



UNITED STATES POWER SQUADRONS®

2016 USPS FALL GOVERNING BOARD

**Sheraton Pittsburgh
Pittsburgh, PA**

21 - 28 August 2016

Agenda Draft 5c – 14 August 2016

21 AUGUST – SUNDAY - Uniform of the Day - Casual

C/C and XO USPS check-in, and also the Chairman and Stf/C's National Meetings Committee check in.

22 AUGUST - MONDAY - Uniform of the Day - Casual

MEETING TYPE	TIME	NAME/DESCRIPTION	LOCATION	EQUIPMENT NEEDS
Staff	0000 - 2400	H Q Storage	Brighton IV	
Staff	0700 - 2400	Ship's Store/Storage 1500-2500 Sq Ft Shipment comes into this room then split with HQ Storage	Woodlawn	Lockable room near foyer and activities registration. 12 X 8' tables or 96 feet of tables, 2 large trash cans, coat rack, or rolling luggage rack.
R/C NMC	0900 - 1000	Pre-Pre Con w/Hotel Event Manager and NMC	Room 1520	5**
Tuesday Ticket Holders	1300 - 1700	Tuesday Tour Ticket Pick-up Only	Room 1520	

23 AUGUST – TUESDAY - Uniform of the Day - Casual

MEETING TYPE	TIME	NAME/DESCRIPTION	LOCATION	EQUIPMENT NEEDS
Staff	0000 - 2400	H Q Storage	Brighton IV	Remain as Monday
Staff	0000 - 2400	Ship's Store/Storage/ Sorting Boxes -1500-2500 Sq Ft	Woodlawn	Remain as Monday Put Skirts on tables
Business	0800 - 1700	COM NOM	Executive Boardroom	Conference w/10 soft chairs 3 Keys
BOD	0900 - 1700	BOD Meeting	Edenburg	12 Suite
Staff NMC	1030 - 1130	Pre-Con Meeting Hotel and NMC	Fountainview	30 Hollow Square
BOD	1200 - 1400	BOD Lunch	Stoops Ferry	12
Tuesday Ticket Holders	1300 - 1700	Tuesday Baseball Ticket Pickup Only	Room 1520	
BOD	1900 - 2200	BOD Dinner	Stoops Ferry	15

24 AUGUST – WEDNESDAY - Uniform of the Day –Casual/USPS Polo

MEETING TYPE	TIME	NAME/DESCRIPTION	LOCATION	EQUIPMENT NEEDS
Staff	0000 - 2400	H Q Storage	Brighton IV	Remain as Monday and Tuesday
Staff	0800 - 2400	Ships Store 1500-2500 Square Feet Inventory/Committee Meeting	Woodlawn	Remain as Monday and Tuesday. Internet or Wi-Fi
Open	0800 - 1630	Activities Registration	Lobby Windows	3 Tables 6 Chairs Must be Outside of lockable room near escalator and foyer Internet or Wi-Fi
Open to pre-registered	0800 - 1700	CPR/ First Aid Training, American Heart Association <i>Needs a large room so trainees can also work from the floor</i>	Elwood	24people – 10 – 8 foot tables, 2 tables front w/2 chairs, Power cord only
Business	0800 - 1700	Com Nom	Executive Boardroom	Conference w/10 soft chairs & 2 banquet chairs, 2keys
Business	0830 - 1700	BOD and Advisors Meeting USPS PROJECTOR	Fountainview	30 U Shape. 1 key, power cord only, 1 table w/3 chairs on side of room
Business	0900 - 1500	IT Committee	Pointview	U Shape for 30, Pwr, and WIFI
Business	1200 - 1300	BOD and Advisors Lunch	Edenburg	26 - Hollow Square
Business	1300 - 1500	National Social Activities Committee	Room 1512	
Business	1300 - 1700	Education R/Cs	Stoops Ferry	Conference Square for 20 – AV Cart & Screen
Open Business	1400 - 1600 1600 - 1700	Educational Fund Trustees	Brighton I	Conference closed Square for 12 No A/V
Business	1600 - 1700	Aides meeting	Chief's Suite	
Invitational	1830 - 2200	P/C/C Dinner	Pointview	35 – tables of 8

