



## Cardinal Points

WINTER 2020-2021

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Please note all the new email address'

### District Commander

Craig Brown, SN-CN

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In the spring I thought and hoped we, as a District, were going to be able to move through COVID-19 with minimum impact. I should have looked at history to see that wasn't going to happen. Look the history that happened 102 years ago with the Spanish Flu. We're following the same time-line and community impacts. Not-for-Profits organizations, then like now, had to make significant changes to survive. In 1918 the USPS was 4 years old and had very similar challenges of how to adapt to changing situations as we're having now. Some significant changes had to be made to survive, like now. People stepped forward and made changes and the USPS saw some of its largest growth. We need to be willing to step forward into the new reality. We need to be looking for ways to bounce forward, not be expecting to bounce back.

What has happened since my last article?

We had to cancel our "in-person" District Fall Conference. DoubleTree Suites understood & supported us in making the decision to not hold the live event (no cost cancellation).

National cancelled the USPS National Governing Board meeting that was to take place in Raleigh, NC the week after Labor Day.

Several D16 members attended (or attempted to attend) the virtual offerings made available as replacements to the National Governing Board meeting. I did hear from several that they found the virtual sessions had a limitation on the number of participates and they didn't make the cut-off.



Please send all correspondence to:  
**Alayne Fellows**  
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[alaynef@gmail.com](mailto:alaynef@gmail.com)

*Submissions received in formats other than .doc, .docx, .jpg, or .gif may not be published.*

Bellevue—Bellingham—Bremerton—Deception Pass—Everett—Friday Harbor—North Olympic

North Star — Olympia — Point Wilson — Poverty Bay — Seattle — Skagit Bay — Spokane — Tacoma

Hopefully future virtual forums will recognize the need to have the ability for larger participation than a common in-person session.

We're encouraging squadrons to begin offering virtual training opportunities. Several of the squadrons are making the transition. We're encouraging sharing of what works & what doesn't work. That way we build on the successes quickly broadening our offerings and exposure reaching a much larger audience. Offering virtual classes & meetings provides an opportunity for squadrons to reach student & members outside of their normal area and student & members from more remote locations to participate. It also allows for more flexibility. I'm also encouraging National to actively and directly provide resources for squadrons to make these virtual offerings. National needs must focus on supporting the squadrons not on just supporting National. Without squadrons succeeding there will be no USPS or America's Boating Club.

On October 10<sup>th</sup> D16 held its first ever virtual District Conference. We had a lot of catching up since we hadn't been able to take care of important business. We had awards to present to members for the hard work we appreciate that they've done, business proposals and the 2021/22 budget to approve. We're learning what works and what doesn't so we can be even more successful next time. As a general statement our virtual District Conference was successful. We had approximately 100 participants from Italy (yes a Squadron Commander was working there), Raleigh, NC, Oregon (District 32), Canada (Canadian Power Squadron (CPS)), and District 16 members from Idaho/Washington/Alaska. We were honored by having both the USPS/ABC Chief Commander Mary-Paige Abbott and the CPS Chief Commander Peter Bolton share their messages.

One of the ideas being bounced around is recognizing that virtual meetings/seminars/webinars provide wonderful logistic opportunities. They allow more people from a broader area to participate at a much lower cost. We could then create opportunities for truer social gathering of members. We need to acknowledge members and future members are interested in creative social gatherings and venues. The idea is to move the energy and resources spent in live meeting/seminars to social opportunities that draw on a larger field of participants.

One of the tools of growing USPS/ABC is to take advantage of every opportunity to get our names out in front of the broader public. These days the "broader public" is where you get students and/or members. Remember most of the "broader public" isn't familiar with what "Power Squadron" means (power company or military???). These are those that use/have boats but don't consider themselves as "boaters". This segment of the public will understand and gravitate to the Doing-Business-As (DBA) name of America's Boating Club. While the more experienced/traditional boater is familiar with the name of US Power Squadrons. Sometimes we use one or the other name & sometimes we need to use both names. Just recently both USPS and ABC logos were used listing us as partners in the USCG message (press release) encouraging the use of the "If Found – Contact" decal on paddle craft. Paddle craft are the primary craft of those that connect with America's Boating Club but at the same time paddle craft are used by boaters that connect with US Power Squadrons. So be aware of who your audience is when selecting how we refer to ourselves. It'll make a big difference on whether or not they even listen/care.

