

**LEADERSHIP DEVELOPMENT COMMITTEE
MINUTES OF MEETING
10 September 2009
Kansas City, MO**

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COMMITTEE MEMBERS PRESENT:

R/C Peter H. Hames, AP
Stf/C Susan L. Darcy, JN
P/D/C Elaine Keller, AP
P/D/C Robbie Jarrell, AP
P/D/C Bradley H. Peters, SN

COMMITTEE MEMBERS UNABLE TO ATTEND:

Stf/C Richard P. Davis, AP
P/R/C Patricia Armstrong, JN
P/D/C Read Backus, SN
P/R/C Harold N. Zitter, JN
P/Stf/C Carolyn A. Sanislo, SN
D/Lt Anita F. Walker, JN

OTHER ATTENDEES:

Name	D	Squadron	Name	D	Squadron
P/V/C Robert Baldrige	15	Baton Rouge	P/D/C Martin Feldberg	2	Storm King
P/C Wayne Partie	22	Boca Ciega	Lt/C Alexandra Digilio	2	Storm King
Cdr. Kris Harmon	10	Hiawatha Valley	D/Lt/C Charles W. Hamm	24	Hoosier
D/Lt Steve Erickson	16	Seattle	Dee Partie	22	Boca Ciega
Richard D. Swackhamer	4	Watchung	D/C Lynn R. Pierce	25	San Joaquin
Kathleen S. Karpers	5	Dundalk	D/1 st /Lt Maria Diehl	28	San Luis Rey
P/D/C Bill Lucas	22	Sanibel-Captiva	D/Lt/C Bernie Karpers	5	Dundalk
Stf/C John Sherrick	16	Spokane	D/C Shirley Heald	21	Dallas
P/C George Hallenbeck	2	Stanford	P/D/C Ben Owen	17	Atlanta
P/D/C Ed Bialecke, SN	30	St. Louis	D/Lt/C Ed Kridler, SN	26	Charleston

R/C Hames opened the meeting by welcoming the Guests asking each person to introduce themselves. 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** was completed this week and has been posted on the LDCom web site. <http://www.usps.org/national/ot>.
- A 10 minute PowerPoint presentation “**Communication Skills**” with presentation notes has been posted on the LDCom web site and can be downloaded.
- **Revised Parliamentary Procedures Skit and other documents** have been posted on our web site.
- The **Leadership Development Workshop** materials are being revised by Stf/C Susan Darcy.
- 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.

R/C Hames stated that LDCom has a table exhibit. 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.

The CD for the KC Governing Board contains the following LDCom materials:

1. Minutes of LDCom Open Meeting February 19, 2009
2. Parliamentary Procedure Skit – “Parliamentary Procedure in Action”
3. A Quiz on Parliamentary Procedure
4. Do’s and Don’ts in Running a Meeting
5. How to Run an Orderly Meeting
6. 12 Pointers to Use at Your Meeting
7. Order of Business at USPS Meetings
8. Steps in Handling a Motion in a Meeting

9. 10 minute PowerPoint Presentation with script – “Communication Skills”

10. 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)
 - h) “Eight Leadership Qualities” (2” x 3” card)

11. LDCom Report to National Administrative Officer for Fall Governing Board

The 10 minute PowerPoint presentation “Communication Skills” would work well as a presentation to bridge officers at a District Conference.

The handouts describing some of our products were available for guests to pick up after the meeting. Electronic versions are available on the CD. District Operations Training/Leadership Development Chair can use these to print handouts for District Conferences.

Reports

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

The ideal would be to pinpoint key people with possible leadership abilities and members interested in learning more about leadership of non-profit organizations. Susan is working to have certificates given for this workshop, possibly with awards offered.

When the workshop is ready we will publicize it though the monthly broadcast to Squadron Commanders and include the materials on our web site.

P/D/C Elaine Keller reported that she has completed coordinating the updating of the Parliamentary Procedures documents to reflect changes in the ROBERT'S RULES OF ORDER NEWLY REVISED. All are online and can be downloaded. USPS Parliamentary Ben Sooeey has reviewed the changes and provided edits. Ben Sooeey has given USPS written permission to use his articles for Operations Training. We appreciate his assistance with this important project.

Elaine also presented information regarding team shirts for the Leadership Development Committee members. Logo and colors were discussed, and decision to order will be made after members review the material. The consensus was that we are interested in this project. The next step will be to design a logo for the shirts.

P/D/C Brad Peters presented his review of the Operations Training Manual and Power Point and made a number of suggestions for improvement including:

- More use of the electronic media.
- Consistency in presenting the OT and LD Programs within the squadrons.
- Restructure Modular concept for overall OT/LD instruction
- Consider expanding the OT presentation to 12-18 hours.

Once we determine our overall strategy, we will be revising and updating the Manual, the Presenter's Guide and Power Point CD.

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 squadron Job Descriptions and the Parliamentary Procedures documents.

Carolyn is also keeping the statistics on OTP and LDP completions. We recently revised the Request for Certificate forms to include the position of each person. We need this information to calculate the awards.

Looking into the Future

R/C Hames emphasized that the OTP should be presented by each squadron once a year for Bridge Officers and all members. Bridge Officers are expected to have participated in the OTP within the past 5 years prior to election to the bridge, or soon after installation. It is also highly

recommended, and encouraged, that officers and active member repeat OT every 5 years due to the major changes occurring in USPS.

V/C Frank Dvorak has asked the LDCOM to develop a training program for Administrative Officers. The feeling is that early leadership training will be beneficial as the member moves up the Bridge. The Committee will create a one-day training program tailored to the Administrative Officer and include a review of USPS and preparation toward leading the squadron.

R/C Hames presented a PowerPoint presentation on the "Cycle of Change" that includes successful strategies for cycle transitioning.

Stf/C Susan gave a PowerPoint presentation Leadership or "Why Don't They Do What I Want?" It points out a number of things leaders can do to encourage members to participate.

Both presentations will be available online in the future.

When the business phase of the meeting concluded, R/C Hames opened it up for questions and/or comments from the guests. There were pertinent discussions and some suggestions will be evaluated for future action.

We will be looking into the question "Why does the presenter of OTP or LDP not get credit for taking the program unless he puts his name on the list?"

Suggestions were made about leadership recruitment and succession planning.

Respectfully submitted,

P/D/C Elaine Keller, AP
Secretary
Leadership Development Committee