

BSPS Change of Watch (COW) Procedures Guide (3/19)

OVERVIEW: Each year, the Bellingham Sail and Power Squadron hosts its Change of Watch in mid-March. This event allows us to come together as a squadron to celebrate our accomplishments for the year, thank the outgoing leadership, and install our new leaders for the coming year. Recent COWs have taken place at Northwood Hall and begin with a no-host social hour with appetizers, followed by a buffet dinner with various entrees, salads, and desserts. The program includes speeches by district officers and both our outgoing and incoming commanders. We take the time to thank and celebrate all those who make the squadron successful by the donation of their time and talents, and we may even be treated to a skit by the famous “Acronym Man” and crew. We look back on the events and activities of our previous year and look forward to the year to come. All squadron members are invited, as are the district bridge, all squadron commanders, leaders of our Langley sister squadron, and other special guests. It is a night of fellowship, fun, and appreciation—an annual opportunity for us to celebrate both the past and the future together.

The following Change of Watch procedures guide was created in March 2019 by Blair Marcotte. Note that the forms are samples that may be used as templates which may be changed each year to reflect the new information for that year’s event.

The following documents were used for the 2019 BSPS Change of Watch

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Event Form (2019)	page 3
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Bellingham Sail and Power Squadron
Change of Watch Timeline and Checklist
 (updated March 2019)

September

- Identify *Event Committee* chairperson
- Confirm date (event usually a Saturday eve in mid-March) with ExCom by filling out 'Save the Date' form found on website calendar
- Check D/16 calendar to be sure District Change of Watch does not conflict
- Reserve event space at local venue and estimate numbers for attendance

October

- Identify *Event Committee* members and assignments
 - Chairperson/Coordinator
 - RSVPs, registration, and accounting of received payments
 - Decorations
 - Invitations to D16, other squadrons (current commander)
 - Other
- File BSPS event form with communications committee

January

- Brief commander on *Event Committee* progress
- Complete 'Event Form' with as much detail as possible and send to communications@boatingisfun.org
- Plan program

February

- Get updated membership list with addresses from squadron secretary
- Mail out invitations, RSVP cards, return envelope for payment to membership
- Have current commander invite guests from D16, other squadrons
- Prepare list for recording RSVPs
- Coordinate with venue on menu, table layout, etc.
- Brief commander on *Event Committee* progress

March (final week)

- Prepare/print program cards for table
- After RSVP deadline, compile attendance list and payment received list
- Develop seating chart (table assignments)
- Prepare place setting name tags

Day of event

- Set up room, decorations
- Check-in members

After event

- Reconcile attendance, payments, and other expenses for delivery to treasurer through reimbursement form
- Submit event report to the board. (numbers attending, copy of program, costs, recommendations for next year, etc.)



United States Power Squadrons®

Bellingham Sail and Power Squadron

Event Information Form

Event Name:		Change of Watch 2019			
Event Date:		March 16, 2019	Location:	Northwood Hall, 3240 Northwest Ave, Bellingham, WA 98225	Start Time: 5:30 p.m. End Time: 8 p.m.
RSVP:	Yes- by mail			Cutoff Date: 3/9/19 Monies need to be received by this date in order to confirm how many meals to be catered.	
<p>BSPS members should RSVP by sending monies (\$35 per person) to: Kathy Baer, 8210 Comox Rd, Blaine, WA 98230. A return envelope will be included in the mailed invitations.</p> <p>Commander's invited guests will RSVP back through the Commander by March 9.</p>					
Cost:	\$35 per person	Items to bring: none			
Contact for additional information: Blair Marcotte 907-322-5062 blairandjim@gmail.com					
Describe Program: Celebration of the outgoing Bridge and Commander handing off to the new Bridge and Commander. Buffet dinner of Prime Rib and vegetarian options. Dessert included. No host bar.					
Speaker Information:					
Other Considerations :					
Submitted by: Blair Marcotte				Date: 1/24/19	

The Bellingham Sail and Power Squadron

Invites you to attend our

2019 Change of Watch

March 16, 2019

North Wood Hall
3240 Northwest Ave
Bellingham, WA 98225

\$35/person

Prime Rib and Vegetarian options
with Dessert

Business Casual Dress

5:30 p.m.: No Host Bar

6:15 p.m.: Buffet Dinner

7:00 p.m.: Program

Send your RSVP along with payment in the enclosed envelope
by March 9, 2019 to:

Kathy Baer, 8210 Comox Road, Blaine, WA 98230

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"Sometimes we are lucky enough to know that our lives have been changed, to discard the old, embrace the new, and run headlong down an immutable course. It happened to me on that day when my eyes were opened to the sea."

