

To: Jim Arlart
Butch Willette
Howard Sprow

From: Barry Rice

Date: 19 August 16

Subj: SO-SR Report for 20 August 16 Division Meeting

The following tasks were completed since the 11 June 16 Division meeting.

1. Adjusting minutes of all previous Division meetings to correspond to recently received requirements for submission of Division minutes and financial reports to be sent to the following:
DCDR
VDCR
DCAPT - Barbara Pohlman, bpohlman.aux@gmail.com
DCOS - David Adams, adamsdr61@gmail.com
DCO - Rob Sersen, captainrob@sersen.info
DSO-SR - Dan O'Brien, dj.obrien@att.net
DSO-FN - Todd Warlitner, twarlitn@theobh.com
DIRAUX - D05-SMB-D5_DIRAUX@USCG.MIL
2. Maintained a running log on received FC and SO reports for the 20 August 16 Division meeting and informed VDCD of received status.
3. Submitted the minutes of the 11 June 16 Division meeting to the Division FCs and SOs for review and approval at the 20 August 16 Division meeting.

Respectfully,

Barry Rice

SO-SR