So I'll wrap up with, your District Bridge is actively looking for means to successfully move forward. We need help from all members. USPS was the largest and most recognized provider of boating education, skills and fellowship. Times are changing and USPS/ABC does not want to be the next Sears that was the largest and most recognized mail order company and couldn't transition into the on-line world and got eaten up by the Amazons of the world. We need to be looking for ways to bounce forward.

Be safe and I look forward to sharing the future with you!



**United States Coast Guard**  
U.S. Department of Homeland Security

U.S. Coast Guard 5th District Mid-Atlantic  
Contact: 13th District Public Affairs  
Office: (206) 220-7237 After Hours: (206) 251-3237  
[13th District online newsroom](#)

## Coast Guard, partners urge paddle craft labeling, owner responsibility on PNW waters



# Stop the search. Mark It!

"If Found" stickers - [iffoundsticker@d13cgaux.net](mailto:iffoundsticker@d13cgaux.net)  
"I want a vessel safety check" - <http://wow.uscgaux.info/content.php?unit=V-DEPT&category=i-want-a-vsc>



**SEATTLE** — The Coast Guard and its Washington and Oregon boating safety agency partners urge the labeling of paddle craft and owner responsibility on the waters of the Pacific Northwest.

Reports of unmanned and adrift paddle craft divert federal, state and local response boat and air crews on hundreds of dangerous and costly searches that turn out to be false alarms. Since 2016, 13<sup>th</sup> Coast Guard District aircraft and vessels have launched on 746 individual cases of vessel reported capsized and adrift.

All were unmanned and adrift, not resulting in an actual distress. Each case represents a minimum cost of approximately \$40,000 to the taxpayers to respond and conduct searches for possible persons in the water. For the 13<sup>th</sup> District, this accounts for an operational cost of approximately \$29,840,000.00.

The Coast Guard treats every distress call and report of an unmanned paddle craft as if a real life is at stake.

"Unmanned adrift vessel search and rescue responses are the No. 4 response activity in the Coast Guard nationwide," said Dan Shipman, recreational boating program specialist for the 13<sup>th</sup> District. "By properly securing your small craft, on the beach, dock or your vessel from being set adrift, you're not only saving taxpayers' dollars, you are helping protect your property, the environment and possibly the life of someone who is actually in need of assistance."

The Coast Guard urges the public to do the following three things:

**Help us help you find your kayak. Mark It!** Take responsibility for your paddle craft by labeling with an 'If Found' sticker. This label allows responders to confirm if someone is actually in trouble and collect information to help search efforts.

**Take responsibility for recovering your paddle craft.** Unmanned and adrift kayaks, canoes, dinghies and rowboats often cause hazards to navigation in the waterway and increase the level of risk and fatigue on response crews tasked to find the owners associated with the unmanned paddle craft.

**Do your part to prevent false alarms.** First responders deployed in search of unmanned paddle craft divert resources away from actual lives in distress.

For more information on paddle craft labeling, contact your local Coast Guard Auxiliary and visit [iffoundsticker@d13cgaux.net](mailto:iffoundsticker@d13cgaux.net) to get free "If Found" stickers to help label your paddle craft.

To get a free vessel safety check – "I want a vessel safety check" – go to <http://wow.uscgaux.info/content.php?unit=V-DEPT&category=i-want-a-vsc>.

Let's pull together to paddle smart and paddle responsibly.

-USCG-



**Kenneth Smith, AP**  
**Executive Officer**

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As we all navigate this continuing shutdown situation; one would think that time would slow as if living a surreal scene. To me, it just the opposite - time has accelerated and I find it difficult to keep up. Was it not just yesterday that D/C Brown and our fantastic IT staff pulled off

a very successful first ever virtual conference? Was it not just yesterday we were all worried about how our squadron would keep socially connected and provide educational opportunities or even how to use our boats? And was it not just yesterday that we thought this would all be behind before Labor Day? To me that was just yesterday! When time moves as fast as it has for me you suddenly realize that things have suddenly changed – and changed for the better.

