



**UNITED STATES COAST GUARD AUXILIARY
FIRST COAST GUARD DISTRICT, SOUTHERN REGION
DIVISION 15, UPPER HUDSON**



**MINUTES OF REGULAR BUSINESS MEETING
FOR Q1 2022 HELD 29 MARCH 2022
VIRTUAL MEETING @ 1900 HOURS**

REQUIRED INFORMATION IN STANDARD FORM:

Dept. of Homeland Security U.S. COAST GUARD CG-3615 (Rev. 10-09; adapted 03/22)				AUXILIARY - RECORD OF UNIT MEETING			
UNIT NO.		UNIT NAME		Members Present BQ & AX			
014-15		UPPER HUDSON		15	4		
DATE	MEETING TIME	MEETING LOCATION	TYPE OF MEETING				
29 MAR 2022	1900 h	VIRTUAL (Zoom)	<input checked="" type="checkbox"/> REGULAR BUS. <input type="checkbox"/> SPECIAL BUS.				
UNIT OFFICERS PRESENT <i>(List office abbr. and last name only)</i>							
DCDR Slusher, VCDR Hopkins, IPDCDR Pound;							
FC02 Day, FC04 Dodge, FC07 Wilson, FC09 Lemme, FC10 Townsend.							
GUESTS PRESENT							
DCAPT Yetter, VFC02 Sacks, VFC09 Auer, SO-CM Brown, SO-MT/IS Enny, SO-PA Poltenson, SO-SR (res.) Fang, SO-FN Brown, SO-CS Ring, ANTSAUG Liaison Fleck, AUX Tremblay.							
CONDENSED VERSION OF REPORTS AND MOTIONS VOTED ON						SEE BELOW	
UNIT TRAINING TOPICS PRESENTED						SEE BELOW	
REMARKS						SEE BELOW	
NEXT BUSINESS MEETING		Wednesday 29 June 2022 @ 1900 h; VIRTUAL MEETING					
DATE SUBMITTED		SIGNATURE OF PERSON SUBMITTING REPORT					
30 MAR 2022		<i>Seth M. Hopkins.</i>					

NAMES IN PLAIN-TEXT WERE PRESENT; NAMES STRUCK-THROUGH WERE ABSENT

BOARD of DIRECTORS

DIVISION BRIDGE

DCDR	Gary Slusher
VCDR	Seth Hopkins
IPDCDR	Charles Pound

FLOTILLA COMMANDERS AND VICE COMMANDERS

02	BURLINGTON	FC	Brendan Day	VFC	Alan Nye
04	ALBANY	FC	Bert Dodge	VFC	Gary Sacks
07	KINGSTON	FC	Michael Wilson	VFC	Alexander Keenan
08	PLATTSBURGH	FC	Peggy Burgess	VFC	Stephanie Lago
09	SACANDAGA-MOHAWK	FC	Peter Lemme	VFC	Doug Auer
10	LAKE GEORGE	FC	Lee Townsend	VFC	Jeremy Grabbe

ORDER of BUSINESS

PRELIMINARY MATTERS (encompassed 1900 - 1930h)

- 1 At 1910h DCDR called the meeting to **order** and led the **Pledge of Allegiance**.
19 participants were in attendance.
- 2 DCDR welcomed **DCAPT Gene Yetter** who was the only out-of-Division **visitor**. Terry Tremblay was present as an in-Division non-board, non-staff-officer guest.
- 3 On motion of WILSON seconded by DODGE, **Q4 Minutes** of the 29 December 2021 Division Meeting were accepted as submitted by SO-SR with the edit of changing “leaded” to “led” in two instances. Unanimously voted.
- 4 SO-FN Ellen Brown presented the **financial report** which stood approved as given.
- 5 SO-FN and DCDR noted the budget committee met and reviewed the **proposed 2022 budget** in comparison with previous years. The budget is stable other than adjustments required for membership decline from 161 to 149 and an increase of \$600 for our radio antenna which will be funded from cash on account. On motion by TOWNSEND seconded by LEMME, the 2022 proposed budget was unanimously adopted.
- 6 At 1918h **DCDR** gave his remarks beyond his written report. He encouraged all to “zoom out” and take in the bigger picture from time to time. Remember **why our mission is important** and why we enrolled in the United States Coast Guard Auxiliary. He illustrated his comments with the “Remember Charlotte” poster which memorializes eight-year-old Charlotte McCue who was killed in a tragic and preventable boat crash on Lake George in 2016.
- 7 **IPDCDR** encouraged all to work as smoothly as possible with one another as we **forward our mission in unusual times**. We have a new lease on life in 2022 and we’re all in the same boat; let’s row in the same direction.
- 8 Ahead of Roll Call which was accomplished at sight, DCDR **commended Helen Fang** who has just **resigned as SO-SR** due to time constraints. DCDR particularly highlighted Helen’s time and efforts (which will continue) on Diversity and Academy Admissions. All applauded Helen’s contributions of hard work in all the AUX mission areas she has undertaken.