25 AUGUST – THURSDAY - Uniform of the Day - USPS Polo Evening - Casual

MEETING TYPE	TIME	NAME/DESCRIPTION	LOCATION	EQUIPMENT NEEDS
Staff	0000 - 2400	H Q Storage	Brighton IV	Same as Wednesday
Open	0700 - 1630	Activities Registration	Lobby Windows	3 tables – Front Skirted w/ 6 chairs Internet or Wi-Fi
Business	0830 - 1200	Budget/Finance	Edenburg	Classroom for 35, 2 tables up front – No A/V
Open	0745 - 1600	Ships Store Open for sales	Woodlawn	Same as Wednesday
Open	0800 - 1630	Voter Registration/Ensign	Lobby	2 tables – front Skirted w/ 4 chairs, WI-FI
Business	0800 - 1200 1400 - 1600	D/C and DXO Meeting USPS PROJECTOR	Admiral	72 - 9 tables of 8, Podium w/mic plus 1 wireless mic, & Power cart. Two tables in rear and one table outside door w/2 chairs each
Open	0800 - 1200	Co-op Charting USPS PROJECTOR	Stoops Ferry	40 - 4 Rounds of 10, Screen, A/V Cart, No Mic, 10 extra chairs in the back of Room, WI-FI
Business	0800 - 1700	Com Nom	Executive Boardroom	Conference w/10 soft chairs & 2 banquet chairs, 2keys
Business	0800 - 1000	Information Technology	Hall of Fame (Old Woodlawn II)	12 – Pwr cord only – U Shape set-up
Business	0800 - 1200	Educational Dept. Educational Leadership ED DEPT PROJECTOR	Elwood	40 – U Shape – 6’ table on side of room w/2 chairs, Table top podium w/mic, Screen, PWR Cart, 12 extra chairs
Business Business	0800 - 1200 1400 - 1700	DEO and ADEO Meeting DEO/ADEO & Educational Leadership ED DEPT PROJECTOR	Haselton	64, 8 rounds of 8, – Screen, Power cart, Standing podium w/mic, mic in aisle, WIFI, Head table plus 3 6’tables and 20 extra chairs
Open Open	0800 - 1000 1000 - 1200	Admin Department MEMCOM Open Meeting USPS PROJECTOR	Grand Station Ballroom II	Classroom for 80, rectangular tables, head table, screen, Pwr cart, stand-alone podium w/mic,, Skirted table in back of room

25 AUGUST – THURSDAY Continued - Uniform of the Day - USPS Polo Evening - Casual

MEETING TYPE	TIME	NAME/DESCRIPTION	LOCATION	EQUIPMENT NEEDS
Open	0800 - 1700	Table Exhibits	Lobby	14 – 6' tables-Front Skirted W/ 2 Chairs
Business	0830 - 1030	Planning Committee Mtg.	Brighton I	Conference Square for 20 – No A/V
Business	0900 - 1030	Safety Committee COMMITTEE PROJECTOR	Brighton III	25 Theater Style Screen, A/V Cart – Head-table with 6 chairs
Business	0900 - 1700	Law Com	Brighton II	Conference Square for 10 Electric Cord only.
Open	1000 - 1200	Communications Committee	Grand Station Ballroom III	U-Shape for 30, Pwr cord and Wi-Fi
Business	1000 - 1200	Area Monitors	1520	
Open	1000 - 1200	National Weather Service by NOAA USPS PROJECTOR	Grand Station Ballroom IV	75 Theater, Screen, Pwr cart
Business	1000 - 1330	BUDGET	Edenburg	10
Open	1200 - 1230	D/C and DXO Reception	Fountainview	Add 2 high boys in bar area
Pre-Reservations Required	1230 - 1400	D/C and DXO Lunch	Fountainview	64, 8 Rounds of 8 No special needs
Pre-Reservations Required	1215 - 1345	Administrative Department Lunch	Reflections	56, 7 Rounds of 8 Podium w/mic
Pre-Reservations Required	1215 - 1345	Secretaries Department Lunch	Grand Station Ballroom V	56, 7 Rounds of 8
Pre-Reservations Required	1215 - 1345	Educational Dept. Lunch	Waterfront	64, 8 Rounds of 8 –
Business Open	1300 - 1430 1430 - 1600	Rules	Brighton III	Conference closed Square for 16 No A/V
Open	1300 - 1630	Public Relations USPS PROJECTOR	Brighton I	Conference Closed Square for 25 – Pwr only - 10 extra chairs on side. Projector and screen
Business	1300 - 1700	Finance	Room 1515	5

