

SNC Division and Flotilla Meeting Minutes and Finance Reports Distribution

Beginning 07 July 2017

After approval, *meeting minutes* are sent to:

DCAPT	Allen Fredd	afredd@richmond.edu
DSO-SR	David Dieterich	dd@virginianorthern.com
DCOS	Michelle Thornton	Michelle.Thornton@cgauxnet.us
DCO	Dave Adams	adamsdr@gmail.com
DIRAUX	Gen'l Mailbox	D05-SMB-D5_DIRAUX@USCG.MIL

After approval:

Flotilla finance reports are sent to your DCDR and SO-FN

Division finance reports are sent to: DSO-FN Brian Gritte (briangritte@cox.net)

Notes:

1. *Approved* Flotilla meeting minutes are also to be sent to your Division Commander.
2. *Approved* minutes and *approved* finance reports are to be forwarded promptly after the meeting during which they were approved. If for some reason a regularly scheduled meeting does not occur, send an email stating that the meeting did not occur and that the minutes and finance report will be approved at the next regularly scheduled meeting. Or, if a meeting failed to have a quorum present and meeting minutes and finance report could not be approved, send an email stating that a quorum was not present and the minutes and finance report will be approved at the next regularly scheduled meeting.
3. The SO-FN will maintain a record of *approved* FSO-FN reports. The SO-FN will forward the *approved division financial reports* to the DSO-FN within 15 days following the approval. This will be accompanied with a statement that all flotilla reports are up to date and/or comments as to what action is being taken to bring flotilla reporting up to date.
4. When forwarding minutes, please use the email subject line to note unit number, month & year. (EXAMPLE: Approved Minutes Flotilla XX-XX January 2017) Please use the same subject line format for finance reports.
5. Use of Form 7017 (Record of Unit Meeting) is optional. However, if Form 7017 is not used, please be sure all information contained on Form 7017 is included the approved minutes being forwarded.
6. While submission of minutes and finance reports is ultimately the responsibility of the unit leader (DCDR/FC), this responsibility may be delegated to the appropriate staff officer (SO/FSO).