

1900 - Call to Order: DCDR Robert Amiro X  
Pledge of Allegiance and Moment of Silence  
Roll Call: SO-SR John W. Keyes X  
Secretary Report: SO-SR John W. Keyes X  
Guest Introduction: Richard Crozier  
Opening Remarks: Robert Amiro X  
IPDC: Henry Livingston III X

**Flotilla Reports**

- FC41 Edward Budelmann X
- FC43 William Lee (Represented by R. Keating) X
- FC46 Gardner Winchester II X
- FC49 Raymond Marshall
- FC4-15 Paul Medina

Remarks: VDCR John W. Keyes X

**Staff Reports**

**Prevention**

- SO-MS VACANT
- SO-NS VACANT
- SO-PE John Flanagan X
- SO-PV John Flanagan X
- SO-VE Brenda Martinson

**Response**

- SO-CM John Mellen X
- SO-OP VACANT

**Report to DCDR**

- SO-DV John Flanagan X
- SO-FN Damien Benson X
- SO-SR John W. Keyes X

**Logistics**

- SO-CS Mark Sedgwick
- SO-HR Henry Livingston III X
- SO-IS Kenneth Bornstein
- SO-MA Stephen Daly
- SO-MT Robert Amiro X
- SO-PA John W. Keyes X
- SO-PB VACANT

**Committee Reports**

- COASTIE / Paddle Smart, Robert Amiro X
- Lighthouse Team, Deanna Karwowski

**Awards & Recognition**

**Ill Members**

**Old Business Relevant to the Auxiliary**

**New Business Relevant to the Auxiliary**

**Open Meeting to Members for Discussion**

**Next Meeting:** 16 October 2017 @ 1900 aboard Boston Yacht Club 1 Front St, Marblehead, MA

**Meeting Adjourned: 2045**

**Notes:**

- 10 members attended the Fellowship Event on 23Sep17 aboard Station Gloucester.
- Start preparing for elections, get nominations vetted and submitted.
- Start reviewing/submitting for 2017 recognition & awards. Get remaining dues submitted.
- Damien Benson is researching the possibility of hosting a First Aid / CPR Course.
- The BQC II can be completed online at the following web site:  
<http://wow.uscgaux.info/content.php?unit=T-DEPT&category=basic-qualification>
- Division 4 Change of Watch is scheduled for 12/9/17, Danversport Yacht Club
- PCA is a resource available to assist all flotillas/divisions.
- Identify and submit all nominees for 2018 elections ASAP.



## **MONTHLY REPORT**

### **FLOTILLA 43**

**William Lee, Flotilla Commander**

**For September 2017**

#### **MAJOR ACCOMPLISHMENTS AND EVENTS:**

- 43 will be hosting the Division October meeting on Oct 16th, 1900 at the BYC in Marblehead. Invitations have been send and a reminder will be sent in Oct.
- Flotilla Meeting held Sept 11th
- ABS planned for Oct 21 and 22 – VFW Marblehead.

#### **PERFORMANCE VERSUS GOALS:**

Annual goals for 2017 –

- 10 of 20 VE's completed.
- 7 of 10 PE / MT classes. 4 planned.
- 2 of 3 New members.
- 2 of 5 more members passing the MT. 18 of 30 members completed.

#### **UPDATE OF MAJOR PROGRAMS:**

- RBS – We have a new RBS Officer – Don Hurwitz
- 7007 – was sent to Division and Ken to be vetted and processed. We will have our elections in Oct or Nov depending on the timing of Division / District elections.
- PE – ABS planned Oct 21/22.
- Honor Guard – John Collins
- 2 Coast Guard in August
- 66 Coast Guard this year
- 1231 Coast Guard all time
- FN report received and approved
- VE – Done for the year.

**CONCERNS: N/A**

**FOR THE GOOD OF THE AUXILIARY: N/A**



U.S. Department of Homeland Security  
**United States Coast Guard Auxiliary**



## **MONTHLY REPORT**

**FLOTILLA 46**

**Gardner Winchester II, Flotilla Commander**

**For September 2017**

### **MAJOR ACCOMPLISHMENTS AND EVENTS:**

- Supported the COASTSWEEP 2017 event at Pavilion Beach in Gloucester.

