

Division 5 Monthly Meeting  
1/8/18  
Minutes

DCDR Mike Raffel called meeting to order at 19:38. A quorum of eleven members was present.

Raffel opened by discussing the importance of embodying the Coast Guard core values and reminded members that behavior that does not align with these values can result in dis-enrollment. Raffel mentioned that each Flotilla should put in their requests for awards so they can be distributed. These requests are due by March. FC Vincent Matsui followed by reporting that 05-03 has 110 members with 30 members signing up this past year. The Flotilla also has a total of 21 FSO's that have committed to take on these leadership responsibilities. Three members are actively participating in the AuxAir program. The Flotilla is working toward member retention and getting more involved in P.V's. FC Drew Wilkins of 05-10 reported his Flotilla is to meet regarding 2018 goals later in the week. The Flotilla has 1 new member and 4 members currently involved in the Boat Crew Mentorship Program. The Flotilla is seeking more options for swim test locations. The issue they are facing is finding facilities that will allow street clothes to be worn in the pool during training. Wilkins also noted that an audit committee has been established. FC Sholem Steinberg of 05-11 mentioned that he can train FSO's in placing material orders for 2018 if they need assistance. 05-11 is fully stocked and can distribute materials to the Flotillas accordingly based on needs. Steinberg mentioned that the Pull Up Displays need to be booked in advance. The Division has two in stock. SO-MS Bill Jefferson began the FSO Reports with 05-03's brief. Jefferson mentioned that he and VFC Andrew Thurman are beginning Boat Crew Training and can partner with 05-10 to provide more opportunities for training dates. Jefferson noted that the Flotilla will have a Marine Safety table at the Boat Show this year. Wilkins of 05-10 followed by sharing success in 213 P.E. hours with 60 missions in total. SO-IM Rico shared his experience in assisting in the Puerto Rico relief effort. Rico would like to get members trained in incident management to prepare for next hurricane season. Prepare members to volunteer for deployment. Rico to be sent to D-Train for Incident Management training. SO-IS Jeff Rooney emphasized the importance to have an accurate roster. FC's need to double check FSO Reports before passing them up the chain of command. If there is an error, it reflects poorly on the leadership. MT Norm Harris advised to have MT's updated in the system and repeated the need to check that the roster is up to date. MT reports are to be turned into him each month. Harris is putting together the Division Training Schedule which will include a Charts Training every Wednesday at 19:30 as well as a Division Swim Test. SO-FN Russ Fayer noted that there have been incomplete financial reports for the past two years. Incomplete reports could lead to an audit. Stressed that there is no excuse for incomplete reports. It is a simple four page document and can now be signed and approved online to avoid a hold up in the submission process. Report to be submitted with FSO reports by January 23rd. The proper title of report is for example "New York Lower Manhattan 014-05-03." No backup is needed. Fayer suggested the FSO-FN's create an excel spreadsheet to keep track of expenses. A spreadsheet will allow for a quick reference when it comes

time to submit reports. Reports are to be turned into Fayer and if there are any questions, please contact him for assistance. DCDR Raffel announced the COW event to take place March 4th 2018 at 17:00 with a \$55/person fee. Raffel to confirm fee for children. If you plan to attend, please give headcount and check to Fayer. Cash is accepted at the door but either way, a headcount and RSVP is needed ahead of time. Guests to wear a suite or business dress equivalent. Uniform of the night is Service Dress Blues. Raffel also discussed details for D-Train that is to take place March 9th-11th. The cost is \$107/night. Uniform to wear is Trops. Three scholarship spots equivalent to 1 day pre-paid will be given to three Auxiliary members. The Division Meeting on February 5<sup>th</sup> will be themed as "Meet your SO" for all Division FSO's. The objective is for FSOs to meet and coordinate the year's activities with their Division SO counterpart. All FSOs are encouraged to attend. Pizza will be served. Awards: SO-MS Jefferson received the Auxiliary Member of the Year award, Michael Barth received the New Member of the Year award, 05-04 received the Flotilla of the Year award, and FC Wilkins received a Member Service Award for his 10 years of service. With no further matters to discuss, DCDR Raffel concluded the meeting at 21:41.