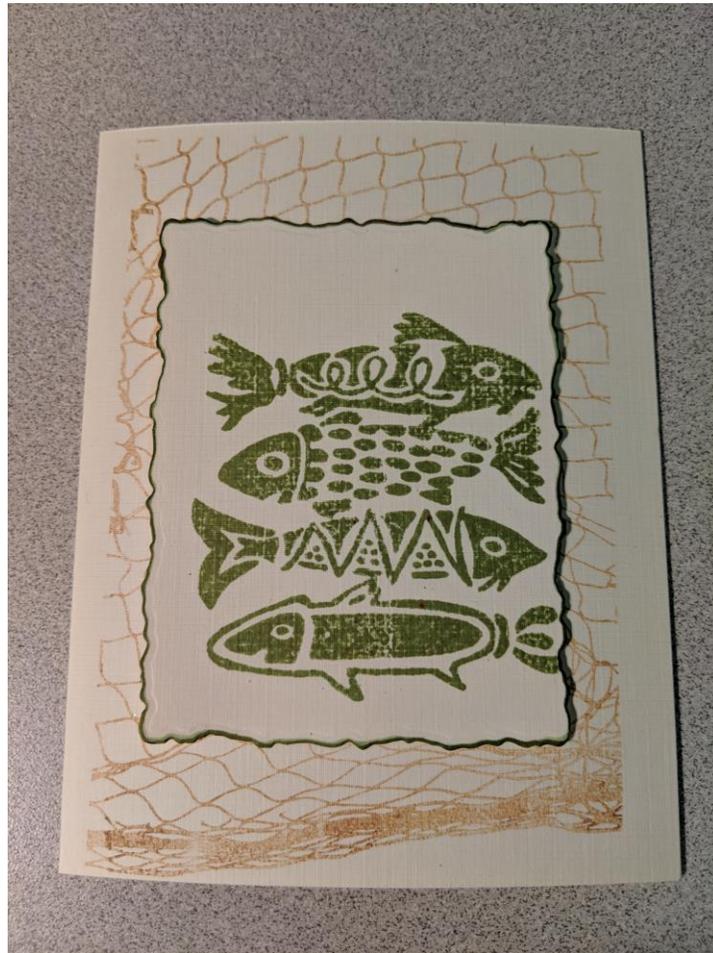
Jacques Cousteau



"Sometimes we are lucky enough to know that our lives have been changed, to discard the old, embrace the new, and run headlong down an immutable course. It happened to me on that day when my eyes were opened to the sea."

Jacques Cousteau





Invitation cover artwork printed separately and glued to invitation

RSVP

Along with your payment (checks payable to *BSPS*), please print full names as you would like them to appear on table place cards, and mail both in the enclosed envelope.

Needs to be received by March 9, 2019

name: _____

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Bellingham Sail and Power Squadron
CHANGE of WATCH
March 16, 2019

SOCIAL TIME 5:30 p.m. 6:00 p.m.

CALL TO ORDER 6:00 p.m.

Flag Salute~ Leslie Guelker-Cone

Introduction of Guests and

Past Commanders~ Penny Dalgliesh

Invocation~ Sarah McEvoy

DINNER 6:15 pm

CEREMONIES 7:00 p.m.

District 16 Message~ Annette Ferguson

Commander's Remarks and Dismiss

2018-2019 Bridge~ Penny Dalgliesh

Install 2019-2020 Bridge,

and Commander~ Annette Ferguson

Flag Presentation to Bridge~ Jim Baird

Commander and PC Flag Exchange

Commander's Remarks~ Jim Baird

Toast~ Fred Goodman

Benediction~ Sarah McEvoy

Adjournment~ Jim Baird



Bellingham Sail and Power Squadron

INCOMING OFFICERS

2019-2020

~~~~~

Commander Jim Baird

XO Leslie Guelker-Cone

AO Madeline Tompkins

SEO Deborah Frost

ASEO Graham Hunter

Secretary Michael Guelker-Cone

Treasurer Fred Goodman

P/C Penny Dalglish

Member at Large Bob Kingsley

Member at Large Bart Jones

Member at Large George Star

Member at Large Sandy Friedman

## **2/15/2019 update report to incoming commander**

Hi Jim Baird,

Here's an update on preparations for the upcoming Change of Watch on March 16, 2019.

### Invitations to BSPS members

135 invitations were mailed to BSPS members and your family guests February 12, 2019. Included were RSVP cards and preaddressed envelopes with instructions for mailing payments to Kathy Baer by March 9 to reserve attendance. Kathy has a member list/accounting sheet to use for recording reservations and payments. We used the January 31, 2019 roster update from Michael Guelker-Cone for the mailing. Lynn Ruese handmade each cover design. Blair Marcotte designed the invitation as you directed. They were printed at Office Max for \$36 total using our Power Squadron discount.

### Invitations for D-16 and other folks not BSPS members

Penny Dagleish is taking care of these invitations. Individuals will RSVP through Penny by March 9 so that Penny can forward the names to Kathy with an indication of which guests are being paid for by our squadron and which are paying on their own.

### Invitations for Baird - Rogers family

Please confirm with Kathy Baer by March 9 that she has received payment and all the correct names of those who will attend. Blair is checking with Northwood Hall if they have a children's meal rate. Blair is compiling some fun table projects for the younger set.

### Event form and announcements

Blair submitted the standard BSPS event form to Tracy Gorham on January 24. Marilyn Rockwell-Bengen received the information and is preparing an E-Blast for distribution the end of February to BSPS members. Michael will include an announcement in the upcoming February 28 Bell Signals. The COW info is also listed on the BSPS website events and calendar page.

### Table decorations and place cards

Lynn Ruese is preparing table decorations and will develop place cards based on the list of attendees from Kathy after March 9. They both have a copy of the members so this can be done by phone.

### Program (agenda)

Attached is a draft of the program for the evening. Please look it over and suggest any changes you would like to see, for example adding any speakers, etc. Blair will get copies made on card stock for use on the banquet tables.

Set up Committee (Day of): Lynn Ruese chair. Sue Hodges, Jere Montegue, Blair Marcotte

### Check-in table

Kathy Baer and Sue Hodges have volunteered to staff the check-in table at North Wood Hall.

### Payment to Northwood Hall

Note that a payment for the full amount due must be made the evening of the event by the Treasurer or representative by check or credit card.

### Post event actions

Kathy Baer will submit a copy of her accounting sheet and monies received to treasurer Fred Goodman.

Blair Marcotte will compile an event report for the board/Bridge (numbers attending, copy of schedule/list of speakers, costs, recommendations, etc.) along with a timeline of action items for use by future COW coordinating committees.

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