

United States Power Squadrons©
Leadership Development Committee
Minutes of Open Meeting
22 February 2007

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The meeting was called to order at 1430 by R/C Harold N. Zitter, JN.

The following members were present:

Stf/C Peter Hames, AP	P/D/C Robbie Jarrell, SN
P/R/C Patricia Armstrong, JN	P/D/C Kenneth Harding, SN
P/D/C Read Backus, SN	P/Stf/C Bradley Peters, SN
D/Lt/C Richard Davis, AP	P/D/C Ed Bialecke, SN

The following members were absent:

P/C Douglas Heussner	P/Stf/C Carolyn Sanislo
P/D/C Elaine Keller	

The following visitors also attended:

<u>Member</u>	<u>D</u>	<u>Squadron</u>	<u>Position Held</u>
P/R/C Gus Decock		Beuevue	
P/D/C Robert Vanewyk,	20	Chicago	D/ OT Chair
P/D/C Adriaan Veldhuisen, SN			
P/C Wanderley "Van" Diehl, SN	28	San Luis Rey	
D/Lt/C Katharine S. Law, SN	28	San Diego	Sq. OT Chair
Lt/C Joseph M. Ruggieri, SN	3	Sewanhaka	
Katie Law			

Katie Law explained that she was substituting for Elaine Keller who was not able to attend at the last minute.

Guidelines for meeting:

R/C Zitter welcomed visitors to the meeting and asked that they introduce themselves.

R/C Zitter described the open/closed meeting concept. He told our visitors that we would have our committee business meeting first and then open the floor up for any questions and suggestions.

Opening Remarks:

R/C Zitter explained that he became chairman after the resignation and passing away shortly afterward of R/C Bruce Hewitt last year. Since then he has been working to build a foundation for continued progress. He then introduced our committee members.

Since the last meeting we have gained the following new members:

P/Stf/C Carolyn Sanislo- webmaster
P/Stf/C Bradley Peters, SN
P/C Douglas Heussner

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They were welcomed to the committee and ensured that they would be given opportunities to contribute.

Committee reports:

Pete Hames reported that copies of the combined presentation "Leadership vs. Management and Ten Ways to Get the Best out of Your Squadron" were distributed on CDs to each District Commander with suggestion that it be used at District and Squadron events. There has been little feedback from Districts concerning use of this presentation. Committee members are urged to encourage their districts and squadrons to use this presentation. Hal and Pete will be presenting it at the Administration Department meeting on Friday.

Pete is also working on the next short leadership presentation to be submitted to the Chief Commander for use by the Chief Commander's Reps attending Conferences.

Pat Anderson reported that she has made contact with all her assigned districts and received no response. She has attempted to get articles on Operations Training and Leadership Development into the Ensign with no success. She has also attempted to get something in the new online newsletter – "The Compass." A notice of our meeting was put in the Compass. We all agreed that we needed to continue to communicate with our squadrons by email and regular mail.

Hal asked Pat and Elaine to poll committee members on how they are communicating with their districts. Perhaps we need to develop a committee newsletter to distribute to districts so that we can tell them what we are doing. Perhaps this newsletter could be put on our web site.

Ed Bialecke passed out his summary of calculations for the Operations Training and Leadership Development Awards. Winners were as follows:

OTP Award for 2006

1. District 21
2. District 22
3. District 27

LDP Award for 2006

1. District 23
2. District 15
3. District 22

Ed reported that the supplier for the OTP Award plaques has changed hands and the First Place award for 2006 has not arrived in the mail. Ultimately, Ed made and framed replacement certificates to present on Saturday. Discussion followed and it was decided that Pete would find a new supplier for next year.

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Ed has decided to resign from the committee. Hal thanked Ed for his many years of service to the Leadership Development Committee and presented him with a framed certificate of appreciation. All members joined in wishing Ed well and thanking him for all his contributions.

Read Backus said he has had little feedback from his districts on the Operations Training Program. Reed is responsible for the Commander's Kits. Hal mentioned that incoming district and squadron commanders need to plan their bridge year. In this regard it would be good if National could get the Commander's Kits out in August versus November. Hal also mentioned that we would like to have the new electronic calendars created by Richard Davis included in the kits and that we should ask National to revise the calendars each year. Read will contact headquarters to see if this can be done.

Robbie Jarrell reported that some slides in the OTP presentation were not correct with the Operations Training Manual. The committee will be reviewing the OTP Manual this year with the goal of revising it if necessary.

Robbie suggested that the OT-1 and OT-2 forms be provided on our website in a format for on-line input. Alternatively, they could be added to DB 2000. Hal agreed that that the best approach would be to add them to DB 2000. However, he understands that the "wish list" for DB 2000 enhancements is quite long. Our committee has been trying to get a column for LDP added to DB 2000 for over a year!

Richard Davis developed a questionnaire on the OT Program and summarized the feedback. Hal thanked him for his excellent work on this project. The results were good and will be used to enhance this program.

Richard Davis also developed 2007 calendars for District Officers and for Squadron Officers in PowerPoint. These contain all National events and due dates. He also developed an Excel spreadsheet which can be used by districts and squadrons to plan their 2007 bridge year. They are being put on our web site for download by District and Squadrons. Hal thanked Richard for the great job he did on the calendars. All members were asked to let their districts and squadrons know that these calendars are available.

Hal said that we need to review the OTP Manual to bring it up to date with changes in USPS and the OTP PowerPoint slides. A sub-committee consisting of Richard, Bradley, and Robbie were assigned. It was agreed that the first step was to do a quick review and make any changes needed to the existing manual. The next step will be to review the entire manual with the goal of making a complete revision if that is needed.

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Ken Harding is responsible for updating Module 4 of the OTP which is available on LDCOM web site. He provides a summary of the minutes of each National Meeting. Hal asked how many use Module 4. The feedback was that a number of Districts are using the material for the OTP classes. The OCOM minutes are available on USPS web and it was suggested that we put a link on the LDCOM web site to the OCOM minutes.

Richard Davis has taken the OTP PowerPoint modules and customized them for his district. He gave copies to Pete and Hal for their review.

Bradley Peters asked for a national directory. Hal stated that he had purchased them for each committee member since National is no longer providing them to all members holding a national position. Bradley requested that his contact list include D/26 – his district. Hal made the change.

Bradley said that he is using form fill software using Adobe Forms and that this software could be used for submitting OTP and LDP certificate requests, etc. Bradley suggested that we need to add the calendar and a squadron budget format to OTP.

Richard Davis presented a “road Map” for his project to update the Squadron Job Descriptions. The plan was reviewed and accepted. The first step will be to develop a questionnaire for districts and squadrons to comment on content, format, positions, and offices.

Hal suggested that we need a pamphlet or PowerPoint presentation on “This is USPS” describing just what the organization does with abbreviated job descriptions for the C/C, his V/Cs, National Committees, and D/Cs. Pete Hames was assigned to work on this.

Bradley mentioned that we can use the Operations Manual to find job duties for Job Descriptions.

Hal mentioned that one of his duties is to monitor the supply of OTP and LDP manuals in National. In 2006 approximately 1000 OT and 300 LD manuals were shipped. He stated that we need to encourage all Districts to hold more Leadership Development classes.

The meeting was adjourned at 1700.

Respectfully submitted,

Peter H. Hames