Chief Commander G. Leslie Johnson, SN, convened the meeting at 0940.

USPS Chaplain Herbert Groce, P, delivered the invocation, which was followed by the Pledge of Allegiance led by N/F/Lt Theodore C. Kontos, SN, and the singing of the national anthem.

C/C Johnson remarked on the recent devastation of hurricanes Charley and Frances that had affected many USPS members before introducing a video tribute in memory of September 11, 2001.

**Introduction of Past Chief Commanders**

P/C/C Theodore H. Smith, SN, introduced the other past chief commanders who were present in the order of their terms:

- 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 L.M. Barnes III, SN, 1996-1997 (Rocky Mount/27)
- P/C/C Lance J. Jensen, SN, 2000-2001 (Bellevue/16)

P/C/C Smith announced that P/C/C Arthur H. Farr, SN, 1998-1999 (Rocky River/7) had heart surgery recently and could not attend this meeting. P/C/C Farr prepared some remarks to
the Governing Board that were presented via a tape recording.

C/C Johnson introduced P/C/C Theodore H. Smith, SN 2002-2003 (Grosse Pointe/9).

P/V/C James E. Roeber, SN, introduced distinguished guests:

• Dr. Richard Spinrad, assistant administrator and director, National Ocean Service, National Oceanic and Atmospheric Administration
• William Eldridge, national commodore, United States Coast Guard Auxiliary
• Cmdr. Catherine Haines, group commander, USCG, 7th District
• Bruce Wright, chief, Recreational Boating Safety, USCG, 7th District
• Dennis Motschenbacher, sales and marketing manager, American Radio Relay League
• Capt. James Gardner, chief, Marine Chart Division, NOAA
• Cmdr. Kim Pickens, project officer, Operation BoatSmart, USCG
• Governor Jeb Bush welcomed members to Florida via a prerecorded video.

C/C Johnson administered the new member pledge to Rita Hamilton, who joined Ponce Power Squadron/33.

Report of the Committee on Rules

R/C Thomas R. Dougherty, SN, announced that he had appointed P/C/C Lance J. Jensen, SN, as parliamentarian for the meeting. He then explained the voting procedures and rules.

R/C Dougherty reported that during its May 2004 meeting the Governing Board requested that the Committee on Rules investigate the circumstances of family and junior family memberships. He said that after extensive review of previous Governing Board minutes and other documents that the committee determined that the classification of family members was created in September 1982 and was open to the spouse and all persons related to the active member by blood, legal adoption or marriage between the ages of 12 and 25 and who reside with or are dependents of the active member. He said that at that time there was no requirement to pass an examination and that later the age requirement was dropped so that any person meeting the
requirements listed above could become a family member. He said that there is still no age requirement for family membership. He said that originally dues for all family members were the same and that was later changed to give a break to families with several children. This resulted in the establishment of the junior family member dues category. He stated that dues are established by the Governing Board upon the recommendation of the Finance Committee and that currently junior family membership terminates at age 18. R/C Dougherty stated that any change to the age limit for junior family membership would be accomplished in accordance with USPS Bylaws, Article 12. He then stated that based on the above findings, that the Committee on Rules determined that family membership is adequately defined in the USPS Bylaws and that no change was necessary.

R/C Dougherty reported that the Operating Committee approved the following position after the USCG requested that USPS consider its position regarding the wearing of personal flotation devices. Then, he presented the position statement to the Governing Board for approval:

“Be it resolved that based on current United States Coast Guard accident and fatality statistics, United States Power Squadrons supports USCG efforts to significantly increase PFD (lifejacket) wear by all boaters especially those in small, open boats.”

The Governing Board ADOPTED the position statement as presented. (2004-GB-20)

R/C Dougherty reported that the May 2004 Governing Board had approved an amendment to the USPS Bylaws to permit family members, Women’s Certificate holders and apprentices to serve on appointed committees. The Governing Board also approved changing the maximum age of apprentice members to 23. However, R/C Dougherty stated that these changes have resulted in a conflict with USPS Bylaws, Section 3.8.1. He said that the Committee on Rules, with the concurrence of the Operating Committee, recommended that Section 3.8.1 be amended by deleting the words “except as chair” and replacing them with the words, “as provided in Section 4.5.1.” to read as follows:

**Section 3.8.1 Apprentice members shall be entitled to the same rights and benefits of membership in USPS as family members, including the right to take advanced grade and elective courses, serve on appointed committees as provided in Section 4.5.1, and earn family merit marks.**

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R/C Dougherty moved the amendment, and the Governing Board ADOPTED the motion. (2004-GB-21)

R/C Dougherty reported that the Committee on Rules had received a duly executed petition for squadron charter from Portland Head Provisional Squadron and had determined that the group had met all requirements for the issuance of a charter. He recommended that, with the concurrence of the Operating Committee, the Governing Board authorize chartering Portland Head Sail and Power Squadron and to assign it to District 19. The new squadron will have 39 charter members. The Governing Board ADOPTED the motion. (2004-GB-22)

Report of the Committee on Nominations

R/C Glenn Daughtridge, AP, reported that in accordance with the USPS Bylaws, Section 5.5.1, the Committee on Nominations recommended the election of the following members:

For general members of the Governing Board:

Edward P. Bialecke, SN, St. Louis/30
Thomas R. Dougherty II, P, Coral Ridge/8
Janet U. Lane, SN, Naples/22
Gerald L. Zambroski, P, Rochester/6

The Governing Board ADOPTED the motion. (2004-GB-23)

R/C Daughtridge said that in accordance with USPS Bylaws, Section 11.9, and upon recommendation of the committee chairman, and with the approval of the chief commander, the committee also recommended adding P/D/C Robert L. O’Connell, SN, Buffalo/6, to the Law Committee.

