The Operating Committee of United States Power Squadrons met on 14 June 2003 at the national headquarters in Raleigh, N.C.

Members present:

C/C Theodore H. Smith, SN  
V/C G. Leslie Johnson, SN  
V/C Spencer P. Anderson, SN  
V/C Ernest G. Marshburn, SN  
V/C Frank A. Dvorak, SN  
V/C John T. Alter, SN  
P/C/C Lance J. Jensen, SN

R/C Frank E. Dougherty Jr., AP  
R/C Thomas R. Dougherty, SN  
R/C Maurice G. Rice Jr., AP  
R/C Joseph R. Mesenburg, SN  
R/C Roby Schottke, SN  
R/C Kenneth D. Link, JN

Guests present:  
P/R/C Creighton C. Maynard Jr., SN  
Mary Catherine Berube

Report of the Chief Commander

C/C Theodore H. Smith, SN, called the meeting to order at 0830 and gave the invocation.

C/C Smith announced that, hearing no objections, the minutes of the 12 April 2003 Operating Committee were approved as distributed.

C/C Smith reported that the committee, using electronic means between OCom meetings, voted to authorize $4,500 to purchase and install shelving in the headquarters’ warehouse area.

The chief reported that the Saturday meeting of the 2003 Fall Governing Board in Reno, Nev., will begin at 0915.
C/C Smith announced that he appointed P/V/C James E. Roeber, SN, as the assistant chairman for support and P/R/C Norma Parrish, AP, as the assistant chairman for liaison of the ad hoc National Government Relations Committee.

C/C Smith entertained a motion to pay $500 annual dues to the American League of Anglers and Boaters and the OCom ADOPTED the motion. (06-OC-44)

The OCom ADOPTED a motion to grant a lifesaving award for their lifesaving heroics to Frank Saunders and Doug Mason, who are employed by the National Oceanic and Atmospheric Administration. (06-OC-45)

C/C Smith announced that USPS has volunteered to be involved with DSC Station Testing under the guidance of the Radio Technical Commission for Maritime Services (RTCM).

C/C Smith reported that he received a letter addressed to the members of the Governing Board from P/V/C Doug Kerr, SN, thanking them for his outgoing bridge officer gift and for the opportunity to have served as a USPS national treasurer.

Report of the National Executive Officer

V/C G. Leslie Johnson, SN, reported that members of the Squadron Development Committee will meet with the governor of Nevada and also with former USPS members and individuals who had former contact with USPS in the Reno, Nev., area in late June.

The Vessel Safety Committee reported that the vessel safety check self-study material and open-book test to become a certified vessel examiner have been successful.

The Legislative Committee will continue to monitor state memorandums of understanding and state legislation related to recreational boaters. The committee is working closely with the ad hoc National Government Relations Committee.

The Cooperative Charting Committee will continue to focus on electronically submitting chart updates to NOAA. V/C Johnson reported that P/R/C Julian C. Roden Jr., AP, resigned from the Cooperative Charting Committee. He is thankful for P/R/C Roden’s past contributions.
to the committee and noted that P/R/C Roden’s experience will be missed.

V/C Johnson reported that Chautauqua Power Squadron/6 and Kinzua Power Squadron/11 are working on the requirements to merge their squadrons. He anticipates asking the Governing Board to approve the merger at the 2003 Fall Governing Board Meeting in Reno.

**Report of the National Educational Officer**

V/C Spencer P. Anderson, SN, reported that a letter of intent had been received from BoatEd to implement online testing for America’s Boating Course® and to include state supplements.

V/C Anderson reported that the Instructor Development Committee is creating a new category of teaching aids, which will include PowerPoint® presentations. Detailed instructions and rules will be provided to squadrons by the 2003 Fall Governing Board Meeting.

The national educational officer reported that several educational items in headquarters’ inventory are out-of-date and should be destroyed. The OCom ADOPTED a motion to eliminate the remaining inventory of Seamanship 94 student and instructor manuals and Engine Maintenance 93/96 student and instructor manuals, effective 1 September 2003. (06-OC-46)

V/C Anderson reported that as of 9 June 2003, 856 members have been certified through the Instructor Certification Program.

