



Secretary's Department Newsletter

[Next Page](#)

Greetings from the National Secretary

Secretary's Department COMMITTEES

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Historian

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Publications

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Ship's Store

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The Ensign

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In this issue:

Greetings from the National Secretary	1
Headquarters	2
Operations Manual	3
Historian	3
The Ensign	3
PowerByte, ITCom	4
Publications / Advisors	5
Asst Secretary	7
Calendar	7



The Secretary's Department has been very active since our last meeting. The department committees and the Headquarters' staff have been working hard to make the test of Headquarters' collection of dues a success and to improve the quality of *The Ensign*® magazine.

Nineteen (19) districts and 210 squadrons are participating in the test of Voluntary Headquarters Collection and Anniversary Billing (VHQAB).

New this year, up to the minute dues status reports and squadron and district status reports are available online at www.usps.org/dues/reports. Also, members are able to make contributions to the Century Fund with their dues payment. As last year, members can renew by mail with a check or a credit card or online with a credit card. Online payers get an opportunity to update their biographical data in the Headquarters' data base.

In March, squadrons in the test were sent credit card vouchers that can be used for new members. Now, when a prospective new member doesn't have a checkbook handy, these squadrons can accept credit cards.

R/C Phil Arcuni, SN and the Information Technology Committee have been working to support VHQAB and DB2000. Stf/C John Bradley, SN, P/C Dan Bartel, SN, and R/C Peter Mitchelson, SN have provided support for the web side of VHQAB. In June, a new three tiered password system will be implemented for DB2000. The new system will have a user password, an updater password, and an administrator password. Now, squadron commanders can allocate passwords according to individual needs without compromising security. Version 5.0 of DB2000 is now out and ready for download. R/C Arcuni and several committee members will travel to Headquarters this summer for the committee's annual "summer camp" to work on Headquarters' systems.

Yvonne Hill, *The Ensign* Editor, is working on a redesign and a business plan for the magazine. The staff is working on improving advertiser and reader enjoyment and benchmarking the magazine against industry standards. Look for the changes in September. As a cost saving measure, the December and January issues will be combined. *Continued on next page.*

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Greetings from the National Secretary

Continued from front page

R/C Ina Fay Zitter, JN and *The Ensign* Committee have been working to help Yvonne add content and advertising. The committee is suggesting new columns and sections along with articles from squadron newsletters. They are working to increase advertising which is up 30% this year. The committee has implemented an ad exchange program with other magazines to increase the visibility of USPS®.

Did you know that Headquarters has been as busy as ever? A study was done comparing interactions with members including mail, faxes, email, phone calls, and exams processed. In a month over month comparison of 1995 and 2005, these transactions were up 24%.

Your Secretary's Department has been working hard and we're looking for volunteers. Please come to our meeting Friday, 3 June in Symphony 4 in Charlotte and see what we're about.

See you there!

V/C Robert A. Baldrige, SN



The Boating Course Assistant (BCA) can be downloaded from the BPECom listed on the [Educational Dept Home Page](#)



Headquarters

Two of our member courses have been updated and we, at headquarters, have heard positive responses to both the new Piloting and the new Advanced Piloting Course.

"The Piloting course is the first in the sequence of USPS courses on navigation, covering the basics of coastal and inland navigation. This all-new course focuses on navigation as it is done on recreational boats today and embraces GPS as a primary navigation tool while covering enough of traditional techniques so the student will be able to find his/her way even if their GPS fails. The course includes many in-class exercises, developing the student's skills through hands-on practice and learning.

The Advanced Piloting course continues to build coastal and inland navigation skill, allowing the student to take on more challenging conditions – unfamiliar waters, limited visibility, and extended cruises. GPS is embraced as a primary navigation tool while adding radar, chart plotters, and other electronic navigation tools. As with Piloting, the course includes many in-class exercises, advancing the student's skills through hands-on practice and learning."

Remember to frequently visit the Educational Department home page for the latest information on course material and prices.

