
Members present:

C/C G. Leslie Johnson, SN  R/C U. Glenn Daughtridge, AP
V/C Ernest G. Marshburn, SN  R/C Thomas R. Dougherty, SN
V/C Spencer P. Anderson, SN  R/C James D. Richlak, SN
V/C Creighton C. Maynard Jr., SN  R/C Joseph R. Mesenburg, SN
V/C Frank A. Dvorak, SN  R/C Alan F. Wentworth, SN
V/C John T. Alter, SN  R/C Darrell G. Allison, AP
P/C/C Theodore H. Smith, SN

Report of the Chief Commander

C/C G. Leslie Johnson, SN, called the meeting to order at 0745, and P/C/C Theodore H. Smith, SN, gave the invocation.

C/C Johnson reported that the Operating Committee used electronic means between OCom meetings to approve the following: 1) a motion, in accordance with USPS Bylaws, Section 7.11.9, for the Lockport Power Squadron, with assistance from other local squadrons as needed, to provide instruction in advanced grade courses to the border patrol and the County Sheriff Marine Division personnel in the Great Lakes region (2004-OC-06); 2) a motion to approve an initial 40- case order of Sidekicks Go Boating from the National Safe Boating Council for $4,000 and to establish a selling price of $.50 per booklet, plus shipping and handling (2004-OC-07); 3) a motion to spend up to $3,400 to treat the perimeter of the headquarters building for termite prevention (2004-OC-08); 4) a motion to approve Lake Conroe Provisional Squadron. (2004-
C/C Johnson entertained a motion to present a life-saving award to P/C Barry Freeman, AP, and Cdr Jan Freeman, AP, of Arrowhead Power Squadron/13. The OCom ADOPTED the motion (2004-OC-10).

Report of the National Executive Officer

V/C Ernest G. Marshburn, SN, reported that the Cooperative Charting Committee is working on a system to provide the 93 unattached USPS members access to CCWeb. Since these members are not assigned to a squadron, credits will be given to the individual member. V/C Marshburn also reported that the committee is concerned that West Coast members are submitting fewer reports on CCWeb. In response, the committee is planning to establish additional Cooperative Charting training sessions on the West Coast.

V/C Marshburn reported that he had received a request for provisional squadron status from a group in Maine. The OCom ADOPTED a motion to approve provisional squadron status for Portland Head Provisional Squadron and to assign it to D/19 for administrative purposes (2004-OC-11).

The National Meetings Committee reports that several seminars will be held during the Spring Governing Board Meeting in Pittsburgh, including a CPR/AED certification course, a Cooperative Charting seminar on how to use CCWeb, and a seminar on USPS table decorations.

The Squadron Development Committee reported that District 10 voted to approve the merger of Chippewa Valley Power Squadron and St. Paul Power Squadron at its district spring conference. The committee sought the advice of the Committee on Rules and the Law Committee regarding a provisional squadron’s request to use the same name as a dissolved squadron. These committees recommended that the squadron use a new name, particularly if the former squadron was incorporated. It was noted that the majority of incorporated squadrons that dissolve do not notify their state and a new squadron with the same name may be liable for any debts from the prior squadron.
The OCom ADOPTED a motion to assign Lake Conroe Provisional Squadron to District 21 for administrative purposes (2004-OC-12).

V/C Marshburn reported that he received a request from Merrimac River Sail and Power Squadron/18 to change its burgee to reflect its 50 year status. V/C Marshburn said that he would give the request to the national secretary to pass on to the Flag and Etiquette Committee for consideration.

The Vessel Safety Check Committee reported that 2,502 inspections have been performed since 1 January 2004; 2,107 vessels passed inspection. The committee reports that there are currently 2,140 certified vessel examiners. The VSC Committee has authorized a qualification extension to members of the Armed Forces who cannot perform five inspections due to their active military status.

The national executive officer reported that he received a letter from D/C Stephen Puckett, AP, District 27, requesting that the OCom, on behalf of USPS, lobby for additional funding to maintain the Intracoastal Waterway system. The OCom ADOPTED a motion to support a political action campaign for maintaining the ICW and to assign the responsibility to the ad hoc National Government and Partner Relations Committee (2004-OC-13).