The Governing Board ADOPTED the motion. (2004-GB-24)

R/C Daughtridge then said that in accordance with USPS Bylaws, Section 11.9, and upon recommendation of the committee chairman, and with the approval of the chief commander, the
committee also recommended adding P/C Terry Dawes, AP, Detroit/9 and Cdr Gregory Scotten, SN, Peace River/22, to the Marketing and Public Relations Committee.

The Governing Board ADOPTED the motion. (2004-GB-25)

Approval of the Minutes

C/C Johnson asked for corrections or additions to the minutes of the Governing Board meetings held on 22 May 2004. Hearing none, he declared the minutes approved as distributed.

The Governing Board ADOPTED a motion entertained by C/C Johnson to confirm the 22 May 2004 ratification of OCom actions reflected in the minutes of its 19-22 May 2004 meetings. (2004-GB-26)

The Governing Board ADOPTED a motion to ratify the actions of the Operating Committee as reflected in the minutes of its meeting held on 22 June 2004. (2004-GB-27)

Report of the ad hoc National Government and Partner Relations Committee

P/V/C James E. Roeber, SN, reported that the ad hoc National Government and Partner Relations Committee helps develop and strengthen relationships with USPS’ partners.

P/V/C Roeber said that USPS cannot accomplish making boating safer and more enjoyable for everyone alone; many of USPS’ partners, including the USCG and the National Association of State Boating Law Administrators, have authority and power that can affect USPS’ mission. He said that partners such as the National Safe Boating Council, NOAA, the USCGAux and the American League of Anglers and Boaters control programs and resources that can help USPS increase its effectiveness. P/V/C Roeber said that partners such as the Boy Scouts of America, the American Canoe Association, the U.S. Army Corps of Engineers and the Canadian Power and Sail Squadrons can help USPS expand its outreach. He also stated that a number of commercial partners offer USPS members substantial discounts.
P/V/C Roeber emphasized that it is in every member, squadron and district’s best interest to work closely with the 49 partners, which include states and 13 other government, nonprofit or commercial entities.

He reported that the committee is developing a Web site where members can review USPS memorandums of understanding and memorandums of agreement. He said that the committee is also updating the *Liaison Manual*, which provides squadrons with the information they need to establish and maintain good relationships with community, state and national leaders. It will also be posted on the Web site.

P/V/C Roeber reported that the committee is working with the USCG, USCGAux, USACE and major port safety and security committees to define a role for USPS members in supporting homeland security and harbor safety initiatives.

**Report of the National Law Officer**

R/C James D. Richlak, SN, highlighted several matters submitted to the Law Committee from all levels of USPS.

R/C Richlak reported that the committee filed to register trademarks for “Water Smart from the Start” and for “Sea Vester.”

The law officer reported that LawCom drafted an agreement for permission to use USPS trademarks or service marks as requests are received.

The committee drafted an agreement for the new USPS Boating Course on DVD, which has been forwarded to the publisher for comments.

He reported that the committee has reviewed a proposed learning guide on marine medical emergencies. It has also reviewed and commented on a proposed MOU with The National SAFE KIDS Campaign. The committee has reviewed a generic MOU to be used as much as possible to standardize the memorandums of understanding with states.
R/C Richlak reported that although the Sarbanes-Oxley Act of 2002 makes significant changes in the governance practices of public corporations, two of the act’s provisions appear to apply to all corporate entities, including nonprofit organizations. These two provisions are summarized as follows:

- Organizations that, for whatever reason, prefer not to have a majority of independent board members should consider having an independent audit committee to show others that the organization is concerned about accountability and proper governance. At least one member of the audit committee should be a “financial expert.”

- Nonprofit organizations should have a written document retention and periodic destruction policy. The document retention policy should also include procedures for handling electronic files and voice mail. He reported that LawCom is drafting a Document Retention Policy.

LawCom is in the process of reviewing these provisions of the Act.

The national law officer continued by saying that all squadrons must complete and file a subordinate unit information request with headquarters. He said that to date, approximately 80 percent of the subordinate units have completed this document and that it is in the subordinate unit’s best interest to complete this document in order to come under the USPS 501©(3) tax exempt umbrella. He reported that he will write the appropriate district commanders to assist in bringing this matter to closure.

**Report of the Planning Committee**

R/C Alan F. Wentworth, SN, chairman, reported that the Planning Committee focuses on three principal activities: investigations of fact, advisory reports and communication.

R/C Wentworth reported on the monitoring phase of the USPS Strategic Plan. He stated that progress toward achieving the goals of the USPS Strategic Plan has been steady since the plan was adopted, but attempts to monitor and document the progress have not been as successful. He said that the committee has developed a monitoring plan that will be easier and more complete.