### **PERFORMANCE VERSUS GOALS:**

Annual goals for 2017 –

- Add 2 new members – 2 prospects processing paperwork.
- 2 of 3 MT courses completed.
- Hold 2 Fellowship events – 1 completed in September.
- Increase AUXMT Qualifications by 10% - in progress.

### **UPDATE OF MAJOR PROGRAMS:**

- MT – 12 of 22 (55%) completed AUXMT, 3 more in progress.
- PE – A fifth ABS course is in the planning stages.
- PV – Fifty-eight MDVs completed to date.
- VE – Nine VSCs recorded (more to enter in AUXINFO).

### **CONCERNS:**

- We currently have no active OPFACS or Coxswains in the flotilla. We are working to correct that.

### **FOR THE GOOD OF THE AUXILIARY:**

- Reviewing nominees for 2018 elected officers.

## U.S. COAST GUARD AUXILIARY FLOTILLA 4-15

### MINUTES OF MEETING – 13 SEPTEMBER 2017

The meeting was called to order at 1940 by Flotilla Commander Paul Medina.

FC Medina summarized activities of Flotilla members during the Summer/recent months, including the following:

---Safety Day at Station Gloucester.

---Tall Ships Visit to Boston. The facility of Brian McMahon was on station and served as lead vessel while on patrol.

---Lighthouse Keeping Duties. Joseph and Paul Medina served at Boston Light.

---BS&S. Twenty-seven students successfully completed the course.

---VE. VEs completed at many local facilities.

---Flotilla Picnic at Winter Island, Salem.

Richard Crozier added that he provided assistance in connection with the Tall Ships visit by working at Sector Boston. John Flanagan noted that he served as a duty driver.

Walter Blazewicz added that he and John Flanagan were active at Hospital Point Light in Beverly during maintenance and Open House events.

FVC Report. Joseph Medina reported that Larry Call is reviewing the status of rental fees for BS&S sessions.

FSO-MT. John Flanagan reported that fourteen members have completed member training.

FSO-PV. John Flanagan reported that approximately 302 PVs have been accomplished.

Finance Officer Report. Richard Crozier reported a balance of \$4,894.27 as of 12 September 2017. Crozier noted that the Division/District invoice charges the flotilla with 29 members while our roster has 23 members. He also has an issue concerning the correct address of a flotilla member. These matters will be reviewed with the Division 4 Finance Officer.

FSO-IS. Joseph Medina reported he has completed Batch 6.

FSO-VE. Joseph Medina reported VE activity was wrapping up. The year was very successful.

Auxiliarist Steiger, a member of a flotilla in the Philadelphia, PA area, and now residing in Danvers, was recognized as a visitor.

The business meeting ended at 2025.

Submitted by: Walter Blazewicz, Jr., Flotilla Secretary

## **DIVISION STAFF OFFICER SUMMARY OF:**

**Mark Sedgwick, SO-CS - For September 2017**

### **MAJOR ACCOMPLISHMENTS AND EVENTS:**

- The COW invitations are ready to be printed and mailed and will be done in October. Follow up emails will be sent in Oct, Nov, and Dec.
- We need Gold side / VIP mailing list.

### **PERFORMANCE VERSUS GOALS:**

- Division 4 Site on-line
- Reports on-line
- 4-15 site Danversport on-line
- 49 site Lynn on-line
- 41 site Beverly on-line
- 46 site Cape Ann on-line
- 43 site Marblehead on-line

### **UPDATE OF MAJOR PROGRAMS:**

- Nothing in progress at this time.

### **CONCERNS:**

- Flotillas 4-15 and 49. Need FSO-CS officers.
- We need to get training FSO-CS for Flotillas 4-15 and 49.