Most of our squadrons have embraced virtual learning, offering courses and seminars. They are conducting general membership meetings online, creating other ways to gather and to remain connected online. Vessel Safety Checks and Coop charting events were held throughout the district. Some squadrons even held socially distanced cruises – nice job everyone! These changes, despite the doubts of Spring, show the resilience, ingenuity and dedication of our members which highlights the best of USPS (America's Boating Club). I am so proud!

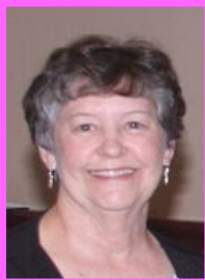
As I write this, we are on the cusp of finally having several vaccines available to help us return to a calmer normal. But this will take time; months not weeks. We are less than two months from the USPS Annual Meeting and Governing Board in Punta Verda, Florida on 14-21 February. I wish I could say that we will be gathering, catching up and making new friendships; but the consensus is that the meeting probably will be canceled. (This from my personal survey, not from National). Contingency planning is underway for a multi-day virtual meeting of seminars and learning opportunities. I ask that everyone keep one eye on their email inbox for updates concerning this event. There will be learning opportunities for all members.

In March the D16 Change of Watch is scheduled for Friday Harbor. As the presumptive incoming D/C from Friday Harbor, I would love my squadron to host the meeting so we can show off our beautiful paradise. The reality is D/C Brown and I are preparing for this meeting to also be virtual. The COVID-19 surge and vaccine rollout schedule most likely will make holding this meeting physically impossible. There still is hope !!

I say all this because time is flying by and your squadron Change of Watches will be upon you almost before you can blink. You need to prepare for the possibility that your COW will also be virtual and determine how to make this once a year event even more special. Think of ways to make it different than your monthly meetings. You might consider distributing small Champagne or sparkling cider bottles to your members and then all together toasting the astounding accomplishments of your outgoing bridge and the dedication of the incoming officers. You could do the same with holiday poppers. Think outside that proverbial box for this is an opportunity for everyone new and old to come together.

Everyone, have a very happy holiday season, stay safe and be thankful we live in these wonderful states and the cherished friendships created because of "America's Boating Club of Washington, Idaho and Alaska".





**Sandy Thomas, AP**

**Administrative Officer**

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I never dreamed we would still have issues with the COVID-19 Virus this late in 2020, but it seems likely to be with us for a while. Many of our Squadrons have blossomed with new ideas and ways to do business. Several have held virtual classes some of which have been the largest number of students they have ever had, particularly for the ABC Class.

In addition, by offering incentives like the 18-month membership program, those Squadrons holding virtual ABC classes have gained new members.

As far as membership within D16, the figures of the last two months were encouraging. As we venture into the virtual world, we are gaining new members, however, we need to keep reaching out to all members at renewal time like we have been doing for the past several months. Keep in mind the America's Boating Club mission, which is to "Promote watercraft skills on and off the water through member education and civic service while promoting a pleasurable social atmosphere." The day will come when we can again meet face to face, but in the meantime, try the "Virtual" meetings and classes. We can all do it and I am sure you feel, as I do, we are all ready to socialize and learn, if only virtually.

Thanks to Deception Pass for the invitation extended to all D16 members to attend their Squadron Membership Meeting in November, via Zoom. It was very enlightening to me and I genuinely enjoyed it! The meeting itself worked well with officer reports, etc. and the guest speaker who helps organize the "Wooden Boat Festival" in Port Townsend each year, was excellent. Thank you again, Deception Pass!

Also, I want to remind all D16 Officers about the two upcoming Membership presentations by Pat Waters, the Deception Pass Commander. One titled "Building Memberships" and the other "Mentor Training Workshop." These are scheduled for December 5, 2020 and early in 2021. Contact Commander Pat Waters at [frenchsailor@comcast.net](mailto:frenchsailor@comcast.net) for details. I certainly plan to attend.

We hope to be back to some type of normalcy later in 2021, so mark your calendars for the **Poulsbo Rendezvous** scheduled for **June 10 – 13, 2021**. We will certainly be ready to see one another and to have some fun by then.

Happy Holidays to one and all! Stay safe and stay healthy.