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He reported that the Planning Committee developed a survey that was sent to newer members to find out their expectations and motives for becoming USPS members. Survey results will be posted on the Planning Committee’s Web site.

R/C Wentworth closed by saying that the committee is reviewing the changes that will be necessary when the number of national meetings is reduced from three to two in 2006.

Report of the Marketing and Public Relations Committee Report

R/C Darrell G. Allison, AP, reported on a new promotional program titled *USPS Smart Boating/21*, which supports soon-to-be released public boating courses as well as member courses. *USPS Smart Boating/21* is a series of photo files and media-release text about the new The Squadron Boating Course, Chart Smart, Piloting and Advanced Piloting.

R/C Allison said the goal of *USPS Smart Boating/21* is to provide a seamless introduction of the four most popular public and member courses to the boating world. He said that these courses will include additional text sections and an interactive CD-ROM, which was developed and provided by Maptech and provides instruction in GPS as well as digital charting.

R/C Allison stated that the Marketing and Public Relations Committee needs help from members to determine the visibility of USPS at boat shows across the country about boat show locations, dates and numbers of visitors. He said that he has contacted district commanders for this information and that he has received a few responses, but more are needed. The committee is assessing where USPS is seen and by how many and hopes to use this information to develop outreach programs with many agencies and corporations.

R/C Allison reported that 44 requests were submitted in August 2004 for cooperative advertising funds. Funding was approved for 11 districts or squadrons. He reminded squadrons that the next due date is 31 Oct. 2004; requests received after that date will be applied to the 2005 program. He also reminded squadrons that all requests must be approved by the district public relations officer.

R/C Allison suggested that districts and squadrons start dealer recognition programs to support the local marine businesses, dealerships and marinas. He said that in 2004 District 19
started well-received dealer recognition program in New Hampshire. It resulted in a great relationship with the dealers and marinas and yielded many vessel safety check appointments and new boating class members.

**Report of the National Treasurer**

V/C John T. Alter, SN, reported that expenses from operations exceeded revenues by $137,917 as of 31 July 2004. He said that compared to one year ago, USPS’ financial position has improved by $37,159. He said that revenues exceed those of a year ago by $30,244, primarily because of increased revenues from the Ship’s Store and other revenue. He said that the other revenue category is higher than one year ago because the revenue from the FirstUSA® credit card program is being accrued monthly, which was not the case in 2003. He said that no revenue has been posted from the America’s Boating Course joint venture, and that revenues exceeded expenses by $73,413 (half of which belongs to USPS) as of 31 July 2004. He said that dues and fees are $28,591 less than one year and net educational sales are $66,106 less than one year ago. He said that these two revenue sources have been a concern for the past couple of years and that he hoped that the trend in educational sales will reverse due to updated courses. But dues and fees are another story. He reported a nonrenewal rate of 19.92 percent for active members and 24.23 percent for family members, which is not an improvement over last year. However, he said that the 31 July membership report showed an 806-member increase in late renewals over the previous year, suggesting that some squadrons are taking an aggressive role in membership retention even after the normal renewal period.

V/C Alter reported that operating expenses were $6,915 less than a year ago. He attributed half of the increases in the national treasurer’s expenses to a budgeted increase in insurance costs and the other half to unbudgeted costs associated with the dues transmittal process. The letter from the chief commander and membership application included with this year’s dues renewals created additional costs. Also, headquarters mailed 2005 dues renewal notices to 9,529 members who did not renew in 2004. He reported that as of 31 Aug. 2004, 763 of those former members chose to renew in 2005 and contributed revenues of $18,375 to national (this does not include district and squadron dues).

The national treasurer explained expenses related to other committees: Approximately $5,000 in expenses for distributing VSC stickers to squadrons and districts will be transferred out.
of the VSC Committee’s expenses due to a grant that was received; this expense reduction will be reflected in the national executive officer’s expenses. The $14,322 associated with the Fort Lauderdale Boat Parade will be transferred out of the Operating Committee and Governing Board expenses, due to grants from several sources.

V/C Alter closed by stating that falling membership, along with reduced educational sales, continues to adversely affect USPS’ financial picture. He said that he believed that the reduction in educational sales is due to falling membership. He reported that a USCG survey in 2002 indicated that 1.7 percent of those surveyed belonged to USPS, 3.7 percent belonged to boat clubs, 8.4 percent belonged to yacht clubs and marinas and 11.2 percent belonged to BoatU.S. Sixty-five percent of those surveyed had never taken a safe boating class. He said that market saturation is not the problem; that recruitment and retention are. He said that USPS needs to take swift action and asked all members to use the membership application included with their dues notice to invite a boating friend to join USPS.

Report of the Finance Committee

R/C Joseph R. Mesenburg, SN, reported on the overall financial status of USPS, the investment portfolio, district and squadron investment funds, the Members and Endowment funds, and the approval of the 2005 budget.

R/C Mesenburg reported that USPS’ overall financial status is not improving. He said that the most important line item in the alarm test is the dollar value of undesignated funds. He reported that in the 31 July 2004 monthly Unaudited Treasurer’s Report, the undesignated funds total $1,448,447 as compared to $1,528,543 one year ago. He said that this downward trend must stop, but that the Finance Committee was not recommending a dues increase at this time. He said that it is imperative that USPS is successful in the membership drive, other revenue-generating initiatives and cost-cutting endeavors.

