

**LEADERSHIP DEVELOPMENT COMMITTEE**  
**MINUTES OF MEETING**  
**15 Sep 2011**  
**FALL GOVERNING BOARD. GREENSBORO, NC**

Page 1 of 6

**COMMITTEE MEMBERS PRESENT:**

R/C Peter H. Hames, AP  
Stf/C Susan L. Darcy, JN  
P/D/C Robbie Jarrell, AP  
Stf/C Louis R. Loth, AP  
P/D/C Shirley Heald, AP  
D/Lt/C Edwin G. Kridler, SN  
D/C Miguel Lugo, JN  
P/D/C Bradley H. Peters, SN  
P/R/C George O. Clark, SN  
V/C Robert A. Baldrige, SN  
Cdr Andy C. Hyman, III, SN  
D/Lt/C Joseph J. (Jeff) McKinney, JN

**COMMITTEE MEMBERS UNABLE TO ATTEND:**

Stf/C Anita F. Walker, JN (teaching XO Class)  
D/C Jerry Madden, AP  
P/Stf/C Carolyn A. Sanislo, SN  
P/R/C Patricia Armstrong, JN  
D/Lt Allan Furtado, SN  
P/D/C Elaine Keller, AP  
D/Lt/ Elizabeth Dysart, JN

## **I. Welcome**

The meeting was held as part of a combined Administrative Department Business Meeting on Thursday morning from 0800 to 1200. After some introductory remarks by V/C Baldrige and short presentations by each R/C the members formed in their committee groups. R/C Peter Hames opened the LDCom meeting at 0845 in V/C Robert Baldrige's suite.

## **II. Introductions**

Each committee member introduced themselves. R/C Hames welcomed new members Andy Hyman and Jeff McKinney.

## **III. Committee Reports**

### **1. R/C Peter H. Hames, AP      Remarks, overview and review of 2010**

The Leadership Development Committee has been very busy this year. Thanks to the efforts of our members and other volunteers in USPS we have completed a number of significant projects.

- **Leadership Seminars**

- DAO/SAO

- Since the beta test in November of 2009 we have presented 23 DAO/SAO Leadership Training Seminars to a total of 499 members of which 55% were Administrative Officers. Nine (9) seminars have been presented in 2011 to a total of 166 students. Two (2) more seminars are scheduled for 2011.

- DXO/SXO

- Since the beta test in October of 2010 we have presented 7 DXO/SXO Leadership Training Seminars to a total of 207 members of which 69% were bridge officers. Completion of the DAO/SAO course is a pre-requisite. Two (2) more seminars are scheduled for 2011.

#### District and Squadron Commander

A District and Squadron Commanders Leadership Training Seminar has been developed by Stf/C Anita F. Walker, JN and will be beta tested on 29 October in Pompano Beach, FL. This course builds on the skills covered in the AO and XO seminars and provides tools for those who are going to be district or squadron commanders.

The Century Fund is underwriting the cost of the courses for incoming or sitting AOs, XOs and Commanders.

- **Operations Training Manual**

The Operations Training Program Manual has been totally revised to reflect changes in the Operations Manual and other changes in our organization. This manual is posted on our website and replaces the printed version supplied by Headquarter and is presented in modular form to provide flexibility in offering and completing it in whatever order best suits those involved.

- Module I – The Organization
- Module II – Squadron Committee Work
- Module III – Squadron Bridge Officers
- Module IV – Navigating the USPS Web Site

The four modules can be downloaded and printed separately or as one complete manual. Hames thanked the many committee members and others who contributed to this total revision. This was organized by Stf/C Louis R. Loth, AP and the final version was created and posted on our website by Stf/C Susan L. Darcy, JN.

- **District Job Descriptions**

The District Job Descriptions have been revised and posted on our website. Forty two jobs are included in this manual to reflect the most recent editions of the typical District Organization chart and model district bylaws. The descriptions presented are of a general nature and they may be added to or extended as local requirements warrant.

