

**LEADERSHIP DEVELOPMENT COMMITTEE
MINUTES OF MEETING
4 FEB 2011
ORLANDO, FL**

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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
Stf/C Anita F. Walker, JN
D/Lt/C Edwin G. Kridler, SN
D/Lt/ Elizabeth Dysart, JN
D/C Miguel Lugo, JN

COMMITTEE MEMBERS UNABLE TO ATTEND:

P/D/C Bradley H. Peters, SN
P/R/C Patricia Armstrong, JN
D/Lt Allan Furtado, SN
P/D/C Elaine Keller, AP
P/Stf/C Carolyn A. Sanislo, SN

OTHER ATTENDEES:

Name	D	Squadron	Name	D	Squadron
P/R/C George Clarke, SN	06	Swiftwater	P/C Frank Hoy	09	Ann Arbor
Cdr Diane Reid, S	15	Singing River	D/Lt/C Jeff McKinney	05	Rockville
P/D/C Richard Leatherman, SN	08	Jacksonville	D/Lt Arlene Karpas, P	05	Rockville
P/D/C Ronnie Mann, JN	13	Arrowhead	P/C Alan Karpas, JN	05	Rockville
P/D/C Van Diehl, SN	28	San Luis Rey	D/Lt/C Tere Colon, AP	33	San Juan
Cdr Bruce R. Brill, AP	27	Ft Macon	Lt/C Elise Jorgens, P	26	Charleston
P/D/C Herb Schneider, SN	22	Cape Coral	P/Lt/C Ellen Schneider, AP	22	Cape Coral
D/Lt/C Bill Woodward, SN	26	Beaufort	D/Lt/C Robert R. Aurner, AP	25	Monterey Bay
Donna Lines, S	22	Anclote Key	Cdr Jim Lichty, JN	22	Anclote Key
Su Hames, Guest	21	Houston			

I. & II. Welcome and Introductions

R/C Peter Hames opened the meeting at 1400. He acknowledged the guests, and then introduced the committee members, Stf Commanders and himself. He stated that we were one of the first committees to open our committee meetings to all members.

III. Committee Reports

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

- In 2010 and January of 2011 a total of 15 **DAO/SAO** classes were presented to a total of 362 members of which 53 % were Administrative Officers. This course has been very well received by all members and we are planning to offer it again in 2011 in conjunction with a follow-on course for **DXO/SXOs**.
- We are very appreciative of the facilitators who gave of their time and talents to present the one-day DAO/SAO courses. They spent a considerable amount of time to prepare for, travel to and present the

course. USPS is truly fortunate to have talented members capable of presenting this important leadership training.

- The **DXO/SXO** course has been developed by Stf/C Anita F. Walker, JN and beta tested on October 9th. The feedback was very positive and this course will be offered in 2011. Completion of the DAO/SAO course is a pre-requisite.
- At the **Annual Meeting** we offered one AO course and one XO course on Wednesday 2 February and another XO course on Thursday 3 February. We had a total of 35 members complete the AO course and a total of 80 members complete the XO courses.
- **2011 Roll out plans** for both the AO and XO classes are being finalized.
- We are revising the **Operations Training Program Manual**. The draft will be ready for review shortly after the annual meeting and our goal is to have a final version posted on our web site by April 1, 2011. This will replace the printed versions supplied by Headquarters. Our goal is to reach a point where there will be no Leadership Development Committee materials that need to be ordered from HQ.
- We are revising the **District Job Descriptions**. A draft copy has been prepared in electronic form and is being reviewed and revised. Our goal is to have the final version of District Job Descriptions posted on our web site by May 1, 2011.
- As a further cost reduction measure, we will be preparing electronic versions of the Certificates of Completion for Operations Training and Leadership Development Programs that will be emailed to the recipients versus mail.

2. Stf/C Susan L. Darcy, JN Status of OTP Student Manual

Draft of revised version of OT will be available shortly after this meeting and will be posted on the web site by 1 April 2011. To save costs National stopped sending certificates of completion to OTP and LDP students if they had completed the course before. We would like National to recognize these completions each time as the OTP course should be repeated every 5 years.