### **FOR THE GOOD OF THE AUXILIARY:**

- There is on-line training for BASIC QUALIFICATION COURSE II (BQC II)
- The BQC II can be completed online at the following web site:  
<http://wow.uscgaux.info/content.php?unit=T-DEPT&category=basic-qualification>
- More information about the AUXOP program can be found at the following web site:  
<http://wow.uscgaux.info/content.php?unit=T-DEPT&category=auxop-courses>

## **DIVISION STAFF OFFICER SUMMARY OF:**

**John Flanagan, SO-DV - For September 2017**

### **MAJOR ACCOMPLISHMENTS AND EVENTS:**

- For the second year in a row FL46 has been submitted for the NACO 3 Star Award, I congratulate Flotilla 46 and its leadership for this well-deserved award.

### **PERFORMANCE VERSUS GOALS:**

- Objective One: To Create a Draft of the Three Star Award for Diversity Management: We start filling out the online Application for the Three Star Award for Diversity that either the flotilla or divisions have accomplished. COMPLETED. I am already reviewing ways for us to improve for 2018.
- Objective Two: We continue to Work with PA Officer and use suggested ideas and to find three organizations for an outreach activity in the area of operations by sending of emails as an introduction. Examples: Schools, Cultural Organizations, Community Groups, and Farmer Markets.

#### **UPDATE OF MAJOR PROGRAMS:**

- Our Division Staff Officers have worked very hard to create a positive environment for all members and we are very strong in this area, however we must realize our job is to never be "unkind" to anyone in our leadership roles. We have the chain of command to report legitimate issues.
- We are improving in valuing all members. Henry Livingston had a great idea in 2016 which we are still using, in calling dormant members. One Auxiliarist confided in me that he was not interested in performing much activity for CGAUX due to health issues but he sure appreciated that someone from Division 4 took the time to call him.

#### **CONCERNS:**

- All active Division 4 members can help out by following up on all persons inquiring about potential USCG Auxiliary membership. This information should then be relayed to SO-HR Henry Livingston for his records. Attracting new members should be everyone's goal.

#### **FOR THE GOOD OF THE AUXILIARY:**

- September is still summer. Let us interact positively and professionally with the boating public. Let us always be cognizant of the risk involved with recreational boating and inherent in the tasks we perform in and around the water.

#### **DIVISION STAFF OFFICER SUMMARY OF:**

**Damien Benson, SO-FN - For September 2017**

#### **MAJOR ACCOMPLISHMENTS AND EVENTS:**

I have received the latest Bank statement dated July 31, 2017 through August 31, 2017. We issued one check to purchase flowers for a member's funeral services. This statement and all prior statements can be reviewed at any time.

#### **DIVISION STAFF OFFICER SUMMARY OF:**

**Henry Livingston, SO-HR - For September 2017**

#### **MAJOR ACCOMPLISHMENTS AND EVENTS:**

I provided a copy of the Aux Uniform Guide to division leadership to forward this illustrated to FSOs'-HR and FC's for their mentoring programs. This illustrated guide should then be passed on to all new members.

## **CONCERNS:**

FC's should request their HR's keep in regular touch. These personal exchanges often lead to ideas and progress, especially with the application process.

## **DIVISION STAFF OFFICER SUMMARY OF:**

**John Flanagan, SO-PE - For September 2017**

## **MAJOR ACCOMPLISHMENTS AND EVENTS:**

- Cape Ann Flotilla - About Boating Safety Course, 43 graduates, Essex MA April, 2017.
- Cape Ann Flotilla - Boating Skills and Seamanship Course, Gloucester MA Completed June, 2017.
- Cape Ann Flotilla - About Boating Safety Course, Ipswich, MA July, 2017.
- Marblehead Flotilla - About Boating Safety Course, 23 graduates, April, 2017.
- Marblehead Flotilla - Suddenly in Command course, June, 2017.
- Marblehead Flotilla - About Boating Safety course scheduled October, 2017.
- Beverly Flotilla - Paddle Sport Safety Course ongoing through June, July, August.
- Beverly Flotilla - Boating Skills and Seamanship Course scheduled for September. I will personally attend as an instructor.
- Danversport Flotilla - Boating Skills and Seamanship Course, 24 graduates. Completed in May, 2017.
- Lynn Flotilla - Boating Skills and Seamanship Course completed May 2017.