The OCom discussed the concept of creating corporate sponsorships and the possibility of creating a new USPS staff position that would be responsible for fundraising. C/C Johnson assigned the responsibility of studying these concepts to the Planning Committee.

V/C Marshburn reported that the May 2004 issue of Around the United States Power Squadrons, the Executive Department’s newsletter, is in development. He also reported that 148 members have subscribed to the new online Listserv® “Inside USPS”, which provides members with timely information on USPS events and activities. Members may subscribe at www.usps.org/mailman/listinfo/insideusps.

V/C Marshburn presented a document that he received from J. O’Connell & Associates, the grant-writing consultants hired by USPS, identifying potential projects for OCom consideration. He also reported that he is in the process of recruiting members to serve on an internal grant committee.

- 3 - OCom 3 April 2004
Report of the National Educational Officer

V/C Spencer P. Anderson, SN, recognized the outstanding boating knowledge that is gained by individuals successfully graduating from the Sea School OPUV Course and recommended approving these graduates as meeting the educational requirement for USPS membership. The OCom ADOPTED a motion to approve graduation from the Sea School OPUV Course as satisfying the educational requirement for USPS membership (2004-OC-14).

V/C Anderson stated that in further recognition of the fact that USPS Bylaws, Section 7.11.9, permit instruction and examination in any advanced grade or elective course as approved by the OCom, he recommended that the OCom approve those individuals having passed either Seamanship, Piloting or Sail as having satisfied the educational requirement for USPS membership. The OCom ADOPTED the motion (2004-OC-15).

The national educational officer reported that a memorandum of understanding was signed with New Hampshire. He reported that USPS also signed an MOU with Maptech Inc., on 29 March 2004. The MOU with Maptech documents an existing agreement stating that Maptech Inc., will provide digital chart training materials to USPS, and discounted charts and products to squadrons at dealer prices.

The NEO discussed the concept of consolidating The Squadron Boating Course and Boat Smart into a single public boating course comprised of two books during the next three years. The OCom agreed with the concept under the condition that it be discussed with members before receiving OCom approval. V/C Anderson will present the concept to the district educational officers and to the squadron officers during the Pittsburgh Governing Board Meeting.

V/C Anderson updated the OCom on advanced grade course development. He said that advanced grade courses are undergoing significant changes in emphasis and content, including a total review of the content and flow to reflect current navigation techniques and needs of recreational boaters. He reported that Seamanship will undergo a complete overhaul because the present Seamanship Course is not what new members should be exposed to as their first USPS course. He said that the new Seamanship Course will be a robust, standalone course that meets members’ needs rather than just being an expansion of Boat Smart or The Squadron Boating Course. The new Seamanship will emphasize navigation rules, deck operations and boat handling.
He stated that the Piloting and Advanced Piloting courses have historically provided extensive content beyond what is needed to pass the navigation portion of the USCG exam. He said that the new Seamanship material will provide comparable coverage in a far more interesting and practical format, and would be the premier course of its type in the field. He said that the boat-handling material will give members a practical understanding of what to do under various conditions and situations with a variety of boats. He said that the format will parallel that of the new Piloting and Advanced Piloting courses with color graphics, animations, and top-rate instructional material.

V/C Anderson reported that the updated Piloting and Advanced Piloting courses are on track to be available from headquarters in fall 2004. He reported that three Piloting beta classes are under way with another one scheduled to start in mid-April on the West Coast. He reported that an AP beta class is also under way and in its third session. He reported that the draft of the AP student guide has been completed.

The national educational officer reported that the Educational Department is considering changing the look of learning guides. He reported on discussions with the International Marine Division of McGraw-Hill regarding publishing some of the USPS learning guides and the possibility of a new group of learning guides as a USPS McGraw-Hill series.

V/C Anderson reported on his attendance at a CPS national training meeting held in Toronto on 12-14 March 2004. He reported that he gave an hour long presentation to all attendees on the changes under way with USPS courses.

The NEO reported that America’s Boating Course Internet sales are up significantly compared to the same period as last year. He reported that the Basic Public Education Committee’s suggestions for revision have been approved by the USCG Auxiliary and forwarded by P/C/C Lance Jensen, SN, to Boat Ed for inclusion in this year’s required revision.

