USPS Board of Directors  
Greensboro, N.C.  
13 Sept. 2011

Called to order at 0800

Attendees:

C/C Frank Dvorak, SN  
V/C John T. Alter, SN  
V/C Robert J. Sweet, SN  
V/C Robert A. Baldridge, SN  
V/C Jean L. Hamilton, SN  
V/C Richard M. Peoples, SN  
P/C/C Creighton C. Maynard Jr., SN

Guests present:

Mary Catherine Berube  
Tom Kemp

**Action items approved:**

**Ratification of electronic votes:**

Upon motion to ratify the electronic votes on matters shown below made on 3 and 15 Aug. 2011, respectively, which were thereafter seconded, discussed and voted upon by the Board of Directors, United States Power Squadrons, each was approved and ratified.

1) A motion to amend the USPS Travel Policy as follows: To increase the baggage fee reimbursement to $40 each way for one checked bag to and from a meeting site, and to add the following sentence under the Lodging and Meals paragraph: “The number of reimbursable days at a national meeting is set by the USPS Board of Directors.” (policy attached)

2) A motion to approve the 2012 budget.

**Motions:**

Upon motions to approve, which motions were seconded, discussed and voted upon by the Board of Directors, United States Power Squadrons, each of the following was approved:
1) A motion to present a USPS Lifesaving Award to Marita Grobbel, P, Grosse Pointe/9, Dean Petitpren, P, Port Huron/9, Diane Petitpren, Port Huron/9, and Dennis Andrus.

2) To authorize inventory obsolescence for the following marketing materials, at a total value of $4,207.98.

   Item # 11-22-002 - 8½ x 11 Popeye poster
   Item # 11-22-003 - 11 x 17 Popeye poster
   Item # 07-26-100 - 8½ x 11 Popeye poster
   Item # 07-26-101 - 11 x 17 Popeye poster

3) A motion to dissolve Cross County/2; Housatonic River/2; Rowayton/2; Oritani/4; Sue Island/5, Rogers City, and Gulf Breeze/15.

4) A motion that USPS establish a first aid safety program for squadrons that combines the Red Cross and American Heart Association first aid and CPR programs with supplemental boater safety programs from the Safety Institute of Maryland. The logistics will be administered by the National Executive Department in conjunction with Lt. Alan Karpas, JN, Rockville/5.

Discussions:

1) Mary Catherine Berube updated the Board of Directors on the status of grants. The Fire and Emergency Training, Practical On-the-Water Training, and Partnering for Safe Boating grants expire on 30 Sept. 2011. All funds have been received and will be expensed at grant’s expiration.

2) The Reducing Recreational Boating through Advanced Risk Analysis Grant expires on 30 April 2013. A fast track grant was received in the amount of $18,370 to allow purchasing equipment required to proceed with the grant.

3) The Practical On-the-Water Training Rollout Grant expires on 30 April 2012, and the initial planning and procurement phases have been completed.

4) Berube reported on grant proposals under consideration: 1) Boat Handling Simulator; 2) Situational Awareness; 3) Google Licensing; 4) MMSI Registrations; 5) Electronic delivery of boating education, and 5) a continuation of the Practical On-the-Water Rollout Grant.

5) Berube reported that on 23 June 2011 USPS signed an agreement with Riazzi Asset Management to manage USPS and Endowment Fund investments.

6) C/C Frank A. Dvorak, SN, reported that he had not received any further correspondence from District 23 concerning online sales of USPS courses to nonmembers. V/C Sweet stated that the Educational Department is reviewing retail pricing of USPS Advanced Grade and Elective courses for public sale.

7) C/C Dvorak reported that he and V/C Alter attended the USCG National Auxiliary
Conference 2011 in Charlotte, N.C., from 24 to 28 August. C/C Dvorak noted that Vice
Adm. Sally Brice O’Hara singled out USPS for its contributions to recreational boating
education and safety.