He reported that as of 31 July 2004 the total value of investment funds was $2,266,120.28. He reported that the portfolio’s asset allocation was 46 percent invested in equity (six mutual funds), 43 percent invested in debt instruments (corporate bonds and certificates of deposit) and 12 percent in money market funds. He reported a 3.7 percent rate of return on the total dollars under management through 31 July 2004.
He reported that the district and squadron dollars under management, which are invested in certificates of deposit, have now increased to $1,004,271. He said that these funds are invested in 11 certificates of deposit with an average coupon rate of 2.76 percent.

R/C Mesenburg reported that there have been minimal contributions to the Members and the Endowment funds. He reported that these funds were valued at $125,825.95 and $124,594.06, respectively. He said that it is important for all members to remember and support USPS through memorials, donations and bequests.

He reported that the national treasurer, the Finance and Budget committees, the headquarters staff and the national bridge had put in a considerable amount of time and effort to produce the 2005 budget. R/C Mesenburg presented the 2005 budget for approval, and the Governing Board ADOPTED a motion to approve it. (2004-GB-28)

C/C Johnson reported an attendance of 495.

Report of the National Secretary

V/C Frank A. Dvorak, SN, introduced the headquarters staff present: Mary Catherine Berube, headquarters director; Lena Padro, manager, membership services; Kathy Kesterson, manager, administrative services; and Yvonne Hill, editor, THE ENSIGN.

V/C Dvorak reported that the Secretary’s Department had been very busy during the summer. He said that headquarters dues collection for the three test districts (districts 10,15 and 16) was very successful with only a few minor glitches. He reported that a continuing problem is communicating reports to squadrons via e-mail. He said that a secure Web site is being developed that will allow squadrons participating in VHQAB to access status reports.

The national secretary reported statistics gleaned from the VHQAB test. He said that 2,643 membership dues invoices were paid, representing approximately 3,840 members, and that approximately 19 percent of these invoices were paid by credit card. More than 50 percent of
those who paid by credit card did so online.

He said that as of 1 June 2004 some members of test districts have anniversary dates other than 1 June. He reported that districts 3, 4, 6, 8, 19, 20, 22, 23 and 28 had volunteered to join districts 10, 15 and 16 and participate in VHQAB next year.

V/C Dvorak reported that an ad hoc committee is developing a five-year plan to upgrade THE ENSIGN magazine. THE ENSIGN Committee is encouraging members to contribute articles about their experiences with boating products, which are interesting to members and might attract more advertising.

The national secretary reported that the Boating Course Assistant software allows the retrieval of data on students that have taken a USPS boating course. He said that this software can be used with the Boating Course, Boat Smart or America’s Boating Course. Once a student’s name and demographic data has been entered, the software will print out ED26 and ED27 forms, course completion certificates and membership application forms. The software also allows squadrons to electronically submit this data to headquarters to create a database of boating course students.

The Historian’s Committee is continuing to audit the historian’s records at headquarters. They reported that 10 districts and their squadrons have been audited to date.

The Flag and Etiquette Committee is working with the Committee on Rules to clarify some discrepancies in the model meeting agenda contained in the Operations Manual.

The Operations Manual Committee has finished updating various sections of the manual to reflect departmental committee assignment changes that were voted on at the 2004 Annual Meeting. The new version of the manual is now available on CD-ROM and as an online document for download.

The Publications Committee has reviewed approximately 400 district and squadron newsletters. The committee is developing an editors’ mailing list where questions, comments and ideas can be posted. The committee is working with the Squadron Development Committee to ensure that all provisional squadrons are offered assistance with their newsletters.
The Ship’s Store Committee is selling several new items and offers discounted items through the Dock Box, a new feature added to the Ship’s Store at the 2004 Annual Meeting.

V/C Dvorak presented new burgees for Northern Neck/5, Columbia Bend/16 and Omaha/30 and said that he approved these burgees. He also presented and approved a 50th anniversary burgee for Daytona Beach/23.

Report of the National Administrative Officer

V/C Creighton C. Maynard Jr., SN, reported that the Squadron Activities Committee continues to investigate the appropriate way to share port captain information with CPS members. The committee is working on a speakers bureau Web site that will be linked to the USPS public and member pages. It will include search criteria selections, a registration form and answers to frequently asked questions. V/C Maynard noted that more than 100 cruise and rendezvous events were listed in the July/August 2004 issue of THE ENSIGN.

The Leadership Development Committee continues to work on the Presenter’s Guide for the Leadership Development Program. They are updating the Operations Training CD-ROM to more closely match the contents of the manual. They have completed the Leadership and Management Program, a PowerPoint presentation designed to assist the chief’s representatives attending district conferences.

The Member Benefits Committee has finalized negotiations with John Hancock for a long-term care plan for USPS members. Members can access details on the plan by calling (866) LTC-USPS. The committee has also begun discussions with a Medicare supplemental insurance group. V/C Maynard reported that new Bank One (FUSA) applications are available and that a new contract will be signed with Bank One to continue the affinity credit card program.

