

To: Butch Willette  
Howard Sprow

From: Barry Rice

Date: 19 December 16

Subj: SO-SR Report for 2016

The following tasks were completed on an ongoing basis during the year.

1. Reviewed and revised minutes for all previous 2016 Division meetings and submitted prior to the 15 September deadline. Submitted revised Division minutes and financial reports to the following:  
DCDR – Jim Arlart  
VDCR – Butch Willette  
DCAPT - Barbara Pohlman, [bpohlman.aux@gmail.com](mailto:bpohlman.aux@gmail.com)  
DCOS - David Adams, [adamsdr61@gmail.com](mailto:adamsdr61@gmail.com)  
DCO - Rob Sersen, [captainrob@sersen.info](mailto:captainrob@sersen.info)  
DSO-SR - Dan O'Brien, [dj.obrien@att.net](mailto:dj.obrien@att.net)  
DSO-FN - Todd Warlitner, [twarlitn@theobh.com](mailto:twarlitn@theobh.com)  
DIRAUX - D05-SMB-D5\_DIRAUX@[USCG.MIL](mailto:DIRAUX@USCG.MIL)
2. Maintained a running log of received FC and SO reports for the Division meetings and informed VDCD of received status.
3. Submitted the minutes of the 20 August 16 Division meeting to the Division FCs and SOs for review and approval at the 15 October 16 Division meeting.
4. Submitted approved minutes of the 15 October 16 Division meeting.
5. Reviewed all Flotilla minutes as submitted to the SR and Chain to help insure accuracy and following proper format.

Respectfully,

Barry Rice

SO-SR