V/C Anderson discussed the status of updating the USPS Video Boating Course and replacing it with a DVD course. He reported receipt of a standard contract from Sterling Publishers that is being reviewed by the Educational Department and the Law Committee. The OCom ADOPTED a motion to negotiate a contract with Sterling Publishing to produce the USPS
Boating Course on DVD for the chief commander’s signature upon the agreement of the national educational officer, the assistant national educational officer and the Law Staff,(2004-OC-16).

**Report of the National Administrative Officer**

V/C Creighton C. Maynard Jr., SN, reported that the new *Leadership Development Manual* is available at headquarters and the new *Operations Training Manual* will be available in the near future.

V/C Maynard reported that the Membership Committee is working to sign memorandums of understanding with various organizations, including Sea Quest Kids, National Safe Kids Campaign, the SETH Foundation and the Girl Scouts of America. The committee reported that the theme for the 2004 Youth Poster Contest is “Water Smart + Boat Smart = Fun.” Judging at the national level will take place at the 2004 Fall Governing Board Meeting in Jacksonville, Fla. The theme for the 2005 Youth Poster Contest is “Be Water Smart, Boat Safely.” The 2005 contest will begin immediately after the 2004 Fall Governing Board.

The NAO reported that members of the Sebastian Inlet Power Squadron and Stf/C Roberta Dougherty, AP, promoted the Youth Poster Contest by presenting a successful Youth Boating and Water Safety Program to approximately 500 elementary students.

V/C Maynard reported that the cost to produce a small number of *Member Involvement Manuals* appears to be prohibitive and that the manual will be posted on the committee’s Web site.

The NAO reported that a system to distribute Power of One pins has been formulated. Power of One Pins will be sent to district commanders, and each month a list of those who are eligible will be sent to district commanders for distribution to squadron commanders for presentation.

The national administrative officer reported that a 1st Timers’ orientation will be held on Thursday, 20 May, from 1100 to 1200, during the Pittsburgh Governing Board Meeting.
The Squadron Activities Committee reports that the Port Captains Roster is being updated. There are currently 462 port captains. The committee reported that the new question and answer portion of the committee’s Web site is going well. He also reported that the Web site provides online registration of port captains, amateur radio net members and cruise and rendezvous listings.

V/C Maynard reported that the 90th anniversary special event ham radio station held at headquarters during the February OCom Meeting resulted in more than 350 contacts in 12 countries and 37 states.

The national administrative officer reported that a member benefits flyer will be mailed with 2005 dues renewals. The flyer is posted on the Administrative Department’s Web site.

The Auxiliary Advisory Committee is testing recipes for inclusion in the USPS national cookbook, By Land or By Sea. The pre-sale price has expired; the price of the cookbook is now $25 plus shipping and handling.

Report of the National Secretary

V/C Frank A. Dvorak, SN, reported that he and R/C Robert A. Baldridge, SN, gave presentations on the voluntary headquarters anniversary billing test to districts 10, 15 and 16. Dues notices will be mailed to members of the HQAB test districts in early April. The Information Technology Committee continues to work with headquarters to create the software and the Web site necessary to support the trial of the new dues-collection system. Members in the test districts may pay their dues online using a credit card at www.usps.org/dues.

V/C Dvorak reported that the ad hoc THE ENSIGN Five-Year-Plan Committee will hold its first meeting during the 2004 Spring Governing Board Meeting in Pittsburgh. The Ensign Committee reports that it continues to receive favorable comments concerning the ongoing series “Boat Docktor” and “Squadron Success Stories.”

The Information Technology Committee is working with the Educational Department to create a database of boating course students and to create a Web site that squadrons can use to determine the status of orders placed at headquarters.
The Operations Manual Committee reported that it has updated the *Operations Manual* to reflect the changes made during the 2004 Annual Meeting. The new version will be online before the 2004 Spring Governing Board Meeting.

The Publications Committee announced that its goals for 2004 are improving advisor-to-editor communication, creating a revamped Parade of Publications display and preparing an updated *Editors’ Handbook*.

The Ship’s Store will have several new items available for sale at the Pittsburgh Governing Board Meeting. Negotiations are under way with Mustang Survival to allow the Ship’s Store to distribute Mustang clothing and safety gear at discounted prices.