9: STAFF OFFICER REPORTS (1730 - 2030h)

(These were handled by DCDR as VCDR took minutes)

CHIEF OF RESPONSE

~~Jim Canavan~~

OPERATIONS

SO-OP Charles Pound Report submitted in advance

Additional comments: D1SR requests inventory of who has PPE issued to them. SO-OP has requested this of FSO-OPs and now requests FCs to ensure completion. There are 70 EPIRBs available in D1SR; request if needed in your Flotilla. FCs please look at unassigned equipment.

Flotillas should have a trainee bag, but turn in excess equipment rather than keep it in storage. It can be used elsewhere in D1SR. Reminder as operations season gets underway: unvaccinated Auxiliarists cannot participate in on-water operations.

COMMUNICATIONS SO-CM Fred Brown Report submitted in advance

CHIEF OF PREVENTION ~~Rick Robinson~~

MEMBER TRAINING SO-MT Lynn Enny Report submitted in advance

Additional comments: FCs assistance is needed in monitoring AUXDATA II mandated training requirements for many qualifications. This Thursday evening, Lynn will conduct a training on finding these reports in AUXDATA II. All are welcome. While it is a member's responsibility to keep current on training and to record this in AUXDATA II, leaders owe it to the members to mentor these tasks. Noted we are down boats so there are limited facilities for check rides in 2022.

NAVIGATION SERVICES SO-NS Alan Nye, H-Tietjen Report submitted in advance

VESSEL EXAMS SO-VE Rich Gabriels Report submitted in advance

DCDR noted all flotillas received their orange VE stickers and he has a small supply if Flotillas exhaust theirs. The routing problem experienced by 15-07 recently has been solved.

PARTNER VISITATION SO-PV Chris Hoffman Report submitted in advance

DCDR noted Chris suffered a heart attack and is in the hospital but expected to be discharged tomorrow to recuperate at his home. All wish him well and hope to see him back with us soon.

CHIEF OF LOGISTICS

INFORMATION SERVICES SO-IS Lynn Enny Report submitted in advance

Additional comments were incorporated within her MT report (above).

PUBLIC AFFAIRS SO-PA Charles Poltenson Report submitted in advance

DCDR & SO-PA led a discussion on appropriate, professional e-mail signatures. DCAPT reported that a policy is being developed at the National level. DCDR advised that pending the arrival of that, he will offer a DIV15 policy for guidance of DIV15 Auxiliarists. FCs to remind members to stick to AUX matters and contact info; do not use the e-mail signature for political or financial purposes.

COMMUNICATION SERVICES SO-CS Ruth Ring Report submitted in advance

DCDR noted that more than one flotilla has changed or is changing its meeting location. In absence of a dedicated form to report this, please provide details in an email (exact address, lat/long, time of meeting) to the DCDR so the WOW site, etc., can be updated.

MATERIALS SO-MA Charles Pound Report submitted in advance

DIVERSITY SO-DV Lee Townsend Report submitted in advance

HUMAN RESOURCES SO-HR Gary Slusher Report submitted in advance

SO-HR highlighted the AAMS features and procedure for new applicant interactions.

SECRETARY RECORDS SO-SR Helen Fang (res.)

