USPS Board of Directors
Raleigh, N.C.
2 and 3 Dec. 2011

Called to order at 0920

Attendees:

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

Guests present:

R/C Gene Molteni, SN
R/C Bob Palmer, SN
R/C Gary Cheney, SN
P/R/C Bob Brandenstein, SN
P/R/C Luis Ojeda, SN
Mary Catherine Berube
Tom Kemp
Ray Tsuneyoshi
SueLee Waller

Action items approved:

Ratification of electronic votes:

Upon motion to ratify the electronic vote shown below made on 2 and 3 Dec. 2011, which was thereafter seconded, discussed and voted upon by the Board of Directors, United States Power Squadrons, was approved and ratified.

1. A motion to approve the dates for the 2014 Governing Board Meeting on 7 - 15 Sept. 2014 at the Hyatt Regency Crystal City, Arlington, Va., at a room rate of $149 per night.

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 A motion to spend up to $12,000 to replace outdated computers at headquarters.
2. A motion to create a new USPS logo.

3. A motion to amend the criteria for the P/C/C Raymond A. Finley Jr., SN, Sea Scout Service Award.

4. A motion to authorize inventory obsolescence for the following Leadership Development materials, at a total value of $145.58.

   - Item # 01-43-001 Operations Training Manual - $16.48
   - Item # 01-43-005 District Job Descriptions Manual - $65.20
   - Item #08-43-100 OTP Instructor CD - $63.90

5. A motion to pay two vouchers submitted past the 60-day limit totaling $2,279.52.

6. A motion to ask the Committee on Rules to remove USPS Bylaws, Section 9.5.3, which reads as follows:

   9.5.3 Each District Secretary shall send promptly to the national executive officer and to the national secretary minutes of all district conferences held in the district.

7. A motion to recommend that the Governing Board merge the Flag and Etiquette and Historian committees during the 2012 Governing Board Meeting in Detroit, Mich., to be effective at the 2013 Annual Meeting.

8. A motion to amend the Policy for Reimbursement of Travel and Related Expenses as follows: (policy attached)

   Section A (added):
   Chairperson of General and Standing Committees
   Merit Mark Area Monitors (to exclude P/C/Cs)

   Section D:
   Title changed to P/C/C Advisory Council

   Code A
   Lodging and Meals
   The USPS Board of Directors sets the number of reimbursable days for a national meeting. The usual number of days is four days for an Annual Meeting and three days for a Governing Board Meeting.

   A reimbursement of $65 per day will be allowed for the hotel room when staying at the “USPS designated hotel.”
Five days at each meeting is approved for the chairpersons for the General and Standing Committees and for members of the Educational Department leadership staff.

Six days are approved at both the Annual and Governing Board Meetings for the Nominating Committee.

Additional days may be preapproved by an appropriate vice commander and reported to the National Assistant Treasurer.

Code D

Transportation – Reimbursement will be made for the officer and spouse for the Annual Meeting. Reimbursement will be made for officer only at a Governing Board Meeting.

Lodging – Hotel room expense will be reimbursed at the Annual Meeting. Reimbursement at a Governing Board Meeting will be made at $65 per night for five nights.

8. A motion to renew the 2012 USPS insurance policy with Chubb Group Insurance.

Discussions:

1. SueLee Waller 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 expired on 30 Sept. 2011. USPS also received a supplemental grant from the United States Coast Guard for the existing Reducing Recreational Boating Advanced Risk Analysis Grant to purchase the data collection units. The total amount of these grants was $358,270, and all funds have been received and expended.

2. Waller reported on four potential USCG grant proposals for 2012. The first proposal is for a USPS Boat Handling Simulator Grant to develop and demonstrate the use and viability of a prototype simulator in small boating handling training. The second proposal is a continuation of the On-the-Water Training Rollout Grant that will include Rules of the Road beta work. The third proposal is for a Boating Decision Making Grant to prevent accidents due to boater error, targeting top causes of boating accidents due to operator inattention. The fourth proposal is a Partnering Grant to facilitate partnering objectives of USPS.

3. Ray Tsuneyoshi reported that he continues to seek new grant sources. He reported that grant funding is available for youth-related and environmental programs.

4. Tsuneyoshi reported that he is working on strengthening relations with the USCG Auxiliary and that he attended the USCG Auxiliary 11th District South Training Conference in Aug. 2011. He also attended the USCG District 11 Boating Safety Workshop in Aug. 2011.
5. Tsuneyoshi reported that he would represent USPS at the Small Vessel Security Threat Conference in on 29 Feb. – 1 March 2012 in Charleston, S.C.

6. Mary Catherine Berube reported receiving a request from the USPS Educational Fund to manage its bank deposits. The BOD asked V/C Baldridge and V/C Peoples to obtain additional information before responding.

