

Clear all Entries

U. S. COAST GUARD AUXILIARY  FORM 7000 (09-23)	U. S. Coast Guard Auxiliary <b>MEETING MINUTES</b> <i>Meeting Minutes are to be retained for 10 years</i>	Page 1 of 6 Report for FLOTILLA <input checked="" type="checkbox"/> DIVISION <input type="checkbox"/> DISTRICT <input type="checkbox"/>
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Unit Name Lake George	Meeting Date 11/06/23	Meeting Type Regular Bus. <input checked="" type="checkbox"/> Special Bus. <input type="checkbox"/>	Total # persons in Attendance <input type="text" value="9"/>
Unit Number 014-15-10			Time called to Order <input type="text" value="1900"/>
Meeting Location Glens Falls Family YMCA <input checked="" type="checkbox"/>	Type <input type="checkbox"/> In Person <input checked="" type="checkbox"/> Virtual <input type="checkbox"/> Hybrid		Quorum Present YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

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

FC <input checked="" type="checkbox"/>	FSO-AS <input type="checkbox"/>	FSO-CS <input checked="" type="checkbox"/>	FSO-HR <input checked="" type="checkbox"/>	FSO-MS <input type="checkbox"/>	FSO-OP <input checked="" type="checkbox"/>	FSO-PE <input checked="" type="checkbox"/>	FSO-VE <input checked="" type="checkbox"/>
VFC <input checked="" type="checkbox"/>	FSO-CA <input type="checkbox"/>	FSO-DV <input checked="" type="checkbox"/>	FSO-IS <input checked="" type="checkbox"/>	FSO-MT <input checked="" type="checkbox"/>	FSO-PA <input checked="" type="checkbox"/>	FSO-PV <input checked="" type="checkbox"/>	
IPFC <input checked="" type="checkbox"/>	FSO-CM <input type="checkbox"/>	FSO-FN <input checked="" type="checkbox"/>	FSO-MA <input checked="" type="checkbox"/>	FSO-NS <input type="checkbox"/>	FSO-PB <input type="checkbox"/>	FSO-SR <input type="checkbox"/>	

**SECTION II Guests Present** (Guests, Active Duty)

<b>SECTION III Minutes of last meeting</b> ( Mo/Yr ) 10/23	Motion Townsend, L.	Second Kirk, H.	Approved <input checked="" type="checkbox"/> Not Approved <input type="checkbox"/>
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Comments:  
Let the minutes reflect that Mary Prusko was in attendance at the October meeting.

<b>SECTION IV Financial Report</b> ( Mo/Yr ) 11/23	Motion Townsend, L.	Second Kirk, H.	Approved <input checked="" type="checkbox"/> Not Approved <input type="checkbox"/>
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Comments:  
Balance \$ 5,273.32

**SECTION V Old Business**

Proposal to pay lodging/registration for the following member to attend D-Train 15MAR24  
- Kirk Howard, Jackie Howard, Charlie Pound, Seth Hopkins, and Gary Slusher  
COW-Saturday 18Nov

**SECTION VI New Business**

Discussion on updating Flotilla Standing Rules  
Discussion on an Emergency Action Plan

**SECTION VII Unit Training Topics Presented**

None

**SECTION VIII CONDENSED VERSION OF REPORTS AND MOTIONS VOTED ON**


Glass, H. PE Boating Safety Courses; Cossayuna Lake 01JUN24, Safe Harbor Marina on Willsboro Bay 15JUN24  
VE All VE's are up to date. 2024 will require training for 2 VE's  
MT VE, PV & Core Training for Members reviewed for 2024.

**SECTION IX MEETING ADJOURNED AND NEXT MEETING DATE**

Motion to Adjourn **Glass, H.** Second Motion **Howard, J.** Time Adjourned **1945**

Next Meeting Date & Time Date **01/08/24** Time **1900**

Person Submitting Report: **Slusher, G.** Date Submitted **12/26/23** Report Submitted to: **Enny, L.**

ATTACH - Roll Call & additional Reports in this area  
Ex: Staff, Awards, Special Event Reports) 

**SECTION X Continuation Sheet 1**

Attendees: Lynn Enny, Jeremy Grabbe, Helen Glass, Seth Hopkins, Jacquelyn Howard, Kirk Howard, Charlie Pound, Mary Prusko, Lee Townsend

**U. S. COAST GUARD  
AUXILIARY**

**FORM 7000 (09/23)**

**U. S. Coast Guard Auxiliary  
MEETING MINUTES**

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

### 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 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.