The national educational officer reported that NASBLA certification for the USPS Video Boating Course expired on 31 December 2002. The Educational Department and the Marketing and Public Relations Committee believe that the video needs to be revised to remain a viable product in today’s marketplace. Various options are being considered.

The OCom ADOPTED a motion to recommend that the Governing Board create a second staff commander position for the Basic Public Education Committee. (06-OC-47)
V/C Ernest G. Marshburn, SN, reported that more than 200 copies of the national cookbook *By Land or By Sea* have been sold to date. The committee is working with the Law Committee to procure consent from Don Demers, the artist for the 85th anniversary art print, to use the print on the cookbook’s cover.

District commanders and district executive officers have been asked to appoint a district cookbook representative. Each representative will receive a public relations kit that includes a sample cover, forms for submitting recipes, a flyer, and letter describing the project and what we are looking for. V/C Johnson will provide assistance in requesting district commanders to appoint a representative.

V/C Marshburn reported that during the 2003 Spring Governing Board Meeting in New Orleans the Safe Boating Activities Committee discussed the possibility of reversing the earlier merger of the Boating Activities and the Safety committees. He said that the committee supports the separation of these two committees.

V/C Marshburn reported that the SKYWARN Program is included in the MOA signed with NOAA Weather during the New Orleans Governing Board Meeting. As a result, USPS will begin developing an implementation phase soon.

The Flag and Etiquette Committee is reviewing Bylaws language that relates to rank and will send any recommendations to the Committee on Rules. The committee is also reviewing a new amateur radio logo.

V/C Marshburn reported that the motion to standardize the annual dues procedures for all apprentices by adopting the Sea Scout model will be presented to the 2003 Fall Governing Board for approval.

The OCom ADOPTED a motion to update and print 20,000 copies of the pocket membership application at a cost of approximately $4,500. (06-OC-48)
The Membership Committee is researching which states have mandatory education requirements. This information will be used to survey squadrons on how mandatory education may be affecting USPS member recruiting.

V/C Marshburn reported that the first edition of the "Kids of USPS" Screensaver will be finalized prior to the 2003 Fall Governing Board. Members interested in submitting photos to this project should send them to P/C Kathleen Bisogno, AP at bisognok@hotmail.com as soon as possible. Approximately 20 high quality submissions have been selected from those photos submitted for inclusion in the screensaver.

Sft/C Teatero has selected a team to review and report on how many and which states have mandatory education requirements. Squadrons will be surveyed on how recruiting is being handled and to learn if this has had any adverse impact on squadron membership growth.

P/V/C Jim Roeber is working with P/V/C Doug Kerr, Stf/C Roberta Dougherty, Ralph Burton (LawCom), and V/C Marshburn to initiate the implementation phase of the $85,000 grant from the USCG-OBS and $25,000 grant from the USPS Educational Fund. Project implementation will begin with the development of a “Water Smart from the Start: Boating Safety Toolchest for Kids” application in collaboration with ISI.

Selection criteria, scoring rules and pamphlets are being developed and articles will be published in THE ENSIGN to promote the BoatU.S. Distinguished Civic Service Award. The first awards will be presented at the 2004 Annual Meeting.

The National Meetings Committee has reviewed future hotel contracts and reported that these contracts have policies prohibiting hanging signs or banners on any hotel walls. The committee has signed a contract with the Adam’s Mark® in Jacksonville, Fla., for an Annual Meeting to be held from 20 - 25 February 2007 at a room rate of $124.

The Operations Training Committee is adding more flexibility to the completion of the OT Program. Completion of the three modules is required to receive a certificate; modules can be taken in sequence or simultaneously. The committee has developed the certification sheet to be endorsed by the presenter that will be inserted into the current manual.
V/C Marshburn reported that the Administrative Department has created a two-page executive summary for the Power of One Campaign that is easily read and distributed. He reviewed the proposal and the OCom ADOPTED a motion endorsing the Power of One Campaign as presented. (06-OC-49) Plans are to implement the Power of One Campaign during the September Governing Board in Reno with a program start date of October 2003. Members who wish to email comments to the Power of One Committee, i.e. all committee members simultaneously, can do so via the following address: one@usps.org.

