Coast Survey Award for excelling in the Cooperative Charting Program for five years.

R/C William H. Mullins, SN, Cooperative Charting Committee chairman, presented the 2003 Golden Eagle Award to P/C Paul Long, SN, Greensboro/27, in recognition of his outstanding efforts to promote Cooperative Charting in his district.

N/F/Lt Jarmon again continued the introduction of the honored guests.

- Fred Messmann, president, National Association of State Boating Law Administrators, who presented a plaque to C/C Smith from NASBLA in appreciation and recognition of USPS' 90<sup>th</sup> anniversary
- Michael F. Kidby, P.E., U.S. Army Corps of Engineers
- James P. Muldoon, chairman, National Boating Safety Advisory Council
- Virgil Chambers, executive director, National Safe Boating Council; C/C Smith and Mr. Chambers signed a Memorandum of Understanding between USPS and the NSBC.
- Bill Griswold, chairman, NSBC
- Jimmie Homburg, national commodore, Sea Scouts, BSA
- Charles Holmes, executive director, Venturing Division, BSA

C/C Smith signed an MOU with the BSA that was signed by Roy L. Williams, BSA chief scout executive, and was presented by Charles Holmes, BSA national director. This MOU allows local squadrons to participate with local BSA councils.

Commodore Homburg presented the first Sea Scout Service Award to P/C/C Raymond A. Finley Jr., SN. Cdr. Lee Popham, P, Everglades/8 presented Sea Scout medals to C/C Smith, Commodore Jimmie Homburg, Charles Holmes, Stf/C Roberta L. Dougherty, AP and D/Lt/C Don Clark, JN.

Mr. Holmes presented a National Venturing Leadership Award to C/C Smith in appreciation of USPS' support of the BSA Sea Scouts program.

N/F/Lt Jarmon continued introducing honored guests:

- Ruth Wood, president, BoatU.S. Foundation; Ms. Wood and C/C Smith presented the first Boat U.S./USPS Civic Service Awards to the top district, District 13, and top squadron, San Juan Power Squadron/33, recognizing exceptional civic service to the boating community.
- Pamela S. Dillon, executive director, American Canoe Association; C/C Smith and Dillon signed an MOU between USPS and the ACA.
- Ron Riberich, president, National Water Safety Congress

## Honorary Members

C/C Smith presented 2004 honorary member awards to the following guests who were present:

Virgil Chambers	William Gossard	James P. Muldoon
Pamela S. Dillon	Steve Gronka	Capt. Roger L. Parsons
John Edmonsén	Jimmie Homburg	Cdr. Kim Pickens
Capt. Scott H. Evans	Nick Irons	Ronald J. Riberich
Kenneth Forster	Michael F. Kidby, P.E.	Mark V. Rosenker
Capt. James Gardner	Fred Messmann	Ruth Wood

C/C Smith introduced Canadian Power and Sail Squadrons, C/C Tony Gardiner, SN, who introduced the other CPS bridge officers and guests attending the Annual Meeting. C/C Gardiner presented a gift from CPS to C/C Smith.

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C/C Smith announced that, with no objections, the minutes of the 4 January 2003 Annual Meeting of the Governing Board would be approved as distributed.

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C/C Smith, assisted by P/R/C Robert A. Green, N, and Capt. Scott Evans, USCG, presented the USPS/USCG Eagle Award. This award recognizes companies, organizations and individuals with significant contributions to boating safety throughout the years. The winners of the 2003 USPS/USCG Eagle Award were Charles J. Holmes, executive director, Venturing Division, BSA, and Jimmie Homburg, national commodore, Sea Scouts; John Edmonsén, CEO, and Ken Corwin, senior vice president of merchandising, West Marine; and James P. Muldoon, chairman, NBSAC.

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D/C Richard P. Gallop, SN, and P/C Marlys Vickers, SN, from District 9, presented C/C Smith with a certificate of tribute from Michigan Governor Jennifer M. Granholm for his many years of valuable service and dedication to USPS.

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C/C Smith reported an attendance of 1,041.

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C/C Smith, P/C/C Robert L. Woods, SN, and P/C/C Richard W. Miner, SN, presented a plaque to P/V/C Robert J. Abernethy, JN, in appreciation of his years of service as an area monitor.

C/C Smith and P/C/C Miner then presented a gift and plaque to P/C/C Robert L. Woods, SN, in appreciation of his years of service as chairman of the area monitors.

C/C Smith presented the “Flame of USPS Award” to Past National Commodore Everette L. Tucker Jr., USCGAux. This award is given to individuals, foundations, organizations and companies external to USPS that contribute significantly to USPS’ success and safe boating in general.

### **2004 Emeritus Members**

C/C Smith presented Member Emeritus Awards to Carl J. Anderson, AP (Ashtabula/11); Orrin A. French, JN (Carquinez/25); Russell D. Niebel, SN (Mansfield/7); Robert S. Roscoe, SN (Coral Ridge/8); and Donald A. Schulz, SN (Milwaukee/10). They have each attained 50 merit marks.

The chief introduced Louis A. Anderson, JN (Neptune/3) and noted his outstanding achievement of having earned 66 merit marks.

C/C Smith then presented a plaque to Karl E. Stein, N, an unattached member, who is the USPS member with the most years of membership. He has paid dues for 79 years.

### **2004 Life Members**

C/C Smith announced that the new 2004 life members were presented with life member certificates at a reception held in their honor on Friday, 16 January 2004. They will receive plaques, pins and cards at their district spring conferences or at another suitable occasion. The

2004 life members are:

Name	District/Squadron	Certificate #
David W. Abel, AP	27/Rocky Mount	E004934
Ronald G. Adams, SN	19/Amoskeag	E001260
John W. Allen, SN	15/Fairhope	A067198
William W. Allsopp, JN	9/Saginaw Bay	E008248
Anthony J. Aquilato, AP	4/City Island	E036398
John R. Baechle, SN	4/Shrewsbury	E005292
Steven G. Bakalis, SN	28/San Diego Sail &	E036723
Steve L. Baker, JN	21/Ft. Worth	E033839
Harold E. Barker, SN	22/Lakeland Sail &	D003546
Pasquale F. Barone, P	4/Watchung Sail &	C009306
William R. Bartilson, AP	7/Akron	E020963
Richard E. Bayer, SN	11/Erie	E029611
Calvin W. Belton, AP	99/Unattached	E033051
Richard T. Bennett, P	15/New Orleans	C017769
Harless R. Benthul, JN	21/Galveston Bay	C034762
John A. Bergantini, AP	14/Greenwich Bay	D022816
Ralph A. Bernard, P	5/Absecon Island	E039413
Socrates Birsky, SN	22/Sarasota	C039242
Cleo M. Bishop, SN	15/Ft. Walton Sail &	E028281
Kenneth A. Black, S	25/Marin	E023161
James D. Blankenbeckler, SN	27/Winston Salem Sail &	B017193
Mason V. Blosser, AP	29/Port Clinton	C021554
Allan Thomas Borlase, SN	9/Mount Clemens	E031731
Bobby B. Bouneff, N	32/Portland	C049200

Name	District/Squadron	Certificate #
Gregory F. Boyle, P	4/Liberty Harbor	D013449
Thomas J. Brincka, SN	4/Barnegat Bay	E020425
William Budd, SN	7/Akron	E028780
George W. Burgess, SN	13/Santana	E030838
Nicholas G. Burke, JN	22/Ft. Myers	E015942
David A. Caldwell, JN	9/Detroit	E037009
Gordon E. Caldwell, AP	14/Cape Cod	A114849
William A. Chapin, SN	22/Anclote Key Sail &	E037667
John R. Coleman, AP	5/Dundalk Sail &	E016801
Richard L. Coleman, AP	30/Kansas City	E022515
Robert L. Connelly, SN	5/Potomac River	A026202
Joseph Connery Jr., SN	18/Beverly	C057933
Norman M. Coons, JN	5/Richmond Sail &	E035581
Robert H. Crossman, JN	22/Sanibel Captiva Sail &	A060255
Richard F. Culpeper, AP	22/Manatee Sail &	E036024
Thomas H. Curtis, SN	32/Beaverton	E030702
Robert R. Dales, AP	5/Delhigh	C026068
U. Glenn Daughtridge, AP	27/Rocky Mount	E035365
Robert W. Davenport, SN	4/Barnegat Bay	C045217
Robert W. Davis Jr., SN	16/Tacoma	E023959
Franklin F. Dickey, AP	25/Carquinez	E039773
John DiSalvo, AP	3/Neptune	E039029
Sheldon Dobkin, SN	8/Everglades	A036933
Fred S. Dyer, JN	6/Utica	C019402
John A. Edgecombe, S	15/New Orleans	E031675
Robert L. Emery, AP	22/St. Petersburg Sail &	C022270

Name	District/Squadron	Certificate #
Raymond S. Fedele, JN	26/Lake Hartwell Sail &	E036843
David Ferrell, AP	1/New London	E030229
Billy B. Fesperman, SN	27/Lake Norman Sail &	E026997
Douglas A. Fisher, SN	11/Erie	E033838
Clarence S. Flynn, SN	10/Minnetonka	E025468
Richard L. Folger, AP	25/Peralta	C014850
Richard P. Gallop, SN	9/Mount Clemens	E038586
Laviere G. Gentile, SN	3/Bayside	D022459
William A. Germaine, AP	9/Grosse Ile	C053045
Brownell W. Goebel, SN	29/Toledo	A051461
Robert L. Goetz, SN	16/Deception Pass Sail &	B002237
B. Dale Gould, SN	6/Buffalo	E031395
Allan T. Gray Jr., SN	17/Vulcan	E030300
Michael C. Grinnell, SN	28/San Diego Sail &	D026144
Donald Lee Grotjan, SN	17/Chattanooga	E034892
Donald J. Hale, P	16/Poverty Bay	E030919
G. R. Hallenbeck, P	2/Stamford	A102288
Donald P. Hansen, AP	10/Duluth	E022582
Joseph Haspray, SN	22/Sarasota	E034573
Vernon L. Helmke, AP	21/San Antonio Sail &	E004809
W. T. Henderson Jr., AP	26/Lake Hartwell Sail &	E022466
Delmer K. Henry, SN	13/San Fernando Valley	E037783
Hamilton E. Hicks Jr., AP	27/Cape Fear	C009810
Craig L. Hills, P	24/Evansville Bend	E028732
Carl P. Hooge, SN	29/Columbus Sail &	E010134
Donald D. Howitt, AP	9/Detroit	E033988

Name	District/Squadron	Certificate #
Henry Chester Hughes Jr., SN	22/Boca Ciega Sail &	E034869
Frank Jasen, JN	31/Beaver Lake Sail &	E033809
Orville J. Jenkins, S	30/Missouri Ozarks	E015458
Douglas Johnson, AP	29/Sandusky	E036149
Walter H. Johnston, SN	9/Dearborn	E039250
Leonard Kantor, JN	8/Palm Beach Sail &	C059022
Joseph B. Katz Jr., SN	24/Cincinnati	E023917
John R. Keith, SN	7/Mansfield	E033959
Douglas Kerr, SN	29/Fostoria	D031960
Merritt F. Kershner, AP	5/Schuylkill River	E017152
Thomas P. Kirkwood Jr., JN	1/New Britain	E032391
Jack Klang, AP	9/Grand Traverse Bay	A046597
Howard M. Klitgaard, SN	10/Milwaukee Sail &	C002096
Ward T. Koeberle, JN	16/Deception Pass Sail &	E029862
Arthur L. Krieger, N	4/Palisades	C027428
John K. Kudera, AP	5/Delhigh	E036817
Peter H. Lang Jr., SN	15/New Orleans	E033193
Joseph K. Leary, SN	5/Sue Island Sail &	E011967
John P. Lease, JN	5/Cambridge Sail &	D000804
Donald L. Lipke, JN	21/Houston Sail &	E024564
Paul D. Long, SN	27/Greensboro	E031413
Edward B. Lopez III, SN	17/Atlanta Sail &	E019943
Albert J. Lord, SN	9/Dearborn	E017876
Leroy R. Lynam, SN	7/Ten Mile	E033933
David S. Maddock, AP	6/Rochester	E030027
Joseph F. Marakovits, SN	5/Delhigh	E036819

Name	District/Squadron	Certificate #
Anthony T. Marko, P	5/Lancaster	E038497
Addison L. Marvin Jr., AP	19/Portsmouth	E034812
Joseph V. McCarthy Jr., SN	3/Brooklyn	E021099
Adam C. McClay, SN	9/Grand Traverse Bay	A121607
Malcolm H. McDonald, JN	7/South Hills	C058163
James N. McNutt Sr., AP	11/New Castle	E025399
Michael A. Meda, AP	9/Grosse Pointe	E034411
Henry P. Mertens, SN	4/Staten Island	E018200
Frederick W. Mesloh, AP	22/Clearwater Sail &	E034606
Richard C. Mikkelsen, AP	8/Key West Sail &	E031181
J. Richard Miller, AP	27/Greensboro	E015270
Eugene E. Molteni, SN	3/Bayside	E034601
John P. Murphy, AP	20/Skokie Valley	E038991
Kenneth H. Musson, SN	9/Grand Traverse Bay	D024748
Frederick J. Neckers, P	22/St. Petersburg Sail &	D007446
Gerald E. Neill, SN	20/Fox Valley	E010588
Irving A. Newcomer Jr., AP	8/St. Lucie River	A069392
Fred C. O'Dell, SN	9/Alpena	D017158
Thomas H. O'Neill, S	9/St. Joseph	E000352
John C. O'Sullivan, AP	9/Port Huron	E024412
Luther A. Obrien Jr., SN	15/Singing River	E037056
Norman C. Oien, AP	17/Chattanooga	D003719
William R. Olsen, AP	19/Wawenock	E017844
James W. Pares, AP	3/Manhasset Bay	E020091
Roy A. Pasieka, AP	6/Swiftwater	E036492
Robert L. Payne, AP	9/Lansing	E020608

Name	District/Squadron	Certificate #
E. Gene Phillips, AP	25/Diablo Sail &	E032772
H. Duane Pierson, AP	9/Muskegon	E026621
William C. Poole, P	5/Richmond Sail &	D007491
Patrick H. Ramsey, SN	5/Salisbury	E037625
Charles B. Raper, SN	5/Ocean City	E038837
R. Coleman Reid, AP	5/Roanoke Valley	E008193
Samuel O. Reiman, AP	3/Little Neck Bay Sail &	C039421
Jonathan P. Rice, N	1/Springfield	E017411
John C. Richman, AP	25/Redwood	C015513
Randall W. Roe, JN	25/Redwood	E034627
Bennie A. Rohr, P	15/Singing River	B026402
Andrew A. Romano Jr., SN	6/Rochester	E001763
Larry H. Rountree, AP	5/Nansemond River	E025981
Le Roy L. Ruhl, SN	13/Santana	E012363
John A. Russell Jr., SN	17/Oak Ridge	E035150
Anthony Russo, AP	4/Northern New Jersey	E030393
John L. Sampson, AP	5/Lancaster	E035866
Hector R. Santiago, P	33/San Juan	E034317
Arthur C. Schock, JN	7/South Hills	E030445
Russell C. Scott, AP	5/Richmond Sail &	A051666
David A. Sewell, JN	17/Atlanta Sail &	E037270
Fred M. Shallcross,	5/Delaware River	E014852
Ronald J. Spitz, SN	25/Santa Clara	E013117
Robert J. Stark, P	10/Oshkosh	E025002
Allan W. Stiles, N	14/Taunton River	B019518
Allen D. Stroud, S	27/Kinston	E019826