## USPS PLEDGE

**I do solemnly pledge to: Abide by the bylaws of the United States Power Squadrons®; Promote high standards of navigation and seamanship; Maintain my boat and operate it legally; Render assistance whenever possible; and conduct myself in a manner that will add prestige, honor and respect to the United States Power Squadrons.®**



**James West, JN**

**Education Officer**

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I just re-read my last missive, and what a difference four months has made. In August, we were looking forward to an active educational season, people were getting out on boats, and I had completed an in-person Jump Start session. I met with several friends for a dinner at Applebee's™. Now what have we?

COVID-19 restrictions are back in place, cases are piling up, and it doesn't look like Everett's ABC Course in January will take place in the real world. People might be forgiven for a certain cynicism, if not outright pessimism.

And yet... The sun still came up this morning, we just had a Thanksgiving holiday, and most of us managed to see our families and friends, even if it was mostly on ZOOM or WebEx. And ... Christmas is coming!! I say that's reason enough to be optimistic about our future.

Looking over the educational landscape, we still have a lot to offer. Boaters won't be going out on the water as much for the next few months, so we need to re-double our efforts, hoist up our metaphysical belts, and get our name and opportunities out to the public. For SEOs, remember that you can join with other squadrons in the District, and provide classes to members and non-members alike who are not in your squadrons. If you have someone interested in a class that you're not prepared to give at the present time, reach out to the others, see if somebody is giving that class. We have a work flow in place to make sure that the presenting squadron benefits from the class attendance, but you as the SEO can get the test, administer it, and then send it to the instructor to be forwarded to HQ for scoring.

For our ABC classes, we have continuing authorization from NASBLA to present the class in the virtual world and do the testing using the parking lot process. If you have students that are uncomfortable with that testing procedure, consider having them complete the on-line course, and then keep in contact with them to present the course over ZOOM. This "double-barreled" approach will give that benefits of interaction with other students, while allowing them to get the test result that will get them the treasured WA State Boater Education card.

Advanced Grade and Elective Courses are increasingly available in revised Power Point format, and our ZOOM licenses make presentation easier. If you have instructors who don't feel comfortable with ZOOM, please contact me. I will be happy to set up a ZOOM session with you and your instructors. The platform is becoming easier to use, and if your squadron feels it cannot justify the cost of a license, please, please contact me, we can work something out.

I have said it before and I will continue to say it: USPS, America's Boating Club™ has the very best recreational boating educational program in the country, and District 16 is leading the way in getting it out to the boating public. Boat Sales continue to trend up, largely because people can see it as a way of getting out of the house while social distancing easily and effectively. Let's continue to get our name out there. OK, I am off my soap box now.

Everyone, please stay safe, stay well, and have a Very Merry Christmas. Let's look forward to the New Year with optimism and joy.



**Barbara Erickson, JN**

**Secretary**

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What's New in the Secretary Department?

On behalf of the committees in the Secretary's Department, we wish you a Happy Holidays with hopes that we can gather to some extent in 2021. We sure miss seeing you all!

As we leave 2020 behind and move into 2021,

there has been quite a bit of progress in this department despite Covid.

The district newsletter, Cardinal Points, has been a triannual publication for as long as I can remember. Then last year, talk of it being a quarterly publication surfaced. Discussion this year with the Bridge Officers (who regularly submit articles) and the Editor resulted in consensus that we can make this happen. You are reading the last triannual issue. The Spring issue will be available on 25 February 2021, with Summer being published by 25 May, the Autumn issue being available 25 August, and to close out the year, the Winter issue by 25 November. We are hoping to share more timely information with you and hope that you will contribute to the Cardinal Points also. This is a district newsletter and articles from the membership are welcome!

Historian, whether for the District or for squadrons, seems to be a position that is difficult to fill. America's Boating Club of Bremerton was extremely fortunate when Dave McBride, a transfer from the now disbanded Agate Pass Squadron, stepped up to take that position. Congratulations Dave and Bremerton! And a Thank You to all the other squadrons who have a Historian.

The district's historian job is defaulting to me, as I have not been able to find anyone to take the job. Whether at the squadron or district level, there is no longer a handwritten form to be completed. The forms, H-701 (squadron) and H-702 (district) are all completed via DB2000. I am not going to say it is easier as I have not entered any data yet, but I anticipate if I begin playing catch-up for this year, I should be good by the time the Annual Report is due. Hint: 30 days after your Change of Watch.