8) C/C Dvorak reported that the USCG Auxiliary and the Australian Coast Guard Auxiliary are
considering teaching USPS course materials in their course curriculum.

9) C/C Dvorak reported that he and Ray Tsuneyoshi attended the 2011 National State Boating
Law Administrators Conference from 9 to 11 Sept., where they discussed partnering
objectives with outside boating organizations.

10) V/C John T. Alter, SN, reported that all mileage credits will be discontinued toward earning
cooperating charting credits. Inland squadrons will receive additional credits in lieu of
mileage to encourage participation by squadrons that have to travel longer distances to reach
NOAA charted areas.

11) V/C Alter reported that District 27 members and the Maritime Museum in New Bern, N.C.,
are building small boats (prams, dinghies) for youth. Details will be posted on USPS’
Facebook page.

12) V/C Alter reported receiving a request to develop a squadron in Saudi Arabia. He will
discuss the implications of developing international squadrons with the Law Committee.

13) V/C Robert J. Sweet, SN, reported that his appointment on the NASBLA Education
Standards Panel was extended to Dec. 2014.

14) V/C Sweet reported that the Educational Department is moving toward blending classroom
instruction and e-learning. On 14 June 2011, 123 members completed an advanced weather
webinar via SailAngle. He also noted that an instructor recertification webinar is under
consideration.

15) V/C Sweet reported that the Educational Department submitted the application for re-
approval of ABC3 to NASBLA. He noted that the updated version of ABC3 will include a
section on boater’s situational awareness.

16) V/C Sweet reported that ten dealers had signed up for the Brunswick initiative to date.

17) V/C Sweet reported that USPS has a memorandum of understanding with the Great Lakes
Cruising Club, and that he will pursue offering USPS seminars to GLCC members.

18) V/C Sweet proposed a national program, “Take Me Boating,” based on the personal story
told by Dusty McCoy during the 2011 Annual Meeting. McCoy said that his love of boating
began when a relative took him aboard a boat when he was a young boy. He challenged
members to take young people aboard their boats to begin their life-long interest in boating.
V/C Baldridge will discuss the proposal with the Squadron Activities Committee.
19) Tom Kemp reported year-to-date Ship’s Store sales of $28,598 as of 31 Aug. 2011.

20) Kemp reported that 2nd quarter royalties from the Affinity member benefits program totaled $445.61.

21) Kemp reported on a proposed member benefit program with Ford Motor Co., where members would receive discounts on purchases of Ford vehicles. Program details will be available in fall 2011.

22) Kemp presented an updated America’s Boating Course 3rd Edition flier. The flier includes a return postage-paid mailing piece that will be returned to headquarters and a QR code that links to the ABC website.

23) Kemp reported that MetLife has donated thousands of coloring books to USPS that squadrons give away at boat shows and boating events. The Board agreed to present an award to MetLife during the 2012 Annual Meeting to recognize its significant contribution to USPS.

24) Kemp reported that videos on docking a boat, performing a quick stop, performing a slow speed slalom course, and the Boat Operator Certification Program can be viewed at www.youtube.com/user/uspowersquadrons. He noted that the boat docking video had received 2,000 views.

25) Kemp reported that he would attend the Marine Dealers Conference in Orlando, Fla., from 6 to 9 Nov. 2011.

26) Kemp presented the USPS Marketing Plan 2012 to the Board. The BOD suggested including marketing initiatives on selling USPS via webinars and social media.

27) V/C Jean L. Hamilton, SN, reported there are 18 new items for sale in the Ship’s Store, which can be ordered online at www.shopusps.org.

28) V/C Hamilton reported that the Communications Committee had made significant efforts to contact all webmasters concerning compliance issues and is beginning the annual newsletter evaluation process.

29) V/C Hamilton reported that the Operations Manual Committee added six pages to the USPS Operations Manual, titled “USPS and the American President.”

