

LEADERSHIP DEVELOPMENT COMMITTEE
Minutes of Open Committee Meeting
February 19, 2009
Anaheim, California

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COMMITTEE MEMBERS PRESENT:

R/C Peter H. Hames, AP
 Stf/C Richard P. Davis, AP
 P/R/C Patricia Armstrong, JN
 Stf/C Susan L. Darcy, JN
 P/D/C Elaine Keller, AP
 P/R/C Harold N. Zitter, JN

COMMITTEE MEMBERS UNABLE TO ATTEND:

P/D/C Read Backus, SN
 P/D/C Robbie Jarrell, AP
 P/D/C Bradley H. Peters, SN
 P/Stf/C Carolyn A. Sanislo, SN

OTHER ATTENDEES:

Name	D	Squadron	Name	D	Squadron
V/C John Alter	27	Raleigh	D/Lt/C Edwin Kridler	26	Charleston
V/C Richard Bee, CPS		Newmarket	P/D/C Frank Fitzgerald	28	Phoenix
Cdr. Kris Harmon	10	Hiawatha Valley	L/C Linda Pensavalle	28	Lake Mohave
D/Lt/C Steve Erickson	16	Seattle	Cdr. Andy Pensavalle	28	Lake Mohave
D/Lt/C Ronnie Mann	13	Arrowhead	D/1st/Lt Elizabeth Dysart	25	Diablo
Lt/C Marlene Barr	9	Ann Arbor	P/D/ LtC Billie Kearney	21	Galveston Bay
Cdr. John M. Barr	9	Ann Arbor	Suzann Hames	21	Houston
P/R/C Ina Fay Zitter	8	Palm Beach	Cdr. Darwin Richmond	4	New York
Cdr. Howard Cupples	5	Annapolis	D/1st/Lt Bernie Karpers	5	Dundalk
Lt/C Marlene Oslick	4	Watchung	Kathy Kayees	5	Dundalk
P/C Robert F. Semple	3	East Hampton	Robert Kauffman	16	Port Angeles
D/Lt/C Richard Swackhamer	4	Watchung	Lt/C Morris Stoler	3	Neptune
Cdr. Ted Wallace	4	Watchung	Cdr. Judy Mattson	9	Port Huron

R/C Peter Hames opened the meeting by welcoming the Guests and then introduced the Committee Members, stating the districts to which they are responsible. He explained that the Committee would hold the business part of the meeting, after which the meeting will be opened for participation by all attendees.

He reported that the Leadership Development Committee is working on the following projects:

- A complete revision of the **Squadron Job Descriptions** is available for review at this meeting.
- New interactive and downloadable **2009 Calendars** for both District Officers and Squadron Officers have been prepared and posted on the LDCom web site. www.usps.org/national/ot. These calendars have all the due dates issued by National along with the dates of national meetings. Districts or Squadrons can add their events and due dates to these calendars for use by all their members.
- The **2009 Officer's Checklists** provided by National are posted on our web site and can be downloaded in either pdf or rich text formats.
- The PowerPoint presentation "**The Young generation – generation whY**" has been posted on the LDCom web site and can be downloaded.

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- **Squadron and District Commander's Kits** have been completed and issued by National on CD.
- The **Leadership Development Workshop** materials are being revised.
- We are reviewing the **Operations Training Program** Manual and Operations Training Program PowerPoint with the intention of revising it to cover recent changes to USPS.

Hames stated that our committee would have a booth at Expo on Friday. We are one of the best kept secrets in USPS and we want to take every opportunity to let members know about our great programs and other products.

In addition, we have taken the opportunity to put some of our materials on the CD that is available for this annual meeting. These include:

1. LDCom report to National Administrative Officer
2. "Successful Leadership Qualities" Presentation
 - a) PowerPoint presentation
 - b) Instructions on printing notes pages
 - c) Handout – Eight Leadership Qualities (credit card size)
3. Handouts for LDCom products
 - a) Operations Training Program
 - b) Leadership Development Program
 - c) Leadership Development Workshop
 - d) "Leading USPS into the Future"
 - e) "The Young Generation – Generation whY"
 - f) Squadron and District Calendars
 - g) "Ten Ways to Get the Best out of your Squadron" (3" x 5" card)

The Successful Leadership Qualities is a 15 minutes presentation which is perfect for a Squadron Dinner meeting or a District Leadership presentation. It includes the text so that there is little preparation needed. Also included is a credit card size handout – Eight Leadership Qualities.

