

Minutes for the Herring Bay Flotilla meeting, 09MAY22

      The meeting was called to order at 1920. Present were Brian Shrift, Chris Jensen, Frank Voltaggio, Phil Wentz, Joe DiStefano, Steve Gershman, Jose' Peña De La Guardia, Donna McMillian, Gini Shrift, Michael Prokopchak, and Robin Ainsworth. Guest: Joseph Smith. It was determined that our number was sufficient for a quorum.

**Introduction**

Shrift welcomed everyone to the meeting, both in person, at Cedarhurst Citizens Association, and virtually, and reminded everyone that the meeting will be recorded via Zoom and available for members to view/review at any time.

**Member Training**

Prior to the start of the business meeting, Shrift presented training on AUXDATA II. He reviewed how to enter in a Vessel Exam. Went through the “How To” with the five Mission Codes and explained each. A question was raised regarding VE Trainees; does the Trainee enter an activity log, or just the VSC? Shrift will check on that.

**Approval of April Minutes**

Jensen made a motion to approved the April minutes, DiStefano seconded the motion, which was voted on without opposition.

**Flotilla Commanders Report**

Recognition- Shrift recognized the following Flotilla members:

Bob Gittings for 25 years of Auxiliary Service

Chris Jensen for service in excess of 60 vessel examinations during 2021

Joe DiStefano for 750 cumulative hours in Auxiliary

Frank Voltaggio for 25 years of Auxiliary Service

Division Updates

1. Division monthly activity reports are mandatory. However, it was noted that there is still trouble with AuxDataII, as not everyone can access the data. There is a concern that the monthly reports create extra administrative paperwork. Shrift also reported that there was Gap analysis sent out to be completed by each Flotilla.

2.Financial records update- A memo came out earlier this year requesting for changes and clarifications from the Division. Only PayPal and Square are authorized to be used for electronic banking. The financial records are now due at the end of January each year. The flotilla FNs need to review bank account(s) monthly and need to set up alerts for any withdrawals. The Division is planning to put on a workshop to further explain the new guidance.

A question was raised as to what types of payment we can receive-we will still accept checks (preferred) but can also take cash.

3.AuxData II “Triage Sessions”- there will be meetings every couple of weeks with Division and the District IOSIs to discuss challenges

Reminders-

Under Orders/Assigning Duty- whenever we are out doing auxiliary activities we should be on orders, which should come from FC, VFC or FSO- they should have some visibility- email/text is sufficient.

Please submit all time in Aux DATA II

**Vice Flotilla Commander’s Report:**

**Staff Officers Reports**

Robin Ainsworth

* FSO-CS- Placed some of the Upcoming Flotilla Activities under the Member Site
* FSO-SR-March’s 7107 form was emailed to D5S on 13APR22

Paul Manicone-

* FSO-AS-No Report

Steve Gershman

* FSO-DV Diversity- Please see **Submitted Reports** below

Donna McMillan

* FSO-FN -May statements were submitted via email.
* DiStefano will submit the receipt for the projector along with the tax-exempt certificate
* McMillian and Shrift will review bank statement and financial report; reported that those items need to be saved for seven years
* Dues -invoices go out in August for the 2023 calendar year
* We want to set up a PayPal account, particularly when we start trainings
* Financial Memo- appendices may have info for EIN, tax exempt, etc.
* Finance- Balance as of 5/1/22 is **$4386.10**
* **Motion to approve the May Budget- DiStefano moved, second from Jensen, the motion passed without opposition**

Brian Shrift

FSO-IS-Shrift sent out reports to us regarding time and qualifications- will send out last months’ time prior to each meeting for our review. If anyone needs assistance, contact Shrift.

Jose' Peña De La Guardia

FSO-MA- Peña De La Guardia placed an order for more materials. Jensen mentioned that order was received. Discussion about materials rec’d from DNR…

Travis Ball

* FSO-VE-No Report

Bonnie Houghton

* FSO-MS- No Report

Joe DiStefano

* FSO-MT- Please see **Submitted Reports** below
* FSO-PE- Please see **Submitted Reports** below

Phil Wentz

* FSO-OP-Another reminder, for all Coxswain to check the Quals for TCT/RM AND Nav Rules of all crew before Using them as Boat Crew.
* The NEW AUC at CG Station Annapolis, Darian Pringle is still looking for OPFACS for both the Blue Angels and The Bay Swim please contact him if you can assist at: (darianpringle@comcast.net) or 410-533-0310.
* When you send in your NEW "OFFER FOR USE" e-mail send it to (John.D.Block@uscg.mil) NOT TO THE RETIRED OTO Heath Smith.
* OpFAC-he is waiting for his boat to become operational- can’t do Blessing of the Fleet currently; Boat from Division 25 won’t be ready until the end of May; 23-02-trying to get those boats operational- hope to have 4-5 boats.
* Will be doing training in Solomons once Wentz’s boat is ready

Frank Voltaggio

* FSO-PA Public Affairs
  + May 21 - 27 National Safe Boating Week
  + May 25 and 27 Blue Angels, Annapolis Naval Academy
  + June 4 Herrington Harbor North, Deale
  + June 11 Harbor Cove Marina, Deale
  + June 25- Sandy Point Park -0830-1430 for our Division
  + June 12 Bay Bridge Swim, Sandy Point Park
  + July 4 Parade in Shady Side
* FSO-PB Publications- The Spring edition of the flotilla newsletter was distributed via email on 27APR22.