The second edition of “Inside the United States Power Squadrons” the new Administrative Department newsletter has been published. Current and back issues of the newsletter can be viewed at: www.usps.org/national/aonews.

The new Administrative Department Listserv “Inside USPS” is off to a smooth start with a current enrollment of more than 75 USPS member subscribers. Member subscribers will receive timely information on USPS events, activities, and other important information that will be distributed on a monthly basis. Any USPS member can subscribe to the list by visiting: http://www.usps.org/mailman/listinfo/insideusps.

Report of the National Secretary

V/C Frank A. Dvorak, SN, reported that a part-time copy editor position for THE ENSIGN staff at headquarters has been filled.

V/C Dvorak reported that THE ENSIGN Committee hopes to publish some bi-lingual articles in Spanish and English. The committee is also writing an article about members who have been in the organization the longest. Karl E. Stein, N, an unattached member, has been a USPS member the longest time. He joined USPS in 1926 and P/C/C Charles F. Chapman, N, was his first instructor. He has 12 merit marks and has paid dues for 78 years. The OCom ADOPTED a motion to offer to pay travel expenses for Karl Stein, N, and his spouse to attend the 2004 Annual Meeting. (06-OC-50)

The July and August issues of THE ENSIGN will be combined as a cost-cutting measure. THE ENSIGN Committee has developed its own mission statement, which states: “To publish a quality magazine for USPS that informs and educates members, increases awareness of past and
present accomplishments, and promotes and inspires safe recreational boating and boating education.”

The Historian’s Committee has completed an update of the committee’s Web site.

The Information Technology Committee has completed a new security system to enable members to access secure committee Web sites using their certificate number and Zip code for access. An updated version of the DB2000 CD-ROM is now available at headquarters and is also available for download from the committee’s Web site.

The Operations Manual Committee is working on rewriting the *Operations Manual* with consistent language throughout to produce a more cohesive document.

**Report of the National Treasurer**

V/C John Alter, SN, reported that operating expenses exceeded revenues by $59,735 as of 31 May 2003. Nonoperating revenues exceeded expenses by $36,578 due primarily to improved investment returns and $25,473 income from the USCG Vessel Safety Committee grant. Revenues are down $131,783 from one year ago, due primarily to decreased grant income, and expenses exceed one year ago by $79,348.

V/C Alter reported that he and V/C Dvorak met with representatives from a credit card company to discuss a squadron credit card program. He is expecting a proposal in the near future.

The Member Benefits Committee is reviewing several programs, including proposals from insurance companies for long-term care benefits.

During the 2003 Spring Governing Board Meeting in New Orleans, the national treasurer met with several members who have grant writing skills to discuss grants. He said that the best way to pursue grants appears to be through an outside professional grant writer.

**Report of the Finance Committee**

R/C Joseph R. Mesenburg, SN, reported that the value of the total dollars under the
Finance Committee’s management is $2,276,221.10. Assets are allocated as follows: 39.6 percent in equity mutual funds, 1 percent in corporate bonds, 41.7 percent in certificates of deposit and 17.7 percent in money market funds. He reported that the total investment return for the first six months of fiscal year 2003 is a positive $48,014.04.

The OCom discussed the current fees charged to reinstate a member and the implications of eliminating the fees. The OCom ADOPTED a motion to recommend to the Governing Board at the 2003 Fall Governing Board Meeting in Reno to eliminate the $2 reinstatement fee. (06-OC-51)

He reported that the balances in the Member’s and Endowment funds are approximately $109,000 and $125,000, respectively.

Report of the Committee on Nominations

R/C Frank E. Dougherty Jr., AP, discussed the need for the Committee on Nominations to identify members’ skills. The OCom ADOPTED a motion to add a skills list to the new member application and the dues renewal notices. (06-OC-52)

Following discussion, the OCom ADOPTED a motion that C/C Smith appoint a committee to investigate a for-profit retail center to be a support unit of USPS. (06-OC-53)

Report of the Marketing and Public Relations Committee

R/C Kenneth D. Link, JN, reported that the You’re In Command program continues to move forward. Brochures about personal flotation devices and boating under the influence are being designed.