Name	District/Squadron	Certificate #
Donald J. Sudek, SN	29/Toledo	E027244
Ronald K. Summers, JN	17/Muscogee	E023238
John P. Swain Jr., SN	27/Raleigh Sail &	D004812
C.F. Templeton, SN	22/Boca Ciega Sail &	E036979
Albert W. Theurer, SN	4/Watchung Sail &	E013990
Robert S. Thornton, SN	21/Shreveport	E035447
Edmund T. Turner, AP	3/Bayside	C014445
Stephen Velo, AP	5/Miles River Sail &	C029985
James B. Wade, P	27/Kinston	C042849
Lowell G. Ward, SN	26/Hilton Head Sail &	E029353
Richard D. Watson, AP	6/Swiftwater	C045294
Lester V. Watters, AP	10/Duluth	E032781
Charles H. Watts Jr., SN	4/Lackawanna Sail &	D011805
Daniel F. Weaver Sr., AP	6/Syracuse Sail &	E024874
Max J. Werkenthin, AP	21/Austin	E036170
William Werner, AP	29/Sandusky	E036151
Harry E. Williams, N	30/St. Louis	E016663
Henry G. Windecker, AP	3/Patchogue Bay	E005992
Terry E. Witmer, S	5/York Sail &	E029578
Thomas M. Wolf, SN	29/Sandusky	E036300
James P. Wolfe, SN	2/Tappan Zee Sail &	C056269
Martin Wolinsky, P	1/New Haven	A065501
Walter W. Wood, SN	13/Valley Ho	E036956
Samuel S. Woodley Jr., JN	27/Rocky Mount	E025190
David S. Woods, SN	6/Iroquois	E022257
Don G. Young, SN	4/Watchung Sail &	E035626

Name	District/Squadron	Certificate #
Keith R. Young, SN	7/Vermilion	A089050
Emery Zajec, SN	25/Peralta	C014862

### Meritorious Service Awards

C/C Smith, assisted by V/C Les Johnson, SN, presented Meritorious Service Awards to national officers who were completing their tour of duty. These officers are:

C/C Theodore H. Smith, SN	Chief Commander
V/C G. Leslie Johnson, SN	National Executive Officer
V/C Ernest G. Marshburn, SN	National Administrative Officer
N/F/Lt Dick Jarmon, SN	National Flag Lieutenant
P/D/C Fred P. Adame, SN	ad hoc Operation BoatSmart Committee
R/C Harold Beidel Jr., SN	Budget Officer, Educational Department
R/C Kenneth J. Bolt, SN	Publications Support Committee
R/C L.D. Brown, SN	National Meetings Committee
R/C Carol G. Cohen-Charitan, SN	Budget Officer, Secretary's Department
R/C Charles D. Davenport, SN	Safe Boating Committee
R/C Frank E. Dougherty, SN	Committee on Nominations
P/R/C Elmer F. Dreier, AP	ad hoc USPS Enhancement Committee
R/C Ronald A. Friedman, SN	Legislative Committee
R/C John C. Hauck Jr., SN	Inland & Coastal Navigation Committee
R/C Kenneth D. Link, JN	Marketing & Public Relations Committee
R/C Peter W. Mitchelson, SN	Operations Manual Committee
R/C William E. Reasons, SN	Publications Committee
R/C Maurice G. Rice Jr., AP	National Law Officer
R/C Michael C. Scallan, SN	Curriculum Development and Coordination Committee
R/C R. Roby Schottke, SN	Planning Committee
R/C Joyce F. Shaw, AP	THE ENSIGN Committee
R/C William J. Sheehan, SN	Educational Operations Committee
R/C Charles P. Sutter, AP	National Historian
R/C Gene R. VanRhee, SN	Operations Training Committee

Stf/C Alan F. Wentworth, SN  
P/R/C John P. Wilson, AP

ad hoc First Aid Support Team  
ad hoc National Government Relations Committee

### **Report of the Committee on Rules**

R/C Thomas R. Dougherty, SN, designated P/C Benjamin J. Sooy III, AP, as the meeting's parliamentarian.

Then, R/C Dougherty presented the following amendments to the *USPS Bylaws*.

Item 1: **Departmental Committee reorganization:** In order to place further emphasis on membership, membership services and member retention, the Operating Committee proposes the Governing Board revise the existing departmental committee structure by assigning those committees with membership-related responsibility to the Administrative Department and assigning those committees that do not have membership-related responsibility to other departments.

Additionally, the Operating Committee recommends that the name of the Operations Training Committee be changed to the Leadership Development Committee so that the committee's name more accurately reflects their responsibilities. Further, the Operating Committee suggests that the Safe Boating Activities Committee be split into a new Safety Committee, assigned to the Executive Department; and a Squadron Activities Committee, assigned to the Administrative Department. Finally, the Operating Committee proposes that the responsibilities of the Legislative Committee be assigned to the Special Assistant to the Chief Commander for Governmental Affairs.

Therefore, the Committee on Rules recommends the Governing Board, in accordance with *USPS Bylaws* Section 5.10, establish the committees and departmental assignments as listed below. Both the current and proposed structure is shown. The names of those committees to be reassigned or have altered responsibility are struck through. The names of those committees newly assigned to a department are in boldface.

#### **EXECUTIVE DEPARTMENT**

Cooperative Charting Committee  
~~Legislative Committee~~

Vessel Safety Check Committee  
**National Meetings Committee**

Squadron Development Committee

**Marine Safety Committee**

**EDUCATIONAL DEPARTMENT**

Basic Public Education Committee  
Boat Handling Committee  
Curriculum Devel. & Coord. Committee  
Ed. Department Operations Committee  
Electro-Mechanical Systems Committee

Inland and Coastal Navigation Committee  
Instructor Development Committee  
Marine Environment Committee  
Offshore Navigation Committee  
Publication Support Committee

**ADMINISTRATIVE DEPARTMENT**

Auxiliary Advisory Committee  
~~Flag and Etiquette Committee~~  
Membership Committee  
**Squadron Activities Committee**  
**Member Benefits Committee**

~~National Meetings Committee~~  
~~Operations Training Committee~~  
~~Safe Boating Activities Committee~~  
**Leadership Development Committee**

**SECRETARY'S DEPARTMENT**

Historian Committee  
Information Technology Committee  
Operations Manual Committee  
Publications Committee

Ship's Store Committee  
THE ENSIGN Committee  
**Flag and Etiquette Committee**

**TREASURER'S DEPARTMENT**

Budget Officer (Exec/Admin)  
Budget Officer (Educational)  
Budget Officer (Secretary's)

Budget Committee  
~~Member Benefits Committee~~  
Planned Giving Committee

The Annual Meeting ADOPTED the motion to establish the committees and departmental assignments as recommended. (2004-AM-1)

Item 2:

**Law Committee** The national law officer has requested the number of members of that committee, currently limited to seven (7) by *USPS Bylaws* Section 5.7.4, be increased. It is the opinion of the Committee on Rules that the committee size limitation was placed at a time when there was a more liberal reimbursement policy in effect. Currently, the

members of the Law Committee are not reimbursed, and therefore the restricted committee size does not benefit USPS and places an undue burden on the members of the Law Committee.

Therefore, with the concurrence of the Operating Committee, the Committee on Rules recommends that *USPS Bylaws* Section 5.7.4 be amended as shown below.

*Section 5.7.4 There shall be a Law Committee on the Governing Board composed of not more than ~~ten~~ seven members. One of the members shall be the national law officer who shall be the chairman. Another member shall be the assistant national law officer who shall be the assistant chairman. The Law Committee shall provide legal advice and legal services to the Operating Committee and to the departments, and shall report directly to the Governing Board. The national law officer shall be legal counsel to the Governing Board and to USPS.*

The Annual Meeting ADOPTED the motion to amend the *USPS Bylaws*, Section 5.7.4. (2004-AM-2)

### **Report of the Finance Committee**

R/C Joseph R. Mesenburg, SN, reported a total investment return of more than \$159,000 for fiscal year ending 30 Nov. 2003; he said that this is a yearly rate of return of 7.3 percent. He said that approximately 43 percent of USPS assets were invested in equity or mutual funds with the remaining 57 percent invested in debt instruments that includes corporate bonds, certificates of deposit and money market funds. R/C Mesenburg reported that realized net gains ended the fiscal year at approximately \$129,000, which was considerably higher than the \$68,000 that was projected. He reported a total net return during the past 7 years of more than \$961,000, with a 7.81 percent average per year. He said that the Finance Committee believes that the USPS investment portfolio has performed admirably and that it is properly structured.

R/C Mesenburg presented the following to the Governing Board: In September 2002, the Governing Board, at the request of the Finance Committee, approved a proposal to temporarily eliminate the \$2 reinstatement fee. The rationale was that it was not an effective tool to encourage members to renew their membership in a timely fashion, while it was a barrier to encouraging members who had not paid their dues to rejoin. This change has had a positive

effect on members who have renewed. Further, it has not been a significant source of revenue.

R/C Mesenburg stated that the Finance Committee recommends, with the approval of the OCom, that the Governing Board eliminate the \$2 reinstatement charge. The Annual Meeting ADOPTED the motion. (2004-AM-3)

R/C Mesenburg continued his report by addressing the financial alarm test of USPS, which is determined by the level of undesignated, unrestricted funds. He said that although the financial alarm test figures are not what the Finance Committee would prefer at this time, the committee was not recommending a 2005 dues increase. Rather, all USPS departments should be prepared for major budget cuts. He encouraged all members to become involved in the Power of One Campaign to help increase the number of members, which in turn, increases USPS revenue.

R/C Mesenburg reported a balance of \$114,081 in the Members Fund and \$129,692 in the Endowment Fund as of 30 Nov. 2003.

### **Report of the Law Committee**

R/C Maurice G. Rice Jr., AP, presented the USPS Privacy and Data Policy, with the concurrence of the OCom, to the Governing Board for approval. The Annual Meeting ADOPTED a motion to approve the USPS Privacy and Data Policy. (2004-AM-4) (The policy is published at the end of these minutes.)

R/C Rice stated that due to the establishment of the First Aid Support Team (FAST) that it was necessary to create a USPS policy related to medical privacy. He then presented the USPS Policy Regarding Health Information, with the concurrence of the OCom, to the Governing Board for approval. The Annual Meeting ADOPTED a motion to approve the USPS Policy Regarding Health Information. (2004-AM-5) (The policy is published at the end of these minutes.)

R/C Rice continued his report by stating that during the past 3 years LawCom has handled more than 400 referrals to the committee from all levels of USPS.

He reported that during 2003, the members of the committee reviewed numerous agreements relating to national activities and assisted the national treasurer, squadrons and

districts regarding liability matters and insurance coverage. He said an increase in squadron and district on-the-water activities raise issues of liability. He said that all such activities should be covered by adequate insurance, comply with the On-the-Water Guidelines, be properly sanctioned by the squadron executive committee and be documented in the squadron executive committee's minutes.

R/C Rice reiterated the need for districts and squadrons to apply for and receive a state license before sponsoring raffles. He said that raffles are a legitimate fun activity for districts and squadrons to make money for the support of boating safety activities, but only when properly licensed. He reported that several districts and squadrons have obtained licensing and thus realize the benefits that can be obtained by holding periodic legal raffles.

He noted the following accomplishments of the Law Committee during 2003: updating and restating the headquarter's employees 403(b) retirement plan, obtaining malpractice coverage for the LawCom members, finalizing the privacy and members' records disclosure policy, completing a F.A.S.T. health records retention statement, updating the headquarters' *USPS Employment Policy*, and filing various applications for trademark protection for USPS' valuable intellectual property.

### **Report of the Planning Committee**

R/C R. Roby Schottke, SN, reported that the Planning Committee had produced a *Planning Committee Manual* that will be available on CD-ROM. He said that this manual explains the national Planning Committee's responsibilities and provides suggestions to assist the district and squadron planning committees. He said the manual is also available online at the Planning Committee's Web site.

R/C Schottke presented the annual report of the USPS Strategic Plan. He said that the report compares the data collected in 2003 with the measurements of the baseline data gathered in 2002.

#### **Executive summary of organizational goals and measurements**

##### **Awareness**

Strategic goal: To expand awareness of USPS through increased public relations and marketing

Organizational goal: Increase public awareness of USPS

Measurement #1: Teach one public boating student per active member per year

Squadrons taught 31,550 public education students, which represents 70.5 percent of active members. This does not meet the measurement goal.

Measurement #2: Increase by 5 percent per year the use of cooperative advertising funds by squadrons and districts.

This exceeds the measurement goal by 224 percent.

	2003	2002
Number of Districts	32	30
Number of Claims	216	237
Amount Approved	33,355.18	33,690.93
Amount Spent	83,969.52	75,494.74

Measurement #3: Increase by 10 percent per year measurable public relations/marketing efforts at the squadron level. Not measured by any committee.

Measurement #4: Sign and implement at least one partnership agreement that includes provisions for advertising or publicizing USPS and our programs each year. This goal was exceeded by 100 percent.

## **Communications**

Strategic goal: To improve, simplify and expedite two-way communications throughout the organization

(1) Organizational goal: Maximize the use of information technology.

Measurements: #1: Convert at least one USPS form to electronic filing each year.

Met measurement. With the exception of a few NPR competition forms, all the forms listed in the squadron commander's kit are online, but not all of the forms are electronically interactive.

#2: Develop a learning guide on computer operations and Web access.

Did not meet the measurement goal. While listed as a goal, no strategy has been approved for the development of a learning guide. ITCOM has implemented a help desk that provides support for online access to USPS services.

#3: Increase by 20 percent per year the number of e-mail addresses listed in all USPS directories.

Did not meet the measurement goal. No baseline has been established but some data is available. In May 2003, there were 13,919 e-mail addresses. In September 2003, there were 14,535 e-mail addresses. Based upon these two data points, we experienced an annualized growth rate of 13 percent.

(2) Organizational goal: Simplify USPS procedures.

Measurements: #1: An annual reduction of 5 percent in the number or complexity of USPS forms. A mechanism for measurement has not been defined. #2: Reduce the number of USPS year-ends. This strategy will need to be revisited in light of the reduction in the national meeting number and timing of the annual meeting. No current action. #3: Each national committee makes at least one substantial change to simplify procedures. A mechanism for measurement has not been defined.

## **Education**

Strategic goal: Address the diverse educational needs of members and potential members

(1) Organizational goal: More than 22 percent of members, exclusive of Senior Navigators, complete an internal education course per year.

Measurement: Did not meet the measurement goal. As of the end of the educational year ended 30 June 2003, 8224 members completed one or more Advanced Grade or Elective courses.

Represents 13.5 percent of membership.

(2) Organizational goal: Teach one public boating student per active member per year.

Measurement: Did not meet the measurement goal. During the 2003 Educational Year, 31550 students participated in a Boat Smart, Squadron Boating Course or an ABC program. This represents 70.5 percent of active members.

## **Government**

Strategic goal: Become proactive as to governmental issues, regulations and legislation that affect USPS, our “partners in boating safety,” and/or the recreational boating public.

No organizational goals listed in this section of the strategic plan.

## **Leadership**

Strategic goal: Better prepare officers and encourage leadership skills throughout the organization

Organizational goal: To foster leadership interest throughout the organization

Measurement #1: Reduce by 5 percent per year the number of unfilled elected and appointed officers’ positions at the squadron level. Using national job file, determine number of squadron bridge positions vacant. The number of positions open in 2002 - 125; the number of positions open in 2003 - 98. The number of squadron bridge positions left open is 21.6 percent less than 2002. Exceeded measurement by 435 percent.

Measurement #2: Increase by 3 percent per year the number of resume forms received requesting consideration for positions at the national level. Number of resumes received by the

Nominating Committee: 2002 - 752; 2003 - 827, which is a 9 percent increase in resumes received in 2003. Exceeded measurement by 300 percent.

**Membership, Involvement, and Retention**

Strategic goal: Evaluate member activities and benefits to promote member satisfaction and to evaluate the definition of membership to promote growth and retention.

Organizational goal: Maximize involvement of members in USPS activities.