The District Roster is available on the district website. I am positive it is out of date, so look for an update in January 2021.

Speaking of the district website, have you visited the website lately? Visit [America's Boating Club District 16 \(uspsd16.org\)](http://America's Boating Club District 16 (uspsd16.org)). Our webmaster, Jim Haglund, has been quietly making changes. The homepage has a beautiful photograph of Mount Rainier, with an even more beautiful message to the visitor. The looping message: promoting Education. The words: Learning by Teaching; Joining; Doing; Community Service; and Learning from the Community. Check it out! If you have not really looked at our district website, take a moment to review it. Want to put your squadron events on the Event Calendar? Contact Jim at [uspsd16.webmaster@gmail.com](mailto:uspsd16.webmaster@gmail.com). He will help you out! Thank you to Bellevue, Bellingham, and Friday Harbor for posting your education classes!

It was an exceedingly difficult year for Education, Vessel Safety Checks, and meetings in general, but We Made It. Zoom and Free Conference Call became our best friends. We got use to seeing our members in small squares on our computer screens. The resilience of our membership is amazing! Thank you for your continued support, membership, and participation.

That just about rounds out the District Secretary Department. I will leave you with the following reminders: Did you miss the virtual Fall Conference? The minutes are available under DISTRICT SITE>Member Resources>Minutes & Reports. See District 16 Calendar on page 13 for dates and events schedules

Happy Holidays!

# Past District Commanders' Membership Growth Award: Statistically Speaking

By P/D/C Barbara Erickson, JN

It seems the first paragraph of an article lately begins with mentioning the pandemic and how it has invaded all aspects of our lives. I shall not disappoint.

So, the P/D/Cs Membership Growth Award sat on my desk with the name of the 2019 recipient engraved on the plaque and the Girl Scout Cookies purchased and ready to hand out. Boom. We were asked not to hold large gatherings – the state was trying to contain the spread of the virus... No 2020 Spring Conference and Change of Watch. It was cancelled and we were all disappointed.

We all lived a cloistered life that summer. No rendezvous on the water, no classes, no squadron meetings. Walking the neighborhood for exercise but moving into the street if we passed anyone coming toward us on the same side of the sidewalk! Wearing facial coverings and social distancing and carrying and using hand sanitizer became a way of life. Looking at monthly membership statistics, updating the spreadsheet and sending to the Squadron Commanders and Membership Chairs took a back seat to I do not know what. Was I in the notorious sea of doldrums and just bobbing along?

We moved through the summer months and began gearing up for the Fall Conference. Okay I am back on the agenda to present the award. But as fate would have it, the Conference was to be virtual with Zoom and the 2019 winner with a 19.44% overall membership gain based on growth from February 28, 2019 to March 1, 2020 was a squadron that was pursuing dissolution.

**CONGRATULATIONS AGATE PASS on being the #1 with membership in our district for 2019!**



[Agate Pass](#)





# How to Make Your Website and Newsletters ADA and WCAG Compliant

By: Rick Hurst

Editor.BSPS@outlook.com

America's Boating Club of Bremerton

## Overview

The first step in the process is to make you and your team familiar with the ADA (Americans with Disability Act) and WCAG (Web Content Accessibility Guidelines). The national IT Committee has an excellent guide to achieving compliance, <https://www.usps.org/departments/15000/15600/web-site-ada-compliance>. Just for fun I checked to see if their page “walked-the-walk”, so I magnified the text by 400%. Worked perfectly.

ADA is an overarching set of rules for employers and public agencies to accommodate people with disabilities. WCAG is a set of website construction guidelines put out by the W3C, World Wide Web Consortium. The W3C is an international community where [Member organizations](#), a full-time [staff](#), and the public work together to develop [Web standards](#). Led by Web inventor and Director [Tim Berners-Lee](#) and CEO [Jeffrey Jaffe](#), W3C's mission is to lead the Web to its full potential. [Contact W3C](#) for more information. The W3C covers many web standards for the purposes of this document we are only talking about a small part of the WCAG. The latest version can be found here: <https://www.w3.org/TR/WCAG21/>.

There are three areas that we will be focusing on:

Color

Assistive Technology, specifically machine readability.