R/C Link also reported that the USCG Office of Boating Safety approved two grants: one for $85,000 for the Educational Sources to Youth project and the second for $216,000 for a second National Safe Boating Test project.

The Marketing and Public Relations Committee is working on a PowerPoint® presentation about new member recruiting and orientation.

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R/C Link reported that NOAA has agreed to place boating safety messages provided by USPS on print-on-demand charts in the near future.

R/C Link reported that all printed materials that contain a USPS logo should be reviewed by the Law and Marketing and Public Relations committees prior to printing.

He reported that the committee has completed an agreement form that will allow districts and squadrons to borrow the USPS display booth for use at local boat shows and promotional events. In the future, districts and squadrons may borrow the booth by 1) making a reservation, 2) filling out an agreement form, 3) forwarding the form and a deposit check for $200 to headquarters, and 4) agreeing to pay in and outbound freight. He reported that a replacement booth cover and a new shipping case have been ordered for a cost of $2,600, plus freight.

R/C Link reported that there are several public relations items that need to be replenished. The OCom ADOPTED a motion to purchase 20,000 one-on-one cards at a cost not to exceed $1,300 and to sell them to squadrons for $.10 each. (06-OC-54)

The OCom ADOPTED a motion to print 5,000 certificates of appreciation at a cost not to exceed $1,300. (06-OC-55)

The OCom ADOPTED a motion to print 20,000 copies of the Test Your Boating Knowledge quiz at a cost not to exceed $1,500. (06-OC-56)

The OCom ADOPTED a motion to print 25,000 Boating Course graduate vinyl decals at a cost not to exceed $3,500 and to sell them to squadrons for $.20 each. (06-OC-57)

The OCom ADOPTED a motion to print 500 8 ½” x 11” Boating Course easels at a cost not to exceed $700. (06-OC-58)

R/C Link reported that the committee is developing a speaker’s bureau. The committee plans to develop an online tool kit on the Marketing and Public Relations Committee Web site that will include information about developing a speakers bureau, how to prepare and make presentations, how to develop a PowerPoint® presentation, and how to promote USPS and its squadrons.

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Report of the Committee on Rules

R/C Thomas R. Dougherty, SN, reported that at the 2003 Spring Governing Board Meeting, the Committee on Rules discussed how many districts and squadrons have difficulty finding suitable officer candidates. He said that the USPS Bylaws prohibit simultaneously holding more than one flag office, which also makes it more difficult.

The OCom ADOPTED a motion to present an amendment to the USPS Bylaws, Section 4.5.4, to the Governing Board for approval as follows (06-OC-59):

Section 4.5.4 Except as otherwise provided in these Bylaws, no member shall be nominated for or simultaneously hold more than one flag office at any single level of USPS, except for a short period due to overlapping terms of office. More than one elective position other than flag office may be held if there does not appear to be a conflict of interest.

R/C Dougherty reported that Houma Provisional Squadron’s provisional squadron status was terminated as of 31 May 2003.

He reported that the Committee on Rules approved changing the name of Mobjack Bay Power Squadron/5 to Rappahannock Sail and Power Squadron/5 and will recommend the name change to the Governing Board.

R/C Dougherty reported that the Committee on Rules proposes that the Operating Committee adopt the following standing rules to govern the consideration of and voting on electronic motions.

• Any member of the Operating Committee may request permission from the chief commander to submit a motion to the committee electronically.

• Issues should be limited to matters that would not ordinarily create considerable discussion in a regular meeting and should involve matters that need or will benefit from a decision being made prior to the next scheduled OCom meeting.

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• The determination of appropriateness for electronic discussion and decision is up to the chief commander. All matters to be presented to the committee electronically must have the prior approval of the chief.

• If the chief commander, in his discretion, grants permission, the motion must be seconded.

• After the second is received there will be a period for debate. The duration of this period shall be determined and announced by the chief commander.

• During the debate period any member may request that the chief commander defer consideration of the motion until the next meeting of the committee. Consideration must be deferred if three or more members so request.