The national administrative officer reported that two 1st timer’s orientation meetings were held during the 2004 Fall Governing Board and that a similar format will be used at the 2005 Annual Meeting.

The Membership Committee reported that 91 squadrons and three districts will receive Growth Awards at the 2004 fall district conferences. This award is presented to districts and...
squadrons that meet or exceed the Strategic Plan goal of 3 percent or more membership growth. The committee is also focusing on improving membership retention numbers. A flier titled Don’t Delay -- Send Your Check Today was inserted in the accounting statements mailed to all treasurers. Graphs showing membership growth and declines during the past five years were provided to all districts and squadrons. Membership recruiting and retention articles are published in THE ENSIGN.

The Membership Committee is working on combining five manuals into one document on CD-ROM titled Membership Committee Guides.

The Youth Activities Team reported that there were 26 apprentice members as of 31 July 2004. The committee presented the winners of the 2004 Youth Poster Contest during the Governing Board member’s luncheon. The theme for the 8th USPS Youth Poster Contest, which is open to children ages 6 to 14, is “Be Water Smart, Boat Safely.”

V/C Maynard reported that the Youth Boating and Water Safety Presentation Kit, created by Sebastian Inlet Power Squadron, will be used as an electronic presentation kit to promote the youth poster contest and to serve as an informational presentation for schools. Copies can be purchased from headquarters for $10.

The national administrative officer reported that 350 copies of the Boating Safety Toolchest For Kids brochure, which describes USPS’ boating and water safety educational resources, were mailed to the National SAFE KIDS Campaign for inclusion in information packets distributed throughout the United States and in 15 foreign countries.

The WaterSmart from the Start computerized game is complete. A teacher’s resource manual and student workbook are being developed, as well as plans to market “WaterSmart” through USPS partnerships.

The Auxiliary Committee reported that the USPS cookbook, By Land or By Sea, will be delivered to headquarters in October 2004. Afterwards, pre-sale copies will be distributed.

V/C Maynard called on R/C Carmen Adame, AP, Auxiliary Committee chairman, to present the Membership Enhancement Award, an annual award given to the auxiliary with the
largest percentage of increase in membership. The 2004 award was presented to the Lady Skippers of Fort Vancouver Power Squadron/32, which had increased its membership by 13 percent. The runners-up were Vero Beach/8 with a 9-percent increase, Cocoa Beach/23 with a 7-percent increase and Valley Ho/13 and Cape Coral/22, each with a 5.6-percent increase.

The national administrative officer reported that the Power of One Program, which began on 1 October 2003, is starting to make a positive impact. An analysis comparing membership numbers as of 30 Sept. 2003 and 31 May 2004 resulted as follows: one squadron has qualified for the Grand Squadron Challenge and 18 squadrons have been chosen as potential qualifiers for the Elite Squadron Challenge (but only 15 will receive the award at the 2005 Annual Meeting, as determined by their membership numbers as of 30 September 2004.) As of 31 July 2004, 1,093 members had earned the right to receive the special Power of One pin for having influenced at least one new member to join, two had earned the Power of One jacket for influencing 10 or more members to join, one member had qualified for the prestigious Admiral’s Club for influencing 15 or more members to join and 26 members had earned a Power of One hat for having influenced 5 or more new members.

V/C Maynard called on Stf/C Lyle Rea, SN, assistant chairman of the Membership Committee to present the Power of One awards. The following members received Power of One hats for recruiting five new members: Lt/C Darren James Walsh, SN, Darien/2; P/Lt/C Fred Mangelsdorf, SN, Mid-Hudson/2; Lt Vincent Savage, JN, Palisades/4; D/Lt/C Brian Logan, SN Akron/7; Lt/C Albert Richard, JN, Everglades/8; Cdr Michael Fonk, AP, Mt. Clemens/9; Lt/C Dana McRae, P, Tres Rios/13; Lt/C Robert Miller, AP, Poverty Bay/16; Lt Pat Dance, SN, Cape Coral/22; R/C Richard Peoples, SN, Banana River/23; and Cdr Raymond Murphy, P, St. Helens/32.

Stf/C Rea reported that the following members will receive Power of One hats at their fall district conferences: Thomas E. Day, S, Mohawk-Hudson/2; P/C Lawrence W. Postel, SN, Great South Bay/3; P/C Eugene J. Wolski, AP, Northern Neck/5; Lt/C Theodore L. Weiner, AP, Rockville/5; Lt Marlene J. Herbig, SN, Sebastian Inlet/8; Cdr Thomas G. Stoner, P, Ann Arbor/9; Lt/C Martin A. Caruana, P, Ann Arbor/9; Chester Dunbar Jr., AP, Grosse Pointe/9; P/C Marie E. Cravens, P, St. Paul, D/10; Lt Weldon A. Nelson, JN, Charles River/12; Cdr Marlene A. Sobkowich, AP, Lake Pontchartrain/15, Cdr Francis Vogelsang, JN, Corpus Christi/21; Anita Z. Lahti, P, Cape Coral/22; P/C Barry F. August, JN, Sarasota/22; Lt Michael Fortier, JN,
Sarasota/22; Lt/C Don R. Howard, SN, Sarasota/22; P/C Holt W. Cookingham, P, Beaverton/32; Lt George A. Eaton, SN, Fort Vancouver/32; and Lt/C Condido R. Ramirez-Frias, S, Carolina/33.

