



# Secretary's Department Newsletter



Secretary's Department

[www.usps.org/national/secretary.shtml](http://www.usps.org/national/secretary.shtml)

## Greetings from the National Secretary



### Information Technology

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

### The Ensign

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

### Publications

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

### Operations Manual

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

### Historian

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

### Ship's Store

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

### Headquarters

[www.usps.org](http://www.usps.org)

I bring greetings to the readers of this newsletter from the Secretary's Department. What and who is the Secretary's Department? The department is made up of a group of hard working and dedicated individuals organized into six committees, and a equally hard working and dedicated staff of 26 based at our national headquarters in Raleigh NC.

Our 'raison d'etre' is to provide advanced communications capabilities and other services to the other departments and committees of the national organization, and to the individual members of USPS®. We accomplish this mission in many ways.

- The Information Technology committee provides web-based access to the membership in order that squadrons and districts may download rosters. The committee also has developed DB2000, a software package for the manipulation of roster data and the generation of Merit Mark recommendations.
- The ENSIGN® committee works with The ENSIGN staff at headquarters to provide the membership with interesting and informative articles related to boating and boating safety.
- The Publications committee supports squadrons and districts in the production of quality newsletters by providing advice to the newsletter editors.
- The Operations Manual committee keeps the membership up to date with respect to By-Laws changes as well as changes within each department of USPS.
- The Historian committee archives squadron histories at headquarters providing a data base for squadron historians in search of information on past squadron members or events.
- The Ship's Store committee provides USPS clothing and regalia that helps identify us with the public boating community.

Finally, the mainstay of our organization, our headquarters' staff provides many services to the members at large. Elsewhere in this newsletter you will find articles from each of the committees. Should you have any questions for me or any of the committee chairs, please go to the Secretary's Department home page for our e-mail addresses. Again welcome, and thank you for reading this newsletter.

V/C Frank A. Dvorak, SN ●

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The Ship's Store committee introduced eleven new items at the recent Houston Governing Board. The committee continues to provide exciting new products to USPS members.

Visit the store at the upcoming Governing Board meeting in Des Moines; or visit the web site anytime at [www.usps.org/national/shipstore/](http://www.usps.org/national/shipstore/). ●

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## What does the Assistant National Secretary do anyway?

*“The Secretary’s Department is full of motivated hard chargers who do what it takes to get the job done.”*

Well, of course, the short answer is: anything the Secretary wants him to do. The Assistant National Secretary does what he can to assist the Secretary to fulfill his duties.

The National Secretary has a lot on his plate. A Bridge Officer and Operating Committee member, the Secretary is required to attend a multitude of meetings, National, District, OCom, and Canadian Power Squadron. Further, the National Secretary is responsible for the operation of Headquarters, the set up for national and OCom meetings and the distribution of minutes, rosters, and directories. Add to this oversight of the six committees in the Secretary’s Department, and it quickly becomes clear that V/C Frank Dvorak, SN can’t be everywhere at once.

V/C Dvorak has (foolishly?) entrusted me with several duties. Since he is often tied up with OCom, I attend the meetings of the departmental committees and work with the members to set and achieve their goals. I handle inter-committee and inter-departmental communications and generally do what I can to keep things moving forward. I also represent Frank on ad hoc committees or teams that are formed to

handle specific issues like privacy rules and educational issues.

Additionally, I coordinate the Secretary’s Department duties to set up for the Governing Board and Annual Meetings. This entails joining Secretary Department personnel in the meeting room at O’ Dark Thirty to set out seat packets, test microphones, set up cameras, and arrange name plates. During the meeting, I’m joined by Aide P/C Robert D. Holub, SN, for the all important job of counting attendance slips. Please pass yours to the outer aisles for pick up.

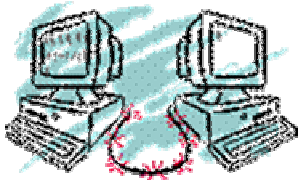
Between meetings I help with administrative matters like maintaining the departmental roster and email list. This is harder than it sounds. I’ve never printed a roster that wasn’t out of date the moment the laserjet let it go; and folks are always subscribing to the email list with cryptic addresses and no recognizable name.

It’s all enjoyable, but by far, the most fun thing I do is visit with the committees. The Secretary’s Department is full of motivated hard chargers who do what it takes to get the job done. This is a great organization and I’m honored to be a member.

*By R/C Robert A. Baldrige, N ●*

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## Information Technology

Preliminary "Web Awards" evaluations are moving forward as scheduled. The initial evaluation for compliance was completed; 94 sites received notices of "non-compliance" and to date, 54 have updated their pages. Currently the evaluation by a non-USPS member and professional webmaster is taking place, and is expected to be complete prior to Des Moines. Starting in September the final stage will be conducted by the USPS evaluation committee members.

The HQ network was updated to a high-speed connection in late July. Also, we successfully tested the function to interact directly with the AS400 for roster requests.

The Closed Meeting in Des Moines will be targeted at recruiting new committee members for the 2003 Watch. The Open Meeting will be primarily devoted to question and answer sessions from members, followed by a "break-out" of the committee members present to talk one-on-one with members interested in a specific topic.

*By R/C Ed Duda, AP ●*



## Headquarters and ABC

The most significant impact on headquarters during 2002 is handling the administrative logistics for America's Boating Course<sup>sm</sup> (ABC). Headquarters is responsible for answering phone calls for ABC, and a separate phone line was installed to enable us to identify callers. Our customer service center reports that they answer an average of 10 to 15 calls per month pertaining to ABC. Most callers are inquiring how they can purchase ABC, and we refer them to the online Web site if they have Internet capabilities.

