



# Secretary's Department Newsletter

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## Greetings from the National Secretary

### Secretary's Department COMMITTEES

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

#### Flag & Etiquette

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

#### Historian

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

#### Information Technology

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

#### Operations Manual

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

#### Publications

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

#### Ship's Store

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

#### The Ensign

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

#### Headquarters

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

#### Editor/Web Publisher

[Webmaster](#)



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, to improve the quality of *THE Ensign* magazine, the Operations Manual, and squadron publications, and to make timely Historian and Flag and Etiquette reports.

Headquarters has finished processing both Voluntary Headquarters Collection and Anniversary Billing (VHQAB) and traditional dues. 19 districts and 210 squadrons representing 27,482 members participated this year in the test of VHQAB. New this year, up to the minute dues status reports and squadron and district deposit reports were available online at [www.usps.org/dues/reports](http://www.usps.org/dues/reports). Thanks to the hard work of Headquarters staff and Stf/C John Bradley, SN and R/C Peter Mitchelson, SN, we were able to quickly respond to member requests for enhancements of the status and deposit reports. Also, members were able to make contributions to the Century Fund with their dues payment.

Remember, several thousand members now have anniversary dates other than 1 June. This means these members will receive their renewal notices throughout the year. Squadrons should check their member status reports regularly to ensure these members are contacted and personally asked to renew.

Also, remember that new members in VHQAB squadrons can use a credit card to join. Headquarters sent a supply of special vouchers to participating squadrons in March. Please make sure your Membership Chairman knows about this.

All of the department committees have been busy. Here are some of the highlights. R/C Ina Fay Zitter, JN and The Ensign Committee have been working to help Yvonne Hill, *THE ENSIGN* editor, add content and advertising. R/C Anne Schreitmueller, JN and the Publications Committee are reviewing squadron newsletters and advising editors. R/C Phil Arcuni, SN and several members of the Information Technology Committee visited Headquarters in August for what's become known as Summer Camp.

*Cont'd on page 2*

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### SERVICE IS OUR PLEDGE



## Greetings from the National Secretary

*“ the entire  
department  
is striving  
to make  
USPS®  
the best  
organization  
around.”*

*Cont'd from page 1.*

R/C Pat Gagliano, AP and the Operations Manual Committee have just completed a major revision and update to the manual. It can be found on the committee's website, <http://www.usps.org/national/om>. R/C Sandra Johnson, AP reports that the Ship's Store has several new items. An exciting new catalog will appear in the September/October issue of *THE ENSIGN*, just in time for Christmas. R/C Barbara Spraggins, AP and the Flag and Etiquette Committee are reviewing squadron burgees, district flags and 50 year recognitions.

The details of my report to the Portland Governing Board along with all of the seat packet information can be found on the Secretary's web site: <http://www.usps.org/national/natsec/>

As you can see, the entire department is striving to make USPS the best organization around.

Faithfully and fraternally submitted,

*V/C Robert A. Baldrige, SN  
National Secretary*

## Headquarters

**Headquarters Director  
Mary Catherine Berube**  
[berubemc@hq.usps.org](mailto:berubemc@hq.usps.org)



**National Headquarters  
Raleigh, North Carolina**

The headquarters staff is reviewing all work processes with the goal of identifying inefficiencies, strengths and weaknesses. The staff is also making recommendations on improving work processes, potential revenue-enhancing ideas and cost savings.

Headquarters identified and implemented several areas that save money, including negotiating new contracts for leased equipment and maintenance contracts, all at significant cost savings.

Headquarters implemented several new work processes that save both time and money. We are responsible for processing online orders for America's Boating Course®. Previously, online orders were received via e-mail, which then required keying the order into our processing system. Recently, this online order system was significantly improved, and we download an order file that automatically generates packing slips for our warehouse staff.

As always, headquarters' goal is to provide quality service to our members. Please do not hesitate to contact us at 1-888-367-8777.