Measurement #1: An annual increase of 5 percent of the number of family merit marks awarded. Exceeded measurement by 228 percent.

Measurement #2: An annual increase of 3 percent of the number of family members converting to active member status. Did not meet the measurement goal.

Measurement #3: Net active membership growth greater than 3 percent per year. Did not meet the measurement goal. Membership experienced a decrease of 4.8 percent net active members but 128 squadrons (28.6 percent) grew their active membership by 3 percent or more and 42 squadrons (9.4 percent) experienced positive growth.

31 July 2002

Membership	Active	46,953	Family	6,157
Merit marks		16,378		734

31 July 2003

Membership	Active	44,716	Family	5,917
Merit Marks		15,984		818

Progress summary of strategies

Not Started:	0	Progressing:	14
Beginning:	4	Completed:	2

Detailed monitor’s report

**Awareness**

Guiding statement: Focus on awareness activities at all levels with special emphasis at the squadron level. Activities need to target the general public and recreational boating interests.

Strategy #1: Create a brand identity of America’s Boating Club.

- Secretary’s Department “America’s Boating Club” placed on THE ENSIGN

cover. The brand is also being used on other external and internal items.

Strategy #2: Develop Squadron Speakers Bureau

- Assigned to Marketing and Public Relations Committee. The committee is working on a product called The Speaker's Tool Box that contains names speakers and products that can be used on speaking assignments.

Strategy #3: Form marine industry partnerships.

- Continued progress as several have been signed this year.

Strategy #4: Encourage greater emphasis on incorporating environmental issues in USPS educational courses, particularly the education courses to the public.

- Where possible environmental awareness will be included in the public courses, advanced grade and elective courses. The 2003 NASBLA Boat Smart recertification includes a section on Aquatic Nuisance Species. This Information will be added to the Squadron Boating Course when it is reprinted. The aquatic nuisance species information is required for NASBLA certification of boating courses. The organization will continue to monitor environmental policies and concerns, updating the public, internal courses and learning guides with new information as it becomes available.
- The *Mariner's Environment* learning guide, under the direction of R/C Jean Hamilton, SN, continues in development.

## **Communications**

Guiding statement: Focus on dissemination of information, consolidation and simplification of forms and development and expansion of electronic information.

Strategy #1 : Expand the development of interactive online forms using a standard format for the organization .

- Membership Committees have been assigned the task to redesign the MemCom1 and HQ 104 forms. A draft version was viewed at the Fall Governing Board Meeting in Reno.
- Forms that are older than 3 years were to be reviewed at the "computer camp" at HQ. The forms for review include HQ forms, Secretary's Department and NPR forms.
- Membership Committee has posted an updated MemCom1 form that collects personal skills data.
- OD-1 & OD-2 forms can be submitted through DB2000.

- Forms typically listed in the Squadron Commanders Kit were downloaded and the majorities are in PDF form as recommended.
- The files for HQ-102, HQ-103, HQ-104, and HQ-110 forms are significantly larger than other online forms and should be reformatted to provide for faster download.
- NPR-104, NPR-105, and NPR-106 forms are not available online.

Strategy #2: Consolidate and reduce the multiple ending years of programs.

- This strategy will need to be revisited in light of the reduction in the national meeting number and timing of the annual meeting. No current action.

## **Education**

Guiding statement: Develop materials and programs that address the individuals' styles of learning (visual, auditory, hands-on) while publishing the materials in a variety of modes (print, video, electronic, Internet, etc.)

Strategy #1: Develop the electronic mode of delivering educational courses and exams on the Internet, on CD-ROM and through interactive video versions.

- Kurt Kalkomey and P/V/C Jim Roeber, SN, are developing online testing. As soon as the testing component is agreed upon and implemented, most probably with the public courses, the Educational Department will evaluate which, if any, of the electives and advance grades will be tailored to Internet learning.
- The *Paddle Smart* web site is readily accessed from a drop-down menu under Boating Safety on the public USPS home page.
- Material will be added to support the use of computer-based planning on digital charts with a new CD-ROM and material supplied by Maptech. The subject of chart plotters will be covered, and the use of computers for live navigation will be introduced and expanded upon in N101.

Strategy #2: Create a standard for squadron instructors including continuing education requirements. Conduct instructor teaching technique seminars at national governing board meetings and district conferences.

- This strategy has been implemented in the form of an Instructor Certification Policy. Most of the current DEO's attended certification class held during the 2003 Fall Governing Board. Certification is beginning to be implemented by several squadrons. Consideration is being given to developing specially designed polo shirts for instructors, with unique recognition for certified instructors.

Strategy #3: Meet prior expectations for Vision 2000

- Work continues across the board. Pricing for the three Marine Electronics modules 101/102/103 has been priced separately as well as a package price.

Strategy #4: Involve professional editors to complement existing editorial services to continue to improve the presentation and appeal of USPS course content.

- Improvements in the presentation material of the various manuals continue to be an on-going development in place over the last several years. Creative formatting to improve manuscript layout is the key. Improved modern layouts accomplished either through training of USPS members or the use of outside sources will be used when necessary. An outside formatter was used effectively with Seamanship. The Educational Department plans to continue the use of outside formatters if they cannot achieve effective layouts from committee formatting specialists.

Strategy #5: Develop a course exclusively for nontraditional boaters, such as fisherman, hunters, kayakers and canoeists.

- The *Paddle Smart* Web site development has been reviewed by the staff of the American Canoeing Association (ACA) and continues to be augmented and refined. Discussions with the ACA have covered the use of weather, electronics, and chart material for the Web site.

Strategy #6: Incorporate more on-the-water activities into advanced grades and elective courses.

- On-the-water curricula are being addressed as the Educational Department updates the materials. The focus at this time is in the instructor's manuals with development recommendations for on-the-water participation.
- The Educational Department has recognized the need to review the USPS approach in its advanced grade courses as a consequence of the changes occurring in available navigation tools and in the desires of members regarding how this should be instructed. An outline of possible considerations and changes is being developed and refined at this point prior to any editing of current material and development of new text. Included in this thinking are the following:
  - Primary means of navigation will be based on electronics with the use of traditional techniques to enhance the electronic application, checking their accuracy, and as a backup in the event of failure.
  - The new curriculum will be far more oriented to the recreational boater than professional pilots.

- The use of lookup tables will be minimized, and calculators and simple graphs will be used.
- The Piloting Course will be oriented toward local boating, and Advanced Piloting will be oriented toward extended coastal and inland cruising. Material will reflect the challenges associated with extended cruising in the latter.
- Piloting will emphasize the use of GPS and compass. Practical, i.e. application of the “seaman’s eye” will be instructed for quick checks.
- Advanced Piloting will instruct the use of all available electronic aids in dealing with extended cruising, including coping with winds, currents and tides. DR’s and plotting will continue to be covered as means of regularly checking position.
- Proposed release of these two courses in the summer of 2004. Revisions of JN and N are expected to follow shortly afterwards.

## **Government**

Guiding statement: Strive to achieve and maintain a leading role in initiating, influencing, monitoring and responding to proposed issues, regulations and legislation that affect USPS, our “partners in boating safety,” and/or the recreational boating public.

Strategy #1: Identify and delineate activities and programs appropriate for each level. Devise an effective and efficient internal organizational structure to include adequate staffing and leadership positions.

- Reviewed and explored adaptation of existing structure, operations and staffing of those USPS committees currently interfacing with government or “Partners in Boating Safety.” (completed)
- Devise/name 6-8 regions and group/list six-to-eight states to be assigned to each. Set up regions upon some rational basis, e.g. geographic, common boating territory/issues

Strategy #2: Review existing USPS policies and procedures that relate to Government

- Relations; identify existing USPS positions on national issues, draft written procedures and standards to be applicable to all levels of USPS, respecting appropriate and approved government “lobbying” and liaison/support; and devise a system of information/recommendation.

- Drafted written procedures and standards, to be applicable to all levels of USPS, respecting appropriate and approved government lobbying and liaison/support.

Strategy #3: Identify and review any existing databases within USPS providing contact information for Government agencies and officials, elected representatives, and partners; design and create a interactive Web site; sort and publish state and federal legislators' names by squadron geographic location; and link our USPS Web site to the appropriate sites.

- Have identified the online database services of a commercial provider whose "cap wiz" software would allow USPS and its members access to contact info/services for media and elected officials at national, state, and local levels.
- Sort and publish state and federal legislators' names (together with postal and e-mail addresses, and telephone/fax numbers) by squadron geographic location.

Strategy #4: Design and implement internal policies and procedures that will provide coordination, liaison, monitoring, oversight, and/or required follow-up for all communications between USPS officers/representatives and any government agency or official, partners and other recreational boating organizations relating to governmental matters. Develop a blueprint for establishing contact and liaison with key federal and state agencies and officials and other recreational boating organization leaders.

- Progress has been made through liaison, meeting/workshop/conference attendance and by lobbying activities in support of adequate funding for recreational boating safety under Wallop-Breaux and in seeking liability protection for the organization and members when serving as "federal government volunteers."
- Developed a blueprint for establishing contact and liaison with key federal and state agencies and officials and other recreational boating organization leaders. Identified one state [PA] to use as a pilot project in developing such a blueprint for state level activities.

## **Leadership**

Guiding statement: Focus on improving on-going leadership development especially at the squadron level.

Strategy #1: Create a video or Web-based squadron leadership course.

- A committee from Leadership Development (formerly OT) has been appointed to work on the *Presenter's Guide* and Power Point® presentation.

Strategy #2: Expand the squadron officers' training sessions conducted by district officers.

- This is not to expand the squadron officer's training sessions but develop a short leadership program that can be presented by national and district leaders. Coordinating this assignment is P/D/C Ken Harding, SN, from Leadership Development and P/D/C Alta Mullins, SN, from the Instructor Development committees. Received copy of three-hour course condensed to one hour, as written by P/D/C Mullins, for review by the committee.

Strategy #3: Chief's representative to conduct a leadership seminar at the district conferences.

- This strategy is in Phase I and to be discussed at OT meeting in January. Also to be discussed is obtaining a grant for a video that can be shown by the presenter at district conferences.

Strategy #4: Develop an officers' mentorship program using the expertise of past officers.

- Received rough draft of this from R/C Robert Baldrige, N. This strategy was presented to the D/Cs at the spring Governing Board. No further development at this time.

Strategy #5: Promote interest in holding squadron positions through a multi-media TEAM approach.

- OT and ID have been tasked with the development of an expanded leadership program, i.e., one that leverages the use of current technology to more effectively and efficiently train new members to become future USPS leaders. Part of that curriculum involves the use of multimedia resources to facilitate communications between bridge officers and the members that they support.
- A new Administrative Department electronic newsletter has been created with the intent to bridge a gap between committees in the same department.
- The Administrative Department is also experimenting with a news-flash eLine publication. The intent is to create a bridge between national, district and squadrons, thus forming a stronger communications link from one end of the organization to the other.

Strategy #6: Promote interest in national committees by adding a "Job Fair" components to Expo.

- This strategy has been assigned to the C/C who will work with the department chairmen. C/C Smith assigned this strategy to the Administrative Officer for the National Meetings Committee to facilitate at the annual Expo.

### **Membership, Involvement, and Retention**

Guiding statement: Focus on the areas of social and on-the-water activities, educational

opportunities, civic involvement, family participation, committee involvement and member services.

Strategy #1: The Membership Committees to develop a comprehensive new member orientation program.

- The Membership Committee has implemented new action plans through discussion and distribution at the past Governing Boards. The newly developed materials can be found in various manuals including the new *Mentoring Manual* and on the Web site. A CD-ROM is being planned to contain all MemCom materials.
- The New Member Orientation Program, the Member Interest Survey, and the Non Renewal Survey are stand-alone and are ready to use by any individual interested in having simple-to-use checklists when interviewing a new recruit or a nonrenewal. Together, the surveys indicate the desires of the new member and the reasons for nonrenewal. These are of great benefit to squadron members dealing with the opportunities and expectations of members.

Strategy #2: The Membership Committees to develop a broad base of opportunities with a stronger emphasis on civic service and family/community activities to increase involvement.

- Civic Service: Most of the plan was incorporated into the USPS/BoatU.S. Civic Service Award program that has been initiated by the Membership Committee.
- Increased awareness in youth and family activities have resulted in greater emphasis in planning activities geared to these groups. More inter-squadron and inter-district activities have been reported.
- Star Recognition Program: (pending) Stars can be obtained by individuals from the Ship's Store or other stores and can be awarded by the squadrons. Bronze –10 merit marks, silver –15 merit marks, gold – 20 merit marks.
- Member Benefits List: (completed) The Member Benefits Committee has produced a very comprehensive list of benefits that was distributed with the dues renewal notices.

R/C Schottke closed his report by stating conclusions about strategic plan results. He said that USPS is making strides in public awareness at the national level through partnerships and government relations; that leadership measures were met for the year, but that recruiting/training leaders still remains a concern; that communication concerns have not been resolved as indicated by the lack of progress in this area; and that if USPS does not solve the

membership decline, one-half of the membership will be gone in 10 years. He encouraged all members to get behind the Power of One Campaign to recruit new members and to teach more boating students.

### **Report of the Marketing and Public Relations Committee**

R/C Kenneth D. Link, JN, reported on some of the committee's major accomplishments during the past 3 years, including an agreement with Genmar<sup>®</sup> Holdings Corporation concerning the promotion of America's Boating Course<sup>®</sup> as part of its First Mate Program; an agreement with Sea//Tow to promote America's Boating Course through a donation of \$5,000 to ABC; signing of an MOU with the U.S. Army Corps of Engineers to agree to work together on programs including vessel safety checks, educational programs, Homeland Security, Cooperative Charting and the environment; an agreement with USMarine/Bayliner that resulted in a \$22,500 donation to the development of ABC; a partnership with *Boats and Places* that resulted in the production of two videos on boating safety, the National Safe Boating Test and a video soon to be released on safety equipment (both of these videos were aired on broadcast television during prime time in Safe Boating Week); and with West Marine, USPS created a lending library of USPS products, which include the NSBT video. In cooperation with the NOAA-NOS Chart Division, a series of safety graphic public service announcements was developed for use on Print on Demand charts. In cooperation with West Marine, Stearns and USMarine/Bayliner, USPS participated in a program called L.I.F.E., a project for which individuals inspect children's PFDs at boat shows and replace the jacket if it does not fit properly or is not suitable.

R/C Link also reported on several successful public relations events. USPS participated in Winterfest in south Florida during 2002 and 2003, partnering with the NSBC, the Sea Scouts, USCG, Suspenders<sup>®</sup>, West Marine and the Green Foundation; USPS' vessel that was entered in the contest won first-place in its category both years. He reported that in cooperation with NMMA and Genmar Holdings USPS will participate in a program called Women Making Waves at the New York, Miami, Chicago and San Diego boat shows. This program focuses on safety for women on the water. USPS also joined the USCG, the Auxiliary and PCI Communications in the development of the You're In Command Program. R/C Link stated that this program focuses on boating safety, America's Boating Course, the Vessel Safety Check Program, and the harmful effects of carbon monoxide poisoning and boating under the influence.

R/C Link reported on other marketing and public relations events. He noted that USPS

presented a USPS honorary membership to the captain of the Disney Wonder cruise ship. A plaque and USPS ensign were presented to the captain with the agreement that the vessel would fly the ensign whenever the ship was in port and the captain was on board. Also, in Wilmington, N.C., the USPS national bridge participated in a nautical festival onboard the USCG barque Eagle. The USCG named Wilmington as a Coast Guard City during this event. Another public relations effort occurred as C/C Smith and other USPS members attended a Christmas party that was held at the Children's Hospital at Montefiori in New York City, and sponsored by Sea Quest Kids. R/C Link said that these events and hundreds of other locally promoted events highlighting USPS in action were publicized on radio, television and in the print media.