Chris Jensen

* FSO-PV- Have been doing them
* FSO-NS- No Report

Staff Officer Vacancies-

* FSO-CM (Communications)
* FSO-HR (Human Resources)

**Old Business**

* Review Public Requests / AOR Needs
* Projector Purchase complete
* Continuity of Operations Plan-still ongoing

**New Business**

None

**After Action Report** May 1 @1100- CBPBA Skippers Pier (VE)> Bell, DiStefano, and Jensen-total of 5 boats, “bad weather day”

**Upcoming Flotilla Activities**

• May 15, Solomons Island Yacht Club Blessing of the Fleet (OPS) > Wentz -should know by 13MAY- if not approved, USCG will bring their cutter

• May 24-25, Blue Angels (OPS) > Phil

**• June 4, Harrington Harbour North (VE & PA)** > Jensen 410-703-1593; Site Lead: ?

Resources Needs: tent, table, chairs, materials

0800-1700; flea market (0800-1400), VE- Brian will send out an announcement to the Division-wide for sign up

We can publish our events on the District Google Calendar- North sends out blasts on the Friday

**•** **June 11 Harbour Cove Event (PA, PE, VE)** Flotilla Lead- Joe DiStefano, Site Lead- Joseph Smith (Peter, GM), Resources needs- Tent table chairs materials A/V and projector; -Suddenly in Command 0900-1130; VE and PE on 11th, may or may not need PA; want to sign people up for safety boating course later in the summer- we need to decide what is convenient for us;

• June 12, Bay Bridge Swim (OPS) > Wentz

**• June 13 @ 1900 – Business Meeting (Hybrid)**

**• July 4, Shady Side Parade (PA); Flotilla Lead- Jensen; Resource Needs: Facility on Trailer (need someone to be able to toe boat); start time – kick off 1000**

**July 11 @1900-Business Meeting (Hybrid)**

**• Oct 8 & 22, Anne Arundel County Library (PE) > DiStefano**

**Adjourn**

Voltaggio moved to adjourn the business meeting, Peña De La Guardia seconded, and the motion was approved by voice vote with no opposition at 2032.

The next meeting will be **Monday, 13JUN22, at 1900, in-person at Cedarhurst and hybrid**

**Link for recorded meeting** (bookmark as it will remain the same):

[OneDrive (live.com)](https://onedrive.live.com/?cid=3c9746054f332640&id=3C9746054F332640%2179620&authkey=%21AJi8nzv0tKOEPxE)

Websites of interest:

<http://wow.uscgaux.info/content.php?unit=054-23-07>

<https://www.facebook.com/flotilla2307>

<https://5nr.org/member-links/uscg-auxiliary-acronyms/>

<http://wow.uscgaux.info/content.php?unit=v-dept&category=workshops>

**Submitted Reports:**

FSO DIVERSITY REPORT FOR 09 MAY 2022

1.  DIVERSITY - Preparing documentation for the 2021 NACO 3-Star Award for Diversity & Inclusion submission, due 30 June 2022.

2.  FLOTILLA SENIOR STAFF & INSTRUCTORS - Assisted in the research, selection, and purchase of the new projector.  Assembled the P/A system and wireless microphone system, and donated a new 50W 3 -channel portable speaker.  Conducted test and evaluation of total system, and demonstrated it will support Flotilla Staff meetings, internal classroom training, as well as outside venues, with a wireless headset microphone range of 300’.  Majority of instructors have purchased and received their individual wireless headsets, with their individual names annotated on the inside, to prevent commingling.  This will eliminate the potential of spreading COVID 19 by sharing and passing around a single microphone.  Additionally, while wearing masks, demonstrated the intelligibility of what the instructors are saying is crystal clear.  The additional option to plug in your own hand-held microphone exists, for those who choose that option, however, the wireless headsets are very comfortable, and leaves your hands free to operate a laptop, show a short movie clip, or demonstration of marine safety equipment.

**FSO-PE Report, May 2022.**

**Harbour Cove marina.**I discussed with Peter Mueller, Harbour Cove Marina General Manager, the Flotilla’s decision to charge for attendance at the “Suddenly In Command” presentation, which we have agreed to provide at the marina’s June 11 event. Peter said he would have the marina cover this expense for any customers who are required to pay and choose to attend. He may make this a separate outdoor event with coffee and donuts provided by the marina.  Frank will be the lead instructor. Chris, Jose, Steve and I will participate as well. Any other instructors, who are available, are welcome to attend and assist. Please let me know if you can be there. We will also be doing some vessel safety checks at this event. If you are a flotilla VE and are available, please let me know. We need you.

**Projector:** We have purchased the Epson EX3280 for $450. It has 3600 lumens and a bulb life of from 6000 to 1200 hours. Chris, Steve and I did a trial run of both the projector and our new sound system. Very impressive! Harbour Cove had offered their club house for this test.

**Instructor update**: All but two of our Flotilla instructors are showing as certified in Auxdata.

**FSO-MT, March 2022**

A Virtual **Instructor Development Course** (IDC) was conducted on April 23rd & 30th. Only two auxiliarists in Division 23 attended.

Any VEs or Instructors still needing to get out of REWK, check the following:

**Instructor Workshop** is available at (<http://edept.cgaux.org/pdf/IT%20WORKSHOP%202022.pdf>.  Members can read the material and submit a self‐attestation form).

**National Vessel Examiner Workshop** is available at (<https://wow.uscgaux.info/content.php?unit=V-DEPT&category=WORKSHOPS>)

Members can read the material and submit a self‐attestation form.