The handouts describing some of our products can be used by your Operations Training/Leadership Development Chair for your District Conferences.

We are looking for a member who would like to volunteer to join our committee to be our Media Assistant. The job would be to maintain electronic copies of all our PowerPoint presentations and send CDs to members when requested.

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Committee Reports

Stf/C Richard Davis has updated the Squadron Job Descriptions and they are ready for review by other members of our committee. He reported that the format has been changed and the art work eliminated. There will be a table with references to publications for the various jobs. After review and revisions our goal is to publish the new Squadron Jobs Guide by 30 April 2009.

P/R/C Pat Armstrong is responsible for communication articles in *The Ensign* and *The Compass*. She reported that it is very difficult to get anything published.

P/D/C Elaine Keller presented for approval the revisions to the **Parliamentary Procedures** documents which will be placed on the website to be downloaded. It was agreed that these would be submitted one last time to the National Parliamentarian and then posted on our website.

P/R/C Hal Zitter reported that **Module 4** of the OT Program will be updated to reflect any USPS changes after this meeting. This is an ongoing live online document, revised to keep current on changes in USPS. One item that may be posted is instructions on how to find information on a member using the Secretary Department IT web site.

Stf/C Susan Darcy is refining the **Leadership Development Workshop**. The material will be re-partitioned into six two-hour sessions plus a final session of either one-five hour or two three-hour sessions. Some new exercises appropriate to non-profit and USPS activities will be developed. Target date for rollout review by workshop creators/developers is **1 April 2009**.

LOOKING INTO THE FUTURE

1. R/C Peter Hames – Where do we go from here?

All the above projects were discussed and action items developed. In addition, revision of the Operations Training Program was discussed. This would include revising the Student Guide and PowerPoint presentation. Our goal is to create a new and up-to-date ppt presentation usable by any Squadron.

Various arrangements were discussed. Several visitors volunteered to submit their ppt presentations. We would like to incorporate some of the Leadership Development Program material into the new Operations Training Program.

Program length was discussed as there are varying opinions on how long it should be.

Our goal is to ultimately create a computer based training program for much of the OTP material. This would allow members to take the program at their leisure without having to attend a training session.

Hames stated that this is a big project and we will need people who are willing to be on the team.

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2. Stf/C Susan Darcy – Leadership Development Workshop

Susan delivered a short presentation on Communication Skills which was well received. She agreed to make a copy of it available for anyone who would like to use it.

Susan also led the meeting in a short exercise on “Values.” This was aimed at showing us that our values may be very different from other members of our group. Leaders need to remember this when they are trying to motivate their team.

3. Comments from committee

a) 2007-2008 Member Survey

The Planning Committee member survey included several items of interest to our committee.

- Find effective methods to increase membership for those born in the ‘60s and ‘70s.
- Actively promote USPS. Encourage you boating friends to join.
- Continually update and improve the quality of our Leadership Programs.
- Lack of trained leaders and poor planning directly decreases involvement.
- End long boring meetings and reduce red tape and structure.

Members and guests made a number of comments about these suggestions. To ensure that our materials get to the Squadrons it was suggested that we send them to both District Admin and Exec Officers.

b) Expo Assignments

Members agreed on the schedule for erecting, manning, and dismantling our Expo Booth on Friday.

c) Expense Reduction

Members agreed that we could use telephone conferences to keep in touch between meetings. Stf/C Davis will be able to set them up for us. Most members are not equipped for video conferences.

Headquarters is charging our committee for issuing OTP and LDP Certificates of Completion. We discussed possible ways to reduce these costs.

By posting more of our programs and products on our web site we will save printing and shipping costs.

During the meeting visitors asked questions and made suggestions that were very beneficial. Hames thanked everyone for their participation.

Respectfully submitted,
Elaine C Keller, AP
Secretary, Leadership Development Committee