

# United States Coast Guard Auxiliary Flotilla 46, Cape Ann Gloucester, MA

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## Meeting Minutes: April 18, 2023 (compiled 5/29/23 by FC Clarke from notes)

In person meeting held at USCG Station Gloucester - called to order by: FC Tom Clarke

Pledge of Allegiance led by: John Mellen

Invocation/Moment of Silence by: Chaplain Floyd Grace

Attendance noted by FC Clarke:

Tom Clarke FC/FSO-HR  
Lynn Colletti  
Jack Flanagan FSO-PV-PE  
Floyd Grace VFC/CoS/FSO-AS-DV, D1N-ACS  
John Keyes IPFC/FSO-CS-IS-PA  
John Mellen FSO-CM  
David Swensen FSO-MT-OP

FC / VFC Remarks:

FC Clarke reminded members that D1N/S D-Train was underway with many good classes available.

FC Clarke noted updates to the 46 calendar including the overlap of the tentative beach-cleanup date on April 29 with the Open House/Career Fair at Base Boston that day from 09:00 to 14:00.

FC Clarke summarized the importance of Assignment-to-Duty guidelines outlined in AuxMan chap. 5 sec. J, pps 5-47/48 and emailed to members on 4/18/23. Key points:  
Auxiliarist who is injured or dies while undertaking assigned Aux activity may be entitled to medical treatment and/or death or disability compensation.  
J.6.a Unit-Level Awareness required—advance notice in writing (electronic OK) of planned Aux activity outside home—example: PV notifies FSO-PV and FC of visit plans  
Scheduled events naming specific participating members serves as notice  
Members encouraged to check this section of AuxMan

FC Clarke noted the updated 46 officer list Form 7007 sent to members in 4/18/23 email so all know FSOs' areas of responsibility. David Swensen has taken on OP and FSO Grace manages the 46 relationship with GL Sea Scout Ship 5 except for HR-related matters (e.g. membership prospects and applications) handled by FSO-HR Clarke.  
Also noted was the availability in AD II of contact info and other detail for every Aux member.

FC Clarke noted that members should send completion certificates (or screenshots if certificate not available) for ALL class/course completions to JBCC with copy to FSO-MT Swensen and FSO-IS Keyes. The JBCC email address for such completions is:  
[d01-smb-d1-s-aux-support-ctr@uscg.mil](mailto:d01-smb-d1-s-aux-support-ctr@uscg.mil)

In external communications outside Aux FC Clarke suggested that members spell out the first use of Aux/USCG acronyms (e.g. Flotilla Staff Officer for FSO) so recipients understand them.

### FSO Reports

VFC/CoS Grace asked FSOs to highlight items not included in their FSO reports or requiring special mention.

### New Business

Per request from DSO-PV Julian, FC Clarke summarized current incentives for RBS activities:

Examiner Program ribbon & medal when certified in VE or PV

Instructor Program ribbon & medal when certified in PE

Annual VE/PV/PE Service Performance Award—minimum 60 combined for VE/PV, 30 hrs for PE

RBS Device: see RBS device poster—2 consecutive yrs 120 pts

Century Club Award—V-Directorate award, 100 PVs/VEs in a calendar year

FC Clarke gave brief mention to the AuxWLO (Life-Jacket Wear Observer) program in which flotillas in some states, NOT including MA, participate.

### Prior Business

FC Clarke noted StaGlo leadership's current priorities for Aux support. Their main needs are: Boat Crew/Surface, Watchstanding, AtoN/PAtaN, and Culinary.

### Open Discussion

Miscellaneous

Motion to Adjourn was made, seconded, and agreed to unanimously

**Next Meeting:** May 15, 2023

**Location:** USCG Station Gloucester, 1900 hrs

**Uniform:** ODU

Above minutes summary provided by FC Clarke on 5/29/2023 from meeting notes.  
Cape Ann Flotilla 013-04-06