**District 5SR**

**Division and Flotilla Meeting Minutes and Finance Reports Distribution**

**Effective 01 January 2023**

***Approved flotilla and division meeting minutes*** are sent to your DCDR and to the following 5 recipients:

1. DCAPT for your Sector only:

 SVA Dave Gamble dhgamble.aux@gmail.com

SM-NCR Nick Lomangino auxloman@gmail.com

SNC Joe Nemeth joenemeth2284@gmail.com

1. DSO-SR David Dieterich dd@virginianorthern.com
2. DCO John Krogmann dcokrogmann@gmail.com
3. DCOS Jim Thomas jetatbay@va.metrocast.net
4. DIRAUX Shared Mailbox D05-SMB-D5-DIRAUX@uscg.mil

***Approved flotilla finance reports*** are sent to your DCDR and to your SO-FN

***Approved division finance reports*** are sent to: DSO-FN Brian Gritte (briangritte@cox.net) [see note 2.]

Notes:

1. *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 the new Form 7000 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 the new Form 7000 (I will accept the current 7017 form, but ask that transition to the 7000 be done during the year) stating that a quorum was not present and the minutes and finance report will be approved at the next regularly scheduled meeting.
2. 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.
3. When forwarding minutes, please use the email subject line to note **unit number, month & year. (EXAMPLE: Approved Minutes Flotilla XX-XX November 2021 meeting)** Please use the same subject line format for finance reports.
4. **Use the NEW Form 7000 (transition from 7017 during the year) if possible.**
5. When submitting approved minutes, please do so as stand-alone document rather than included in a division / flotilla newsletter or similar vehicle. **Also, please submit minutes in either WORD or as a PDF**. No other format will be accepted. And, please, no photos.
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).

Version 1 2023