## **PERFORMANCE VERSUS GOALS:**

- The number of qualified PE instructors continues to shrink; currently there are just 20 certified ITs in the Division. I encourage each flotilla to promote the PE missions and seek out new or re-certified instructors from their ranks.

## **UPDATE OF MAJOR PROGRAMS:**

- Without every individual PE Instructor's positive contributions we cannot effectively instruct the Boating Public on our most important subject; boating safety. I welcome any constructive suggestions any division member may have about PE in 2017.

## **CONCERNS:**

- As always, we can use more instructors. As stated previously, at Danversport Flotilla, it is no longer feasible to conduct a Boating Skills and Seamanship course due to lack of instructors. However I expect Flotilla 4-15 we will be transitioning to About Boating Safety (ABS ) course in 2018.

## **FOR THE GOOD OF THE AUXILIARY:**

- Joe Medina, myself, and my wife Beverly are in the process of recertifying for First Aid and Cardio Pulmonary Resuscitation (CPR) training certification. I urge all CGAUX certified CPR and First Aid responders to either acquire or renew their certification as appropriate in 2017.

#### **DIVISION STAFF OFFICER SUMMARY OF:**

**John Flanagan, SO-PV - For September 2017**

#### **MAJOR ACCOMPLISHMENTS AND EVENTS:**

- We have recently compiled a record of our current Program Partners that are carrying Kayaks and submitted this data to our EDU committee. Hopefully this knowledge will help us perform increased paddle craft Vessel Examinations.

#### **PERFORMANCE VERSUS GOALS:**

- To date, Division 4 has recorded 292 MDVs.
- Planning for another RBSPV workshop in Beverly continues.

#### **UPDATE OF MAJOR PROGRAMS:**

- We have recently compiled a record of our current Program Partners that are carrying Kayaks and submitted this data to our EDU committee. Hopefully this knowledge will help us perform increased paddle craft Vessel Examinations.

#### **CONCERNS:**

- Division 4 now has only three certified Program Visitors at this writing. We had an RBSPV workshop in Boston in February, yet no new Program Visitors emerged from Division Four. In fall, 2017 we will have a RBSPV workshop at Jubilee Yacht Club in Beverly. We hope to increase the number of Program Visitors in Division 4.

#### **FOR THE GOOD OF THE AUXILIARY:**

- While performing our duties as Auxiliarists we must always be alert to our surroundings and ensure that our whereabouts are always known. Furthermore we should always adhere to the proper regulations pertaining to the wearing of our uniform. The United States Coast Guard has issued policy directives pertaining to the wearing of our uniform. These guidelines are both common sense and serve to help keep us safe.

#### **DIVISION STAFF OFFICER SUMMARY OF:**

**Brenda Martinson, SO-VE - For September 2017**

#### **MAJOR ACCOMPLISHMENTS AND EVENTS:**

- 354 VEs have been recorded in AUXIFNO, of which 74 were Paddle Craft.



**PERFORMANCE VERSUS GOALS:**

- Currently exceeding annual VSC goals.

**UPDATE OF MAJOR PROGRAMS:**

- I am working with the FSO-VE's to have their VE's submit reports on a monthly basis.

**CONCERNS:**

- N/A.

**FOR THE GOOD OF THE AUXILIARY:**

- N/A.

**COMMITTEE SUMMARY OF:**

**Deanna Karwowski, Hospital Point Lighthouse Team - For September 2017**

**MAJOR ACCOMPLISHMENTS AND EVENTS:**

- Tours of HPLH took place during Trails & Sails Tours, 9/24, with a total of 113 visitors.

**PERFORMANCE VERSUS GOALS:**

- Beverly Homecoming Tours: 7/30, 1200-1600 (Completed)
- Trails & Sails Tours: 9/16, 1200-1600 (Cancelled due to weather)
- Trails & Sails Tours: 9/24, 1200-1600 (Completed)

**UPDATE OF MAJOR PROGRAMS:**

- This year the team hosted more than 250 visitors at the lighthouse.
- We are currently planning for the holiday decorations typically hung by the team.

**CONCERNS:**

- N/A.

**FOR THE GOOD OF THE AUXILIARY:**

- N/A.