Helen related that she appreciated the opportunity to be tasked with various SR tasks and learned a lot over the past year and a half. Helen also recommended the consolidated NACO 3-star Diversity Award process by which all Flotillas can demonstrate collaboration within DIV15 and submit one comprehensive application. Remarkable upon during this discussion was the fact that all six DIV15 flotillas participate in Ice Operations in one of two forms this season: Line Handling on the Hudson by 07, 04, and 09; and Champlain ice observations and reports by 02, 08, and 10. FCs to reach out to SO-DV to produce this single application which has a due-to-submit deadline of 30 June.

FINANCE OFFICER SO-FN Ellen Brown Report submitted in advance

Advised since report, dues are in from Flotilla 02 and 08; still need from 07. FC07 acknowledged.

ANCILLARY MISSIONS

STA BURLINGTON LIAISON Lynn Enny & Alan Nye Report submitted in advance

Lynn will meet in May with Sector Northern New England re: boating safety

ANT SAUGERTIES LIAISON Curt Fleck Report submitted in advance

07 expects to do joint training with the active duty and related success of past joint trainings

CHANGE OF WATCH Lynn Enny Report submitted in advance

Queensbury Hotel, 12 November 2022. Mark your calendar.

FLOTILLAS (Errors and Omissions)

- Report of 15-02 was submitted this afternoon so was not included in pre-meeting document.
- FC10 corrected report to state Bill Doyle and Seth Hopkins conducted ice observations; Thom Simmons is monitoring an effort to keep a non-native invasive fish, the round goby, out of Lake Champlain by double-draining locks at Fort Edward.

10: OLD BUSINESS (2030 - 2040h)

BY DCDR:

- 7025s for 2021 were successfully submitted on-time. We will work on efficiency for 2022.
- In-person, Virtual (Zoom), and Hybrid meetings continue to be authorized; alert all members to ensure access.
- Send Zoom meeting requests to Lynn Enny with sufficient notice and detail.
- We look forward to a new DHS update, but meanwhile, comply with masking requirements of DHS update #9, promulgated 28 July 2021 and clarified by DCO Stone 31 July 2021.

- DCDR noted he receives monthly Alternate Uniform and Appearance Pilot Program reports from only two Auxiliarists. FCs are requested to encourage submission of this report by all who have purchased the alternate uniform. It is found as Appendix E in the pilot document emailed 19 Oct. The purpose is to ascertain reactions/reception of the new alternate uniform. Lynn Enny reported the AWU was introduced at NACON and worn at a high-profile event there. DCDR encouraged individuals reporting to be polite but not shy; what they don't want to hear is silence.

11: NEW BUSINESS (2040 - 2120h)

- DCDR has created and shared with FCs a **Uniform Inspection Template** with tabs for each uniform. Inspections must be done with appropriate/authorized footwear and may be done by Zoom. Treat it like a VE with the goal of compliance, promoting learning. FLECK and ENNY confirmed the Ribbon Checker is no longer operative; DCAPT to ascertain directive regarding replacement/alternative. FCs are responsible for conducting these before members undertake missions.
- There is a new Standard Operating Procedure for AUX **Financial Controls**, promulgated 25 Feb 2022. DCDR requested FC assistance in compliance. The SOP is a guide to help FCs and FSO-FNs do things right and protect themselves and the Flotillas. An audit is required yearly REGARDLESS of change or retention of officers.
- DCDR also noted Form CG-3615 **Record of Unit Meeting** which is outdated is required to be submitted monthly; if the form itself is not cooperative with your technology, use it as a template and submit the same included information.
- DCDR created and sent a **month-by-month FN Excel spreadsheet** in a format mimicking the 7025.
- MONTHLY: **FC must provide the DCDR a FN report and Meeting Minutes** per the CG-3615. FSO-SR & FSO-FN submit these to the FC, FCs route them to the DCDR who provides DIV15 FN & SR reports to the DCAPT.
- DCDR formally requested info of the FCs previously requested outside the COLM by DSOs.

NEXT DIV15 BOARD MEETING: Wednesday 29 June 2022

If Zoom: Likely 1900h

If In-person or hybrid: Likely 1800h with a meal

12 On motion by TOWNSEND, second by DODGE, and unanimous vote, the DIV15 2022 Q1 Meeting was **adjourned** at 2122h with 17 remaining in attendance.

Respectfully submitted, *Seth Hopkins.*