30) V/C Hamilton reported 2,193 cyber squadron members joined to date. An average of 1.31 cyber members join per day and 2.66 ABC students join per day.

31) V/C Richard M. Peoples, SN, reported that as of 31 Aug. 2011 operating expenses exceeded revenues by $30,000. He noted that dues revenue was $69,570 less than one year ago, and educational sales were $27,697 less than one year ago.
32) V/C Peoples reiterated the importance of district and squadrons filing IRS 990 forms to avoid losing nonprofit status.

33) V/C Peoples reported that contributions to the USPS Endowment Fund were $6,000 less than one year ago. He noted that 415 life members had made a contribution to USPS in 2011.

34) V/C Robert A. Baldridge, SN, reported that the HQ800 and trial membership initiatives had been implemented.

35) V/C Baldridge reported that cyber members received the first electronic issue of the *Cyber Log* in July. The next issue is scheduled following the 2011 Governing Board Meeting.

36) V/C Baldridge reported that the Membership Committee is revising the criteria for the Finley and Growth awards.

37) V/C Baldridge reported that 457 members had completed the DAO/SAO Leadership Training Seminars, and 161 members had completed the DXO/SXO Leadership Training Seminars to date.

38) V/C Baldridge reported receiving some member complaints on Affinity member benefit mailings. In response, a message was included in the September Broadcast asking squadron commanders to notify members of their ability to opt out of future member benefit mailings at www.usps.org/cgi-bin-nat/tools/myoptout.cgi. He noted that a member benefits flier will be sent with dues notices and will include the link to opt out.

39) V/C Baldridge discussed the USPS Privacy Policy as related to member privacy issues and member benefit mailings. He will ask LawCom to review the policy.

40) P/C/C Creighton C. Maynard Jr., SN, encouraged the BOD to continue partnering with outside organizations.

Adjourned 1650.
United States Power Squadrons®

POLICY FOR REIMBURSEMENT OF TRAVEL AND RELATED EXPENSES

Reimbursement Code

Position Qualifying for Reimbursement

A
District Commanders or Voting Representatives
District Educational Officers or Voting Representatives
Chairmen of Departmental Committees or Programs or Voting Representatives
Members of Committee on Nominations
Assistants to the NEO and Secretary
Aides Assigned to NXO, NEO, NAO, National Secretary and National Treasurer
Merit Mark Area Monitors

B
Board of Directors

C
C/C's Guests at a national meeting and/or BOD Meetings
Committee members working at headquarters
Budget, IT, and Historian Committees

D
C/C Advisory Council

E
C/C Representatives at District Conferences
National Flag Lieutenant
C/C Representatives traveling to meetings outside USPS National Meetings
Committee members at site visitations

F
National Chaplains
National Parliamentarian
National Photographer
National Medical Officer

Refer to page 2 for Reimbursement Policy that applies to all letter codes and to subsequent pages that give additional Policy for a specific position, as identified by the Reimbursement Letter Code.

Unusual Travel Situations: There are occasions when it is cost-effective to combine trips or travel by auto when several persons are traveling. These should be cleared with the National Assistant Treasurer beforehand.
The Chief Commander has authority to make exceptions to this policy.

It is the intent of this USPS policy to not pay for any of the above items in-excess of actual costs charged to the individual requesting reimbursement. This intent would be used in evaluation of any expense that could not be anticipated by this policy. The federal per diem rate in effect for each meeting location would be considered a maximum reimbursement if this rate is less than the actual cost. The Treasurer's Department has responsibility for this policy and welcomes members’ questions.

Reimbursement Policy for all Reimbursement Codes

Inter-city Transportation

Air - Lowest advance purchase (35 days prior to travel) excursion fares (non-refundable with a Saturday night stay). “Senior” coupons should be used if lower. The officer will be reimbursed for any loss on a "non-refundable, no change" ticket should an emergency change travel plans. The maximum reimbursement for baggage is $40 each way for one checked bag only to and from meeting site.