• At the conclusion of the debate period the chief will request that each member of the committee cast a vote. No votes should be cast before being requested. Polls shall remain open for five days or until all members of the committee have responded, or whichever occurs first.

• An electronic motion will require seven or more affirmative votes for approval.

The OCom ADOPTED a motion to approve these rules for electronic voting between Operating Committee meetings. (06-OC-60)

**Report of the Planning Committee**

R/C R. Roby Schottke, SN, reviewed the progress of the Strategic Plan and discussed those strategies that needed to be coordinated or assigned. Awareness Strategy #2, which calls for the development of a squadron speakers bureau was assigned to the Marketing and Public Relations Committee. Leadership Strategy #5, which calls for the promotion of interest in holding squadron positions through a multimedia TEAM approach, was assigned to the Operations Training Committee in the Administrative Department. Strategy #6, which calls for the promotion of interest in national committees by adding job fair components to EXPO, was assigned to the chief commander who will work with the departmental chairmen. Member Involvement and Retention Strategy #2, which calls for the Membership Committee to develop a broad base of opportunities with a stronger emphasis on civic service and family/community activities to increase involvement, was assigned to the Administrative Department.

R/C Schottke presented the results of a Planning Committee study in response to the
committee’s project to study the possible reorganization and restructuring of national committees, including the Operating Committee. He said that the study focused on organization, restructuring and combining of committees and the national department committee structure.

Following the Planning Committee’s report, C/C Smith entertained a motion to recommend that the Governing Board reorganize the Administrative Department at the 2004 Annual Meeting and to include the following committees: Membership Committee, Auxiliary Advisory Committee, Squadron Development Committee, Member Benefits Committee, Squadron Activities Committee (formerly the Boating Activities Committee), and Leadership Development Committee (formerly the Operations Training Committee). The OCom ADOPTED the motion. (06-OC-61)

C/C Smith then entertained a motion to recommend that the Governing Board reorganize the Executive Department at the 2004 Annual Meeting and to include the following committees: Vessel Safety Check Committee, Cooperative Charting Committee, Safety Committee and the National Meetings Committee. The Legislative Committee will be merged with the ad hoc National Government Relations Committee. The OCom ADOPTED the motion. (06-OC-62)

C/C Smith entertained a motion to recommend that the Governing Board move the Flag and Etiquette Committee to the Secretary’s Department at the 2004 Annual Meeting. The OCom ADOPTED the motion. (06-OC-63)

Report of the National Law Officer

R/C Maury Rice Jr., AP, reported that C/C Smith had signed the contract with Wimmer Cookbook, which will publish the national cookbook.

R/C Rice reported that he had reviewed the hotel contract for the 90th anniversary painting presentation in New York celebration and there are only minor outstanding issues that need to be changed before the contract is executed by the chief. Stf/C Robert Green, N, will take care of the final negotiations with the hotel.

The national law officer discussed the need to determine which states allow solicitation of
members’ contributions without the requirement to file with the state regulatory body. The OCom ADOPTED a motion to spend $600 to hire a law firm in Kansas City that specializes in these matters to provide an opinion. (06-OC-63)

R/C Rice discussed the possibility of creating a for-profit subsidiary. He said that the Law Committee has researched the matter in the past and P/R/C John Wilson had prepared a memorandum on this recommending against creating such a subsidiary. The situation existing at this time may be different than existed when the previous memorandum was prepared and LawCom will be prepared to answer tax and incorporation issues related to the matter. He also said that USPS’ CPA firm should be consulted before a decision is made.

The Law Committee has filed an application for malpractice insurance for Law Committee members with CNA insurance. P/D/C Noel McKeown submitted the application and will report on the status of the application in due course. R/C Rice reported that the First Aid Support Team is finalizing a privacy and records retention policy, which will be submitted to the Law Committee and the chief for review.

R/C Rice reported that the Law Committee will continue to gather facts to justify successful negotiation with the United States Postal Service relating to its claim to trademark protection for the initials “USPS.” The committee has received photos and information on clothing and related items that establishes the use of USPS prior to 1995. A letter will be sent to the attorney for the United States Postal Service in the near future.