He stated that the committee also assisted the Membership Committee in the rewriting and redesign of the *What's In It For You* and *This is USPS* brochures.

R/C Link reported on upcoming public relations opportunities, such as working with District 10 on the promotion of the Grand Excursion Navigator, a re-creation of the opening of the upper Mississippi River to commercial traffic in 1853. He said that recent meetings with the U.S. Army Corps of Engineers resulted in continued dialogue toward finalizing areas where the two organizations will work together on education, vessel safety, the environment, Homeland Security and Cooperative Charting.

R/C Link closed by stating that USPS will produce its first annual report. He said that the *2003 Annual Report of USPS* will be distributed shortly and will be available on the USPS Web site. He said that this report will be used to encourage partnerships with commercial enterprise and governmental agencies. The report includes the activities of the various departments under the leadership of the USPS bridge officers.

### **Report of the National Treasurer**

V/C John T. Alter, SN, referred members to the 30 November 2003 Unaudited Treasurer's Report, Statement of Revenues and Expenses. He said that audited figures for 2003 were not yet available, but that the audited report will be posted on the national treasurer's Web site and printed copies will be available from headquarters upon request. V/C Alter stated that all revenue categories came in below their anticipated levels and well below the levels of the previous year, with the exception of THE ENSIGN, which posted a revenue increase for 2003 over 2002. He said that on the expense side, the national bridge and committees exceeded their

budgets by \$122,678, but that headquarters and ENSIGN expenses and an under-run in cooperative advertising expenses resulted in a net under-run of \$3,211 from operations. He said that the net result was that expenses from operations exceed revenues from operations by \$237,427, as compared to a \$179,800 surplus in 2002. He noted that revenue losses continue to be the source of USPS' financial dilemma.

The national treasurer reported that in the non-operating category, grant expenses greatly exceeded grant income. He said that this was the result of a \$96,000 USCG grant that was reported as income in 2002 and that no expenditures were reported until 2003.

V/C Alter stated that these results are disappointing and cannot continue. He said that the Finance and Budget committees are working on an expense reduction contingency plan for 2004. He said that he has asked these committees to develop a list of expense items that would either temporarily reduce or defer planned expenditures, if necessary, based on USPS financial results. He said that these temporary reductions or deferments could be implemented by the OCom on short notice and would produce substantial impact quickly. He said that he did not know what may be included on the list, but that the target is to have a plan that would have an impact of about \$200,000, or roughly 10 percent of the budget.

The national treasurer continued his report by focusing on membership revenue. He said that in 2001, the Governing Board voted to increase the national membership dues by \$6 and that dues increase was supposed to carry USPS through the next 6 or 7 years. He said that those projections were based on two scenarios: that net membership would increase by 3 percent per year, or in the worst case, that membership would hold at the 2000 level, which was in the range of 52,600 active members. He reported that at the end of November 2003, active membership was 47,283; the decrease of about 5,300 members was not anticipated. He noted that the average national dues for both primary and additional active members is \$27.75 per member. He said that multiplying that figure by the 5,300 members lost since 2000 resulted in \$147,075 of uncollected dues revenue. He noted that a 3 percent growth for each of the past 3 years would have resulted in \$160,000. He said that the dues income from those 5,300 lost members would have dramatically changed the dues income picture and most likely would have improved net educational sales results as well. He said that USPS is improving and updating the advanced grade courses to make them more relevant and hopefully more attractive to members. He said that the Power of One Campaign holds promise that USPS can turn the tide of falling membership numbers through more aggressive recruitment. He said that additional sources of

revenue, like the *By Land or By Sea* national cookbook and the new 90<sup>th</sup> anniversary print can provide additional revenue. He said that USPS is pursuing additional grant opportunities and seeking new marketing and partnering opportunities. He said that he was not recommending a dues increase at this time. He stated that his department will continue to look at ways to reduce expenses without creating an adverse effect on the organization. He said some major expense relief is expected in 2006, when the number of national meetings per year is reduced from three to two.

V/C Alter reported that the 2003 Fall Governing Board in Reno approved conducting a trial involving headquarters collection of dues and anniversary billing. He said that the development of the HQAB process is well under way. The districts that volunteered to be part of the trial are districts 10, 15 and 16. He said that HQAB team believes that the size and geographical diversity of these districts will provide the best opportunity for a controlled and manageable scope, while providing results typifying the entire organization. He noted that the trial will begin in April 2004 as part of the next annual dues collection.

The national treasurer reported that the Member Benefits Committee continues to work to find ways of enhancing the value of USPS membership. Several member benefit proposals are under consideration, including member discounts on certain types of marine electronics and software and long-term care insurance.

He reported that the Planned Giving Committee recently sent out a mailing to about 2,900 members that encouraged them to support USPS through contributions to the Endowment Fund. V/C Alter said that early results are encouraging.

### **Report of the Auditing Committee**

R/C Albert M. Warnock Jr., SN, chairman, reviewed the activities of the Auditing Committee. The committee reconciled the bank statement, reviewed accounts payable, verified all balances and made recommendations as necessary. R/C Warnock said that the Auditing Committee met with CPAs from Langdon & Company, concerning Standards for Accounting Statements 99. He said that these standards are effective in 2004 and will increase the workload of the committee. He reported that all records at headquarters are in good standing.

## **Report of the National Secretary**

V/C Frank A. Dvorak, SN, began his report by introducing headquarters staff members present at the Annual Meeting: Mary Catherine Berube, headquarters director; Lena Padro, manager, membership services; Kathy Kesterson, manager, administrative services; Chris Hughes, education department supervisor; Yvonne Hill, editor, THE ENSIGN; and Micki Jones Kaminski, associate editor, THE ENSIGN.

V/C Dvorak announced a member discount program with Nobletec<sup>®</sup>, the producer of the most popular navigation software and vector charts that entitles members to receive a 25 percent discount. Members should call (800) 598-4976 and provide their certificate number to take advantage of the discount. He also announced a member discount program from Dell<sup>™</sup>, which entitles members to receive a 10 percent discount on Dell hardware and software. Additional information will be available on the “Member’s Page Area” section of the USPS Web site under “Latest News.”

The national secretary stated that the Secretary’s Department had a very successful year. He presented some of the year’s highlights:

Headquarters completed major upgrades to the computer system and the reorganized the warehouse by separating Ship’s Store and education inventories, creating a more efficient environment.

THE ENSIGN Committee initiated a plan to print newsletter articles from District 33 in THE ENSIGN in both English and Spanish in a side-by-side two-column format. V/C Dvorak noted that a part-time copy editor for THE ENSIGN staff was hired in 2003. He said that a 5-year plan is being developed to make major upgrades to the magazine. The national secretary said that the goal is to make THE ENSIGN a publication where boating manufacturers advertise. The ultimate goal is to generate advertising revenue to cover the cost of production.

V/C Dvorak reported that the Information Technology Committee developed a new security system for access by members to the members and committee pages on the USPS Web site. The system verifies the certificate number and zip code of visitors to the Web site with the membership database at headquarters to ensure that the member is current. He said that the latest version of DB2000 allows roster chairmen to access and update squadron and district

rosters via the Internet and to update to the membership files at headquarters. He announced that OD1 and OD2 forms can now be downloaded online and submitted electronically to headquarters using the new version of DB2000.

The national secretary reported that the Secretary's Department is working with the national treasurer on two projects: the acceptance of credit cards by squadrons, and the implementation of a voluntary headquarters collection/anniversary billing system trial limited to the members of three districts. He said that headquarters and ITCOM members are working diligently to create the software systems and the Web site to accommodate the new dues collection process.

He reported that districts and squadrons can download Form H701 from the Historian's Web site to file electronic history reports at headquarters.

The Ship's Store Committee purchased a laptop and point-of-sale inventory software program to manage inventory sold at national meetings. V/C Dvorak said that this has greatly reduced inventory time at national meetings. He announced that the Ship's Store will sell certified instructor shirts on behalf of the ID Committee at national meetings.

The Operations Manual Committee is updating sections of the manual to reflect departmental committee assignment changes voted on at the annual meeting. The new version of the manual will be available as an online document for download. The production of new graphics for the manual is well under way and these graphics will be available for committee use.

The Publications Committee has completed the process of evaluating the newsletters for the 2003 Distinction in Journalism Awards. V/C Dvorak reported that 23 districts and 270 squadrons will receive awards for 2003. He also reported that the committee had a very successful year, achieving its two main goals of evaluating newsletters in Spanish and evaluating newsletters in electronic format. He said that newsletters in both categories were winners of the 2003 Distinction in Journalism Award.

### **Report of the National Administrative Officer**

V/C Ernest G. Marshburn, SN, began his report by encouraging all members to

participate in the Power of One Program to make a personal commitment to recruit or retain at least one member. He said that membership continues to be the core of the Administrative Department.

V/C Marshburn reported that the Auxiliary Committee created an Auxiliary Committee Web site, published the *2003 Auxiliary Committee Directory*, and developed the first USPS national cookbook, *By Land or By Sea*. He said that the cookbook is a collection of nautical recipes provided by USPS members, and will incorporate information about USPS, boating courses, boating safety tips and more in an effort to increase organizational exposure and visibility in the public sector. Cookbook order forms, recipe submission forms, information about the number of recipe submissions and cookbook sales, and a special “recipe of the month” are featured on the committee’s Web site at: [www.usps.org/national/auxiliary/cookbook](http://www.usps.org/national/auxiliary/cookbook). V/C Marshburn reported that as of December 2003, 1,421 recipes have been received from 235 squadrons. He reported receipts of more than \$10,000. The committee recognized the Anclote Key Auxiliary for a 118 percent membership increase in 2003 and the Cocoa Beach Power Squadron Auxiliary for a 25 percent membership increase in 2003.

The Safe Boating Activities Committee created an online information resource that includes the Port Captain’s Roster, the Amateur Radio Network, cruise and rendezvous guides and a listing of squadron and district on-the-water activities. They also partnered with the NOAA Weather Service to develop a reporting system in areas where NOAA does not have a reporting facility. They also created a new Lifesaving Award for nonmembers and a Safety Award for meritorious USPS members who do not qualify for the USPS Lifesaving Award. The committee also partnered with NOAA to include the SKYWARN Program in the MOA signed with NOAA at the 2003 Spring Governing Board Meeting in New Orleans. V/C Marshburn reported that all 33 districts made the 2003 Safety Honor Roll.

The Flag and Etiquette Committee continues to review new and anniversary burgee submissions from squadrons and districts. They also completed posting all squadron burgees and districts flags on the USPS Web site. The committee reported that they licensed three additional USPS suppliers during 2003, totaling 17 licensed suppliers.

V/C Marshburn reported that the Flag and Etiquette Committee recommended the approval of the Albermarle Power & Sail Squadron/27 and Point Wilson Provisional Squadron/16 burgees; a 75<sup>th</sup> anniversary burgee for Patapsco River Power Squadron/5; a 50<sup>th</sup>

anniversary burgee for Ft. Myers Power Squadron/22 and San Diego Sail and Power Squadron/28. He stated that he approved these squadron burgees based on the Flag and Etiquette Committee's recommendation.

The Membership Committee assisted in several projects during 2003. They distributed 10,000 copies of the Met Life coloring book to districts for further distribution to squadrons. The committee assisted in developing an MOA with the Sea Scouts that promotes apprentice membership and USPS educational courses. They worked with BoatU.S. to establish and award the first BoatU.S. Distinguished Civic Service Award. Committee members prepared a handout titled "Ten Hot Tips for Boating Classes" that is being distributed with boating course materials. They created a "Kids of USPS" screensaver. They assisted in updating MemCom1 to include Power of One and member skills data. They received an \$85,000 grant from the USCG Office of Boating Safety and a \$25,000 grant from the USPS Educational Fund in support of a "Water Smart from the Start: Boating Safety Toolchest for Kids" project. The committee presented 2003 Growth Awards to the one district and 71 squadrons that gained at least 3 percent or more in membership growth in 2002-2003.

The National Meetings Committee conducted numerous site reviews of prospective Governing Board meeting sites and completed hotel contracts through the 2007 Fall Governing Board. The committee coordinated with the national chaplains to maintain a national meetings calendar that identifies all religious holidays.

V/C Marshburn announced that, beginning at the 2004 Spring Governing Board Meeting in Pittsburgh, the National Meetings Committee is initiating a series of informational hands-on seminars on topics including DB2000, CCWeb, and instructor certification. He reported that during the 2005 Annual Meeting there will be a talent contest held on Wednesday and Thursday.

The Operations Training Committee enhanced the committee's Web site by adding lists of annual award winners, the Officer's Checklist, OD-1 & OD-2 forms and preprinted articles advertising the OT and LDP Programs. The committee partnered with the Instructor Development Committee to explore ways to reach more members to develop a leadership program specifically designed to develop better leaders at all levels. They included instructions for customizing PowerPoint® Programs on the OT Presenter's Guide 2<sup>nd</sup> edition CD-ROM. These instructions will help districts and squadrons customize their OT presentations.

V/C Marshburn reported that the Administrative Department created and launched the Power of One Campaign during 2003. They published three departmental newsletters that can be viewed at [www.usps.org/national/aonews](http://www.usps.org/national/aonews). They developed a departmental Listserve® that provides members with information on USPS events, activities and other important information on a monthly basis. Members may subscribe at [www.usps.org/mailman/listinfo/insideusps](http://www.usps.org/mailman/listinfo/insideusps). He said that the department was instrumental in completing an MOA with the NSBC to produce a safety booklet for kids titled *Sidekicks - Go Boating*.

The national administrative officer reported that he is working with the national secretary to investigate hiring a grant writer to assist USPS in writing proposals for submission to local, federal and private agencies. He reported that the Administrative Department has been successful in receiving \$110,000 in grant funding to date.

V/C Marshburn called on Stf/C E. Bruce Hewitt, SN, to present the 2003 Operations Training Awards to the following: 3<sup>rd</sup> place - District 23; 2<sup>nd</sup> place - District 27; 1<sup>st</sup> place - District 28.

### **Report of the National Educational Officer**

V/C Spencer P. Anderson, SN, reported that the teaching aids awards were presented during the members' luncheon to those squadrons that received first-, second- and third-place prizes in all categories. He said that photos of these winning aids will be posted on the USPS Educational Department Web site.

### **Educational Department Awards**

V/C Anderson presented the 2003 Bell Award to North Olympic Sail and Power Squadron/16 for its Navigation teaching aid, which was judged best-of-show.

## 2004 Teaching Aid Category Winners

<i>Course</i>	<i>Place</i>	<i>Squadron/District</i>
<b><i>Boating</i></b>		
	1st	Northern Virginia Sail &/ 5
	2nd	Mid-Hudson/2
	3rd	Patuxent River Sail &/5
<b><i>Seamanship</i></b>		
	1st	Wabash Valley/24
	2nd	City Island/4
	3rd	Berea/7
<b><i>Piloting</i></b>		
	1st	Lake Murray/26
	2nd	Captree/3
	3rd	Fostoria/29
<i>Course</i>	<i>Place</i>	<i>Squadron/District</i>
<b><i>Advanced Piloting</i></b>		
	1st	Ocala/23
	2nd	Bluegrass/24
	3rd	Sewanhaka/3
<b><i>Junior Navigation</i></b>		
	1st	Great South Bay/3
	2nd	DuPage/20
	3rd	Patuxent River Sail &/5
<b><i>Navigation</i></b>		
	1st	North Olympic Sail &/16
	2nd	Charleston/26
	3rd	Lockport/6
<b><i>Engine Maintenance</i></b>		
	1st	Sewanhaka/3

2nd	Lima/29
3rd	Palisades/4

***Cruise Planning***

1st	Peconic Bay/3
2nd	DuPage/20

***Instructor Development***

1st	Watchung Sail &/4
2nd	Marblehead Sail &/18
3rd	Watchung Sail &/4

***Marine Electronics***

1st	Savannah River Sail &/26
2nd	Sewanhaka/3
3rd	Annapolis Sail &/5

***Course Place Squadron/District***

***Sail***

1st	Pompano Beach/8
2nd	Watchung Sail &/4
3rd	Charleston/26

***Weather***

1st	Sewanhaka/3
2nd	Chicago/20
3rd	Bellevue/16

The national educational officer explained that the 2003 Squadron Outstanding Educational Achievement Award recognizes squadrons that have the strongest overall educational program as measured by the greatest percentage of members completing courses and the largest number of courses offered from 1 July 2002 to 30 June 2003. The squadrons receiving 2003 awards are: 1<sup>st</sup> place - Pensacola Power Squadron/15; 2<sup>nd</sup> Place Winston-Salem Power Squadron/27; and 3<sup>rd</sup> Place - Lockport Power Squadron/6.