Headquarters receives Internet orders from the ABC Web site via e-mail. We are currently averaging 15 orders per day. When a customer purchases ABC online they also receive a manual and CD-Rom. Headquarters fills all Internet and retail sales orders. We have shipped more than 1,200 ABC manuals via Internet sales this year and have filled one retail order from Boat America for 750 manuals.

USPS also owns copies of ABC that are sold to squadrons. Squadrons have ordered 1,021 copies from 1 December 2001 through 31 July 2002.

Individuals may contact America's Boating Course at (866) 262-8222 (BOAT-ABC) or on the Internet at [www.americasboatingcourse.com](http://www.americasboatingcourse.com). *By Mary Catherine Berube •*

**Headquarters Director**  
Mary Catherine Berube

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**National Headquarters**  
Raleigh, North Carolina

## Newsletter Evaluation Year End Approaching

The Publications committee is approaching the end of the current newsletter evaluation year. All editors are encouraged to have their required copies of the newsletter to their advisors by the mid part of September. For the squadrons, this is a copy of 4 separate issues, and for districts, 2 copies.

All advisors are listed on the Publications' web site. If you have any problems, please notify the R/C of Publications

We are planning an exchange forum at our open meeting in Des Moines. We are interested in your successes or failures in the distribution of your newsletter by the electronic format, either Web site posting or e-mail. How do you get your copies to non computer

members. Has this changed the way you format your newsletters? Do you have more or less graphics? Any complaints as far as downloading time? These are some of the issues we would like for you to share with us.

If you will not be in Des Moines, but would like to share your newsletters with others around the country, please send 30-40 copies to the address below. The copies do not have to be the same issue.

Send newsletters to Des Moines Marriott, 700 Grand Avenue, Des Moines, IA 50309; and mark "Hold for William E. Reasons USPS Meeting 11-15 September, 2002." Your copies should be mailed to arrive by 6 September. See you in Des Moines.

*By R/C Bill Reasons, SN •*

*"We are planning an exchange forum at our open meeting in Des Moines."*



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## Operations Manual Available on CD



The Operations Manual, revised to cover bylaw changes to 18 May 2002, will shortly be available from Headquarters. The CD will contain the following:

- Adobe Acrobat pdf version of the manual (complete)
- Adobe Acrobat pdf version of the manual (individual chapters)
- Adobe Acrobat Reader

Work is progressing to make the manual available in other formats.

*By R/C Peter Mitchelson, SN •*

*"More Information can be found on the Operations Manual Website"*

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

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# Updates from



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Greetings to you from the 26 members of THE ENSIGN Committee and THE ENSIGN Staff!

● **PHOTOGRAPHY CONTEST** — Even though the thermostat reached a blistering 103 here today, the calendar indicates that summer is almost over. Did you take any great nautically oriented photos this summer to keep your vacation memories fresh? We need your shots! THE ENSIGN Committee is sponsoring a Photo Contest, and the deadline for submissions is 15 December. Since this is a “Cover Contest,” digital and e-mailed submissions are not eligible to win. Mail your photos to THE ENSIGN Photo Contest, P.O. Box 31664, Raleigh, NC 27622.

● **ADVERTISING** — We would still like for squadrons and districts to help solicit ads for the magazine. Remember that the squadron retains a 10% commission for each ad sold *every time it runs*. What an easy way to earn extra money for your worthwhile projects and squadron needs! In September, THE ENSIGN will begin a yearlong association with *Alliance Publishers Representatives*, a New York based agency, to help with ad placements. We are optimistic that ad revenues will increase this year.

● **DES MOINES GOVERNING BOARD MEETINGS** — THE ENSIGN Committee members will meet for a Closed Meeting on Thursday, 12 September, at 0900 in Salon G (Marriott). The Open Meeting will be held Friday in the Cedar Rapids Room at 1345. USPS members are welcomed to join us as we receive updates on projects and areas of interest related to the magazine.

● **2003 EDITORIAL CALENDAR** — Copies of the new 2003 Editorial Calendar are available at the Des Moines Meeting and from Headquarters. Monthly categories of special interest for 2003 include: January – cruising stories; February – USPS history and memorabilia; March – Spring Commissioning; April – Trailer Boating; May – Safety; June- Weather/Marine Electronics; July/August – On-the-water fun; September – Education; October – Civic Service; November – Onboard Projects / Products; December – Engine Maintenance. Please send stories, tips and photos at least two months in advance of the issue in which you wish them to appear.

Members of THE ENSIGN Committee and staff are committed to providing a quality publication for USPS. Thank you for your continuing support and input as we work together toward that goal. *By R/C Joyce Shaw, AP* ●



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## National Meetings Calendar

<b>2002</b>	Fall GB Marriott, Des Moines, IA	11–15 September
<b>2003</b>	Annual Meeting Rosen Ctr, Orlando, FL	1–5 January
	Spring GB Sheraton, New Orleans	7–11 May
	Fall GB Reno Hilton—Reno, NV	3–7 September
<b>2004</b>	Annual Meeting Rosen Ctr, Orlando, FL	15–19 January
	Spring GB Hilton, Pittsburg, PA	19–23 May
	Fall GB Adams, Jacksonville, FL	7–12 September
<b>2005</b>	Annual Meeting Rosen Ctr, Orlando, FL	5–9 January

**Historian Com  
Information and  
forms can be found at**

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

*A Special Thank You to  
R/C Peter Mitchelson, SN  
for his assistance.*

*D/Lt/C Gloria J. Schulke,, AP  
Editor*

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