Please be sure to visit our site, <http://www.usps.org/national/eddept>.

www.usps.org

Christina Hughes, Educational Department Supervisor

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Operations Manual Committee

The committee is hard at work modifying the Operations Manual and we thank you for all the updates you submitted. Please check out our great website and you will find all revisions current as of 1 May 2005. Be sure to look at the "What's Changed" document for a complete listing of all the changes. It is truly a work in progress as every little adjustment, no matter how minor, affects the manual.

We look forward to seeing everyone in Charlotte and really appreciate the feedback and comments we've received from the membership. Keep those emails and phone calls coming – we are here to keep you current and up-to-date.

R/C Patricia G. Gagliano, AP



*"The Operations Manual
can be found on the
USPS® Web site"*

[Click Here](#)

Historian Committee

Greetings from the 26 members of the Historians Committee

Congratulations to our squadron and district historians, thanks to their hard work, we have received 20 district and 122 squadron histories so far this year. Way to go team.

We have completed a new interactive Squadron History form, that is posted on our web site. www.usps.org/national/historian/. It compliments the Squadron History form contained in DB2000. If you are not using the Squadron Historians' report incorporated in DB2000 you may use this form until you are on board with DB2000.

Five new members have been added to our committee making a total of 26 members. P/D/C Lawrence Stockett of the Raleigh Power Squadron enhances our capability of research and record keeping at HQ. D/Lt/C Marla Brown, JN gives us a third member for oversight responsibilities to assist west coast squadrons. P/D/C John Hayden, SN and Lt Susanne Hayden gives us direct oversight assistance in D/19. D/Lt/C James Heckman, SN gives us in house computer programming capability.

See you in Charlotte.

R/C Ed Bauer, SN National Historian

Chm Historian Com

[Contact](#)

R/C Ed Bauer, SN



Historian Com

*Information and forms can be
found at*

www.usps.org/national/historian/



P/Stf/C Henriette Kaiser-Fox is bringing the position of *The Ensign* Correspondent to the forefront by concentrating on making the position a reality in every district of USPS®. It is important that every one of these positions are filled in every squadron too, in helping to make THE ENSIGN an even better magazine. Please comply with the mailings that have been sent out to every District Correspondent.

R/C Ina Fay Zitter, JN Chairman The Ensign Committee

R/C Ina Fay Zitter, JN

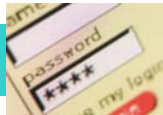
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POWER BYTE



Squadron and District Passwords



Headquarters will soon be mailing new passwords to all squadron and district commanders. In the past, each organization had only one, which was used for all password requirements, except for website uploads to the server. This year there will be three:

The MASTER password is designed to permit the holder of the account to maintain/change all three passwords associated with his account, as well as roster upload and download.

The UPDATER password should be given to the SINGLE individual in the squadron who has responsibility for sending roster updates (uploads) to the HQ database. The Updater password also permits downloads.

The USER password may be given to anyone the account holder wishes to have the ability to download rosters from HQ. The User password will not permit uploads to the HQ database.

These passwords will be sent in plenty of time before the effective date, which is expected to be around the middle of June. Meanwhile, the current passwords remain in effect, and can be used for all the usual functions.

*R/C Philip Arcuni, SN
Chairman, ITCOM*

At the 2005 Annual Meeting



Frank Dvorak



Robert Baldrige



Ed Duda

C/C Leslie Johnson, SN presents retiring plaques to members of the Secretary Department.



Sarah McCurry



Nancy and V/C Robert Baldrige at the Saturday Night Banquet.



Jim Williams



PUBLICATION COMMITTEE



Recently I have received several inquires from squadrons requesting an explanation as to the role of the Publication Advisor and *The Ensign*® reader. They have questioned who does what and who should receive copies of publications.

Publication Committee Advisors are assigned to assist squadron and district editors in the production of squadron and district newsletters that meet USPS® standards. They read the newsletters from their assigned squadrons or districts and contact editors offering assistance and suggestions. They will help a new editor get started or offer a suggestion that will improve the quality of a publication. If an editor is doing a good job, the advisor will offer that “pat on the back” that is encouraging to those doing a job that often is unappreciated.