The NEO explained that the Charles F. Chapman Award for Excellence in Teaching recognizes five members who have demonstrated exceptional skills in teaching and motivating their students. They represent the best of USPS instructors. P/D/Lt/C Christine G. Geist, SN, Austin/21; Lt/C H. James Gorman Jr., JN, Bare Cove/12; P/C Hans A. Heynau, SN, Palm, Beach/8; P/C James Shepard, JN, Grand Rapids/9; and P/D/C William H. Sherman, SN, Grand Lake Sail/31 are the 2003 winners.

V/C Anderson continued his report with a review of public boating courses. He reported that ABC continues to garner an increasing share of the boating course market with enrollments in excess of 4,000. He said that he expects continued growth with increased marketing efforts. He reported that the new ABC entry Web site will go live between 1 March and 1 April. This new site should provide significantly better results when customers are searching for online boating courses. He said that ABC online testing from Boat Ed will also be available during the same time frame.

The national educational officer reported that Boat Smart and the Squadron Boating Course sales and enrollments continue to decline. He said that he hopes that the upswing in the economy will also spark a renewed upsurge in recreational boating and boating safety. He said that although there is a lot of competition for boating safety courses, including free courses, he encouraged squadrons to focus on promoting the positives of USPS courses. He said that USPS course materials are better than virtually all of the competition and squadrons offer classroom instruction by experienced, concerned experts who extend personal attention to the students.

V/C Anderson reported on the *Chart Smart* learning guide. He said that it covers the subject matter that is the difference between Boat Smart and The Squadron Boating Course, so adding Chart Smart onto the end of either Boat Smart or America's Boating Course gives the student everything they would get from The Squadron Boating Course. He said that it provides more flexibility and provides for a better financial result for the squadron. He encouraged squadrons to take advantage of all the learning guides, particularly when giving a seminar or workshop, or participating in local boat shows. He said that learning guides are excellent resource documents and student texts.

He reported on digital chart instruction on CD-ROM. He said that Bowditch Bay now looks more like a chart thanks to the efforts of Maptech Inc., a leading producer of both paper and digital chart products. Maptech produced a custom CD-ROM including a selection of charts

and its Chart Navigator software. He said that the new USPS digital chart CD-ROM will be provided with the upcoming release of The Squadron Boating Course. It will also become an integral part of the new Piloting and Advanced Piloting courses to be released in fall 2004.

V/C Anderson also reported that Maptech has authorized squadrons to purchase its paper and digital products at dealer prices. He said that these products are intended for educational purposes and the use of members.

The national educational officer updated members on advanced grade courses. He said that USPS members have been asking for advanced grade courses more in line with the needs of today's recreational boaters. In response, the decision was announced at the Fall Governing Board in Reno that all new USPS courses will use electronic navigation as the primary means of navigation with the standard traditional navigation employed as backup. He said that from an educational standpoint, focusing on electronic navigation will change the way material is presented and will require a new approach. He said USPS cannot just modify existing material by adding electronics. He said that all courses will flow smoothly from public boating through Navigation and that emphasis was placed on crisp, reasonable length courses that provide core material. He said that advanced grade courses will better complement elective courses such as Marine Electronics and the GPS Seminar.

V/C Anderson reported that the new Advanced Piloting and Piloting courses will be available in fall 2004. Piloting will consist of one module that is 10 sessions plus an open-book exam at the end. Teaching will be incremental and will focus on plotting with extensive exercises associated with each new topic. The new Advanced Piloting course will consist of two logical modules that includes six sessions and four sessions, plus exams. The first will conclude with a closed-book exam, and the second with an open-book exam. This course addresses planning coastal piloting of longer distances or in unfamiliar waters. He said that the new JN Course will emphasize the use of GPS as the primary position sensor.

The national educational officer reported that the GPS Seminar will serve as a supplement to provide hands-on experience with GPS receivers, while Piloting emphasizes navigation principles. The Marine Electronics course serves as the reference for how electronics work, installation and operation, while the P and AP courses will emphasize techniques for their use in navigation.

V/C Anderson said that because new courses have greater relevance to what recreational boaters want to learn, they will support member retention and excite greater participation in advanced grades. He said that many current members who have not taken Piloting will enjoy this new course. He also anticipates that a higher percentage of incoming new members are expected to take Piloting and increase student enrollment in other advanced grade courses. He closed by stating that by using these techniques, USPS will seek to lead rather than follow in instructing practical, safe navigation principles with the tools and techniques that recreational boaters really use.

### **Report of the National Executive Officer**

V/C G. Leslie Johnson, SN, reported on the Squadron Development Committee. He said that an updated *How To Charter a New Squadron Using the Provisional Squadron Approach* manual is now available at headquarters. The committee will post the chapters on its Web site, but will add the forms later. He encouraged squadrons to review the manual and try to start a provisional squadron in an area that does not have a squadron nearby teaching boating safety education.

V/C Johnson reported that the Squadron Development Committee's slogan in 2004 is "12 or More in '04." He called on R/C Marilyn Rose, AP, to present the USPS Squadron Development Award to the six districts that chartered squadrons in 2004. They are: District 8, which chartered Sebastian Inlet Sail and Power Squadron; District 9, which chartered Tip of the Mitt Sail and Power Squadron; District 16, which chartered Columbia Bend Sail and Power Squadron and Skagit Bay Sail and Power Squadron; District 19, which chartered Aroostook Valley Sail and Power Squadron; District 27, which chartered Albermarle Sail and Power Squadron; and District 32, which chartered St. Helens Sail and Power Squadron.

The Vessel Safety Check Committee reported that USPS members performed 30,006 vessel safety inspections in 2003.

V/C Johnson reported that the formula for distributing VSC decals to districts and squadrons will remain the same in 2004. A district will receive 200 percent of the decals awarded in a district during the previous year and squadrons will receive 125 percent of the decals awarded by the squadron's members.

The national executive officer reported that a draft copy of the MOA between the USCGAux and USPS regarding the Recreational Boating Safety Visitation Program is near completion. He said that the program will be completely revised when USPS has the opportunity to participate.

The national executive officer reported that the Legislative Committee will be merged with the ad hoc Government Affairs Committee during this meeting. He said that although the state contact needs to be maintained, USPS must participate with a broader base of agencies that are involved in promoting and regulating safe boating.

V/C Johnson reported that he was notified by NOAA that CCWEB suffered a data loss, but that it was back online as of 9 Jan. Additional details are available on NOAA's Web site.

He reported that two squadrons will celebrate their 75<sup>th</sup> anniversaries and 11 squadrons will celebrate their 50<sup>th</sup> anniversaries in 2004. He encouraged squadrons to schedule their anniversary celebrations during their district conferences to allow a chief commander's representative to attend.

V/C Johnson reported that he and C/C Smith and R/C Link attended a meeting with the U.S. Army Corps of Engineers in December 2003. He said that the topics covered included cooperating in safe boating education for the public, Cooperative Charting, Lewis and Clark activities, environmental activities and Homeland Security. He said that squadrons should contact their local USACE and request the use of its facility to teach their squadron public safe boating classes.

The national executive officer reported that P/R/C Robert A. Keller, SN, special assistant to the national executive officer, is sending monthly reports to district commanders, which allows them to track their district's activities throughout the year. He said that it is anticipated that vessel safety check and Cooperative Charting data will be included in award criteria in the future.

V/C Johnson reported that the 90<sup>th</sup> Anniversary Committee, chaired by Stf/C Robert A. Green, N, prepared an insert for the January THE ENSIGN. This guide can be used by squadrons and districts to plan their 90<sup>th</sup> anniversary celebrations, and promote USPS' 90<sup>th</sup> anniversary in their local area.

## **Report of the Past Chief Commander**

P/C/C Lance J. Jensen, SN, reviewed the actions taken by the OCom during its meetings held on 13 - 17 Jan. 2004.

1. A motion to grant an honorary membership to Michael Kidby, U.S. Army Corps of Engineers. (2004-OC-01)
2. A motion to approve a Memorandum of Understanding with the American Canoe Association with an agreement granting the ACA the right to use the words "paddle smart" under specific conditions. (2004-OC-02)
3. A motion to approve R/C Ron Friedman, SN, as a lobbyist in the state of New York to lobby for proposed state legislation that the minimum age to operate mechanically propelled vessels be 15 years of age and to set forth mandatory boating safety education for all operators of mechanically propelled vessels. This appointment is to be in effect for one year from the date of this OCom approval (17 January 2004 to 17 January 2005). (2004-OC-03)
4. A motion to approve a USPS pocket blazer patch to be worn at functions where a majority of those present are not USPS members. (2004-OC-04)
5. A motion to authorize spending \$863.40 to cover the cost of producing 600 copies of the Planning Committee Manual on CD-ROM. (2004-OC-05)

Members attending the Annual Meeting ADOPTED P/C/C Jensen's motion to ratify these actions of the Operating Committee at its 13 - 17 Jan. 2004 meetings. (2004-AM-6)

## **Report of the Chief Commander**

C/C Smith stated that the time had come for him to say a few words and to thank the national bridge, the OCom, his fellow officers and the members who had supported him during the past 2 years. He said that this would not be as difficult if he had not enjoyed being the chief commander.

C/C Smith reported that his focus had been marketing and membership. He noted the changes at the Spring Governing Board Meeting in New Orleans: the business portion of the meeting was shortened; a small expo promoting marketing and membership was held during the afternoon portion of the meeting; and national officer reports were included in the Governing Board seat packets to allow the business portion of the meeting to be shortened and to have some fun in the afternoon with lighter activities. He said that he hoped that the current Governing Board schedule will continue to provide an opportunity to continue to help members share with their district and squadrons the enthusiasm for USPS programs and initiatives that is created by this type of national meeting.

The chief shared his thoughts about marketing and membership. He said that his first vision was to market USPS to the public and then to become more visible to government agencies and public and private organizations that believe in the same safe boating principles as USPS. He said that his second vision was to grow USPS through a concentrated effort of membership and member involvement initiatives.

He stated that this led to forming an ad hoc Government Relations Committee to begin a concentrated liaison with various government agencies such as NOAA, the USCG and the USCGAux. He reported that USPS joined the American League of Anglers and Boaters to work toward a better understanding of the Wallop-Breaux Funding Bill and to provide USPS an opportunity to express its safe boating interests as they relate to the distribution of the Wallop-Breaux funds. He said that this committee also worked toward providing member volunteers and USPS the same type of liability protection that government employees enjoy as they work toward the government's interests. He said that USPS pursued working partnerships through memorandums of understanding and agreements with various groups to combine efforts and to accomplish more. The chief said that USPS representatives met with government leaders and congressmen to create awareness of what USPS is and what it stands for. He said that USPS worked closely with the National Safe Boating Council to support its efforts in placing emphasis on boating safety by supporting them in their congressional activities. He said that USPS began what he hoped will be a continuous effort of government awareness and partnership to help promote USPS interests at the national and local levels of government.

C/C Smith stated that the other area of focus was more challenging. He said that membership growth could not be attained until USPS marketed its need to grow the organization. He said that the current membership retention rate and the rate of new member

acquisition would not support membership growth. He said this need to grow USPS membership led to developing a marketing and membership growth campaign that developed into a national membership drive, called the Power of One Campaign.

The chief said that focus has been placed on youth membership; a partnership was developed with the Venturing Division of the Boy Scouts of America to provide youth an opportunity to enjoy the USPS' educational program through apprentice membership. Other relationships also developed, including those with the Boy Scouts of America, the Girl Scouts of America and the Advance America Foundation's Sea Quest Kids. He reported that USPS has developed safe boating materials for youth through funding from a USCG grant. He also noted the \$25,000 grant from the OMC Foundation for the advancement of USPS' educational interests and said that it is important to get the recognition and support from the safe boaters of the future.

C/C Smith also stated that USPS made the decision to make the Administrative Department a "true membership department." He said that national committees that deal with membership recruitment, retention, benefits, leadership training and squadron activities have been assigned to the Administrative Department to emphasize a most critical area for the future of USPS. He said that the framework to allow members to join, pay their dues and renew their membership by a new and easy method called headquarters anniversary billing was approved on an optional and district volunteer basis by the Governing Board. He said that a test HQAB initiative of three volunteer districts would begin in April 2004.

The chief also stated the need to develop a closer working relationship with fellow safe boating organizations through a broadened partnership program. He said that partnerships are the way of the future and that USPS must combine its forces with organizations such as the NSBC, the ACA, the U.S.A.C.E. and CPS to work on specific missions and goals.

C/C Smith reported that he had experienced ups and downs during his tenure as chief. He said that he had the opportunity to be in parades both on the ground and in the water, specifically the USCG birthday parade in Grand Haven, Mich., and the boat parade in Ft. Lauderdale. He said that during these great experiences, he heard great things about USPS and what it contributes to local communities. He said that another high point was visiting the USCG commandant in his office; C/C Smith had the opportunity to tell him about a USPS squadron that had taught a USPS course to local Coast Guard recruits. The chief said that a low point was when he attended a USACE. partnership meeting in Los Angeles where he heard comments that

the National Park Service and Department of the Interior representatives were unaware of USPS.

The chief reported on his visit to the Children's Hospital at Montefiore in New York where he assisted in building a boat with Steve Gronka of Sea Quest Kids and visited many children in hospital rooms to give them USPS kids' t-shirts and coloring books. He said that it was also a thrill to sail the USCG barque *Eagle*, the USCG training tall ship, on two different occasions.

C/C Smith closed by stating his thoughts about growing USPS membership. He said that water, boats and people, with the catalyst of safe boating education makes for the finest of safe boating organizations. He said that USPS is the greatest safe boating organization in the world.

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C/C Smith called on R/C Dougherty to present charters to three new squadrons. R/C Dougherty stated that the Committee on Rules received a duly executed Petition for Squadron Charter from Sebastian Inlet Provisional Squadron. He said that it was the opinion of the Committee on Rules that this group had met all requirements for the issuance of a charter and consequently, under the provisions of *USPS Bylaws* Section 5.6.4, authorized chartering of Sebastian Inlet Sail and Power Squadron on 8 Nov. 2003. R/C Dougherty moved to assign Sebastian Sail and Power Squadron to District 8, and the Annual Meeting ADOPTED the motion. (2004-AM-7) This new squadron has 91 chartered members.

R/C Dougherty reported that the Committee on Rules received a duly executed Petition for Squadron Charter from Aroostook Valley Provisional Squadron. He said that it was the opinion of the Committee on Rules that this group had met all requirements for the issuance of a charter and consequently, under the provisions of *USPS Bylaws* Section 5.6.4, authorized chartering of Aroostook Valley Sail and Power Squadron on 20 Nov. 2003. R/C Dougherty moved to assign Aroostook Valley Sail and Power Squadron to District 19, and the Annual Meeting ADOPTED the motion. (2004-AM-8) This new squadron has 30 chartered members.