25 AUGUST – THURSDAY Continued - Uniform of the Day - USPS Polo Evening – Casual

MEETING TYPE	TIME	NAME/DESCRIPTION	LOCATION	EQUIPMENT NEEDS
Open	1300 - 1700	Govt./Partner Relations USPS PROJECTOR	Elwood	U Shape for 30, Screen and Power Cart
Business	1400 - 1600	Marketing USPS Projector	Hall of Fame(Old Woodlawn II)	U shape for 20, screen, Pwr only
Open	1400 - 1600	Heritage and Protocol	Grand Station Ballroom III	U Shape for 30, Power cord and Wi-Fi
Open	1400 - 1600	National Meetings	Pointview	36 Hollow Square
Open	1830 - 2200	Thursday Night -Three River Cruise	Gateway Clipper Rear Parking Lot	

****Table exhibits are from 0800Thursday till noon Saturday except First Timers****

103rd Annual Meeting (Orlando, FL)	1 Table
Governing Board – 2017	1 Table
Visitors Bureau	1 Table
Boat Insurance	1 Table
Boating Virtual Trainer	1 Table w/power
Cooperative Charting NOAA – USACE	2 Tables – 1 w/power & WIFI
First Timers	1 Table (Closes 1600 Friday)
Member Benefits	1 Table
Safety	1 Table
S E R A T	1 Table
Public Relations	2 Tables
USCG America’s Waterway	1 Table
D7 Auction	2 Tables

26 AUGUST - FRIDAY
Uniform of the Day – USPS Polo w/ Blazer or Blazer w/dress Shirt and tie or Uniform “T”

MEETING TYPE	TIME	NAME/DESCRIPTION	LOCATION	EQUIPMENT NEEDS
Staff	0000 - 2400	H Q Storage	Brighton IV	Same as Thursday
All interested	0600 - 0630	Health Walk with Squadron Activities	Front Lobby	Water station at inside door
Open	0700 - 1600	Activities Registration	Lobby Windows	3 tables front skirted w/6 chairs & Wi-Fi
Open	0730 - 0900	Keynote Breakfast Keynote speaker USPS PROJECTOR	Grand Station Ballroom I - II	33 Rounds of 8 – Large Screen, Lapel Mic, Stand-alone podium w/mic
Open	0800 - 1600	Table Exhibits	Lobby	See Diagram
Open	0900 - 1100	USPS Environmental Committee USPS PROJECTOR	Pointview	20 Conf closed square Screen, power cart
Open	0900 - 1600	Ships Store Open for sales	Woodlawn	Same as Thursday
Open	0900 - 1600	Voter Registration	Lobby	2 tables skirted w/3 Chairs, WI-FI

26 AUGUST – FRIDAY Continued

Uniform of the Day – USPS Polo w/ Blazer or Blazer w/dress Shirt and tie or Uniform “T”

MEETING TYPE	TIME	NAME/DESCRIPTION	LOCATION	EQUIPMENT NEEDS
Business	0900 - 1700	Com Nom	Executive Boardroom	Conference w/10 soft chairs & 2 banquet chairs, 2 keys
Business	0900 - 1200	BOC Committee Meeting, includes RD/ARD	Elwood	80 – Theater, head table, table top podium, Screen, Pwr cart, WI-FI
Open	1400 - 1600	BOC - On the Water Training COMMITTEE PROJECTOR		
Open	0900 - 1600	Public Relations Becoming the go to organization USPS PROJECTOR	Waterfront	Circle of 8 rounds for 70 – Screen, Power cart, 1 mic
Open	0915 - 1700 0915 - 1045 1045 - 1215 1400 - 1530 1530 - 1700	Educational Department Committee Meetings (A) Offshore Navigation Inland Coastal Navigation Publishing Electro-Mechanical Systems COMMITTEE PROJECTOR	Edenburg	1 round of 10, Small cocktail table, Small screen, 15 extra chairs on side, Power cord
Open	0915 - 1700 0915 - 1045 1045 - 1215 1400 - 1530 1530 - 1700	Educational Department Committee Meetings (B) Marine Environment Instructor Development Boat Handling Closed Meeting Boat US COMMITTEE PROJECTOR	Stoops Ferry	1 round of 10, Small cocktail table, Small screen, 15 extra chairs on side, Power cord
Open	0915 - 1700 0915 - 1045 1045 - 1215 1400 - 1530 1530 - 1700	Educational Department Committee Meetings (C) Educational Outreach Closed – US Sailing Basic Public Education Partner Relations COMMITTEE PROJECTOR	Hall of Fame (Old Woodlawn II)	1 round of 10, Small cocktail table, Small screen, 15 extra chairs on side, Power cord