As the Advisors read the squadron and district publications, they note adherence to USPS standards and good principles of journalism. At the end of our evaluation year (30 September), they make recommendations for Distinction in Journalism Awards that are announced at the USPS Annual Meeting in January.

It is the responsibility of the squadron or district to send copies of publications to their assigned advisor if they wish assistance or consideration for a Distinction in Journalism award. The assigned Advisors are posted on the PubCom page of the USPS web site or are available from your district publications chair (see page 6) or the PubCom R/C.

On the other hand, *Ensign* readers are assigned to read newsletters for potential *Ensign* articles. They are members of the *Ensign* committee.

In an effort to reach all squadrons, we are working on a plan to work with district publication chairs. This might include sending copies of our recent flyers, suggestions for conducting conference workshops, help needed alerts, etc. If you are a district publications chair and have any suggestions as to how we can assist you, please let us know.

R/C Anne Schreitmueller, JN
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“Publication Committee Advisors are assigned to assist squadron and district editors in the production of squadron and district newsletters that meet USPS standards.”



Check out the Dock Box Markdowns in the Ship'sStore

[Http://www.usps.org/national/shipstore](http://www.usps.org/national/shipstore)



New Items
Check out our Web Site



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Journalism Award
 Logo graphic can be
 downloaded from the
 Publication Com site.
[Click here](#)



Logo graphic is
available for your
publication in round
or rectangular as
depicted here.

2005 Publication Committee Advisors

“It is the responsibility of the squadron or district to send copies of publications to their assigned advisor if they wish assistance or consideration for a Distinction in Journalism award.”

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[Previous](#)

Tale of a Task

Several years ago, when we approved Merit Marks for Family Members, I was asked if I would modify Bill Crayne's Merit Mark program to accept recommendations for Family Members. Sure. No problem. Just modify a couple lines of code, do a little testing, pack it up and send it along for posting on the web page.

That seemed to be the case until early (5:30 AM) one morning in October when we were awakened by the phone ringing. When my spouse handed me the phone and said "it's someone asking about Merit Marks", I sensed that the job was not over. As I recall, the question was about how to print the submission and had nothing to do with Family Members. Before answering the callers questions I had a couple of my own.

Q. How did you get my number?
A. Called HQ and they referred me to you.

Q. Where are you calling from?
A. Indiana.

Q. Do you know where I live?
A. No.

After informing the caller that I live in California, we walked thru the steps necessary to print the Merit Mark submission. As soon as I hung up, I called HQ to tell them that I had no problem with giving out my name and number but to please be sure and let them know where I lived.

For the next month and a half, I had a steady stream of calls and not one of them was about Family Member Merit Marks. Most came from squadron commanders who were not that familiar with PC's but were determined to do their duty and get those Merit Marks in on time.

One call was to set up an appointment for a follow on call. The commander was not handy with a PC but her daughter was, so we scheduled the next call when the daughter was present.

When the calls first started coming in, I thought they would be a real drag, but I was wrong. They turned out to be a real inspiration for me. I was thoroughly impressed with the callers dedication and sense of responsibility and there is nothing like the cry of joy you hear when the printer starts printing.

It says "Service is our pledge" on each of these pages. Service to our fellow members is not only a noble task but it can be quite rewarding too.

*R/C Dave Hinders, SN
Asst National Secretary*

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National Meetings Calendar

2005	Spring GB Adam's Mark, Charlotte, NC	1—5 June
	Fall GB Hilton, Portland, Ore.	6—11 September
2006	Annual Meeting Rosen Ctr. Orlando, FL	4—8 January
	Fall GB Grand Hyatt, New York	15-20 August
2007	Annual Meeting Adams Mark, Jacksonville, FL	20-25 February
	Fall GB Marriott Norfolk Waterside Norfolk, VA	4-9 September

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[Previous](#)

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[Home](#)