R/C Dougherty reported that the Committee on Rules received a duly executed Petition for Squadron Charter from Columbia Bend Provisional Squadron. It was the opinion of the Committee on Rules that this group had met all requirements for the issuance of a charter and consequently, under the provisions of *USPS Bylaws* Section 5.6.4, authorized chartering of

Columbia Bend Sail and Power Squadron on 24 Nov. 2003. R/C Dougherty moved to assign Columbia Bend Sail and Power Squadron to District 16, and the Annual Meeting ADOPTED the motion. (2004-AM-9) This new squadron has 27 charter members.

C/C Smith presented new squadron charters to these squadrons.

### **Election and Installation of Officers**

C/C Smith discharged all national officers and cleared the bridge with the exception of the national secretary and P/C/C Gillette E. Gordon, SN, came forward to conduct the elections. The national secretary declared that no nominations by petition were filed.

### **Report of the Committee on Nominations**

R/C Frank E. Dougherty, AP, stated, "In accordance with provisions of the *USPS Bylaws*, Article 11, Section 11.6, the Committee on Nominations unanimously submits its report of nominees to be voted on at the USPS 2003 Annual Meeting of Delegates." R/C Dougherty moved the election of the following members to serve on the Committee on Rules:

#### *Chairman for 2004*

R/C Thomas R. Dougherty, SN (Absecon Island/5)

#### *Members for one year*

P/D/C Marlene J. Herbig, SN (Sebastian Inlet/8)

D/Lt/C Allan W. Lakin, SN (Valley Ho/13)

P/D/C William M. Medwin, SN (Lake Hopatcong Sail &/4)

P/C William I. Neef, SN (Anclote Key Sail &/22)

P/D/C Robert E. Rayburn, SN (Columbus Sail &/29)

Stf/C James C. Acheson, SN (Port Huron/9)

The Annual Meeting ADOPTED the motion to elect the slate of Committee on Rules members as presented. (2004-AM-10)

R/C Dougherty continued and said, "In accordance with provisions of the *USPS Bylaws*, Article 11, Section 11.6, the Committee on Nominations unanimously submits its report of

nominees to be voted on and moved the election of the members for the national bridge.”

*Chief Commander*

C/C G. Leslie Johnson, SN (Diablo Sail &/25)

*Executive Officer*

V/C Ernest G. Marshburn, SN (Tar River/27)

*Educational Officer*

V/C Spencer Anderson, SN (Banana River/23)

*Administrative Officer*

V/C Creighton C. Maynard Jr., SN (Ft. Worth/21)

*National Secretary*

V/C Frank A. Dvorak, SN (Bellevue/16)

*National Treasurer*

V/C John T. Alter, SN (Raleigh Sail &/27)

The Annual Meeting ADOPTED the motion to elect the slate of officers for the national bridge as presented. (2004-AM-11)

R/C Dougherty moved the election of the following General Members of the Governing Board and the Annual Meeting ADOPTED the motion. (2004-AM-12)

James D. Adelman, AP, Pittsburgh/7

Edwin L. Allen Jr., AP, Ft. Myers/22

Joseph E. Anderson, SN, Bellevue/16

Vincene Aquilato, S, City Island/4

Charles T. Ashford, SN, Galveston Bay/21

Jack E. Banister, AP, Louisville/24

Marjorie Baraff, AP, Biscayne Bay/8

Robert D. Barber, AP, Sarasota/22

Richard J. Bates, SN, Youngstown/11

Peter B. Betlem, AP, Bellingham Sail &/16

Kathleen Bisogno, AP, Raritan Bay/4

Wilton Bradshaw, AP, Nansemond River/5

Ruth L. Buescher, AP, Miles River Sail &/5

Thomas H. Carey II, SN, Vulcan/17

Dorothy Christopher, AP, Merrimac River Sail &/18

William J. Curren, SN, Attleboro/14

James D. Dansfield, AP, St. Joseph/9

William Delahunty, JN, Bronx/4

John L. Deluca, SN, Calumet Sail &/20

Thomas M. Derden, SN, Houston Sail &/21

Robert A. Dorn, AP, Beaufort Sail &/26

Stephen Eakman, SN, Nobscot/12

Richard C. Erler, AP, Hilton Head Sail &/26

Jarel Ervin, JN, Arrowhead/13

Wade R. Faircloth Jr., SN, Santana/13

John W. Fletcher, SN Lockport/6

Alan C. Fuller, SN, Darien Sail &/2

Denise C. Garavaglia, AP, Birmingham/9

Wayne H. Garnsey, SN, Storm King/2  
 Angelo V. Giovannello, SN, Great South Bay/3  
 Mack Gordy Jr, AP, Greensboro/27  
 J. Kenneth Guscott, JN, Anna Maria Island/22  
 Jeff C. Hamilton, AP, Minnetonka/10  
 Nigel E. Hargreaves, SN, Sebastian Inlet/8  
 Mildred I. Harrison, P, Marin/25  
 C. Tom Helmes, SN, Lake Norman Sail &/27  
 Marshall T. Herron, SN, Johnson City/17  
 George W. Hunt, AP, Banana River/23  
 Tom Hyatt, N, Detroit/9  
 Patricia A. Johnston, SN, Dearborn/9  
 Daniel Katz, SN, Little Neck Bay Sail &/3  
 James F. Keil, AP, Cape Coral/22  
 Clark E. King, SN, Peace River/22  
 Joseph Klein, SN, Captree/3  
 James G. Knaggs, SN, Flint/9  
 Edward W. Lewis, JN, Mattapoisett/14  
 Mike H. Litke, SN, Fox Valley/20  
 Donald E. Lochner, SN, Boca Ciega Sail &/22  
 Dolores V. Loprinze, AP, New London/1  
 Louis Maassel, SN, Annapolis Sail &/5  
 William E. Maloy, AP, Wawenock/19  
 John F. Mancini, AP, New Haven/1  
 Richard O. Manter, AP, Ft. Wayne Sail &/29  
 Malcolm H. McDonald, JN, South Hills/7  
 William J. McDonald, AP, Hoosier/24  
 Micky McNelis, P, Dundalk Sail &/5

Dennis J. Morris, SN, Everett Sail &/16  
 Harold Oslick, JN, Watchung Sail &/4  
 Ethel L. Ott, AP, Diablo Sail &/25  
 Stanley L. Petty, JN, Main Line/5  
 Sandra Pierog, SN, Manchester/1  
 Michael J. Rachuk, SN, Anchor Bay/9  
 Richard Reddy, SN, Perdido Bay/15  
 Ben Reed, JN, Tar River/27  
 Jose A. Rivera, AP, San Juan/33  
 Thomas T. Roscoe, P, Lakes Region Sail &/19  
 Robert E. Runner, SN, Sandusky/29  
 E. J. Sacks, SN, Pensacola Sail &/15  
 Gloria J. Schulke, AP, Vero Beach/8  
 C. Douglas Sewell, SN, Berea/7  
 Herbert Shulman, AP, Nobscot/12  
 Irwin Staple, AP, Westchester/2  
 Robert V. Steffe, AP, St. Louis/30  
 Robert Stierna, SN, Minnetonka/10  
 Janet H. Taylor, JN, Patchogue Bay/3  
 Lester R. Tribout, AP, Cocoa Beach/23  
 Thomas W. Unger, AP, Beaver Lake Sail &/31  
 Robert G. Van Ewyk, SN, Chicago/20  
 Adriaan Veldhuisen, JN, San Luis Rey/28  
 William M. Warren, P, Southern Tier/6  
 Harold L. Willard, SN, Patuxent River Sail &/5  
 Gerald L. Zambroski, P, Rochester/6  
 Margi M. Zimmerman, AP, Lancaster/5

R/C Dougherty continued and stated, “In accordance with provisions of the *USPS Bylaws*, Article 11, Section 11.6, the Committee on Nominations unanimously submits its report of nominees to be voted on” and moved the election of the members of the Committee on Nominations as follows:

Committee on Nominations

*Chairman for 2004*

R/C U. Glenn Daughtridge, AP (Rocky Mount/27)

*Members for three years*

P/R/C Frank Golle, SN (Minnetonka/10)

P/R/C Shirley Van Rhee, JN (Sable Point Sail &/9)

*Most recent P/C/C willing to serve*

P/C/C Lance J. Jensen, SN (Bellevue/16)

The other four members of the committee (not to be voted on) and the years remaining on their terms are:

P/R/C Lewis W. Dance, SN (Cape Coral/22) 1 year

Stf/C Gerald Grofman, SN (Evanston Sail &/20) 2 years

D/Lt Ruby Ann Mahnken, P (Bellevue/16) 2 years

P/R/C Daniel Stein, SN (Berea/7) 2 years

The Annual Meeting ADOPTED the motion to elect the slate of Committee on Nominations members as presented. (2004-AM-13)

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P/C/C Gordon requested that P/R/C Theodore C. Kontos, SN, escort C/C-elect G. Leslie Johnson, SN, and his family to the stage area. P/C/C Gordon then administered the oath of office to C/C Johnson. C/C Johnson administered the oath of office to the 2004 bridge officers.

Stf/C Darrell G. Allison, AP, presented a resolution from the California Senate recognizing the election of C/C Johnson and commemorating USPS' 90<sup>th</sup> anniversary.

C/C Johnson adjourned the meeting at 1550.

V/C Frank A. Dvorak, SN  
National Secretary

Action Summary  
Annual Meeting  
17 January 2004

**ADOPTED**

1. A motion to establish the committees and departmental assignments as recommended by the Committee on Rules. (2004-AM-1)
2. A motion to amend the *USPS Bylaws*, Section 5.7.4. (2004-AM-2)
3. A motion as presented by the Finance Committee, with the approval of the Operating Committee, that the Governing Board eliminate the \$2 reinstatement charge. (2004-AM-3)
4. A USPS Privacy and Data Policy. (2004-AM-4)
5. A USPS Policy Regarding Health Information. (2004-AM-5)
6. A motion to ratify the actions of the Operating Committee at its 13-17 Jan. 2004 meetings. (2004-AM-6)
7. A motion to assign Sebastian Sail and Power Squadron to District 8. (2004-AM-7)
8. A motion to assign Aroostook Valley Sail and Power Squadron to District 19. (2004-AM-8)
9. A motion to assign Columbia Bend Sail and Power Squadron to District 16. (2004-AM-9)
10. A motion to elect the slate of Committee on Rules members as presented. (2004-AM-10)
11. A motion to elect the slate of officers for the national bridge as presented. (2004-AM-11)
12. A motion to elect general members of the Governing Board as presented. (2004-AM-12)
13. A motion to elect the slate of Committee on Nominations members as presented. (2004-AM-13)

Minutes of the First Meeting of the 2004 Governing Board Meeting  
Held 17 Jan. 2004  
at the Rosen Centre Hotel, Orlando, Florida

C/C G. Leslie Johnson, SN, called the meeting to order at 1555, and the national secretary declared a quorum present.

R/C Thomas R. Dougherty, SN, chairman, Committee on Rules, explained the voting procedures.

**Report of the Committee on Nominations**

P/R/C Frank E. Dougherty, AP, acting chairman, offered the report of the Committee on Nominations. "In accordance with *USPS Bylaws* Section 11.7 and 11.8 it is the responsibility of the Governing Board to elect the chairmen and assistant chairmen of standing and departmental committees. Where appropriate, the following have the approval and recommendation of the vice commanders in charge of the department to which they are assigned. Accordingly, the Committee on Nominations unanimously presents the following nominations and recommends their election."

The Governing Board ADOPTED the motion to elect the following nominees for rear commander. (2004-GB-1)

FOR REAR COMMANDERS  
(EX-OFFICIO MEMBERS OF THE 2004 GOVERNING BOARD)

**STANDING COMMITTEES**

Auditing . . . . . R/C Albert Warnock Jr., JN (Gulf Breeze Sail &/15)  
Finance . . . . . R/C Joseph R. Mesenburg, SN (Columbus Sail &/29)  
Law Officer . . . . . R//C James D. Richlak, SN (Painesville/11)  
Marketing and Public Relations . . . R/C Darrell G. Allison, AP (Tres Rios/13))  
Planning . . . . . R/C Alan F. Wentworth, SN (Door County/10)

**EXECUTIVE DEPARTMENT COMMITTEES**

Cooperative Charting . . . . . R/C William H. Mullins, SN (San Antonio Sail &/21)  
National Meetings . . . . . R/C Howard E. Yoas, SN (Austin/21)  
Marine Safety . . . . . R/C Elliott L. Manke, JN (Rocky River/7)  
Squadron Development . . . . . R/C Marilyn B. Rose, P (Tulsa/31)  
Vessel Safety Check . . . . . R/C Luis A. Ojeda, SN (Boqueron/33)

**EDUCATIONAL DEPARTMENT**

Assistant nat'l educational officer . R/C Richard E. Kyle, SN (Saybrook/1)  
Basic Public Education . . . . . R/C Edwin E. J. Mraz, SN (San Diego Sail &/28)  
Boat Handling . . . . . R/C Christine L. Rasmussen, SN (Tacoma/16)  
Inland and Coastal Navigation . . . R/C Richard C. Pfenniger, SN (Hollywood/8)  
Offshore Navigation . . . . . R/C Kenneth L. Barbour, SN (New London/1)  
Electro-Mechanical Systems . . . . R/C Stephen A. Leishman, SN (Wilmington/5)  
Marine Environment . . . . . R/C Jean L. Hamilton, SN (Houston Sail &/21)  
Instructor Development . . . . . R/C S. Patricia Governale, SN (Somerset Sail &/4)  
Publication Support . . . . . R/C Peter W. Mitchelson, SN (Sebastian Inlet/8)  
Educational Dept. Operations . . . . R/C William F. Witty, SN (Skokie Valley/20)  
Curriculum Development & Coord. R/C Robert L. Potter, SN (DuPage/20)

**ADMINISTRATIVE DEPARTMENT**

Auxiliary Advisory . . . . . R/C Carmen Adame, AP (Cocoa Beach/23)  
Leadership Development . . . . . R/C Bruce E. Hewitt, SN (Tampa/22)  
Membership Committee . . . . . R/C Bruce E. Troth, AP (Skagit Bay Sail &/16)

Member Benefits . . . . . R/C Anthony J. Aquilato, AP (City Island/4)  
Squadron Activities . . . . . R/C Henry G. Griffin, SN (Staten Island/4)

**SECRETARY'S DEPARTMENT**

Assistant secretary . . . . . R/C Robert A. Baldrige, N (Baton Rouge/15)  
THE ENSIGN . . . . . R/C Ina Fay Zitter, JN (Palm Beach Sail &/8)  
Information Technology . . . . . R/C S. Edward Duda, AP (Coral Ridge/8)  
Flag and Etiquette . . . . . R/C James A. Williams, JN (Lansing/9)  
Historian . . . . . R/C Edward F. Bauer, SN (South Shore/3)  
Operations Manual . . . . . R/C Patricia G. Gagliano, AP (Patapsco River Sail &/5)  
Publications . . . . . R/C Anne Schreitmueller, JN (Little Neck Bay Sail &/3)  
Ship's Store . . . . . R/C Sarah McCurry, S (Shallotte River Sail &/27)

**TREASURER'S DEPARTMENT**

Asst. Treasurer & Budget Director R/C Richard Rutland, SN (Mohawk Hudson/2)  
Budget officers:  
    Exec. & Admin. Dept. . . . . R/C Richard M. Peoples, SN (Banana River/23)  
    Educational Department . . . R/C Edwin A. Slack, SN (Toledo/29)  
    Secretary's Department . . . R/C Thomas H. Ellis, JN (Vero Beach/8)  
Planned Giving Committee . . . . . R/C Alfred A. Volkmann, SN (Patchogue Bay/3)

The Governing Board ADOPTED the motion to elect the following nominees for staff commander. (2004-GB-2)