Stf/C Rea reported that squadrons qualifying for Elite Squadron status will be entered into a drawing and that 15 squadrons would be chosen at the 2004 Fall Governing Board Meeting and would receive their awards at the 2005 Annual Meeting. This award is based on meeting new member recruitment goals determined by the size of the squadron. He said that three of the 15 squadrons were currently experiencing negative growth as of 31 July 2004; they have until 30 Sept. 2004 to rectify the negative growth. If not, three backup squadrons were drawn. He said that the final 15 will be determined after the 30 September 2004 membership numbers are released. Those squadrons in contention for the award are: Darien/2, South Shore/3, Raritan Bay/4, Annapolis/5, Biscayne Bay/8, Alamitos/13, Ventura/13, Bellevue/16, Seattle/16, Skagit Bay/16, Spokane/16, Corpus Christi/21, Cape Coral/22, Sanibel-Captiva/22, Beaufort/26, Durham/27, Rocky Mount/27 and St. Helens/32.

**Report of the National Educational Officer**

V/C Spencer P. Anderson, SN, reported that year-to-date Internet sales of America’s Boating Course materials had increased by more than 30 percent over the previous year. He reported that BoatEd is working with Information Spectrum Inc. on developing the ABC online exam and linking the exam to the NASBLA-approved state-specific questions.

V/C Anderson reported that the 2004 Squadron Boating Course is now available at headquarters. He said that the course material complies with the latest NASBLA education standards and contains significantly improved graphics and an appendix with digital charts. He said that the course also includes the Maptech chart navigator software and training CD-ROM.

The national educational officer reported that a copy of the 2004 Piloting materials were distributed to district and squadron educational officers courtesy of the USPS Educational Fund.

He reported that 106 students in 12 squadrons are participating in the beta test version of the 2004 Advanced Piloting course. He said that these beta classes will be instrumental in
determining the best format and flow for this course. V/C Anderson reported that the new AP course materials will be available in January 2005.

V/C Anderson stated that the 2004 Piloting and Advanced Piloting courses were developed in less than one year, thanks to the efforts of many individuals. Joined by R/C Dick Kyle, SN, he presented a letter of thanks and a special appreciation plaque to the following members of the Inland and Coastal Navigation Committee team who served on a special committee project team: P/C Jerome J. Daly, AP; Stf/C Walter C. Fields, SN; Wolcott Gibbs Jr., AP; R/C S. Patricia Governale, SN; Stf/C Kenneth L. Griffing, SN; P/Lt/C John F. Healy, SN; P/D/Lt/C Carl N. Johnson, SN; P/Lt/C Steve Leavenworth, SN; P/C Frank E. Lingard, SN; P/R/C Louis O. Maassel, SN; P/D/Lt/C Charles A. Perkins, SN; R/C Richard C. Pfenniger, SN; R/C Robert L. Potter, SN; P/C Nancy M. Reeder, SN and Stf/C James W. Spencer, SN; Cdr Donald E. Stone, AP; Stf/C Robert J. Sweet, SN; Lt/C Paul B. Tarr, AP; and Stf/C Marlys H. Vickers, SN.

The national educational officer reported that USPS and C-MAP/USA had formalized an agreement to further each group’s educational goals. He said that C-MAP/USA will provide vector chart training materials to USPS in the form of PC Planner (vector charts in CD-ROM format) and other materials. He said that a digitized version of the Bowditch Bay chart will be available soon. He reported that C-MAP will also provide products at dealer prices to USPS squadrons for internal use and resale, and discounted annual membership in Club C-MAP to USPS members.

V/C Anderson reported that USPS continues to explore ways to share educational materials and to develop new material using the latest technological advances with CPS. USPS and CPS are working on the addition of a digital selective calling (DSC) simulator that could be used in a public seminar.

V/C Anderson reported on the 2003-2004 educational performance year. He said that although the decrease in members taking courses has slowed down from previous years, it is still negative. He reported, however, that five districts had increased their participation in member courses by 25 percent and that District 18 members increased their participation by 144 percent.
V/C Ernest G. Marshburn, SN, reported that NOAA had announced the Cooperative Charting Awards for the 2003-2004 Cooperative Charting year. He said that these awards will be presented at the 2005 Annual Meeting. He reported that as of 17 August 2004, two out of 26 districts participating had achieved honor roll status, 60 squadrons had achieved honor roll status, and 267 members out of 601 participating members had achieved honor roll status. This is a total of 181,417 credits.

V/C Marshburn reminded members that the National Meetings Committee is coordinating a talent contest that will be held during the 2005 Annual Meeting. He said that this contest will offer districts, squadrons and members an opportunity to showcase their best talent and compete for prizes. The committee is also working on the 2005 Annual Meeting Expo. The national executive officer stated that more commercial vendors will display equipment and materials. He said that the fees charged for commercial booths will be used to provide free functions for the attendees.

The national executive officer reported that the National Meetings Committee is reviewing potential sites to host an annual meeting in the Southern California area and in Salt Lake City. He said that the committee will present their recommendation to the delegates at the 2005 Annual Meeting.