- **Squadron Job Descriptions**

The Squadron Job Descriptions have also been revised and posted on our website. Forty Seven jobs are included in this manual. Small squadrons and squadrons at risk may not be able to recruit enough members to fill all 47 positions. The forward includes recommendations from the “Squadrons at Risk Manual.” Squadrons may wish to change their organization structure and limit committees and activities to those that are essential.

- **Commander's Guides/Squadron Officer's Calendars**

The 2012 Commander's guides have been completed for both District and Squadron Commanders. Hames thanked Stf/C Susan L. Darcy, JN who provided all the material to Lena Pedro at Headquarters so that she could update and issue these guides well in advance of Change of Watch season. Stf/C Susan L. Darcy, JN has also completed the District and Squadron Officer's calendars for 2012-2013. The Calendars contain important dates and recommendations. A Squadron or District can also add their own events to these updatable calendars. Want the 2012 Officers' Checklist Calendar containing all the dates and deadlines for next year too? Just go to the Leadership Development website.

- **Operations Training Quiz**

The Operations Training Quiz has been completely re-written by P/D/C Elaine C. Keller, AP and Stf/C Louis R. Loth, AP. All questions and answers are traceable to specifics in the Operations Manual. This quiz was one of the handouts at our committee's Expo booth and exhibit table. It is included in the Operations Training Program Manual and posted on our website.

- **Leadership Development Website**

Our committee was formally the Operations Training committee and the website address is still [www.usps.org/national/ot](http://www.usps.org/national/ot). On our website you will find all schedules and registrations for the AO, XO and Commander Seminars. In addition you can download the Operations Training Program Manual and PowerPoint presentation. We are currently revising the PowerPoint to mirror the new OTP Manual. Check out our website for short presentations on leadership, handy guides for parliamentary procedures, stationary for squadron, district and national officers and many more neat documents.

## **2. Stf/C Susan L. Darcy, JN**

- Newly edited Operations Training Manual is now posted on the Leadership Development website.
- Newly revised Officer's check list and Calendar are now on-line
- OTP and LDP statistics are being prepared by P/Stf/C Carolyn A. Sanislo, SN for the awards at the Annual Meeting in Jacksonville
- Susan is revising the Area Rep District Assignments and will be getting those out to the committee members soon. Susan stated that the Area Reps should be contacting the respective District and Squadron OT Chairs to advise them of all of the new things coming down from the LD Committee, copies of Minutes from National Meetings, etc. Our goal is to get all new LDCom products up on the web site.

R/C Hames thanked Marlene Herbig of D/8 for her many hours of professional proof reading of the Operations Training Manual and District Job Descriptions. She actually

found errors in the Operations Manual while editing the Ops Training Manual. Both documents should be in accordance with each other now.

**3. Stf/C Anita F. Walker, JN**

R/C Hames gave Anita's report for her as she was teaching the XO Class and could not be in the meeting. The new Squadron and District Commander class is out and will be beta tested in Pompano Beach 29 October. It will be presented for the first time at the Annual Meeting in Jacksonville.

**4. Stf/C Louis R. Loth, AP**

The Squadron and District job descriptions are now available on the LD website. The coordinated efforts of the re-write of the OT Manual are complete and the revised version is now on our website. Lou was assigned to develop data to substantiate where regional seminars should be held in 2012 for budgeting purposes for the Century Fund.

**5. P/D/C Shirley Heald, AP                      District Reports**

Shirley reported that the Plano, TX seminars trained 11 AO's and 12 XO's in the May 2011 Regional class. There will be another regional class for AO, XO, and Cdr in Plano in May of 2012.

**6. P/D/C Robbie Jarrell, AP                      District Reports**

Robbie reported that regional AO and XO seminars in New Orleans last July were a success training 9 AOs and 21 XOs.