**FOR STAFF COMMANDERS**

**STANDING COMMITTEES**

Asst/Ch Auditing . . . . . Stf/C William J. Robinson, SN (Lackawanna Sail &/4)  
Asst/Ch Finance . . . . . Stf/C Michael J. Horowitz, JN (Shrewsbury/4)  
Asst Law Officer . . . . . Stf/C Noel K. McKeown, SN (Dayton/24)  
Asst/Ch Marketing and PR . . . . . Stf/C Mark L. Geschke, AP (Berea/7)  
Asst/Ch Marketing and PR . . . . . Stf/C Robert A. Green, N (Northern New Jersey/4)  
Asst/Ch Planning . . . . . Stf/C William M. Bellinger, SN (Chain-O-Lakes Sail &/20)

**EXECUTIVE DEPARTMENT**

Asst/Ch Coop Charting . . . . . Stf/C Edwin Summers Jr., JN (Goldsboro Sail &/27)

Asst/Ch National Meetings . . . . . Stf/C Wade R. Faircloth Jr., SN (Santana/13)  
 Asst/Ch National Meetings . . . . . Stf/C Robert A. Keller, SN ( Boca Ciega/22)  
 Asst/Ch Marine Safety . . . . . Stf/C Richard L. Frenz, SN (Patchogue Bay/3)  
 Asst/Ch Marine Safety . . . . . Stf/C Donald R. Stark, JN (South Hills/7)  
 Asst/Ch Squadron Development . . Stf/C Frank R. Clayton, SN (Thurmond Lake Sail &/26)  
 Asst/Ch Vessel Safety Check . . . . Stf/C Ronald C. LaPlante, SN (Mt. Clemens/9)

**EDUCATIONAL DEPARTMENT**

Asst/Ch Basic Public Education . . . Stf/C David A. Daniels, SN (Susquenango/6)  
 Asst/Ch Basic Public Education . . . Stf/C Robert J. Sweet, SN (Buzzards Bay/14)  
 Asst/Ch Boat Handling . . . . . Stf/C Dan H. Tiedeman, JN (Tacoma/16)  
 Asst/Ch Inland & Coastal Nav . . . . Stf/C James W. Spencer, SN (Winooski Sail &/19)  
 Asst/Ch Inland & Coastal Nav . . . . Stf/C Kenneth L. Griffing, SN (Santana/13)  
 Asst/Ch Offshore Navigation . . . . . Stf/C James R. McVey, SN (Swamp Fox/26)  
 Asst/Ch Electro-Mech Systems . . . Stf/C Sam W. Richey, SN (Evansville Bend/24)  
 Asst/Ch Electro-Mech Systems . . . Stf/C Walter C. Fields, SN (Ocala/23)  
 Asst/Ch Marine Environment . . . . . Stf/C Robert E. Brandenstein, SN (Pittsburgh/7)  
 Asst/Ch Instructor Development . . Stf/C Otto L. Rasmussen, SN (Tacoma/16)  
 Asst/Ch Instructor Development . . Stf/C Florence E. Smith, SN (Staten Island/4)  
 Asst/Ch Publication Support . . . . . Stf/C Peter A. Nielsen, SN (Housatonic River/2)  
 Asst/Ch Publication Support . . . . . Stf/C Stanley L. Petty, JN (Main Line/5)  
 Asst/Ch Ed Dept Operations . . . . . Stf/C Stanley E. Warner, SN (Singing River/15)  
 Asst/Ch Curriculum Dev & Coord Stf/C Marly H. Vickers, SN (Birmingham/9)

**ADMINISTRATIVE DEPARTMENT**

Asst/Ch Auxiliary Advisory . . . . . Stf/C Lois Neef, S (Anclote Key Sail &/22)  
 Asst/Ch Leadership Development . Stf/C Harold N. Zitter, JN (Palm Beach Sail &/8)  
 Asst/Ch Membership Committee . . Stf/C Laura M. Teatero, SN (Coral Ridge/8)  
 Asst/Ch Membership Committee . . Stf/C Roberta L. Dougherty, AP (Absecon Island/5)  
 Asst/Ch Membership Committee . . Stf/C Lyle W. Rea, SN (Kalamazoo/9)  
 Asst/Ch Member Benefits . . . . . Stf/C Loren F. Boatman, SN (Decatur/20)  
 Asst/Ch Squadron Activities . . . . . Stf/C Robert Schloeman, JN (Phoenix Sail &/28)  
 Asst/Ch Squadron Activities . . . . . Stf/C Steven L. Johnson, AP (Norman Sail &/31)

**SECRETARY’S DEPARTMENT**

- Asst/Ch THE ENSIGN . . . . . Stf/C Donald Dunlap, SN (Pamlico Sail &/27)
- Asst/Ch Flag and Etiquette . . . . . Stf/C Barbara A. Spraggins, AP (Berea/7)
- Asst/Ch Historian . . . . . Stf/C Phyllis Millan, P (Annapolis Sail &/5)
- Asst/Ch Information Technology . . Stf/C Phil Arcuni, SN (Key West Sail &/8)
- Asst/Ch Operations Manual . . . . . Stf/C Kent L. Simpson, AP (Clinton/30)
- Asst/Ch Publications . . . . . Stf/C Caroline B. Munce, JN (Santa Clara/25)
- Asst/Ch Ship’s Store . . . . . Stf/C Sandra Johnson, AP (Norman Sail &/31)

**TREASURER’S DEPARTMENT**

- Assistant to the Treasurer . . . . . Stf/C William N. Hilliard, SN (Raleigh Sail &/27)
- Asst/Budget Off/Exec. & Admin. . . Stf/C Gary Cheney, SN (Ashtabula/11)
- Asst/Budget Off/Educ. . . . . Stf/C Thomas M. Derden, SN ( Houston Sail &/21)
- Asst/Budget Off/Sec. . . . . Stf/C Gary L. McKinley, SN (Mansfield/7)
- Asst/Ch Planned Giving . . . . . Vacant

**STANDING COMMITTEE MEMBERS**

In accordance with USPS *Bylaws* Section 11.9 and upon recommendation of their respective chairmen, and with the approval of the chief commander, the Committee on Nominations is pleased to recommend the following members for appointment in 2004 by this Governing Board:

**AUDITING COMMITTEE**

- Members of the committee . . . . . P/D/C James F. Keil, AP (Cape Coral/22)
- ..... D/Lt Devohn D. Rhame, AP (Raleigh Sail &/27)
- ..... P/D/C William B. Smith, SN (Akron/7)

**FINANCE COMMITTEE**

- Members of the committee . . . . . P/D/C Lloyd E. Pitts, AP (Lake Murray/26)
- ..... P/C Alan Satterwhite, AP (Columbus Sail &/29)

**LAW COMMITTEE**

- Members of the committee . . . . . Lt David L. Allen Jr., JN (Lake Murray/26)
- ..... P/Lt/C Ralph M. Burton, SN (Grosse Pointe/9)

..... Gregory Korstad, P (Minnetonka/10)  
 ..... Stuart M. Rapee, SN (Biscayne Bay/8)  
 ..... D/Lt Natalie E. Witty, AP (Skokie Valley/20)

**MARKETING COMMITTEE & PUBLIC RELATIONS COMMITTEE**

Members of the committee ..... Lt/C Patricia D. Allison, P (Tres Rios/13)  
 ..... P/C Doris J. Backus, P (Toledo/29)  
 ..... P/C Daniel Bartell, SN (Somerset Sail &/4)  
 ..... Stephen Butler, AP (Berea/7)  
 ..... P/D/C Edwin M. Cotton, AP (Cape Coral/22)  
 ..... P/C Joyce C. Cotton, P (Cape Coral/22)  
 ..... P/C Richard P. Dean, P (Tres Rios/13)  
 ..... P/D/C Lee Devane, AP (Pompano Beach/8)  
 ..... P/C/C Arthur H. Farr, SN (Rocky River/7)  
 ..... Charles T. Feldschau, JN (Apollo Beach Sail &/22)  
 ..... Lt Donald F. Frischman, P (Banana River/23)  
 ..... Lt JoAnn Gainer, AP (Annapolis Sail &/5)  
 ..... Lt/C Delmer K. Henry, SN (San Fernando Valley/13)  
 ..... P/D/C Sharron K. Hunter, AP (Seattle Sail &/16)  
 ..... P/N/F/Lt Dick Jarmon, SN (Birmingham/9)  
 ..... P/R/C Kenneth D. Link, JN (Ft Macon Sail &/27)  
 ..... D/C Louis R. Loth, AP (Balboa/28)  
 ..... Lt Hayden F. Loveland, SN (Saybrook/1)  
 ..... P/C Ellen Lukens, S (Knoxville/17)  
 ..... P/C/C Richard W. Miner, SN (Birmingham/9)  
 ..... Lt Ronald E. Murphy, AP (Virginia Beach/5)  
 ..... Gail Nachman, SN (Arrowhead/13)  
 ..... Charles E. Rankine (Sarasota/22)  
 ..... P/R/C David N. Rickard, AP (Berea/7)  
 ..... P/Lt/C Rosemarie Radomsky, AP (Redondo Beach/13)  
 ..... P/C Elsie Rolandelli, AP (Beaver Lake Sail &/31)  
 ..... P/D/C Thomas F. Rossini, SN (Hiawatha Valley/10)  
 ..... Lt/C Lawrence Saumur, P (Tres Rios/13)  
 ..... P/R/C Joyce F. Shaw, AP (Swamp Fox/26)  
 ..... P/D/Lt/C Arnold E. Snow, AP (New Britain/1)

- ..... Lt Warren W. Stevens, SN (Kingsway/5)
- ..... D/Lt/C John H. Supple, AP (Peekskill Sail &/2)
- ..... P/D/C Charles Tulip Jr., JN (Annapolis Sail &/5)
- ..... P/C Csaba J. Varga, AP (Raritan Bay/4)
- ..... P/C Kristi Watson Anderson, P (Clearwater Sail &/22)

**PLANNING COMMITTEE**

- Members of the committee .....
- ..... Lt David Drummond, SN (Raritan Bay/4)
  - ..... P/R/C David L. Hinders, SN (Carquinez/25)
  - ..... P/C Lucille R. Horowitz, SN (Shrewsbury/4)
  - ..... P/C/C Joseph L. Kennedy, SN (St Petersburg Sail &/22)
  - ..... P/R/C Kenneth D. Link, JN (Ft Macon Sail &/27)
  - ..... P/R/C C.A. Miller Jr., JN (Austin/21)
  - ..... D/Lt/C Herbert Shaw, JN (Beaverton/32)

The Governing Board ADOPTED the motion to elect the members of the standing committees as presented. (2004-GB-3)

**USPS EDUCATIONAL FUND**

Under the terms of the USPS Educational Trust Agreement, on behalf of the trustees of the USPS Educational Fund and with their full endorsement, the Committee on Nominations presents the following to serve as trustees of the USPS Educational Fund.

1<sup>st</sup> three-year term:

- ..... James E. Roeber (Spokane/16)
- James E. Roeber had been previously elected at the Spring 2003 GB to fill an unexpired term created by vacancy.

Trustees - Previously elected and year to office (not to be voted on):

- ..... Steve Baker (Fort Worth/21) 2002 3<sup>rd</sup> year, 1<sup>st</sup> term
- ..... Dorothy Ellis (Vero Beach/8) 2002 3<sup>rd</sup> year, 1<sup>st</sup> term
- ..... John C. Ellsworth (Fayetteville Sail &/27) 2003 2<sup>nd</sup> year, 2<sup>nd</sup> term
- ..... Russell K. Gray Sr (Raleigh Sail &/27) 2003 2<sup>nd</sup> year, 1<sup>st</sup> term

..... George M. Turner (Chicago/20) 1999 3<sup>rd</sup> year, 2<sup>nd</sup> term

The Governing Board ADOPTED the motion to elect the members of the Educational Fund as presented. (2004-GB-4)

### **Installation of New Officers**

C/C Johnson administered the oath of office to newly elected rear commanders and staff commanders.

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C/C Johnson announced his appointments for the year 2004 (see attached list). He announced that he had established a new ad hoc USPS Environment Committee and that he had appointed R/C Jean Hamilton, SN, as the chairman. He encouraged all districts and squadrons with environmental activities or concerns to contact R/C Hamilton.

### **Report of the Committee on Rules**

R/C Thomas R. Dougherty, SN, reported that in accordance with *USPS Bylaws*, Section 5.6, he had appointed Stf/C James C. Acheson, SN, as the assistant chairman of the Committee on Rules. He announced that the list of ComRules oversight assignments for districts and squadrons is posted on the committee's Web site.

### **Report of the Finance Committee**

R/C Joe Mesenburg, SN, chairman, moved the appointment of Langdon & Company, Garner, N.C., as independent auditors for 2004. The Governing Board ADOPTED the motion. (2004-GB-5)

### **Report of the USPS Educational Fund**

George M. Turner, chairman, reported that the Educational Fund has assets totaling \$1,770,000. He announced that the fund has been notified that it will receive a \$125,000 bequest from the estate of P/C Bruce Mac Farlane, SN, of Grosse Pointe Power Squadron/9. He said that

donations are placed in the principal account and that only the income from this account is used for educational grants.

He reported that the fund approved a \$10,000 grant to print 10,000 copies of a float plan that will be distributed to squadrons. He also reported that additional funding of \$12,000 to the existing instructor development grant had been approved. He also reported that the fund approved a \$10,000 grant requested by the Marketing and Public Relations Committee to provide marketing and advertising funds in support of the USPS Cooperative Advertising Program.

### **Report of United Safe Boating Institute**

P/R/C William W. Farrar, SN, chairman, reported that USBI is a partnership of organizations interested in safe boating education and programs that exchanges ideas with others involved in similar activities. He reported that USBI consists of the American Red Cross, CPS, the USCGAux, U.S. Sailing and USPS. He said that USPS was a founding member of USBI. He said that USBI uses grant funds for the benefit of safe boating, including producing the Jet Smart video and three brochures titled *Anglers, Fishers Hunters and Campers; Global Marine Distress Safety System*, and *Five Tons and No Brakes*. He reported that these brochures are available at no charge from headquarters. He said that USBI may be contacted at [www.usbi.org](http://www.usbi.org).

### **Report of the National Boating Federation**

P/V/C Robert P. David, SN, director, NBF International Relations, reported that NBF continues to support of the reauthorization of the Wallop-Breaux funding. He said that NBF is represented on the NSBC and the USCGAux and will continue to actively participate in legislation affecting recreational boating. P/V/C David said that as director of international relations he travels to Europe where he represents USPS and NBF at the European Boating Association. He said that the process to begin international certification is under way. He noted that the OCom authorized a resolution that has been forwarded to the USCG commandant requesting that they consider adopting UN Resolution 40 and the establishment of agencies to issue certificates of competency for pleasure craft operators. He said that these certificates are not presently available to any U.S. citizen.

C/C Johnson presented his closing remarks to the Governing Board. He stated that one of his passions is the public safe boating class, which he believes is the greatest activity in USPS and the reason why USPS exists. He said that there is no more satisfaction than completing a public boating class and witnessing the enthusiasm of the students.

The chief stated that he was the USPS national treasurer for 3 years and that he will also focus on the current USPS financial situation and that he will operate USPS in the most efficient way possible.

He further stated that one of his goals as chief commander is to allow time at national meetings to visit with members socially and to allow time for members to socialize. He said that he believes that the social aspect of USPS is also important.

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Father Louis M. Reitz, AP, delivered the benediction, the color guard retired the colors and C/C Johnson adjourned the meeting at 1620.