V/C Marshburn reported that the Recreational Boating Safety Committee was instrumental in developing USPS’ statement of support regarding the USCG position on increased PFD use by boaters.

The Squadron Development Committee reported that 16 of the 26 newest squadrons increased their membership by at least 3 percent from 31 May 2003 through 31 May 2004. V/C Marshburn reported that 91 squadrons increased their membership by at least 3 percent for the same period. He encouraged squadrons to promote the Power of One Program and to continue to recruit new members. There are six provisional squadrons seeking squadron status: Upper Keys/8, Point Wilson/16, Lake Conroe/21, Golden Isles/26, Northern Arizona/28 and Tri-Lakes/30.

V/C Marshburn reported that as of 23 Aug. 2004, 2,422 vessel examiners had performed 20,677 vessel safety checks and awarded 16,838 decals. He reported that the Vessel Safety
Check Committee has updated its Web site by adding links to almost every state’s boating laws, which should help traveling vessel examiners. He reported that the VSC Committee is adopting a new awards system and details will be posted on the committee’s Web site.

The national executive officer thanked the USPS Educational Fund for a $6,000 grant used to create and distribute the Vessel Safety Demonstration Initiative Kit. These kits, which contain a fire port, VSC safety materials and other boating safety educational materials were distributed to more than 2,900 vessel examiners.

V/C Marshburn reported that the external grant funding team continues to focus on homeland security, USPS public boating education and environmental initiatives.

V/C Marshburn reported that Menominee-Marinette Sail and Power Squadron/10 and Chippewa Valley Power Squadron/10 had met all the requirements for dissolution. He recommended that the Governing Board approve the dissolution of these squadrons. The Governing Board ADOPTED the motion. (2004-GB-29) He also reported that Tri-State/7 and Santa Monica Bay/13 are dissolving.

The national executive officer called on P/R/C Robert A. Keller, SN, special assistant to the national executive officer, to present the 2004 Bowsprit awards. He stated that these awards are given to qualifying districts that experience yearly growth in total active membership, boating course registration, squadron educational program graduates, vessel safety checks, Cooperative Charting and active member retention. Four districts received the 2004 Bowsprit Award: 6, 8, 21 and 27.

Report of the Past Chief Commander

P/C/C Theodore H. Smith, SN, reviewed the actions taken by the OCom during its meetings held on 8-11 Sept. 2004.

1. A motion to approve the following prices for the new Piloting course materials: student manual, which includes the Maptech CD-ROM, $22; instructor manual kit, which includes the student manual, instructor manual and the Maptech CD-ROM, $15, and Weekend Navigator, $13.

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2. A motion to approve the May and June 2004 OCom meeting minutes.

3. A motion to establish a selling price to the Canadian Power and Sail Squadrons for USPS educational materials at direct costs, plus the standard handling and shipping costs.

4. A motion to approve revised procedures for purchasing, selling and pricing for the Ship’s Store.

5. A motion to purchase 1,000 CD-ROM copies of the updated *USPS Operations Manual* at a cost not to exceed $1,000.

6. A motion to provide a mailing list of squadron commanders to the USCG for the sole purpose of distributing materials related to the American Waterways Watch.

7. A motion to authorize the Member Benefits Committee to pursue an affinity credit card contract with Chase Bank for $50,000 per year for five years, subsequent to LawCom approval.

8. A motion declining a memorandum of understanding with the National Association of Underwater Instructors.

9. A motion to take no further action regarding a request to create a youth scholarship fund.

10. A motion to authorize the chief commander to assemble, direct and reimburse an ad hoc committee of the chief’s choosing from prominent member and nonmember persons to investigate, advise and report on items of specific interest or need that require a range of expertise otherwise unavailable to USPS. Commissioning such a committee would be subject on each occasion to approval by a majority of OCom members.

Following discussion, P/C/C Smith asked the Governing Board members to ratify all the actions of the OCom with the exception of item ten. The Governing Board ADOPTED the motion. (2004-GB-30)
P/C/C Smith then asked the Governing Board members to ratify item ten of the actions of the OCom. An amendment to P/C/C Smith’s motion was then made to remove the words “and reimburse” from this item. A motion made to table ratification of item ten was seconded and P/C/C Jensen, the parliamentarian, ruled that a motion to table is not debatable. The Governing Board then DEFEATED the motion to table ratification of item ten. (2004-GB-1) Members then voted on the amendment to remove the words “and reimburse.” The Governing Board DEFEATED the motion. (2004-GB-2)

Members attending the Governing Board Meeting then ADOPTED the motion to ratify item ten. (2004-GB-31)

**Report of the Chief Commander**

C/C G. Leslie Johnson, SN, reported that one of his major goals is to keep expenses in line with income and efforts to do so have been made throughout the organization. He reported that the June Operating Committee Meeting was held via a teleconference as a cost-saving measure.

The chief stated that another major goal is to focus on public boating education and its importance to the boating community. He encouraged squadrons to invite boating class graduates to become members.

C/C Johnson stated that the most important item he had to report was that four squadrons had a 100 percent membership renewal rate during the 2005 dues collection. These squadrons are Bald Eagle/11, Titusville/23, Kentucky Lake/24 and Clinton/30. He thanked these squadrons for keeping their members involved and contributing to USPS’ efforts.

