

**FRIDAY HARBOR POWER SQUADRON**

**November 2009**

**Executive Committee Meeting**

**MINUTES**

**Tuesday, November 3, 2009**

Cdr. Carolyn Bowen called the meeting to Order at 1304 in the Conference Room of the Friday Harbor Library. In attendance were XO Marc Forlenza, AO Mike Griffin, SEO Travis Smith, Treasurer Dan Watson, Secretary Penny Woodall, Safety Officer Ed Ferro, Public Boating Chair Ann Einboden, VSC Burke Critchfield, P/C Fred Bowen, Membership Chair John Towson. A Quorum was present.

The Minutes of the Ex/Com Meeting for October 2009 were approved as presented.

**Squadron Officer's Reports:**

**XO - Marc Forlenza**

- . Starting to gather auction items with Steve Percer for our December Holiday Party/General Meeting. Ed Ferro has also volunteered to help.

**SEO – Travis Smith**

- . Two classes scheduled for November were postponed to 2010.
- . Seamanship will be in January with 11 signed up thus far.
- . Other class schedules will be forthcoming.

**AO – Mike Griffin**

- . Speaker for our November 5th meeting will be Bob Brunkow, giving an overview of “Developments in Marine Electronics”.
- . No speaker yet for January 7; February 4<sup>th</sup> meeting speakers, Bud & LaVey Norquest, will present “Spirit Bears on Princess Royal Island”. The new Customs Director, Barry Clement, will be asked to speak at our March 4<sup>th</sup> meeting.

**TREASURER – Dan Watson**

- . Checking account balance \$4,291.27
- . Business Certificate, as of October 14<sup>th</sup> statement is \$2,588.07. New interest rate (1.98%) changed when Certificate matured.
- . Co-op Advertising estimated budget to be submitted in November. Need estimates on brochures, classes (ABC); funds will be awarded in December.
- . Will be out of town until January 4 or 5; Assistant Treasurer, Joyce Ragsdale will fill in.

**SECRETARY – Penny Woodall**

. Nothing to report.

### **Committee Reports:**

#### **VSC – Burke Critchfield**

. He, Ed Ferro and team have completed 157 safety checks & hope to be over 160 by end of year.

#### **Safety Officer – Ed Ferro**

. Winter brings icy weather, be careful. Will have more information in Harbor Lights.

#### **PBC – Ann Einboden**

. Fall ABC class concluded with 20 passing the exam. Names to be published in Harbor Lights and all have been invited to our Thursday meeting.

#### **Membership Chair – John Towson**

. New members – Sherwood “Woody” & Margaret Morf and Michele R. Lucian.  
. We may have new members to induct at Thursday’s meeting.

### **Old Business:**

#### **P/C – Fred Bowen**

. District 16/WCID Fall Conference, October 23-25.  
We were well represented with P/C Travis & Lizz Smith, P/C Fred Bowen, Cdr. Carolyn Bowen, Robert & Vonnie Allen & their 2 guests. Cdr. Carolyn Bowen spoke on “Why we’ve been successful in growing the squadron”. We’re currently tied with North Olympic. A highlight of the Conference was the CPS(Canadian Power Squadron) giving a Power Point presentation on their Member Acquisition Plan (MAP) being used to build their squadron. On behalf of the Squadron, Cdr. Bowen was awarded first prize for our training model ship used for Navigation Lights and Docking as a Teaching Aid for Seamanship. An article will be submitted for the Harbor Lights with more details of the Conference.

#### **AO – Mike Griffin**

. We’ll be testing a small (5 lb) Dak wireless PA system this week to see if it fulfills our need for a new system. Cost is \$99 (includes 1 microphone, can accept up to 6). It can connect to a computer. Will

check to see if external speakers can be used. Extra costs: \$15 carrying case; rechargeable battery pack \$20; & \$50 for additional microphone.

**CDR – Carolyn Bowen**

- . Table cloths & napkins have been reserved from Sunshine Cleaners for our Holiday Party/General Meeting December 3 at the SJIYC. Will need a flyer for the Harbor Lights by November 10<sup>th</sup>.

**P/C – Fred Bowen**

- . Nominations are moving ahead. Still have the XO position to fill. The nominations will be posted in the Harbor Lights.

**New Business:**

**SEO – P/C Travis Smith**

- . Cooperative Charting Challenge, Small Craft Facility update.  
Roche Harbor – team captain, P/C Fred Bowen  
Port of Friday Harbor – team captain, Steve Percer  
Deer Harbor – team captain, P/C Travis Smith  
No updates have been done for the last 3 years. Reports due by January 31<sup>st</sup> to Inez Schwartz

**CDR – Carolyn Bowen**

- . Member Acquisition & Retention Plan. Knowledge gained at the Fall Conference from the MAP presentation by the Canadian Power Squadrons promoted a “REACH OUT CAMPAIGN” which will be initiated by FHPS. There are five key elements to “Member Retention Best Practices for first year members”. Those elements are:  
1) Welcome; 2) Communications; 3) Contact; 4) Involvement; and  
5) Evaluation.
- . An informative 2 page letter from Cdr. Carolyn Bowen about our Squadron will be mailed to each person who passed the ABC course last spring & this fall. Included will be a laminated bookmark with colorful squadron activity photos and pertinent information on membership benefits, how to become a member & discounts available to members.
- . Plans are in progress to keep in better contact with potential new members, graduates of our ABC classes, with announcements of courses and meetings, etc.
- . Cdr. Bowen has written an article for the January issue of Cardinal Points entitled “What does it take to grow & retain squadron members”.

**Other Business:**

- . Harbor Lights articles due to Dave Good by November 10.
- . Dates requested for Library (Ex/Com Meetings) for 2010.

- . Dates confirmed at Yacht Club for COW 4/1/2010; Holiday Party 12/2/2010; D16 Council 2/12/2011.

Next Ex/Com Meeting, Tuesday December 1.

Meeting adjourned @ 1430.

Respectfully submitted,  
Penny Woodall, Secretary