

**LEADERSHIP DEVELOPMENT COMMITTEE  
MINUTES OF MEETING  
SEPTEMBER 4, 2008  
DETROIT, MICHIGAN**

**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 Robbie Jarrell, AP  
Chaplin Rodney G. Landsman, AP

**COMMITTEE MEMBERS UNABLE TO ATTEND:**

P/D/C Bradley H. Peters, SN  
P/Stf/C Carolyn A. Sanislo, SN  
P/R/C Harold N. Zitter, JN  
P/D/C Read Backus, SN  
P/D/C Elaine Keller, AP

**OTHER ATTENDEES:**

<b>Name</b>	<b>D</b>	<b>Squadron</b>	<b>Name</b>	<b>D</b>	<b>Squadron</b>
Cdr. Kris Harmon,	10	Hiawatha Valley	D/Lt/C James McCurry	27	Sharlotte River
P/D/C Pepper Wersdle	25	Diablo	C/Lt/C Scott McDonald	21	Houston
D/C Richard D. Zucch	4	Barnaquat Bay	P/C Rodger Hall	7	Cleveland
D/Lt/C Steve Erickson	16	Seattle	D/ist/Lt Don Fiander	9	Birmingham
D/Lt/C Herry H. Hall	27	Cape Fear	D/Lt Wayne P. Partie	22	Boca Ciega
D/C Ralph M. Price	25	Diablo	Stf/C Louis M Reitz	5	Ocean City
Stf/C Miguel Long	3	Sewanwaka	P/Lt/C Dorothy Sam	13	The Valley
D/Lt/C Ronnie Mana	13	Arrowhead			

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 has been very busy on a number of activities which include:

- Working with the Planning Committee to assume coordination and ongoing improvement of the Leadership Development Workshop.
- Revising Module 4 of the Operations Training Program to explain the new USPS Board of Directors. This is available on our web site.
- Modifying and posting the “The Young generation – generation whY” PowerPoint presentation on our web site.
- Taking over the maintenance of the Squadron Officer’s Guide page on the USPS web site.
- Draft a new Job Descriptions Guide for review at the Detroit meeting.
- Reviewing the Operations Training Program Manual with the intention of revising it to cover recent changes to USPS.
- Adding two new members to our committee. We are actively looking for more volunteers to assist us with our programs.

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For the first time, LDCom has an exhibit table at this Governing Board meeting. It is our feeling that 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 Governing Board. These include:

- LDCom report to NAO July 08 - Word Doc
- LDCom Agenda for our Open Meeting on Thursday, 4 Sept 08 - word doc
- PowerPoint presentation on the LDCom Web site by Richard Davis
- PowerPoint Presentation "The Young generation - generation whY" presentation
- PowerPoint Presentation on the Leadership Development Workshop – By Susan Darcy
- Printing Notes Pages for LDCom ppt Presentations - word doc

He commented that he receives numerous requests each month for information and materials. During the last 6 months he mailed copies of most of our programs to members on their request. He received several requests for Operations Training Program materials from members who emailed the R/C of the Operations Manual. (Just another example of why we need to get the word out about our committee). Thankfully, he always refers them to us and we are able to answer their questions.

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.

### **Reports**

**Stf/C Richard Davis** has prepared a draft revision of the Squadron Job Descriptions. R/C Hames asked Chaplin Landsman to review this work. In addition both Hames and Sanislo will review and provide input to Richard. Davis is also responsible for the 15-month calendar for National and Districts. He will be preparing the 2009/2010 version to be placed in the Commander's Kits and posted online.

**P/R/C Pat Armstrong** is responsible for providing articles to THE ENSIGN and THE COMPASS. She reported that it was very difficult to get any articles into these publications.

**P/D/C Read Backus** is currently working with Lena Padro at Head Quarters on the Commander's Kits for 2009. It was agreed that we would send them out again this year on CD versus print. Hames asked for volunteers to review the 2008 version and Davis accepted.

**Stf/C Susan Darcy** has joined our committee as the coordinator of the Leadership Development Workshop. She will be reviewing and revising the material in addition to encouraging members to take this very important workshop. Hames reported that in discussions with the Planning Committee, we agreed that the workshop should be improved with more exercises focused on volunteer organizations. In addition, we will split the workshop into small modules to facilitate presentation on more than one date.

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**P/D/C Robbie Jarrell** reported that he was able to get out of New Orleans before Hurricane Gustov arrived and that his house was not flooded but that he did not have power.

**P/D/C Elaine Keller** reported that she is still working on updating the Parliamentary Procedure Skit and Meeting Quick Reference. Her District Parliamentarian (a Master Parliamentarian) is reviewing the material for us. Both will be on a CD when completed and approved. USPS Parliamentarian Ben Soeey will be asked to review the changes and approve them.

Elaine has also been active communicating with her districts and squadrons and was able to arrange for someone to present the "Why Generation" at a district conference.

**National Chaplin Rod Landsman** communicated with his districts and invited them to attend this meeting. Rod agreed to assist with the review of the Squadron Job Descriptions.

**P/D/C Brad Peters** is reviewing the Operations Training Manual and Power Point to see what needs to be updated and for better coordination with the Modules.

Brad sent two reports on his work on the OT Program. Module I will need an extensive revision for the update of USPS organization, particularly chapter 5 Education. He recommends that we ask someone from the Education Department to review and offer suggested revisions. We also need new graphics for the PowerPoint presentation and Brad feels we can get help from EDDept on these.

Brad reports that the leadership chapter in Module II needs special attention. He recommends that it be expanded and he is asking for help on this from other LDCom members to include material from our new leadership programs.

