


D U.S. COAST GUARD CG-3615 (Rev.)		AUXILIARY - RECORD OF UNIT MEETING											
UNIT NO.		UNIT NAME (As recorded in AUXDATA)										Members Present BQ + AX	
1141107		Chino										5 1	
DATE		MEETING TIME		MEETING LOCATION						TYPE OF MEETING(✓)			
012517		1930		Denny's 12180 Central Ave, Chino CA						<input checked="" type="checkbox"/> REGULAR BUS. <input type="checkbox"/> SPECIAL BUS.			
UNIT OFFICERS PRESENT (List office abbr. and last name only)													
FC Knox, VFC Turnridge, CM Schultz, HR Puckett, SR Saba, IS Tanner													
GUESTS PRESENT													
C. Tanner, A. Saba													
CONDENSED VERSION OF REPORTS AND MOTIONS VOTED ON (List)													
<p>IPFC Pucket led pledge of allegiance, FC Knox confirmed quorum existed, VFC Turnridge requested Staff Reports, FSO-CM Shultz reported on CM activities at DIV. Will be having increased training at DIV level to recruit and develop more TCO's and Watchstanders to assist USCG units. FSO-IS Knox reported he attended D-Train and everything is going well. FSO-DV Puckett had nothing to report. FSO-HR Puckett reported Paul Saba now regular members, still waiting on Andrew Saba's paperwork to complete. All forms submitted. FSO-FN Puckett reported \$2403.43 in Savings & \$1275.47 in Checking. Schultz motioned, 2d by Saba to wait until a properly published report is available before accepting report. Motion Carried. No FSO-SR report from Last month. FSO-IS Tanner advised of new reports avail at District. Approx 50% members completed MT. OLD Business: D-Train and Holliday party was fun. NEW Business: COW requires gift for Division. Decided to get duffle bag and garment portfolio at a cost no more than \$55. Motion by Saba, 2d by Tanner, Motion carried. FC Knox worked on setting up calendar for 2017 with each SO giving a presentation of duties</p>													
UNIT TRAINING TOPICS PRESENTED													
None													
REMARKS (Include special events, future plans, awards presented, etc.)													
Presented award to Paul Saba for completion of MT, BQCM, Good Mate, IMSEP, FLC, APC, VE, MDV, and IT.													
NEXT BUSINESS MEETING (Give Time, Date and Location)													
19:30, 022317, Denny's 12180 Central Ave, Chino CA													
DATE SUBMITTED				SIGNATURE OF PERSON SUBMITTING REPORT									
012517				FSO-SR Paul Saba 									

INSTRUCTIONS
(Use Ballpoint pen and press firmly)

This form is to be completed by the Flotilla/Division Staff Officer-Secretary/Records after each unit meeting, and serves as a record of each unit business meeting held. Should additional space be required, use reverse side of form.

UNIT NUMBER BLOCK - Enter the unit identification number of the unit reporting the meeting. Use one square per digit.

UNIT NAME BLOCK - Enter the unit name AS RECORDED IN AUXMIS. Use one square per character.

MEMBER PRESENT BLOCK - Enter the total number of Basically Qualified plus AUXOP members who attend the meeting.

DATE BLOCK - Enter the date of the meeting. Use MMDDYY format.

MEETING TIME BLOCK - Enter the official time the meeting was brought to order. Use 24 hour clock time. For example: 8:00PM = 2000 hrs.

MEETING LOCATION BLOCK - Enter the location where the meeting was held.

TYPE MEETING BLOCK - Indicate whether the meeting was a regular or special business meeting.

UNIT OFFICERS PRESENT BLOCK - Enter the abbreviated office code and the last name of all officers attending the meeting. Abbreviated office codes are listed on the back of the form and in the Auxiliary Manual, COMDTINST M16790.1.

GUESTS PRESENT BLOCK - Enter the names, and if applicable, the functional titles of any guests attending the meeting. Print all data.

CONDENSED VERSION OF REPORTS AND MOTIONS VOTED ON BLOCK - The Staff Officer-Secretary/Records is to enter, as the block title implies, a condensed version of all reports presented and motions voted on at the meeting. Keep all entries brief and to the point. Print all data entered.

UNIT TRAINING TOPICS PRESENTED BLOCK - Any presentations concerning unit training that were brought up at the meeting are to be entered in this block. Keep explanations or descriptions brief and to the point. Print all data entered.

REMARKS BLOCK - Should any special items of interest be brought up at the meeting, such as special events, future plans, awards presentations, etc., enter a brief statement for each item. Keep statements brief and to the point. Print all data entered.

NEXT BUSINESS MEETING BLOCK - Enter the time, date, and location of the next unit meeting. Time should be entered using 24 hour clock time, and the date should be entered using the MMDDYY format.

DATE SUBMITTED BLOCK - Enter the date using the MMDDYY format.

SIGNATURE BLOCK - After ensuring the accuracy of the report as well as the legibility, the officer submitting the report is to sign his/her name in this block.

This form includes one information copy to distribution as determined by district policy. Send DIRAUX copy to the Director of Auxiliary and retain the unit copy.

REMOVE THESE INSTRUCTIONS BEFORE MAILING ATTACHED
(CG-3615 AUXILIARY - RECORD OF UNIT MEETING)