U. S. COAST GUARD AUXILIARY FORM 7000 (08-23)	U. S. Coast Guard Auxiliary **MEETING MINUTES** *Meeting Minutes are to be retained for 10 years*	**Page 1 of 6** Report for 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 Guests Present   (Guests, Active Duty)

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

Comments:

SECTION IV Financial Report	(Mo/Yr)	Motion	Second	**Approved** **Not Approved**

Comments:

SECTION V Old Business

SECTION VI   New Business

U. S. COAST GUARD AUXILIARY

FORM 7000   (08/23)

U. S. Coast Guard Auxiliary
MEETING MINUTES

Page 2 of 6

Lock all Entries

Unlock all Entries

SECTION VII Unit Training Topics Presented

SECTION VIII   CONDENSED VERSION OF REPORTS AND MOTIONS VOTED ON

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 Event Reports)					

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 after each unit meeting, and serves as a record of each unit business meeting held.

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

GENERAL SECTION:

1. Initially select either Flotilla, Division or District 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 for a Division or 053 for District.)
4. DATE - Enter date of the Meeting. Use MMDDYY format.
5. MEETING TYPE - Select Regular Business or Special Business.
6. TIME - Enter Call to Order and Adjourned Times. Use 24 hour Clock time. Ex 08:00PM = 20:00 hours.
7. MEETING LOCATION - Enter Location where the meeting is being held.
8. TYPE - Select type of Meeting held. In-Person, Virtual, Hybrid.
9. Quorum Present - YES/NO.

SECTION I: UNIT OFFICERS PRESENT

This Section was automatically adjusted to show Flotilla,Division,District Offices based on selection in Upper Right Corner.

1. For Flotilla, Division, District Meeting, check all UNIT officers present. Larger squares are to further define the position if present (Ex: FC=Flotilla Number, DCDR=Division Number, DCAPT=Area Acronym, OTO=AOR acronym)
2. Attach Roll Call sheet on Page 2 for Members present. (See Page 5 instructions on "How To Attach a File")

SECTION II: GUESTS

List additional Division, District, 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 follow up from past meetings, events or questions, etc.

SECTION VI: NEW BUSINESS

Enter upcoming events, plans, training, etc.

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 AND MOTIONS VOTED ON

Enter a condensed version of all reports presented and motions voted on at 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.) and who made the Motions.
2. Date and time of next meeting. (Use mm/dd/yy and 24 hour clock format.)
3. Date submitted. (Use mm/dd/yy format.)
4. Person submitting the form and 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 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 M/S Word and attach the file in the File Attachment area on page 2.

HOW TO LOCK DATA ON THIS FORM

- After inputting data on this form, a user can Lock that data so that it can not be changed by anyone else.
- To do this - at the top right corner of page 2 there is a "LOCK" and "UNLOCK" Button. By clicking on the "LOCK" button it will ask for a Password. The password can be anything of the user's choosing. 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.

HOW TO ATTACH A FILE

- With this 7000 form open in Adobe Reader, click on the Comments tool in the right-hand column. You will notice up at the top of the screen a row of commenting tools. Find the icon that looks like a paper clip with a + sign.
- Click on that icon, and then select "ATTACH FILE" in the small window that appears. Your pointer will change to a push pin or paperclip pointer.
- Move that push pin pointer to the location where you want to attach a supporting file.
- Left-click (PC) or click (Mac) your Mouse and an Attach File window will open that contains your Systems 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 now 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.

- <u>Be sure to only attach files that are in a format that the recipient will be able to open on his/her system.</u>

TEXT ENHANCEMENTS ALLOWED

The following Text Character Enhancements (Rich Text) can be used in all major text fields.

There are two way to invoke Rich Text

1. - To turn on **BOLD** use Control/b. To turn off **BOLD** use Control/b again.
   - To turn on <u>UNDERLINE</u> use Control/u. To turn off <u>UNDERLINE</u> 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 <u>all</u> text formats, if you have previously included any in the Field.