The Historian Committee is working on two projects. The first is a request from the Flag and Etiquette Committee to research the history of the USPS ensign for records of recognitions by U.S. presidents and or other U.S. officials. The second request is from the ad hoc National Government and Partner Relations Committee to research historical information regarding USPS’ 90th anniversary. The committee is also testing an updated version of the squadron history form. The new form will be posted on the committee’s Web site and will be included in the 2005 District and Squadron Commanders’ Kits.

The Flag and Etiquette Committee is working with the Operations Manual Committee and the Educational Department to ensure that flag and etiquette information is consistent throughout the organization. They are also comparing the color bearer procedures in the *Liaison Manual* with the procedures used by FECom.

V/C Dvorak reported on his attendance at a Puget Sound Marine Safety Committee luncheon. He reported that the admiral in charge of the 13th Coast Guard district, the admiral in charge of all U.S. Navy ships and facilities in Puget Sound, representatives from the U.S. Army Corps of Engineers, the Puget Sound Pilots Association, the Recreational Boating Association of Washington and several commodores of local yacht clubs were in attendance. He said that all attendees expressed disappointment at the Washington State Legislature’s failure to pass a mandatory education bill. He said that one of the main concerns expressed by the U.S. Navy is the fact that recreational boaters seem unaware of the 500-yard exclusion zone for U.S. Navy ships and ferries. He said that the U.S. Navy is mindful of the *USS Cole* bombing and all guns are
locked and loaded and that they are fearful of an incident that could lead to a loss of life and or property. V/C Dvorak said that there is not a stated procedure for passing U.S. Navy ships or ferries when in confined waters. He said that a suggestion was made during the meeting that boaters approaching U.S. Navy ships should call the ship on VHF Channel 16 and ask for instructions.

The national secretary reported that he attended the District 10 spring conference and that St. Paul Power Squadron brought a resolution before the district requesting permission from the national organization to allow them to test the concept of teaching advanced grade courses to nonmembers. He reported that the resolution was defeated by a very narrow margin. The Educational Department will consider this proposal.

V/C Dvorak reported on a question posed to him concerning how USPS members can obtain a Canadian Coast Guard Pleasure Craft Operator Card. It was noted that USPS is allowed to teach the CPS course that qualifies boaters for Canadian Coast Guard Pleasure Craft Operator Cards.

Report of the National Treasurer

V/C John T. Alter, SN, reported that C/C Johnson appointed D/Lt/C Ann T. Bailey, AP, as an assistant to the national treasurer.

V/C Alter reported that as of 29 February 2004, revenues exceed expenses by $29,502, as compared to a surplus of $72,761 one year ago. He reported that 2004 revenue results contain a monthly prorating of anticipated First USA® income, which amounts to $5,833 each month. The FUSA revenue was previously not included in revenue figures until after the annual audit. This income equates to $17,500 in additional year-to-date revenue. The national treasurer reported that decreasing revenues are the source of the current financial situation and that he anticipates a deficit in 2004.

V/C Alter expressed his appreciation to Information Technology Committee members and the headquarters staff in preparing for the voluntary HQAB test.
The national treasurer reported that the Member Benefits Committee continues to work with several sources to provide a long-term care insurance benefit for members.

**Report of the Finance Committee**

R/C Joseph R. Mesenburg, SN, reported that the Finance Committee was responsible for managing $2,405,936.02 as of 29 February 2004. He reported that the asset allocation of the USPS portfolio is 44.9 percent in equity mutual funds, 39.5 percent in certificates of deposit, 9 percent in corporate bonds and 14.7 percent in money funds. He reported that the total investment return for the first three months of fiscal year 2004 was $94,475.25, which is a 4.1 percent rate of return.

R/C Mesenburg reported that the five equity mutual funds were valued at $998,142.42 as of 30 November 2003 compared to $1,079,863.29 as of 29 February 2004, an 8.2 percent increase.

He reported that the financial alarm test was at $2,703,818 as of 29 February 2004, which is the highest number in more than a year.

**Report of the Committee on Rules**

R/C Thomas R. Dougherty, SN, reported that the Committee on Rules authorized chartering Northern Neck Power Squadron/5 on 31 March 2004. He reported on the status of provisional squadrons, which includes Golden Isles Provisional Squadron, Lake Conroe Provisional Squadron, Monterey Bay Provisional Squadron, Northern Arizona Provisional Squadron, Portland Head Provisional Squadron, Point Wilson Provisional Squadron, Tri-Lakes Provisional Squadron and Upper Keys Provisional Squadron.