Auto - $0.35 cents per mile plus tolls between member's closest home and meeting site. The mileage reimbursement should not exceed the air cost above.

Personal Plane - $0.35 cents per mile between member's closest home and meeting site plus up to $12 per day for hangar space. The total reimbursement should not exceed the air cost above.

Internet Access
Prior authorization required by departmental vice commander who will then notify the appropriate budget officer.

Local Transportation
Personal cars can be used from home to airport where the cost is less than other options. Reimbursement will be at $0.35 cents per mile, plus tolls and long term parking fee. Airport shuttle or hotel courtesy cars should be used if available. Taxis can be used if shuttles or courtesy cars are not available. Expense reimbursement will be at the lowest cost available at each individual meeting.

Lodging and Meals
No reimbursement will be made for cost of meals en route or for personal charges, e.g. laundry, telephone, hotel services. No reimbursement will be made for lodging en route to or from a meeting.

Submission of Requests for Reimbursement
Requests for reimbursement must be on form Bud2a and forwarded to the appropriate budget officer for approval within 60 days of travel. The Bud2a must be accompanied by original receipts. Travel agency statements are not acceptable. If senior coupons are used, mark the box
showing the number used. Any unusual travel arrangements or routing should be explained and attached to the Bud2a form.

**Tipping**
Tipping is not reimbursable.

**Reimbursement Policy for Specific Codes**

**Code – A - Annual Meeting and Governing Board Meetings**

**Transportation**
Travel expense will be reimbursed for the officer.

**Lodging and Meals**
A $65 per day room allowance toward the hotel room will be reimbursed. This allowance is for a maximum of four days at the Governing Board Meeting and a maximum of five days at the Annual Meeting. The number of reimbursable days at a national meeting is set by the USPS Board of Directors. One additional day at each meeting is approved for members of the Committee on Nominations and for members of the Educational Department Leadership Staff. Additional days can be approved by an appropriate Vice Commander if absolutely needed. Two members eligible for reimbursement and sharing a room each will be allowed the lesser of the daily allowance or half of the room cost.

**Code - B**

**Transportation**
Reimbursement will be made for officers attending BOD Meetings.
Reimbursement will be made for officers and spouse attending national meetings.

**Lodging and Meals**
Hotel room expense will be reimbursed.
Required attendance meals will be reimbursed at national meetings, excluding the following: department lunches, spouses' luncheon, members' outings, members' luncheon and Saturday night dinner.

**Code – C**

**Transportation**
Reimbursement will be made for the officer. (In the case of a guest at a national meeting, the Chief Commander will dictate if the guest's spouse will be reimbursed. This provision is not used for most meetings and is reserved for the "unusual event.")

**Lodging and Meals**
Hotel room expense will be paid.
Meals will be reimbursed only at meetings at USPS Headquarters.
Code - D

**Transportation**
Reimbursement will be made for officer and spouse for the Annual Meeting.

**Lodging**
Hotel room expense will be reimbursed at the Annual Meeting.

Code - E

**Transportation**
Reimbursement will be made for officer and spouse for the meeting assigned. Meetings outside USPS could be for the officer only or officer and spouse, whichever applies.

**Lodging and Meals**
Hotel room expense will be reimbursed.
Generally, meal expense is reimbursable when on the Chief's business at meetings outside of USPS.
Meal expense is not reimbursed for the Chief Commander's representatives at District conferences, nor is it reimbursed at national meetings.

Code – F

**Transportation** - for the officer as explained previously.

**Lodging and Meals**
A $65 per day room allowance for a maximum of 3 days for both the Annual Meeting and Governing Board Meeting.

December 1999
Revised 13 February 2002
Revised 11 June 2005
Revised 6 December 2006
Revised 14 March 2009
Revised 1 December 2009
Revised 11 December 2010
Revised 3 August 2011