*Mary Catherine Berube  
Headquarters Director*

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

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## Operations Manual Committee

The Operations Manual committee finalized a major revision to the structure of the manual. The latest document was put on our website in early August and be sure to look at the "What's Changed" document for a complete listing of all the chapter and content changes.

After the Charlotte meeting, we were happy to welcome two new members to the committee – Cdr Diane Dawes and D/Lt Micky McNelis. You know we'll keep them occupied.

We look forward to seeing everyone in Portland. The committee is here to keep the Operations Manual current and up-to-date and we appreciate the feedback and comments we've received from the membership.

*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 285 district and squadron histories so far this year. Way to go team!

We have completed a new interactive District History form H-720, that will be posted on our web site [www.usps.org/national/historian](http://www.usps.org/national/historian). Both the squadron & district forms have now been updated and are available for downloading.

The next project due for completion by the annual meeting will be the historian's handbook, containing detailed instructions for district and squadron historians.

Stf/C Phyllis Milan, P has designed a logo and shirts for the Historians Committee. A sample should be ready for our presentation at the Portland GB.

P/R/C John Altstetter has recovered from his recent illness and sends his best wishes to all his many friends on the committee and at Headquarters.

See you in Portland.

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



We have been busy shuffling around our plans in the new 10 month schedule for *THE ENSIGN*. Our Readers are involved with every squadron in USPS® in making plans for future articles to reach them in time for selected material to be used in *THE ENSIGN*. This will be discussed at our closed meeting in Portland.

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

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## PUBLICATIONS COMMITTEE

At this time of the year our Publications Committee Advisors are getting ready to file their reports and make recommendations for the Distinction in Journalism award. Our evaluation year ends on 30 September. To be eligible for the DIJ award, our advisor should receive four (4) copies of a squadron newsletter or two (2) copies of a district newsletter BEFORE 30 September.

We have noted an increase in squadron and district publications that are transmitted by e-mail or are posted on websites. This will be the topic of our open meeting at the Portland Governing Board. Plan to join us to hear what squadrons have done and what they have learned from their experience.

We have had several inquiries as to why there was no address in *The Ensign* for sending publications to the Governing Board meeting. This was not an oversight. The *Parade of Publications* is alive and well. But sending publications was costing more and more. Squadrons were paying high postage rates and the Publications Committee was being levied hotel handling charges for each parcel. We encourage you to hand deliver publications or to have someone in your district bring them for you. Please don't send more than 15-20 copies for a Governing Board. For the Annual Meeting we will continue to accept mailed in publications and the address will appear in the December *Ensign*.

*R/C Anne Schreitmueller, JN*  
*Chairman*  
*Publications Committee*  
[Schreit168@aol.com](mailto:Schreit168@aol.com)

## Flag & Etiquette

The Flag and Etiquette Committee is preparing for the Fall GB meeting and the resolution by D/12 concerning *Recognition of the United States Power Squadrons Uniform*.

We have a few 50 year squadron's anniversary burgees for approval. We also have a discussion planned regarding name tags for Sea Scouts and a uniform for the leaders. It has been very quiet this summer.

*R/C Barbara A. Spraggins, AP*  
*Chairman*  
*Flag & Etiquette Committee*



*“The  
 Distinction  
 in  
 Journalism  
 evaluation  
 year  
 ends  
 30  
 September”*





**Call (888) 367-8777**

**Visit the Ship's Store Website**

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



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### National Meetings Calendar

<b>2005</b>	<b>Fall GB</b> Hilton, Portland, OR	6–11 September
<b>2006</b>	<b>Annual Meeting</b> Rosen Ctr. Orlando, FL	4–8 January
	<b>Fall GB</b> Grand Hyatt, New York	15-20 August
<b>2007</b>	<b>Annual Meeting</b> Adams Mark, Jacksonville, FL	20-25 February
	<b>Fall GB</b> Marriott Norfolk Waterside Norfolk, VA	4-9 September

*Thank you to our  
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