**Report of the Committee on Nominations**

R/C U. Glenn Daughtridge, AP, reported that the Committee on Nominations is seeking members who are knowledgeable and interested in planned giving.
Report of the National Law Officer

R/C James D. Richlak, SN, presented a proposed Trademark Settlement Agreement with the United States Postal Service relating to its claim to trademark protection for the initials “USPS.” He reported that LawCom has reviewed this document and agrees that this is the best course to settle this issue since the parties have been using “USPS” on their respective goods for several years without knowledge of public confusion. He said that the agreement will allow the continued use of “USPS” by the respective parties, providing that the parties endeavor to use the marks in such a way that confusion is unlikely. He reported that he does not know how the terms and conditions in this document will be received by counsel for the United States Postal Service.

R/C Richlak presented a copy of a standard Suppliers License Agreement and a standard Permission to Use a USPS Trademark or Service Mark Agreement that he said should be used as the need may arise. He reported that these documents were prepared by LawCom in an effort to tighten the procedures and protect USPS in the future.

The national law officer reported that the registration of the domain name paddlesmart.com has been renewed for a period of five years.

R/C Richlak reported on the USPS Grand Excursion Escort Vessel Agreement. He said that Grand Excursion 2004, a Minnesota nonprofit corporation, will sponsor a celebration of upper Mississippi River history in June and July 2004 and has requested that districts 10, 20 and 30 provide escort vessels. In addition, Grand Excursion 2004 will work with local communities in each port of call to secure appropriate locations for USPS information booths. USPS Districts 10, 20 and 30 will supply tents, tables, related equipment, staff and information for the booths during the excursion. R/C Richlak reported that a comprehensive agreement provided by Grand Excursion 2004 was reviewed by LawCom and that recommended changes to the agreement were sent to Grand Excursion 2004.

The national law officer reported that LawCom provided assistance on memorandums of understanding with the USCG Auxiliary on the Recreational Boating Safety Visitation Program, the state of New Hampshire and Maptech Inc.

R/C Richlak reported that the national Membership Committee requested permission to
post a bulletin board on the committee’s Web site to facilitate communication between members wishing to share hotel rooms at national meetings. LawCom has advised that a tag line should be placed on the bulletin board stating that “USPS makes this bulletin board available to facilitate communication among its members and assumes no responsibility for the content of messages or events arising therefrom.”

The national law officer reported that USPS headquarters received numerous subordinate unit letters from districts and squadrons following the district spring conferences. He will send a letter to the district commanders in May updating them on the status of their respective squadron filings.

Report of the Marketing and Public Relations Committee

R/C Darrell G. Allison, AP, reported on his attendance at the Fred Hall Fishing and Boating Show, which had an estimated attendance of 200,000. He reported that the USPS booth focused on vessel safety checks and education. He also made several contacts with local publishers, and television and radio broadcasters about potential marketing efforts.

R/C Allison reported that Lt/C Susan Bjork, AP, Alamitos/13, participated in Genmar’s program “Women Making Waves,” at the San Diego Boat Show. An article about the event was published in the April 2004 SEA Magazine.

R/C Allison reported that Banana River Power Squadron was contacted by a local radio station to produce a weekly program on boating safety and water activities. The squadron is working with a sponsor and producer to develop the format.

He reported that filming is ready to begin on the National Safe Boating Test Video 2. A spin-off video that features homeland security is also being planned, and some of the footage for this video will be shot during the production of the NSBT2. He reported that representatives from the Western States Petroleum Association have tentatively agreed to provide some resources to acquire shots of offshore platforms.

R/C Allison reported that P/R/C Kenneth D. Link, JN, attended the USACE/USCG Inland Waterways Conference. P/R/C Link provided a detailed report and stated that the big issue for
the USACE is inadequate funding to repair and dredge the inland waterway systems.

He reported receipt of Cooperative Advertising requests from five districts. R/C Allison stated that these requests will be processed and submitted for review and payment after the April OCom Meeting.

R/C Allison reported that a joint USPS and Sea Quest Kids banner is being created. The banner contains a photo of a child working on his boat and the USPS and Sea Quest Kids/Advance America logos.