Content invariance with font size changes.

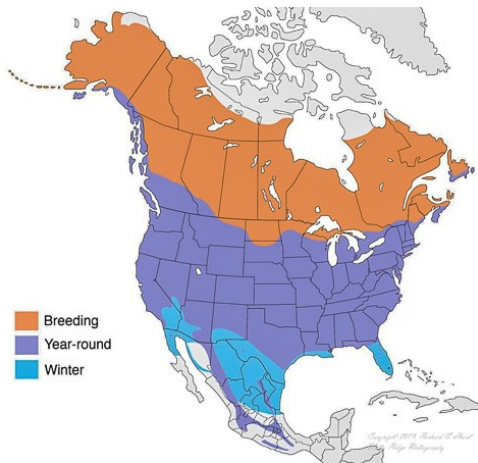
## Color, WCAG Success Criterion 1.4.1 Use of Color

“Color is not used as the only visual means of conveying information, indicating an action, prompting a response, or distinguishing a visual element.” [see [WCAG Guideline 1.4 Distinguishable](#), Success Criterion 1.4.1 Use of Color]

One sees this problem all over the internet. Here's an example from the American Robin Range Map



from the Cornell Lab All About Birds website. As you can see, I've removed all color from the map. I defy you to tell me with certainty which is the breeding habitat, and which is winter habitat. (These guys ought to know better, btw.) This illustrates the problem with using only color to provide information. For the visually impaired contrast should also communicate information. This image shows, even though Canada and Mexico are represented by different colors, the grayscale luminance of each is very similar. Although total color blindness is rare it does happen.



Here's the same image with color restored.

One way to rectify this kind of issue is to use cross-hatching of some sort. In fact, that technique was rather common before color printing and is still used extensively in geologic maps and navigation charts (Tada!).

Another color consideration is text on a colored background.

**BAD** Color Combination. Ironically, a text reader would have absolutely no problem with this text, but I bet you do.

**BETTER** Example. Generally speaking, picking colors from opposite sides of the [color wheel](#) provide good contrast.

**GOOD** Example. Yep, that's right, black and white.

## Color Checking Tools

There are a number of tools to check your work to make sure you have chosen accessible color schemes. I use "ColourSimulations" from the [Microsoft Store](#). This tool simulates what it might look like if a reader has certain kinds of color blindness. It's free and easy to use.

Another tool you may have in your toolbox without realizing it is Microsoft Word. If you go to the Review tab on the tool bar you will see the "Check Accessibility" tool (different versions of word may have it in a different place or not at all for older versions). I ran it on this document and it immediately flagged the "BAD" example above, as it should have. But it did not flag the "BETTER" example, so that one is OK.

## Machine Readability and Images

### Readability

Readability in this context refers to the ability of an assistive reader to track the text in such a manner that the output is comprehensible and in the correct order. A part of this requirement is that the reader be able to place any images into the correct document context. To achieve this, images must have alternative text.

Alternative text is a more detailed description of an image than might be used as a caption (although not necessarily different). In the example image here, a caption might read "Old wooden in bad condition". To a sighted person this is perfectly understandable. You can see that it is obviously badly deteriorated, listing to port and down by the bow, perhaps ready to sink. To a visually impaired person only some or none of this is obvious. So, the "alternative text" for this image may read something like this: "Old wooden boat that is badly deteriorated, listing to port and down by the bow, perhaps ready to sink". In other words, you need to paint a verbal picture of what the image shows.





There are images that are exceptions to this requirement. Information to the text of our newsletter, for example. Omitting the alternative text for this image does not detract for the ability of a visually impaired person to comprehend the content. In this case, you can mark an image as “Decorative”. However, in making the decision to mark an image “Decorative” one must carefully consider the impact that this might have on the readability of a document.

This image of our burgee does not add additional information to the text of our newsletter, for example. Omitting the alternative text for this image does not detract for the ability of a visually impaired person to comprehend the content. In this case, you can mark an image as “Decorative”. However, in making the decision to mark an image “Decorative” one must carefully consider the impact that this might have on the readability of a document.