7. Tom Kemp reported that net year-to-date Ship’s Store sales as of 30 Nov. 2011 were $43,386.

8. Kemp reported that he is working on a proposal from Boaterexam.com to develop USPS courses online.

9. Kemp reported on a potential partnership with the Marine Max Rewards Club. USPS would receive a nonprofit rate to advertise in the Marine Max magazine and website and would have access to the Marine Max e-mail list.

10. Kemp reported that he is working on a proposal where squadrons could participate in the Brunswick Dealer Advantage Program. Squadrons will be given local Brunswick dealer contact information to facilitate promoting USPS courses, seminars and on-the-water training.

11. Kemp reported that 18 squadrons had signed up for social networking sessions during the 2012 Annual Meeting. Terri Flagg, USPS social networking coordinator, will assist squadrons in setting up their own social networking pages.

12. Kemp updated the BOD on the Ford Motor Co., member benefit program where members will receive discounts on purchases of Ford vehicles. Details will be announced during the 2012 Annual Meeting.

13. Kemp reported that 2011 3rd quarter royalties from the Affinity member benefits program totaled $398.30.

14. Kemp reported that he will investigate the costs to participate in the Ft. Lauderdale Boat Show in Oct. 2012.

15. C/C Frank A. Dvorak, SN, discussed improving internal communications. It was noted that the USPS Broadcast was created to consolidate communications from national departments and committees and to minimize e-mails. The Broadcast is sent electronically each month to all national, district and squadron officers. Members may opt to receive the Broadcast at www.usps.org/newpublic2/broadcast.html. V/C Hamilton will look into the benefits and costs associated with sending the Broadcast to all members.

16. C/C Dvorak discussed the Squadron Emergency Response Assistance Team (SERAT) program developed by Sanibel Captiva Sail/22. This program involves members who volunteer to render assistance to local fire departments, law enforcement and other agencies
in the event of a water-related emergency. C/C Dvorak reported that he received a proposal to create a national program modeled after SERAT. V/C Alter will appoint an ad hoc committee in 2012 to study the proposal.

17. The BOD discussed the USPS Strategic Plan and will discuss in more detail during the 2012 Annual Meeting.

18. V/C John T. Alter, SN, reported that he would ask the Governing Board to dissolve Trenton Falls/5 and Mountaineer/7. He also reported that Ocala/23 is in the process of dissolving.

19. V/C Alter reported that he would assign a District 23 Resolution to the BOD during the 2012 Annual Meeting. The resolution would preclude selling USPS educational courses to the public through any source other than a squadron.

20. V/C Robert J. Sweet, SN, discussed branding, name recognition, and the USPS logo. V/C Alter stated that he would solicit feedback from district commanders during the 2012 Annual Meeting.

21. R/C Bob Palmer, SN, reported receiving positive feedback from the Educational Department representatives who attended the 2011 Fall District Conferences. The representatives shared current activities in the department, answered questions and identified and recruited members to join national committees. Discussions included such topics as communications, IT resources, E-learning and marketing. He said that the Educational Department plans to send representatives to the 2012 Fall District Conferences.

22. R/C Gene Molteni, SN, reported that the Educational Department is developing a strategy to determine the selling price of educational course materials based on a manufacturer’s suggested retail price. The selling price will be discounted to members with deeper discounts to squadrons based on the MSRP.

23. V/C Sweet reported that USPS has co-branded the Engine Maintenance, Sail, Junior Navigator and Navigation courses with CPS. He reported that the Educational Department is developing a joint Advanced Piloting Course with CPS.

24. V/C Sweet reported on new and updated educational products. New seminars include Fuel and Boating, Emergencies on Board, Basic Weather Forecasting, Practical On-the-Water Training, Tides and Currents, Rivers Locks and Lakes, and Plotting and Labeling Standards. The Piloting and Advanced Piloting courses are being revised.

25. R/C Molteni reported that the online America’s Boating Course was updated to meet NASBLA standards. Six quizzes were added, and the student is now required to spend a specific amount of time on each slide before advancing to the next slide. The next step is to reactivate online exams. R/C Molteni noted that these costs are covered by an Educational Fund grant.
26. V/C Sweet reported that the Educational Department created working groups. The Marketing Advisory group was formed to address the shortfall in promoting USPS educational programs. An E-learning group was formed to address offering seminars and courses online.

27. V/C Sweet reported receiving an insurance claim following an on-the-water training activity in Clearwater, Fla. He noted that a problem occurred during the quick stop maneuver and that the Educational Department is reviewing the procedures for performing quick stops.

28. V/C Sweet reported that the Law Committee is working on a royalty agreement with the Australian Coast Guard Auxiliary.