**Report of the Planning Committee**

R/C Alan F. Wentworth, SN, reported that information continues to be disseminated through the District Planning Committee Network.

R/C Wentworth reported that CD-ROM copies of the *Planning Committee Manual* were distributed to district commanders and district planning committee chairmen. Additional copies are available at headquarters for $5 plus shipping and handling. The manual can also be downloaded from the committee’s Web site.

He reported that the Planning Committee Web site has been completely revised and updated to include attractive, colorful pages with links and references to PowerPoint® presentations, the Planning Committee mission and the USPS Strategic Plan.

The Planning Committee is working on a Squadron Internal Review form to correlate with the Squadron Evaluation form. He said this document will be helpful to squadron commanders in assessing the relative strength of their squadrons. The committee is also considering a new USPS tag line and will work with the Marketing and Public Relations Committee.

**Report of the Past Chief Commander**

Collins suggests that the USCG, USPS, NASBLA and other stakeholders continue to discuss this initiative.

P/C/C Smith reported on the attendance of P/V/C James E. Roeber, SN, at the Sixth National Harbor Safety Committee conference in February 2004. P/V/C Roeber reported that the meeting was a harbor security conference. He said that while USPS is not presently a recognized leader in this initiative, it must become proactive in this effort.

P/C/C Smith reported that the meeting he was scheduled to attend with the USCG and the USCG Auxiliary in March 2004 concerning the Recreational Boating Safety Visitation Program was cancelled.

P/C/C Smith updated the OCom on repairs that are needed to the headquarters building. He reported that he has been in contact with the builder, John C. Williams, to discuss the best way to handle the repairs. The OCom ADOPTED a motion that P/C/C Smith continue to evaluate and negotiate with John C. Williams Company to complete the repair of the exterior walls of the headquarters building at a cost of approximately $15,000. This project will be funded by the Members Fund (2004-OC-17).

C/C Johnson advised the Operating Committee that the 2005 budget will be reviewed after the bridge meeting in Pittsburgh on Tuesday. The bridge meeting starts at 0900 in the C/C's suite. Any member of the Operating Committee can sit in on either the bridge meeting or the 2005 budget review on this day. OCom was also advised to be prepared to suggest methods of improving efficiency and/or reduction of cost.

C/C Johnson adjourned the meeting at 1450.

V/C Frank A. Dvorak, SN
National Secretary
Operating Committee  
3 April 2004  
Action Summary

1) A motion, in accordance with USPS Bylaws, Section 7.11.9, that Lockport Power Squadron, with assistance from other squadrons as needed, to provide instruction in advanced grade courses to border patrol and the County Sheriff Marine Division personnel in the Great Lakes region (2004-OC-06).

2) A motion to approve an initial 40-case order of Sidekicks Go Boating from the National Safe Boating Council for $4,000 and to establish a selling price of $.50 per booklet plus shipping and handling (2004-OC-07).

3) A motion to spend up to $3,400 to treat the perimeter of the headquarters building for termite prevention (2004-OC-08).

4) A motion to approve Lake Conroe Provisional Squadron (2004-OC-09).


6) A motion to approve provisional squadron status for Portland Head Provisional Squadron and to assign it to District 19 for administrative purposes. (2004-OC-11).

7) A motion to assign Lake Conroe Provisional Squadron to District 21 for administrative purposes (2004-OC-12).

8) A motion to support a political action campaign for maintaining the ICW and to assign the responsibility to the ad hoc National Government and Partner Relations Committee (2004-OC-13).

9) A motion to approve graduation from the Sea School OPUV Course as satisfying the educational requirement for USPS membership (2004-OC-14).

10) A motion to approve individuals who have passed either Seamanship, Piloting or Sail as having satisfied the educational requirement for USPS membership (2004-OC-15).
11) A motion to negotiate a contract with Sterling Publishing to produce the USPS Boating Course on DVD for the chief commander’s signature upon the agreement of the national educational officer, the assistant national educational officer and the Law Staff. (2004-OC-16).

12) A motion that P/C/C Smith continue to evaluate and negotiate with John C. Williams Company to complete the repair of the exterior walls of the headquarters building at a cost of approximately $15,000. This project will be funded by the Members Fund. (2004-OC-17).