U. S. COAST GUARD AUXILIARY FORM 7000 (01-24)	U. S. Coast Guard Auxiliary **MEETING MINUTES** *Meeting Minutes are to be retained for 10 years*	**Page 1 of 6** <u>Report for</u> FLOTILLA DIVISION DISTRICT

Unit Name	Meeting Date	Meeting Type Regular Bus. Special Bus.	Total # persons in Attendance
Unit Number - -			Time called to Order

Meeting Location	Type In Person Virtual Hybrid	Quorum Present YES NO

SECTION I Unit Officers Present   *(Check if Present)*

SECTION II Additional Attendees Present   (Auxiliarists, Guests, Active Duty)

SECTION III Minutes of last meeting (Mo/Yr)	Motion	Second	**Approved** **Not Approved**

Comments:

SECTION IV Financial Report (Mo/Yr)	Discussed	Monthly Balance Sheet Attached

Comments:

SECTION V Old Business   *Continued on Page*

SECTION VI   New Business   *Continued on Page*

U. S. COAST GUARD AUXILIARY

FORM 7000   (01/24)

U. S. Coast Guard Auxiliary
MEETING MINUTES

Page 2 of 6
Optional Feature
Lock all Entries

Unlock all Entries

SECTION VII Unit Training Topics Presented *Continued on Page*

SECTION VIII   CONDENSED VERSION OF REPORTS   *Continued on Page*

SECTION IX   MEETING ADJOURNED AND NEXT MEETING DATE

Motion to Adjourn		Second Motion			Time Adjourned
Next Meeting Date & Time	Date		Time		
Person Submitting Report:		Date Submitted	Report Submitted to:		
ATTACH - Roll Call & additional Reports in this area Ex: (Staff, Awards, Special Events, FN Report) --No Pictures or Videos--					

SECTION X   Continuation Sheet 1

SECTION X   Continuation Sheet 2

INSTRUCTIONS

This form is to be completed **using Adobe Reader or Adobe Acrobat** by the Flotilla/Division/District Staff Officer-Secretary/Records or a designated substitute to record the meeting minutes of each unit meeting held. Completed forms should be submitted to the membership (flotilla) or the board (division/district) for approval. Approved minutes should be submitted to the next highest SR officer in the **original PDF format. Images and scans of the form are not acceptable.**

Meeting Minutes must be retained for a period of 10 years.

GENERAL SECTION:
1. Initially select either flotilla, division, or district in the "Report for" box and the form will automatically adjust to the proper titles and positions for the unit type selected.
2. UNIT NAME - Enter the official unit name as identified in AUXDATA II.
3. UNIT NUMBER - Enter unit number (ex. 053-04-02 for a Flotilla or 053-04-00 for a Division or 053-00-00 for a District).
4. DATE - Enter the date of the meeting in MM/DD/YY format.
5. MEETING TYPE - Select Regular Business or Special Business.
6. TIME - Enter call to order and adjourned times. Use 24-hour clock time and numbers only. (ex. 08:00PM = 2000)
7. MEETING LOCATION - Enter the location where the meeting is being held.
8. TYPE - Select the type of meeting held: In-Person, Virtual, or Hybrid.
9. Quorum Present - YES/NO. If no meeting was held in the reporting month, also select "NO". After "NO" is selected, choose the reason for No Quorum or the reason that a meeting was not held.

SECTION I: UNIT OFFICERS PRESENT

This section was automatically adjusted to show Flotilla, Division, District Offices based on the selection in "Report For".
1. For Flotilla, Division, District Meeting, check all UNIT officers present. Larger squares accept text to further define the position if present (Ex: FC=Flotilla Number, DCDR=Division Number, DCAPT=Area Acronym, OTO=AOR acronym)
2. Enter detailed roll call information in a continuation section, or if needed, attach a roll call sheet on Page 2. (See Page 5 instructions on "How to Attach a File")

SECTION II: ADDITIONAL ATTENDEES PRESENT

List additional auxiliarists, non-auxiliary guests, and active duty representatives present. Include names and functional titles.

SECTION III: MINUTES OF LAST MEETING

Enter the required information and any comments to further explain.

SECTION IV: FN REPORT

Enter the required information and any comments to further explain.

SECTION V: OLD BUSINESS

Enter actions taken by the flotilla membership or division/district board on old business. Continue on other sheets as required.