Hames had asked Brad to review feedback we received last week from the Planning Committee. They had asked the District Commanders for their comments and suggestions about our existing OTP. As expected, the comments ranged from "It's great, don't change it" to "It's terrible and needs to be completely redone." There were many constructive comments however.

Brad wrote:

I am glad to see a collection of DC comments at this time because they certainly have a beneficial influence on any revision of the OT material. While the comments cover a broad spectrum, the central content of the comments indicate to me the following recommendations which I will try to summarize.

1. Length of program. Hardly anyone ever conducts a full 12 hr program, if ever. It appears many programs are attempted spending only 2 hrs with a feeling that the program should be more like 6 to 8 hrs in length. The real issue is time. Participants, both students and instructors are willing to spend 2 or 3 hrs but not much more.
2. Content of Program/Material to be presented. Many of the chapters are out of date and need to be changed. Other parts seem to be boring or out of place and may need to be "re-presented". In any case revisions are required for most of the program.
3. There are many attempts to use the program as an orientation program for new members, even

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though the OT program was not originally intended to be an orientation program. Some presenters are using slides, PowerPoint, etc., to supplement parts of the OT material to use it as an orientation program. While I admire their originality, I worry if the “right stuff” is being used. Maybe more detail and suggestions can be obtained for the development of an OT New Member Orientation Program.

4. Graphics, Slides, “PowerPoint”, etc. Presenters are attempting to use what they can get hold of. A revision of the OT Program should include current graphics, etc. and be *consistent* for all presenters. This material should be available on the web site or a CD. For that matter, the whole program should be available on the web site, at least as a PDF file.

5. A few comments were made suggesting use of on-line OT program material for taking the program, i.e. an online course. This is definitely an approach as almost everyone these days has a computer or some sort of internet access. Many college level courses can be taken online. I do not feel that the entire OTP should be offered as self study. There should be at least 50% classroom participation with Squadron or District presenters going over the material, answering questions and discussing local issues.

6. Bottom Line. The OT program could be shorter to fit into the busy schedule of people and be up to date with USPS as it is today (and tomorrow). The program could use some good graphics, and “PowerPoint” material. This would make the program more appealing and easier to sell to the membership.

7. It could be a new ball game. A major re-write possibly combining OT and LD into one program may be the answer. Also we may need to create an “OT for Dummies” manual as recommended by a Commander from District 8. In my opinion, a plan should be developed for our own use and to present to the Operating Committee to get the blessings of the Board of Directors before starting. Maybe they will come up with some resources to help with a project of this magnitude.

R/C Hames reported that he and Stf/C Davis had met with the Planning Committee to discuss the D/C’s comments on our existing Operations Training Program. It is our intention to re-write the program including text and PowerPoint slides.

**P/R/C Hal Zitter** sent the following report:

Copies of the LDCom February 2008 Closed/Open Meeting were sent to D/3 and D8 along with a cover letter in greater detail. There has been no response or acknowledgement from D/3.

I presented “Generation Y the whY Generation” at the D/8 Spring Conference to approximately 50 or more members, including C/C Creighton Maynard. Although the time allotted was minimal, the presentation brought many favorable comments afterward and several squadrons asked for copies of the presentation for their future use. It is suggested that each LDCom member arrange to make this presentation at their individual district conferences. It should be arranged early enough to ensure an adequate amount of time for the presentation.

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Module 4 has been updated with a condensation of the National 2008 Annual Meeting minutes. The update also includes the national bylaws changes discussed over the past 18 to 24 months and finally approved by the membership at this annual meeting.

Currently I am working with the D/8 LDCom chair on a program on leadership to be presented at their Fall Conference.

**P/Stf/C Carolyn Sanislo** has completed all of the updates to our web page that we have requested. The most recent update was providing a downloadable version of the presentation “The Young Generation – generation whY.”

Carolyn has also taken over the maintenance of the Squadron Officer’s Guide web page that was created by the Secretary’s Department. This is a great resource for new Squadron Commanders.

## **LOOKING INTO THE FUTURE**

### **R/C Peter Hames – Where do we go from here?**

Our committee has a number of very important projects underway for which we need to create action plans and agree on completion dates.

1. Complete Squadron Job Description revisions and issue a new document.
2. Complete the transfer of the Leadership Development Workshop from the Planning Committee and create a plan for encouraging members to participate and for improving the existing workshop.
3. Begin working on a revision of the Operations Training Program including revising the Student Guide and the PowerPoint presentation.
4. Possible other projects include a short presentation on mentoring and/or succession planning.

**Stf/C Richard Davis – Presentation on LDCom web site (Copy on CD from Detroit GB).**

**Stf/C Susan Darcy – Presentation on Leadership Development Workshop (Copy on CD from Detroit GB)**

## **OPEN MEETING TO THE FLOOR**

Leadership Development Committee members and guests were encouraged to discuss the following items:

1. Mentoring Program
  - a. Our research on Gen Y indicated that they want mentors. We believe mentors are a great way to retain new members of any age and encourage them to take on more responsibility at the Squadron and District levels.

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- b. Are there any suggestions on how to prepare a mentoring program? Does anyone have any expertise in mentoring?

While all agreed that a mentoring program would be beneficial, the concern was finding members who were able to be good mentors.

Guests offered the following comments regarding retaining new members:

1. Keep a group of new members together and include an orientation to USPS.
2. After Boat Smart offer Seamanship right away to keep members interested.
3. Ask members why they joined and then get them involved.
4. Talk to someone new when you attend squadron meetings.
5. Maintain contact with new members.

Respectfully Submitted,

Stf/C Richard P. Davis, AP  
Acting Secretary