The chief encouraged squadrons to use the Boating Course Assistant software to help ease the administrative burden and to realize the goal of a database of boating course students who take and pass the exam.

C/C Johnson stated that many USPS partnerships have reached the phase where it is important to ensure that the intent of the memorandums of understanding signed are met and are in both parties best interests. He noted that the U.S. Army Corps of Engineers is providing
facilities for squadrons to teach public boating classes. He also noted that the partnership with the Sea Scouts has generated the most activity by providing cooperative activities.

He noted improvements in the 2004 Piloting course and thanked the Educational Department for its efforts.

C/C Johnson reported that he was asked to attend a USCGAux meeting held in Costa Mesa, Calif., of international partners involved in search-and-rescue and boating education. The attendees from foreign nations were unaware that USPS has boating courses written in Japanese and Spanish, that District 21 teaches boating courses in Mexico, and of the size and presence of the District 33 squadrons. He said that members of other organizations who attended this meeting were very impressed with USPS.

The chief reported that he is continuing the theme of holding an annual membership and marketing meeting and that one was held in June 2004 to discuss ways to help the entire organization.

**Report of the USPS Educational Fund**

P/V/C Russell K. Gray, SN, fund member, reported on the purposes of the USPS Educational Fund. He reported that the fund collects principal amounts primarily through member donations. He said that the trustees are responsible for ensuring that those funds are invested at the best return possible. He also reported that the USPS Educational Fund makes grants for worthy educational purposes. He appealed to all members to make memorial donations to the fund in honor of fellow members.

**Report of the National Safe Boating Council**

P/R/C Joyce F. Shaw, AP, reported that the National Safe Boating Council serves as a forum for the advancement of safe and enjoyable recreational boating and fosters the common interests of those who seek the goal of safer boating through education.

P/R/C Shaw reported that the local Recreational Boating Safety Grant Program, which is funded by a grant from the Wallop-Breaux Aquatic Resources Trust Fund, is now in its fifth year.
She reported that Virginia Beach Power Squadron/5 and Baton Rouge Power Squadron/15 were among 16 recipients of the small grants awarded in 2004, which totaled more than $15,000. She reminded members that all districts and squadrons are eligible to apply for these small grants.

She reported that the NSBC sponsors two annual awards. One is the Boating Education Advancement Award, which was presented to the Stark County Park District’s, Sanders Center of Outdoor Education in Massillon, Ohio. The second award is the West Marine Boating Safety Youth Program Award, which recognizes individuals and organizations that have developed and successfully implemented innovative youth boating education programs that address nationwide safety issues and concerns. P/R/C Shaw reported that in 2004 St. Paul Sail and Power Squadron/10 won this award, which was presented at the International Boating and Water Safety Summit.

P/R/C Shaw reminded members to visit the NSBC Web site at www.safeboatingcouncil.org for further information.

Report of the United Safe Boating Institute

Stf/C Robert A. Green, SN, reported that USBI has received Wallop-Breaux Aquatic Resources Trust Fund grants to produce and distribute a variety of brochures. He reported that two of these brochures are available from headquarters: Safe Boating Tips for Fishers, Hunters and Campers, a 16-page booklet that provides practical suggestions for sportsmen who are boaters, and 5-Tons and No Brakes, a comprehensive brochure on houseboating safety. He encouraged squadrons to order these brochures for the cost of shipping to distribute to their boating class students.

USPS Chaplain Louis M. Reitz, SN, delivered the benediction, and C/C Johnson adjourned the meeting at 1520.

V/C Frank A. Dvorak, SN
National Secretary
Action Items
Governing Board Meeting
11 September 2004

APPROVED

1. A motion to approve the following position statement: “Be it resolved that based on current United States Coast Guard accident and fatality statistics, United States Power Squadrons supports USCG efforts to significantly increase PFD (lifejacket) wear by all boaters especially those in small, open boats.” (2004-GB-20)

2. A motion to amend *USPS Bylaws, Section 3.8.1* to permit family members, Women’s Certificate holders and apprentices to serve on appointed committees. (2004-GB-21)

3. A motion to charter Portland Head Sail and Power Squadron and to assign this squadron to District 19. (2004-GB-22)

4. A motion to appoint general members of the Governing Board. (2004-GB-23)

5. A motion to appoint a new member to the Law Committee. (2004-GB-24)


7. A motion to confirm the 22 May 2004 ratification of OCom actions reflected in the minutes of its 19-22 May 2004 meetings. (2004-GB-26)

8. A motion to ratify the actions of the Operating Committee as reflected in the minutes of its meeting held on 22 June 2004. (2004-GB-27)


11. A motion to ratify all the actions of the 8-11 Sept. 2004 OCom with the exception of item ten. (2004-GB-30)

12. A motion to ratify item ten of the 8-11 Sept. 2004 OCom action items.  
    (2004-GB-31)

DEFEATED

1. A motion to table ratification of item ten of the 8-11 Sept. 2004 OCom action items.  
    (2004-GB-1)

2. A motion to remove the words “and reimburse” from item ten of the 8-11 Sept. 2004 OCom action items. (2004-GB-2)