26 AUGUST – FRIDAY Continued

Uniform of the Day – USPS Polo w/ Blazer or Blazer w/dress Shirt and tie or Uniform “T”

MEETING TYPE	TIME	NAME/DESCRIPTION	LOCATION	EQUIPMENT NEEDS
Open	0915 - 1030	Seminar 1a Squadron Growth – Finding what works USPS PROJECTOR all day	Grand Station Ballroom III - IV	150 Theater, Table and table top podium w/mic, screen, and power cart. Same All Day
Open	0915 - 1030	Seminar 1b Heritage & Protocol USPS PROJECTOR all day	Admiral	150 Theater, Table and table top podium w/mic, screen, and power cart. Same All Day
Open	0915 - 1030	Seminar 1c Marketing Works USPS PROJECTOR all day	Brighton I - III	150 Theater, Table and table top podium, mic, screen, and power cart Same All Day
Open	0915 - 1030	Seminar 1d Attract Youth & Families; Start “Boating Safety for Kids” USPS PROJECTOR all day	Reflections	150 Theater, Table and table top podium w/mic, screen, and power cart. Same All Day
Business Open	0930 - 1030 1030 - 1130	Membership Services Committee	Grand Station Ballroom V	15 U shape – 15 additional staked chairs on side of room.
Open	1045 - 1200	Seminar 2a Let’s Go Island Hopping on New Member Benefits USPS PROJECTOR all day	Grand Station Ballroom III - IV	150 Theater, Table and table top podium w/mic, screen, and power cart. Same All Day
Open	1045 - 1200	Seminar 2b SERAT Does It All USPS PROJECTOR all day	Admiral	150 Theater, Table and table top podium w/mic, screen, and power cart. Same All Day
Open	1045 - 1200	Seminar 2c Using HQ800 to Reduce Time Spent in Record Keeping USPS PROJECTOR all day	Brighton I - III	150 Theater, Table and table top podium w/mic, screen, and power cart. Same All Day
Open	1045 - 1200	Seminar 2d Membership – Where everyone Knows your name USPS PROJECTOR all day	Reflections	150 Theater, Table and table top podium w/mic, screen, and power cart. Same All Day
Pre-register	1230 - 1400	Executive Dept. Lunch	Fountainview	48, 6 Tables of 8 –

26 AUGUST – FRIDAY Continued

Uniform of the Day – USPS Polo w/ Blazer or Blazer w/dress Shirt and tie or Uniform “T”

MEETING TYPE	TIME	NAME/DESCRIPTION	LOCATION	EQUIPMENT NEEDS
Open	1400 - 1645	Squadron & District Officers Meeting	Grand Station Ballroom III - IV	100 people – Head table, screen & Power set up/with wireless mic
Open	1400 - 1515	Seminar 3b Information Technology DB2000 USPS PROJECTOR all day	Admiral	150 Theater, Table and table top podium w/mic, screen, and power cart. Same All Day
Open	1400 - 1515	Seminar 3c Open CPN Navigation Software USPS PROJECTOR all day	Brighton I - III	150 Theater, Table and table top podium w/mic, screen, and power cart. Same All Day
Open	1400 - 1515	Seminar 3d Instructor Development Using Go To Meetings to Share And Learn Together USPS PROJECTOR all day	Reflections	150 Theater, Table and table top podium w/mic, screen, and power cart. Same All Day
Business	1500 - 1600	Planning	Pointview	Conference square for 15, no A/V
Open	1530 - 1645	Seminar 4b Digital Media Library USPS PROJECTOR all day	Admiral	150 Theater, Table and table top podium w/mic, screen, and power cart. Same All Day
Open	1530 - 1645	Seminar 4c USPS PROJECTOR all day	Brighton I - III	150 Theater, Table and table top podium w/mic, screen, and power cart. Same All Day
Open	1530 - 1645	Seminar 4d Information Technology Standard Squadron Website USPS PROJECTOR all day	Reflections	150 Theater, Table and table top podium w/mic, screen, and power cart. Same All Day
By invitation only	1600 - 1730	First Timers reception By invitation only	By Invitation only	
Open	1700 - 1745	Jewish Services	Elwood	20 Theater, 6' Table W/white skirt next to lectern, water service
Staff	2100 - 2300	GB Set up	GSB	Set up AV Equipment

