

# GLSPS Organizational Structure

## Basic Definitions

### COMMITTEES

- Committees provide the functional format to the Organization. Committees may either be “standing” (permanent) or “special” (temporary or short term).
- Standing committees are typically defined within the Organization’s Charter or By-Laws.

### PROGRAMS

- Programs are the work or activities undertaken or overseen by a Committee.
- Programs are linked directly to the Organization’s Objectives, Goals, and Priorities.
- Programs that are routine, long term activities are typically funded by a budget allocation.
- Programs may also include a collection of one or more special, short term activities known as Projects

### PROJECTS

- Projects are defined, specific, non-routine activities within a program. They may contain more than one distinct phases and may extend over one or more calendar years.
- Projects are individually funded by allocations budgeted at the time of project approval.
- Projects have the following parameters:
  - A well-defined start date (beginning)
  - An agreed upon, fixed definition of the work or activity (scope)
  - A defined, allocation of resources required for the scope (budget)
  - A well-defined means of determining that the project has been completed (criteria)
  - A targeted completion date (due date or deadline)

**EXAMPLE:** The Safety and Training **Committee** has a **Program** for “Diver Education”. A class in Ice Diving would be a **Project** within that **Program**.

### OTHER WORKS

- The Organization may have other works or activities that are carried out by individual members rather than Committees of multiple individuals.
- These individuals may be Officers defined by the Organization’s Charter or By-Laws:
  - Treasurer [Bob Nelson]
  - Secretary [Tom Brueshaber]
- Others may be supporting Staff functions as defined and appointed by the Board of Directors:
  - Equipment Manager [Tom Brueshaber]
  - Website & Technology Manager [Nick Lintgen]
  - Librarian [Bob Nelson / Emma Wallace]
  - Newsletter Editor [Jeff Lee]
  - Social media account Administrator [Dale Koziol]

## 2017 GLSPS Organizational Structure (Jan 18, 2017)

### I. FUNDRAISING

#### A. Fundraising Committee (standing)

1. Program: Provide income to the Society through grants, membership fees, external donors, project fees, raffles, auctions, and merchandise sales.
2. Committee **Chair & Members: Phil Kerber**, Ken Merryman, Dean Soderbeck, Tom Brushaber, Steve Daniel, Treasurer

#### B. Apparel Sub-Committee (standing)

1. Programs: Maintain and manage the inventory of apparel items and other miscellaneous merchandise for retail sales. Sell apparel and merchandise at public events and to individuals.
2. Committee **Chair & Members: Ken Knutson**, Phil Kerber

### II. UMSAT SHOW

#### A. Show Committee (standing)

1. Programs: Plan, organize and execute the Society's annual Upper Mid-West Scuba and Adventure Travel (UMSAT) Show. Report to the Board of Directors on the post-show metrics and income. Co-ordinate GLSPS presence at other venues such as the Gales of November and Ghost Ships Festival.
2. Committee **Chair & Members: Ken Merryman**, Phil Kerber, Bob Nelson, Ken Knutson, Pam Kipela, Website & Technology Manager

#### B. Booth Displays Sub-Committee (special)

1. Program: Work with the UMSAT Show Committee on upgrading/replacing display equipment and visual items.
2. Committee **Chair & Members: Dean Soderbeck**

### III. MEMBERSHIP

#### A. Membership Committee (standing)

1. Programs: Retain existing members and recruit new members especially through the use of the GLSPS website. Identify ways to enhance membership benefits.
2. Committee **Chair & Members: Ken Knutson**, Phil Kerber, Treasurer, Website & Technology Manager

#### B. Youth Promotions Sub-Committee (special)

1. Program: Provide outreach to various youth groups through shared activities to promote membership in the Society.
2. Committee **Chair & Members: Dean Soderbeck**
3. 2017 Projects:
  - Introduction to Shipwreck Diving [Bob Nelson]
  - Lake Phalen Clean-Up [Dean Soderbeck]
  - Underwater Basket Weaving [Dean Soderbeck]
  - Underwater Pumpkin Carving [Dean Soderbeck]

### IV. SAFETY and TRAINING

#### A. Safety Committee (standing)

1. Programs: Periodically review, edit and upgrade as needed the Society's safety standards and protocols. Maintain and upgrade as needed, the Society's safety equipment.
2. Committee **Chair & Members: Phil Kerber**, Joe Musial, Jack Decker, Equipment Manager

3. 2017 Projects:
  - Review & Edit Safety Manual [Jack Decker]

**B. Training Committee (standing)**

1. Programs: Provide training in the various activities associated with the Society's activities such as diving and boat operation with special attention to the training required by the Society's Charter or By-Laws. Provide other internal and external training as may be deemed necessary by the Board of Directors. Conduct annual boat operator training and competency validation.
2. Committee **Chair** & Members: **Phil Kerber**, Dean Soderbeck, Jack Decker, Jay Hanson
3. 2017 Projects:
  - Captain's Training and Validation [Phil Kerber]
  - Full Facemask w/ Comms Training [Phil Kerber]
  - First Aid Training [Phil Kerber]

