



GALAXY

D23

NEWSLETTER



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District 23 Secretary

USPS DB2000 can be a challenge to set up and learn BUT once into the program, it can be a joy to use because of the many administrative operations and functions it provides. At the beginning of the term of office of a new commander, he/she is given three passwords: Master, Updater and User. Ordinarily the commander only keeps the Master password and delegates the Updater password to the squadron secretary (or other responsible bridge officer) to keep records up to date. Other bridge officers may be given the User password. Outgoing officers should aid new users in setting up and learning the system. Videos and other learning tools are available through the national website as well as consultants in case of problems.

The squadron secretary may also provide instruction in member meetings to aid members in using and navigating the national, district and squadron websites and how they may update their own information such as email, phone and address changes and how they might obtain current squadron rosters and other useful information. Unfortunately in many squadrons, members are ignorant of the many possibilities, opportunities and information available to them. The United States Power Squadrons is a much greater organization with more resources than even many longtime members realize.

As a guide to new secretaries, the Operations Manual contains a Secretary's Manual with a review of their responsibilities and advice on how to take notes and prepare minutes, as well as carrying out all other responsibilities. It's the secretary who works often behind the scenes who makes things happen.

Historians are reminded to compile and submit their annual reports.

BOATING IS FUN...WE'LL SHOW YOU HOW!!