V/C Frank A. Dvorak, SN  
National Secretary

Action Summary  
First meeting of the 2004 Governing Board  
17 January 2004

ADOPTED

1. A motion to elect the 2004 rear commanders. (2004-GB-1)
2. A motion to elect the 2004 staff commanders. (2004-GB-2)
3. A motion to elect the 2004 standing committee members (2004-GB-3)
4. A motion to elect the 2003 Trustees of the Educational Fund. (2004-GB-4)
5. A motion to appoint Langdon & Company as the external auditors for 2004.  
(2004-GB-5)

## **APPOINTED OFFICERS FOR 2004**

### **National Flag Lieutenant**

N/F/Lt Theodore C. Kontos, SN

### **National Chaplains**

Father James C Biegler, SN

Father Louis M. Reitz, AP

### **Jewish Lay Leader**

Gail S. Nachman, SN

### **Parliamentary Advisor**

P/C Benjamin H. Sooy III, AP

### **National Medical Officer**

R/C Alan F. Wentworth, SN

### **National Photographer**

P/N/F/Lt Trudy M. Brown, AP

### **Special Assistant to the Chief Commander for Government Affairs**

P/R/C John P. Wilson, AP

### **Aides to the Chief Commander**

R/C Luis A. Ojeda, SN

R/C Joe Mesenburg, SN

P/D/C Thomas M. Derden, SN

P/D/C Ronald V. Thomas, AP

P/C Linda L. Golle, P

R/C Alan F. Wentworth, SN

P/R/C Elmer F. Dreier, AP

P/D/C William Selden V, SN

P/D/C Edward P. Bialecke, SN

P/D/C Edwin R. Schwenk, SN

Lt/C Rosemary Bialecke, P

P/D/C Harry Hebb, SN

P/C Lucille R. Horowitz, SN

P/N/F/Lt Trudy M. Brown, AP

### **Aide to National Executive Officer**

P/C James R. McCurry, AP

### **Aide to National Educational Officer**

P/C Jean G. Maassel, AP

### **Aide to National Administrative Officer**

P/R/C Frank E. Dougherty Jr., AP

**Aide to National Secretary**

P/R/C Robert D. Holub, SN

**Aide to National Treasurer**

P/V/C John C. Ellsworth, SN

**2004 Area Monitors**

Chairman: P/C/C Richard W. Miner, SN

Members: P/C/C L.M. Barnes, III, SN - Districts 5, 32  
P/V/C Robert P. David, SN - Districts 1, 9, 17  
P/V/C John C. Ellsworth, SN - Districts 15, 23, 33  
P/C/C Arthur H. Farr, SN - District 30  
P/C/C Raymond A. Finley Jr., SN - Districts 10  
P/C/C G.E. Gordon III, SN- Districts 4, 16  
P/V/C Russell K. Gray Sr., SN - Districts 19, 25, 26, 31  
P/C/C Joseph L. Kennedy, SN - Districts 7, 11, 18, 29  
P/C/C Richard W. Miner, SN - Districts 6, 20, 24  
P/C/C Harold E. Spoelstra, SN - District 27  
P/C/C James T. Stewart, SN - Districts 13, 22  
P/V/C Franklin W. Wedge, SN - Districts 3, 8, 28  
P/C/C Robert L. Woods, SN - Districts 2, 12, 14, 21

**Trustees of the USPS Educational Fund**

George M. Turner, Chairman

Steve Baker

Dorothy Ellis

Russell K. Gray Sr.

James E. Roeber

John C. Ellsworth

Estelle Abrams, Administrative Assistant

**USPS Representatives**

Nat'l Assoc of State Boating Law Administrators

P/V/C James E. Roeber, SN

V/C Spencer P. Anderson, SN

P/R/C John P. Wilson, AP

Nat'l Boating Federation

P/V/C Robert P. David SN

American Boat and Yacht Council

Stf/C Walter C. Fields, SN

Florida Safe Boating Council  
P/C/C Joseph L. Kennedy, SN

American League of Anglers and Boaters  
P/R/C John P. Wilson AP

Radio Technical Commission for Maritime Services  
Stf/C Philip Arcuni, SN

United Safe Boating Institute  
P/C/C Richard W. Miner, SN  
P/C/C Theodore H. Smith, SN  
P/R/C Robert A. Green, N

National Safe Boating Council  
P/R/C Joyce F. Shaw, AP

### **Ad hoc Committees**

First Aid Support Team (F.A.S.T.)  
Chairman: R/C Alan F. Wentworth, SN  
Assistant Chairman: P/D/C Norman Franck,  
Jr., SN

Government and Partners Relations Committee  
Chairman: P/R/C John P. Wilson, AP

USPS Environmental Committee  
R/C Jean L. Hamilton, SN

Operation BoatSmart  
Chairman: P/D/C Fred P. Adame SN  
Asst Chairman: P/D/C Edward C. Liebfarth AP

Liaison with Canadian Power & Sail Squadrons  
P/N/F/Lt Richard H. Jarmon, SN

Liaison with the U.S. Coast Guard and BoatU.S.  
Advisory Board Member  
P/C/C Theodore H. Smith, SN

### **Chief Commander's Advisory Council**

P/C/C Emery E. Ellis, JN  
P/C/C Robert L. Woods, SN  
P/C/C Harold E. Spoelstra, SN  
P/C/C Raymond A. Finley Jr., SN  
P/C/C Bruce M. Steere, SN  
P/C/C Richard W. Miner, SN  
P/C/C James T. Stewart, SN

P/C/C G.E. Gordon III, SN  
P/C/C Joseph L. Kennedy, SN  
P/C/C L.M. Barnes III, SN  
P/C/C Arthur H. Farr, SN  
P/C/C Lance J. Jensen, SN  
P/C/C Theodore H. Smith, SN

# USPS Privacy and Data Policy

17 January 2004

**Purpose:** The United States Power Squadrons Privacy and Data Policy is intended to inform all interested persons of our policy, and to protect the privacy of USPS, its members and guests from inappropriate use of data. At the same time we seek to facilitate our use of valuable data for USPS purposes and inform persons who supply us with data of, and protect them against unsolicited or unwanted communications.

**Application:** This policy applies equally to data of any kind, whether electronic, print or otherwise. The terms “data” and “information” shall, when the context allows, be used interchangeably.

## Principles:

### USPS Data:

Generally: The USPS data policy needs to balance existing policies developed for paper records and the realities of instantaneous worldwide electronic data sharing. There are a number of considerations:

- 1) Members should have a reasonable expectation of privacy.
- 2) We will continue to inform members and respect their privacy and will extend the same courtesy to nonmembers.
- 3) Members and employees of USPS will not seek financial gain from information learned from USPS membership, nor will others be allowed to do so.
- 4) We seek to educate the boating public and invite them to join our ranks.
- 5) Access to our wealth of training materials is generally reserved for members, but some of our educational materials are for the use of the public in accordance with our educational policies, or other USPS purposes.
- 6) There are practical limits of computer security technology, and any system can probably be compromised.
- 7) Authorized USPS officers, committee members and headquarters staff need access to information to do their jobs.
- 8) USPS officers and committee members have a wide range of computer skills from expert to no computer skills at all.

These considerations call for different procedures, depending on the data involved and the needs of various users of that type of information.

## **Use and Modification of USPS Data and Membership Records:**

- 1) Access shall be restricted to USPS members and headquarters staff. Users must identify themselves before accessing our data. The identification will be used to select the set of records that can be accessed by that user.
- 2) Use of USPS data shall be on a “need to know” or “need to use” basis. This will be the overriding principle for use and modification of USPS and membership records. The following rules shall govern use and modification of USPS and membership records:
  - Members may only review and update (or correct) their own personal contact data such as addresses and phone numbers, and order authorized products and services for themselves.
  - Squadron officers and committee members may only review and update data and order products and services appropriate to their responsibilities for their own squadron. For example, squadron secretaries and membership records chairs should be able to change member contact information and may update information developed at the squadron level, such as current rank and office held.
  - District officers and committee members may only review and update data and order products and services appropriate to their responsibilities for their own district.
  - National officers and committee members may only review and update data and order products and services appropriate to their responsibilities. For example, national officers and committee members should be able to access and modify data such as the following provided it is appropriate to their office:
    - Merit marks and related member designations such as senior member, life member and Governing Board member emeritus.
    - Educational courses completed and grades such as P, AP, SN, etc.
  - Headquarters staff may review and update data and order products and services appropriate to their responsibilities.
    - Further, headquarters staff will support local squadrons, districts and national officers and committee members as appropriate, including those without computer access.

- Headquarters staff will be solely authorized to enter membership categories, new members, changes of membership status, sustaining members, etc.
  - Headquarters staff will also be able to assist in entering and changing such information as renewals, squadron transfers and other changes submitted by squadrons, appropriate officers and committee members without computer access.
- 3) The Operating Committee may authorize disclosure of information to governmental bodies, grant providers, and others if it's advantageous to USPS or its members or is required by law.

**Public Disclosure of Member Information:** Members, officers and committee members, on behalf of themselves and their squadrons, districts and the national organization, shall be sensitive to the privacy expectations of members. Members' personal contact information, including but not limited to names, addresses, e-mail addresses, phone numbers and fax numbers, may be published in accordance with this policy.

Membership data may be reproduced on a limited basis electronically or published in a limited access Web page provided that:

1. Records are kept as to who has authorization to access the data;
2. It is prominently marked or noted on or in connection with the data in a practical manner that the data is to be used for official business only, and that it cannot be distributed or made available except as authorized;
3. Before publication, the responsible bridge officer (squadron, district or national as appropriate) must approve such publication; and
4. We may use vendors (such as mailing services) to perform services for us. If so, we will require a vendor to abide by this policy and maintain the confidentiality of our data. Where appropriate, we will require a written assurance of compliance with this policy by a vendor. When a vendor is finished using the data, it will be returned to USPS.

**Duties of Officers and Members Having Access to Membership and USPS Data:** Members ending a term of office are expected to pass all records and USPS property to their successors, including assets and membership records in paper, electronic and other forms. Members having access to membership lists, no matter the form or media, are expected to observe the "no commercial use" policy expressed in the *USPS Bylaws*.

**Continuing Awareness of Electronic Security:** The Information Technology Committee will continue to seek appropriate, reasonable and efficient methods to safeguard member privacy while enabling easy member usage of USPS electronic data. This includes taking advantage of new technology or techniques.

**Changes to the USPS Privacy and Data Policy:** USPS and technology continue to evolve. If we need to change our privacy policy in the future, we may do so through action of the Operating Committee, and if we can, we'll give you reasonable notice of the changes by posting in the Website, THE ENSIGN or any other reasonable medium.

**USPS Web sites:**

**USPS Web site Privacy Statement:** USPS has created this privacy statement in order to demonstrate our firm commitment to privacy. The following discloses our data gathering and dissemination practices the provisions of which shall be used as a minimum for all USPS Web sites whether at the national, district or squadron level, regardless of where they are located on the Internet:

**Upon Entering the Website - Cookies:** We compile information on the IP addresses that contact us so we can improve the services provided by our site, but we will not provide that information to others. We may keep track of the pages you visited by placing a small entry in a text file called a "cookie" on your hard drive. The cookie contains an identifying number that allows us to track the pages you've visited on our Web site. We may also use cookies to save your member access authorization (for a limited time, on our internal Web pages) so you do not have to re-enter it each time you visit our Site. We may use member access authorization to maintain the privacy of our internal Web pages. Information voluntarily provided by you may help us tailor our site to your needs and interests.

Cookies don't reveal personal information. The only personal information a cookie can contain is information you supply yourself. Cookies can't read unrelated data off your hard drive. The help function on most browsers contains information on how to set your browser to notify you before accepting a cookie or to disable cookies entirely. However, if you don't accept cookies, you may not be able to take advantage of various features on our site such as "membership only" pages.

**Links:** Our Web sites may contain links to external Web sites that are not within our control. If you decide to use any of these external links, you will be connected to a site not covered by our privacy policies. We recommend that you read their privacy statements, since they may differ from ours. This privacy statement applies only to information collected on USPS Web sites.

**Order Forms:** Our site uses order forms to request information, products and services. We collect a visitor's contact information (like an e-mail address), unique identifiers (like a USPS certificate number), and financial information (like an account or credit card number). Contact information from the order form is used to send products to our customers. The contact information is also used to get in touch with the customer when necessary.

We do not maintain a repository of this information after the initial information is sent. Financial information that is collected is used to check the user's qualifications and bill the user for products and services. Unique identifiers (such as a USPS certificate number) are collected from Web site visitors to verify the user's identity and for use as account numbers in our record system.

**Online Surveys:** Our online surveys ask visitors for contact information (like their e-mail address). The contact information is used to contact the visitor when necessary.

**Requested Information:** Whenever our site asks a visitor to provide information, we will provide the visitor the opportunity to decline to have their information used for subsequent notices about our products or publications or those of our associates.

**Security:** We exercise care and diligence in managing, transmitting and securing personal information once we receive it. Your personal information is protected by safeguards that are appropriate to the sensitivity of the information and are in line with currently available security technology. This may include use of passwords and encryption. It is important for you to understand that data transmission over the Internet is not 100 percent secure. Despite our best efforts, we cannot guarantee the absolute security of any information you transmit to us, and you therefore do so at your own risk.

**Your Agreement to Be Bound By This Policy:** By visiting our Web site, you agree that your visit is governed by the USPS Privacy and Data Policy, and that the policy may be revised from time to time.

**Contact the Web site:** If you have any questions about this privacy statement, the practices of the USPS National Web site, or your dealings with that Web site, you can contact the National Secretary:

1) By e-mail at [ns@usps.org](mailto:ns@usps.org)

2) By postal mail at:

National Secretary

United States Power Squadrons

1504 Blue Ridge Road

Raleigh, NC 27607

3) By telephone at (888) FOR-USPS (367-8777)

4) By fax at (888) 304-0813

# United States Power Squadrons® Policy

## Regarding Health Information

17 January 2004

**Policy:** Officers and Members of USPS® with responsibilities in the production and execution of USPS meetings; may, in the discharge of their official duties, be required to obtain personal and health related information from other members and meeting attendees that could be considered sensitive and private. Such information shall be treated as confidential and used for the benefit of the member or attendee but subject to the assumptions and exceptions set forth below (Exceptions).

**General:** USPS has established a First Aid Support Team (F.A.S.T.) made up of members who volunteer to assist, support, and refer members or attendees who become injured or ill during meetings of the national organization. In the performance of their duties, F.A.S.T. members may ask, acquire, and/or become aware of health related information that could be considered sensitive and private and that should be kept confidential. In like manner, officers and other members of USPS may become aware of health related information during the discharge of their official duties. This document describes certain assumptions and exceptions within the general policy of treating health information as being sensitive and confidential.

**Assumptions:** USPS and its F.A.S.T. team operate under the following assumptions:

- a) Any health related information received by USPS members and F.A.S.T. team members is given by the USPS member voluntarily.
- b) F.A.S.T. team members are not functioning as licensed health care professionals.
- c) F.A.S.T. team members provide voluntary assistance and receive no compensation for their efforts.
- d) Health related information will be treated as confidential by USPS, with certain exceptions.

**Exceptions:** F.A.S.T. team members may release such health or health care information as may be necessary for the following purposes:

1. Consultation: F.A.S.T. team members may discuss health information and issues with each other and with the National Medical Officer. They may divulge health information in order to arrange for the transfer, consultation or emergency care of USPS members and meeting attendees by licensed health care providers, and/or by security or law enforcement personnel.
2. Administration: Limited information regarding the health or health care of members or attendees may be disclosed to USPS officers and members who require such to discharge the responsibilities of their office. Release of such information will be as authorized by the National Medical Officer.

For example, recipients of health related information could include the Chief Commander or his Flag Lieutenant, National Meetings Committee officials, and committee chairmen under whom the ill, injured, or incapacitated member serves.

3. Surrogates: Appropriate information regarding the health or health care of members or attendees may be disclosed to next of kin, spouses, and other significant persons who may require such information in order to make decisions on behalf of an unconscious or uncommunicative person.

**Record Retention:** Any and all records or information of a F.A.S.T. related event shall be maintained in confidence at USPS Headquarters and shall be destroyed four years thereafter.

**Amendment:** This policy may be amended using the procedure for amending policies in effect at the time of the amendment.

**Dated:** 17 January 2004