**V. R/V PRESERVATION**

**A. Boatwork Committee**

1. Programs: Conduct periodic maintenance and repairs on the boat to keep it in top notch operating condition. Make recommendations to the Board of Directors on changes, improvements and upgrades to the boat then undertake project work to execute that work upon approval and funding by the board of directors. Maintain the required insurance and registrations for the boat. Arrange for the docking and storage of the boat at the various marinas approved by the Board of Directors. In conjunction with other committees, such as Access, reposition the boat between the summer and winter marinas.
2. Committee **Chair** & Members: **Ken Knutson**, Phil Kerber, Tim Pranke, Treasurer
3. 2017 Projects:
  - Cover for air compressor [Ken Knutson / Dale Koziol]

**VI. PROJECT PLANNING**

**A. Project Planning Committee (standing)**

1. Program: Solicit annual requests for Society projects. Plan and coordinate the requested projects to insure the availability of required resources. Follow up, as needed, with Project Leaders on the completion of project related paperwork. Insure that project close out reports are properly filed by Project Leaders on the website.
2. Committee **Chair** & Members: **Phil Kerber**, Dale Koziol

**VII. SHIPWRECK, ARTIFACT & SITE DOCUMENTATION**

**A. Documentation Committee (standing)**

1. Programs: Oversee all documentation projects. In conjunction with the Training Committee, provide special training in documentation tools and techniques when required.
2. Committee **Chair** & Members: **Ken Merryman**, Bob Nelson, Jerry Eliason, Tim Pranke, Jack Decker
3. 2017 Projects:
  - 3-D Photo Mosaic of the Benjamin Noble [Jerry Eliason]
  - ROV Documentation of the Harriet B. [Bob Nelson]

**B. National Register Sub-Committee (special)**

1. Programs: Prepare and submit applications to place shipwrecks and other underwater archeological sites on the National Register of Historic Places when required. Provide and coordinate the internal and external resources required for documenting submittals for registration. In conjunction with the Fund Raising Committee, prepare grant requests to fund this activity.
2. Committee **Chair & Members: Ken Merryman**
3. 2017 Projects:
  - Harriet B. Registration [Ken Merryman]

**VIII. SHIPWRECK, ARTIFACT & SITE MONITORING**

**A. Monitoring Committee (standing)**

1. Programs: Conduct annual survey dives to monitor the condition and disposition of known shipwrecks as recommended by the Board of Directors. In conjunction with the Membership and Youth Program Committees, coordinate monitoring dives as membership recruiting and benefit activities. Conduct annual invasive species monitoring on the SS Thomas Wilson shipwreck.
2. Committee **Chair & Members: Corey Daniel**, Tim Pranke, Jack Decker, Phil Kerber
3. 2017 Projects:
  - Ice Dive Monitoring [Phil Kerber]
  - Maderia Monitoring [Corey Daniel]
  - Hesper Monitoring [Corey Daniel]
  - Charlie Anchor Monitoring [Corey Daniel]
  - Wilson Invasive Species Monitoring [Tim Pranke]
  - Member Participation Monitoring Dives [Jack Decker / Nick Lintgen]
  - SS America Monitoring (tentative)

**B. Access Sub-Committee (standing)**

1. Program: Install, retrieve and store mooring buoy equipment on shipwreck dive sites as recommended by the Board of Directors.
2. Committee **Chair & Members: Jay Hanson**, Steve Daniel
3. 2017 Projects:
  - Buoy Installation [Ken Knutson]
  - Buoy Removal [Phil Kerber]

**IX. PUT-IT-BACK (PIB)**

**A. PIB Committee (special)**

1. Coordinate the return, restoration (if required) and display of artifacts previously removed by others from historic shipwrecks. Oversee the preparation of historic and descriptive information to accompany the displayed artifact when appropriate.
2. Committee **Chair & Members: Steve Daniel**
3. 2017 Projects:

**X. SHIPWRECK STABILIZATION & PRESERVATION**

**A. S.S. Meteor Preservation Committee (standing)**

1. Programs: In conjunction with the Superior Public Museums (SPM), coordinate and participate in the annual SS Meteor work weekend. At the request of SPM, conduct

additional project work on the Meteor during the museum season, including the end of season winter lay-up activities.

2. Committee **Chair** & Members: **Phil Kerber**, Dale Koziol, Ken Knutson, Tom Brueshaber, Joe Musial, Tim Pranke

3. 2017 Projects:

- Meteor Work Weekend [Phil Kerber]

**B. Stabilization Committee (special)**

1. Program: In conjunction with the Monitoring Sub-Committee and the recommendations of the Board of Directors, undertake project work to remediate safety hazards and prevent further deterioration, where appropriate, of shipwreck dive sites.

2. Committee **Chair** & Members: **Bob Nelson**, Jack Decker, Ken Merryman, Phil Kerber, Tim Pranke

3. 2017 Projects:

- Pretoria Boiler Securement [Jack Decker]