



UNITED STATES POWER SQUADRONS®

SAIL AND POWER BOATING



District 2 Secretary

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To: Spring Conference Attendees
From: Susan L. Darcy, JN
Subject: How to Print the Seat Packet and the Contents.

How to Print the entire Seat Packet or individual pages:

Click on the Seat Packet filename which will open the file. The filename will be "**Complete_2017_Spring_Conference_Seat_Packet.pdf**".

When the next window is displayed, under the top menu, select **Print**. When this menu is displayed, you will be able to **Print All** pages or only selected pages using the **Contents Table** enclosed.

To only print selected pages like the **Attendance Form** on the **Print** menu, select **Page Range** and enter the pages you want to print. Ex. 5 (Instructions are on page 6)

This **Contents Table** enclosed will be updated as more material is added to the Seat Packet so if you print part of the Seat Packet now, you will be able to print any additional pages using the updated table below

Remember, this is a new venture and if you have any problems or need an additional information, please don't hesitate to let me know.

Thanks for your help in advance for proofing this process. Looking forward to seeing you at the Fall Conference

Susan L. Darcy

D/Lt/C Susan L. Darcy, JN

As of **23 March 2017**, the contents of the “**Complete 2017 Spring Conference Seat Packet**” file are as follows:

Starting Page	Ending Page	Subject
1	2	Call to the Spring Conference - Saturday 1 April 2017
3	5	Spring Conference Preliminary Agenda – (1 March 2017)
		Attendance & Proxy Cover – (Instructions & Forms)
6	7	2017-04-01 Spring Conference Attendance Form and Instructions
8	9	2017-02-04 Spring Conference Proxy Form and Instructions
10	13	Draft Fall Conference Minutes – 2016-10-08
14	14	Nominating Report to the Winter Council – 4 February 2017
15	15	D2 Audit Report – 11 March 2017
		District 2 Bridge Reports Cover
16	17	District Commander – D/C Vincent J. Evans, P
18	19	District Executive Officer – D/Lt/C Martin E. Feldberg, AP
20	20	District Secretary – D/Lt/C Susan L. Darcy, JN

As of **29 March 2017**, the contents of the “**Complete 2017 Spring Conference Seat Packet**” file are as follows:

Starting Page	Ending Page	Subject
		District 2 Bridge Reports Cover (Cont’d)
21	21	District Administrative Officer – DLt/C Leslie G. White, AP
		District 2 Committee Reports Cover
22	24	District Liaison Committee Report – D/Lt Anne M. Mahoney, P
25	25	Chief Commander’s Letter – Vessel Safety Exams – C/C Luis Ojeda, SN