27 AUGUST – SATURDAY
 Uniform of the Day – Daytime: Uniform G (short sleeve – no tie)
 Evening: Blazer w/tie or appropriate attire, Ladies, appropriate attire

MEETING TYPE	TIME	NAME/DESCRIPTION	ROOM	EQUIPMENT NEEDS
Staff	0000 - 2400	HQ Storage	Brighton IV	Same as Thursday
Open	0745 - 1000 1100 - 1500	Ships Store Open for Sale until 1000, then Packing for return to HQ (out by 1500)	Woodlawn	Same as Thursday
Speakers	0800 - 0900	Go over agenda for meeting	Haselton	Conference Square for 25 No A/V
Open	0800 - 1100	Activities Registration	Lobby Windows	Same Set Up
Open	0800 - 1200	Voter Registration	Grand Station Ballroom	2 - 6ft Table w/2chair
Table Exhibits	0800 - 1200	Removed at noon	Lobby	
Open	0900 - 1200	Governing Board HOUSE PROJECTOR RGB Scaling Switcher	Grand Station Ballroom	Note: See Lay-Out diagram. 800 people, Hang Large Flag, banner Large fast fold screen, large Mixer to Ballroom sound system, 2 podiums w/mic. Standing floor mic. Power along wall Possible tower spot on podium
Open	1100 - 1400	Social Reception & Luncheon	Reflections	13 Rounds of 8 Cash Bar-Podium w/mic, Dance floor ____ x ____
Closed	1030 - 1430	Dressing room for Social Luncheon Dancers	**Need Room**	10 people
Open	1200 - 1230 1230 - 1400	Members Reception Members Luncheon	Admiral	250 Flow - Cash Bars 30 Rounds. of 8 Small Platform, Podium w/mic
Open	1400 - 1630	Governing Board Reconvenes	GSB	Same as above

27 AUGUST – SATURDAY Continued

Uniform of the Day – Daytime: Uniform G (short sleeve – no tie)
 Evening: Blazer w/tie or appropriate attire, Ladies, appropriate attire

MEETING TYPE	TIME	NAME/DESCRIPTION	ROOM	EQUIPMENT NEEDS
	1700 - 1800	Catholic Services	Elwood	80 Theater, 6' table with white skirt next to lectern. Water service
Open	1700 - 1745	Jewish Services	Pointview	20 Theater, 6' Table W/white skirt next to lectern, water service
Open	1700 - 1800	Protestant Services	Stoops Ferry	25 Theater, 6' table up-front with skirt, no podium, no water service
Open	1830 - 1930	General Reception	Trackside Restaurant & Lobby	300 Flow ** Foyer
Open	1930 - 2300	General/Banquet	Grand Ballroom	300 - 40 rounds of 8 Riser for band, Power, Dance Floor

28 AUGUST - Sunday Uniform of the Day - Casual

Staff	0800 - 0900	Bill Review with Hotel HQ Storage should be in Shipping department for Monday shipping	Room 1520	
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Note: H T = Head Table Rds. = Round Tables C/C = Chief Commander Com = Committee*
 = Spread out as working room ** = Estimated meals, subject to change A = Addition D =
 Deletion Da = Date M = Meeting Name Change; Rev= Misc. Revision
 R = Room Change S = Setup Change T = Time Change UOD-Uniform of the Day

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