## Content invariance with font size changes

This refers to the property of a document to remain readable regardless of the magnification applied to the text. Most modern tools for content creation support this feature. However, some website creation tools may not support this. The only way to find out is to examine your content under increased magnification. If you can still read it, chances are a machine reader or visually impaired person can too. However, I have noticed one issue with certain website creation tools. When the text is enlarged over a certain extent the menu collapses into a three-bar stack at the top of the page, as with a mobile device. This may or may not be machine readable. I will have to investigate.

## Scratches the Surface

This document only scratches the surface of what it takes to make a document or website ADA and WCAG compliant. But if you implement these measures for your website it will go a long way to accommodating those with visual impairments.

There are many necessary measures you must implement to be fully compliant. But ... it is all explained in detail in the ADA requirements and WCAG documents. See the links in the first paragraph to get more guidance.

We wish you a

“Merry Christmas”

“Happy Hanukkah”

“Joyous Kwanzaa”

“Happy Holidays”

And a Safe, Happy and

Prosperous New Year

And May All your Holidays

Be filled with Love, Joy and Family

And Friends



## Guidelines for Submitting Articles for the Cardinal Points

Editor: D/Lt Alayne Fellows, P; Contact information: [alaynef@gmail.com](mailto:alaynef@gmail.com) or cell: 503.804.9422

### ARTICLES

Cardinal Points deadlines:

Deadline to Editor	1Q 2021 Winter	2Q 2021 Spring	3Q 2021 Summer	4Q 2021 Autumn
	Dec – Feb	Mar – May	Jun – Aug	Sep - Nov
Send out reminder	1 November	1 February	1 May	1 August
Deadline for all articles	15 November	15 February	15 May	15 August
Publish date	25 November	25 February	25 May	25 August

Reminders	The Secretary will send out the reminder that articles are due using the dates published above.
Branding	America's Boating Club logo used to meet branding standards.
Format	Articles in MSWord in .doc, .docx; Questions: Contact Editor
Photographs	Format should be in jpg or gif; Questions: Contact Editor
Font Type and Size	Submit articles using Arial with font size 12.
Paragraphs	Double space between paragraphs.

### PROOFREADER

Seeking a proofreader to help. Reward: hours toward a Merit Mark and to contribute toward producing an award-winning newsletter. Contact: Barbara Erickson: [bje46@msn.com](mailto:bje46@msn.com)

### DISTRIBUTION

Draft newsletter	Editor sends to: District Bridge Members & other article contributors. Return date: 3 days after receipt.
Email Addresses	Editor will use your personal email addresses for internal correspondence unless you have requested the use of your generic address.
Proofreader	Receives Publisher version to update with corrections/changes. Return date: 5 days after receipt.
Final Copy	Editor sends to: <ol style="list-style-type: none"><li>1. District webmaster: <a href="mailto:uspsd16.webmaster@gmail.com">uspsd16.webmaster@gmail.com</a></li><li>2. District Advisor: Angelo Giovanniello at: <a href="mailto:descon@att.net">descon@att.net</a></li><li>3. National Conference Rep: Felicia Evans at: <a href="mailto:felicia.evans517@gmail.com">felicia.evans517@gmail.com</a></li><li>4. CC: Secretary and District Commander</li></ol>
District webmaster EOJ	Distribute to the district membership

Revised 1 November 2020



## ***DIRECTORY OF DISTRICT BRIDGE OFFICERS***

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***PLEASE NOTE ALL THE NEW EMAIL ADDRESS  
FOR EACH OFFICER IN D16***



## ***District 16 Calendar 2021***

### ***January***

28-31 Jan Seattle Boat Show Virtual

### ***February***

15 Feb *Spring Cardinal Points Deadline*

18-21 Feb National Annual Meeting  
(Ponte Vedra Beach, FL) at the  
Sawgrass Marriott Resort

### ***March***

12-14 Mar D16 Spring Conference & Change  
of Watch with ABC of San Juan Island

### ***May***

15 May *Summer Cardinal Points deadline*

### ***June***

10-13 June D16 Rendezvous (Poulsbo)

### ***August***

15 August *Fall Cardinal Points deadline*

### ***September***

2-5 Sept National Fall Governing Board  
Raleigh NC, at the Hilton Raleigh  
North Hills

### ***October***

TBD D16 Fall Conference

### ***November***

15 November *Winter Cardinal Points deadline*