SECTION VI: NEW BUSINESS

Enter actions taken by the flotilla membership or division/district board on new business. Continue on other sheets as required.

SECTION VII: UNIT TRAINING TOPICS PRESENTED

Enter any unit training topics presented at the meeting. Keep explanations or descriptions brief and to the point.

SECTION VIII: CONDENSED VERSION OF REPORTS

Enter a condensed version of all reports made verbally during the meeting. Keep all entries brief and to the point. If extra space is needed, you can use SECTION X – Continuation Sheet.

SECTION IX: MEETING ADJOURNED AND NEXT MEETING DATE
1. Time meeting adjourned (use 24-hour clock format, numbers only) and who made the motions.
2. Date and time of next meeting (use MM/DD/YY and 24-hour clock format, numbers only).
3. Date submitted (use MM/DD/YY format).
4. The person submitting the form and the person to whom the form was submitted.

  The **ATTACH** area is reserved as a space to attach other reports or documents such as the Roll Call sheet, Awards, Special Training, Calendar, FN Report, etc. See 'How To' instructions on Page 6.

SECTION X: CONTINUATION SHEET 1 and 2

Use as needed. If additional space is required beyond the two continuation sheets, please use a word processor, print to PDF, and attach the PDF file in the attachment area on page 2.

HOW TO ATTACH A FILE

- Note that Adobe software updates may result in new menu appearances that vary from the instructions below. The general attachment process should remain similar. Full instructions with screenshots can be found on the W Directorate website on the SR Training page.
- With this 7000 form open in Adobe Reader, find the column of 5 icons at the left edge of the document area. The top icon is likely a mouse arrow, and the second icon should be a comment "speech bubble" icon. Select the comment icon to access the comment popup.
- In the comment popup, select "ATTACH FILE." Your pointer will change to a push-pin cursor.
- Move the push-pin cursor to the location where you want to attach a supporting file. It is recommended that files be attached in the dedicated ATTACH section on page 2.
- Click to place the icon. An "Add Attachment" window will open that contains your file directory.
- Navigate and find the file you wish to attach, highlight it, and then click Open (PC) or Select (Mac). The pushpin/paperclip icon will place itself in the location you have chosen.
- At the same time a File Attachment Properties window will open. Click OK and your file is attached.
- If you hover your cursor over your file Icon, it will display your name and the name of the attached file.
- Anyone can then double click on that Icon to Open the attached file.
- A right-click (PC) or control-click (Mac) will bring up options that will allow you to Delete the attachment from the 7000.
- It is strongly recommended that all attachments are in the PDF format. If other formats are attached, consider whether a recipient will be able to open on his/her system. Large files, photos, and videos are prohibited and should not be attached.

TEXT ENHANCEMENTS ALLOWED

The following text character enhancements (rich text) can be used in all major text fields.

There are two ways to invoke rich text

1. - To turn on **BOLD** use Control+B. To turn off **BOLD** use Control+B again.
   - To turn on UNDERLINE use Control+U. To turn off UNDERLINE use Control+U again.
   - To turn on *ITALICS* use Control+i. To turn off *ITALICS* use Control+i again.

2. - Right-click in the Field and a window will offer "Text Style". Click on this and it will offer the same text enhancements that the first method offers.
   - To turn off any Rich Text enhancement, right-click again, click on "Text Style" and then remove the check mark from the style you were using.
   - It also offers to remove all text formats, if you have previously included any in the Field.

HOW TO LOCK DATA ON THIS FORM (OPTIONAL FEATURE)

- After inputting data on this form, a user can Lock that data so that it cannot be changed by anyone else.
- To do this - at the top right corner of page 2 there are "LOCK" and "UNLOCK" buttons. After clicking on the "LOCK" button it will ask for a password. The password can be anything of the user's choosing as long as it contains at least one alpha character. After entering the password, click on the "SET" button and all the data on the form will be protected from change.
- 'Remember' your password, because if you need to make changes to the form at a later date, only you will know the password needed to "UNLOCK" the form.
- To "UNLOCK" the form, simply click on the "UNLOCK" button and it will ask for your password. Enter your password and click on the "SET" button and it will completely unlock the form to allow changing of all or some of the data.
- The form can then be re"LOCK"ed using the same password or a new one.