**7. D/Lt/C Miguel Lugo, AP                      District 33 Report**

Miguel reported that District 33 held 4 training sessions in the Virgin Islands and Puerto Rico. He has translated the Parliamentary Procedures and the Case studies for the AO and XO LD classes into Spanish.

**8. D/Lt/C Edwin G. Kridler, SN                      District Reports**

R/C Hames thanked Ed for helping with the set up and take down of the meet & greet.

**9. D/Lt/C Jeff McKinney, JN                      District Reports**

R/C Hames thanked Jeff for being the POC for the XO class held today.

**10. P/R/C George O. Clark, SN District Reports**

R/C Hames thanked George for being the POC for the AO class at this GB meeting.

**11. P/D/C Bradley Peters, SN District Reports**

R/C Hames thanked Brad for helping buy the food and drinks and for helping with the set up and take down of the meet & greet. Brad was also a great bartender.

**12. V/C Robert A. Baldrige, SN**

V/C Baldrige attended the meeting briefly to thank everyone on the committee for their hard work and activities. He commented that we should encourage members to use the “SIRS” program after they have completed Operations Training.

**IV New Business**

**1. R/C Peter Hames – Board of Directors Directive to the LD Committee**

R/C Hames reported that a discussion document with options for the future direction of the AO, XO and Commander Seminars was jointly developed by Stf/C Anita F. Walker, JN, Stf/C Susan L. Darcy, JN and R/C Hames. This was presented to the Board of Directors for their review and direction. The three options were:

1. Publish like other programs/classes and move to the District/Squadron Level.
2. Continue with the regional training concept we have been doing up to this year.  
Downside of this option is that we have not been successful at getting responses in some areas.
3. Move to full LDCom control. Our committee would handle the local classes in a similar manner add the national meetings.

R/C Hames stated that he made this presentation to the Board of Directors and they agreed to Option 3 – Full LDCom control. Our committee will be handling all POC duties, selecting sites and coordinating with D/Cs to ensure no conflicts. Courses will continue to be offered in sequence with prerequisites. We will be offering all three seminars in Jacksonville and Detroit.

In addition the LD Committee was given a directive to “Re-brand” the seminars with nothing specific to AO, XO, and Commander. This is to avoid confusion among members that the classes cannot be taken by anyone other than the specific bridge officers. The seminars will be renamed to something catchy that will make everyone feel they are eligible to take them.

The BOD has also stated that we may have to charge everyone for the seminars instead of having the Century Fund pay for the AO’s, XO’s, Commanders. R/C

Hames said we need some direction soon about who will/will not be paid for at the annual meeting in Jacksonville so we can begin to advertize the seminars.

**2. Stf/C Anita F. Walker, JN - Roll Out plans for 2012**

R/C Hames expressed his appreciation for the work Anita has done creating the Commander seminar. It is a great addition to the series and will be Beta tested on 29 Oct in Pompano Beach, FL.

Hames will be asking Anita to develop a plan with time scale regarding re-branding the seminars. They will remain the same for at least the national meeting in Jacksonville as it is anticipated that it will take a considerable amount of time to revise the seminar content.

**3. Stf/C Susan Darcy**

Susan reported she will be working on updating the PowerPoint presentation for Operations Training. Susan also has requested that the Secretaries' Department add a field to DB2000 to show the original date the student took OT. This will allow us to track the most recent date each member took OT as we recommend that each member repeat OT every five years.

**4. Stf/C Lou Loth**

Lou reported he is working on the data of where our membership is across the country as it relates to establishing regional cities for the Regional Leadership Development classes for budgeting purposes for next year.

**V OPEN MEETING TO THE FLOOR**

There were no guests present and no additional comments.

**VI ADJOURNMENT**

R/C Peter Hames adjourned the breakout meeting at 10:45 to return to the main Admin Dept meeting.

**Respectfully Submitted,**

**P/D/C Shirley D. Heald, AP  
Secretary Leadership Development Committee**