29. V/C Baldridge discussed the Affinity member benefits program. He noted that members can opt out of member benefit mailings at www.usps.org/cgi-bin-nat/tools/myoptout.cgi. He reported receiving a complaint from a member who received a mailing after opting out of receiving future mailings. In this case the mailing list was provided to the vendor prior to the member choosing to opt out.

30. V/C Robert A. Baldridge, SN, reported that the Membership Committee is assisting squadrons with problems entering trial members in the HQ800 system.

31. V/C Baldridge reported that on 30 Sept. 2011 eight districts showed an increase in membership compared to 30 Sept. 2010.

32. V/C Baldridge discussed creating a Finley Association to fund the costs associated with the P/C/C Raymond A. Finley Jr., SN, Sea Scout Service Award. V/C Baldridge will ask the Membership Committee to submit a proposal to the BOD.

33. V/C Baldridge reported that the Leadership Development Committee will offer five leadership training classes during the 2012 Annual Meeting. Details can be found at www.usps.org/national/ot.

34. V/C Baldridge reported that P/R/C Trudy Brown, AP, and the 100th Anniversary Committee are working on USPS’100th anniversary recognition. Gala celebrations are planned for the 2014 Annual Meeting in Jacksonville, Fla., and for the 2014 Governing Board Meeting in Arlington, Va. The committee is working with the Flag and Etiquette Committee on a special anniversary ensign and with USPS marketing on an updated 100th anniversary logo. The committee is also planning to involve squadrons and districts in the celebration with a ceremony reminiscent of the “Voyage of the Ensign.” The committee will meet again at the 2012 Annual Meeting.

Adjourned 1600

3 Dec. 2011

C/C Dvorak reconvened the meeting at 0800
1. V/C Jean L. Hamilton, SN, reported that there were 2,393 cyber members as of 30 Nov. 2011. On average, 1.28 cyber members and 2.49 ABC trial members join per day.

2. V/C Hamilton reported that the Communications Committee will award the 2011 Distinctive Communicator Award to 33 district and 334 squadron websites and to 20 district and 253 squadron newsletters.

3. V/C Hamilton reported that recent updates to the Operations Manual can be found at www.usps.org/national/om/pdfs/opsmanwc.pdf.

4. V/C Hamilton reported that she met with Mary Catherine Berube, Tom Kemp and Yvonne Hill to discuss revising the USPS Website. V/C Hamilton will appoint an advisory group to determine the criteria and identify potential website developers.

5. V/C Richard M. Peoples, SN, reported that as of 30 Nov. 2011 preliminary financial numbers showed operating expenses exceeded revenues by $152,000. He noted that these numbers did not include Nov. 2011 investment figures.

6. P/C/C Creighton C. Maynard Jr., SN, reported that he attended the BoatU.S. Advisory Council Meeting on 10 – 11 Nov. 2012. He encouraged the BOD to consider creating an advisory council.

7. P/C/C Maynard reported that during the BoatU.S. Advisory Council Meeting he discussed a potential marketing opportunity with Kris Carroll, president, Grady-White Boats Inc. Tom Kemp will follow up with Ms. Carroll.

7. P/C/C Maynard discussed matters of liability of members of the BOD and their fiduciary duties, relationship and obligations owed to the membership. He noted that the present Conflict of Interest Policy is ineffective as to full disclosure. It is his opinion, and that of members of the Law Committee, that in the near future, the Federal Government will establish a Conflict of Interest Policy. He recommended that the BOD adopt an updated Conflict of Interest Policy that provides for full disclosure by any member of the BOD doing business, directly or indirectly, with the organization as well as monies received, directly or indirectly, as a result of any such activities. This detailed information should be available to the membership to avoid any hint of impropriety.

8. R/C Gary Cheney, SN, presented an income and expense statement for the 2011 Governing Board Meeting in Greensboro, N.C. Total income was $47,372.47, and total expenses were $140,035.70, or a net loss of $92,663.23.

Adjourned 1330.
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
Chairperson of General and Standing Committees
Chairperson 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 (excluding P/C/C’s)

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
P/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**
The USPS Board of Directors sets the number of reimbursable days for a national meeting. The usual number of days is four days for an Annual Meeting and three days for a Governing Board Meeting.

A reimbursement of $65 per day will be allowed for the hotel room when staying at the “USPS designated hotel.”

Five days at each meeting is approved for the chairpersons for the General and Standing Committees and for members of the Educational Department leadership staff.

Six days are approved at both the Annual and Governing Board Meetings for the Nominating Committee.

Additional days may be preapproved by an appropriate vice commander and reported to the National Assistant Treasurer.

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. Reimbursement
will be made for officer only at a Governing Board Meeting.

Lodging
Hotel room expense will be reimbursed at the Annual Meeting. Reimbursement at a Governing
Board Meeting will be made at the $65 per night for five nights.

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
Reimbursement will be made for the officer to the Annual and Governing Board Meetings.

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

3 December 2011