3. Stf/C Anita F. Walker, JN DAO/SAO & DXO/SXO Leadership Training

Anita stated there will be fewer regional cities presenting LD training classes this year and that she is looking for more faculty volunteers for these regional classes. If you wish to hold a class outside the selected regional cities, you

need to get a class of at least 50 students together. She reminded everyone that no one is permitted to use any outside material for these classes. Also, no electronic copies are to be sent to anyone but faculty. The LD training classes are free to AO's and XO's but \$60 for those who are not. If AO's and XO's take consecutive courses, they are both free. The Commander course is not yet developed, but is being developed in conjunction with Arlene Karpas. There will be another Beta in Pompano Beach in early October.

4. Stf/C Louis R. Loth, AP Status of District Job Descriptions

The Squadron job descriptions are now available on the LD website. The District job descriptions are in editorial review state and will be on the web by spring. There are 53 of them.

The coordinated efforts of the re-write of the OT Manual are complete and the revised version should be on line on the web site by April.

5. D/Lt Elizabeth J. Dysart, JN District Reports

Elizabeth stated she is new to the committee. She was the primary proof reader of the new XO course and the Point of Contact for the XO classes at this meeting.

6. P/D/C Shirley Heald, AP District Reports

Shirley reported that the Plano LD development class trained 29 AO's. There will be another regional class for AOs and XOs in Plano in May.

7. P/D/C Robbie Jarrell, AP District Reports

Robbie reported that there is another regional class being scheduled in New Orleans in July.

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

Ed reported that 8 people and 5 squadrons conducted meetings on how to use DB2000.

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

Miguel reported that District 33 held 3 LD training sessions in the Virgin Islands in English and 2 sessions in Puerto Rico in Spanish. He thanked the D/33 D/C for all of the help he provided for these classes.

IV New Business

1. R/C Peter Hames – Recognition of DAO/SAO facilitators

R/C Hames presented plaques to all of the facilitators who had taught classes this year. (*See Appendix for names of those presented plaques.*)

2. Stf/C Anita F. Walker, JN - Roll Out plans for 2011

Stf C Anita Walker thanked the facilitators and thanked R/C Hames for his leadership. She said that the regional selected cities were shaping up for classes and would be posted on the web site.

3. Stf/C Susan Darcy

Stf/C Susan Darcy presented a short Power Point presentation entitled **“Got USPS?”**

V OPEN MEETING TO THE FLOOR

Arlene Karpas stated that we need a compliment to what we do now. She suggested we develop small, mini vignettes that could be presented by anyone using some video and training techniques that are memorable and appeal to a much broader audience.

Van Diehl thanked the LD Committee for the quality of the presentation materials and for the excellent, easy to use web site.

Teresita Colon stated that the LD Training Classes give a common language to the squadron members.

VI ADJOURNMENT

R/C Peter Hames adjourned the meeting at 1532.

Respectfully Submitted,

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

APPENDIX

*Leadership Development Committee Meeting
4 February 2011
Recognition of DAO/SAO Facilitators*

The following faculty facilitated one or more DAO/SAO class during 2010 and January 2011:

Stf/C Anita F. Walker, JN

*Coronado Springs - Feb 3rd – 80 students
Plano, Texas – June 12th – 28 students
New Orleans, LA – July 24th – 15 students
Bellevue, WA – September 1 – 27 students*

D/Lt/C Miguel Lugo

D/Lt/C Tere I Colon, AP

*Arecibo, PR – August 21 – 26 students
St. Thomas, US VI – October 16th – 6 students
San Juan, PR – November 13th – 8 students*

Stf/C Susan L. Darcy, JN

*Poughkeepsie, NY – October 1st – 24 students
Boston, Ma – January 15th 2011 – 28 students*

D/Lt/C Elizabeth J. Dysart, JN

*Los Angeles, CA – October 28th - 11 students
Chicago, IL – November 5th – 39 students*

D/Lt/C Jeff McKinney, JN

Rockville, MD – November 5th – 8 students

P/R/C George O. Clarke, Jr. SN

Sandusky, OH – November 5th – 26 students

D/Lt/C Edwin G. Kridler, SN

Atlanta, GA – November 12th – 12 students

Each of these members is being presented with a certificate of appreciation which reads:

"In deepest appreciation for the time, talents and resources contributed during the year 2010 by (Name) to facilitate the Administrative Officer Leadership Seminar."