The national law officer reported that America’s Boating Course® has been accepted by the United States Patent and Trademark Office and is now a registered trademark. The date of the registration is 22 April 2003, and it is registered in the Supplemental Register.

He reported that the committee will file extensions for the trademarks Paddle Smart and Water Smart. He reported that a kayak club in Maryland had adopted the name of “Oyster Cove Power Squadron” and research indicated that the use of “power squadron” by that group was in violation of USPS’ rights, especially in light of the fact that there are at least three squadrons located in the immediate area of the kayak club’s location.

Report of the Past Chief Commander

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P/C/C Lance J. Jensen, SN, reported that he is working with BoatEd on an agreement to provide online testing for ABC. He reported ABC assets of $209,808 as of 31 May 2003, which are equally shared by USPS and the USCGAux.

P/C/C Jensen reported he had received a book titled *Swim Lessons* which was written by Nick Irons. Mr. Irons wrote the book about his experiences swimming down the Mississippi River to raise money for multiple sclerosis. USPS provided boat escorts for Irons and was mentioned several times in the book.

C/C Smith adjourned the meeting at 1505.

V/C Frank A. Dvorak, SN
National Secretary
Operating Committee
14 June 2003
Action Summary

1. A previous electronic vote to authorize $4,500 to purchase and install shelving in the headquarters’ warehouse area.

2. A motion to pay $500 annual dues to the American League of Anglers and Boaters. (06-OC-44)

3. A motion to grant a lifesaving award for their lifesaving heroics to Frank Saunders and Doug Mason, who are employed by the National Oceanic and Atmospheric Administration. (06-OC-45)

4. A motion to eliminate the remaining inventory of Seamanship 94 student and instructor manuals and Engine Maintenance 93/96 student and instructor manuals, effective 1 September 2003. (06-OC-46)

5. A motion to recommend that the Governing Board create a second staff commander position for the Basic Public Education Committee. (06-OC-47)

6. A motion to update and print 20,000 copies of the pocket membership application at a cost of approximately $4,500. (06-OC-48)

7. A motion endorsing the Power of One Campaign as presented and to implement the campaign at the 2003 Fall Governing Board Meeting in Reno, Nev. (06-OC-49)

8. A motion to offer to pay travel expenses for Karl Stein, N, and his spouse to attend the 2004 Annual Meeting. (06-OC-50)

9. A motion to recommend that at the Fall 2003 Governing Board Meeting in Reno, Nev., the Governing Board eliminate the $2 reinstatement fee. (06-OC-51)

10. A motion to add a skills list to the new member application and the dues renewal notices. (06-OC-52)
11. A motion that C/C Smith appoint a committee to investigate a for-profit retail center to be a support unit of USPS. (06-OC-53)

12. A motion to purchase 20,000 one-on-one cards at a cost not to exceed $1,300 and to sell them to squadrons for $.10 each. (06-OC-54)

13. A motion to print 5,000 certificates of appreciation at a cost not to exceed $1,300. (06-OC-55)

14. A motion to print 20,000 copies of the Test Your Boating Knowledge quiz at a cost not to exceed $1,500. (06-OC-56)

15. A motion to print 25,000 Boating Course graduate vinyl decals at a cost not to exceed $3,500 and to sell them to squadrons for $.20 each. (06-OC-57)

16. A motion to print 500 8 ½” x 11” Boating Course easels at a cost not to exceed $700. (06-OC-58)

17. A motion to present an amendment to the *USPS Bylaws*, Section 4.5.4, to the Governing Board for approval. (06-OC-59)

18. A motion to approve standing rules for electronic voting between Operating Committee meetings. (06-OC-60)

19. A motion to recommend that the Governing Board reorganize the Administrative Department at the 2004 Annual Meeting. (06-OC-61)

20. A motion to recommend that the Governing Board reorganize the Executive Department. (06-OC-62)

21. A motion to recommend that the Governing Board move the Flag and Etiquette Committee to the Secretary’s Department. (06-OC-63)

22. A motion to spend $600 to hire a law firm to determine which states allow solicitation of members’ contributions without the requirement to file with the state regulatory body. (06-OC-64)