

District 5SR
Division and Flotilla Meeting Minutes and Finance Reports Distribution
Effective 01 January 2020

Approved flotilla and division meeting minutes are sent to your DCDR and to the following 5 recipients:

1. DCAPT for your Sector only:

SVA	John Krogmann	dcapt.sva@gmail.com
SM-NCR	Woodrow Johnson	aux@wjohnson.org
SNC	Travis Cullifer	tlcullifer@gmail.com
2. DSO-SR	David Dieterich	dd@virginianorthern.com
3. DCOS	Allen Fredd	allen.w.fredd@cgauxnet.us
4. DCO	Michelle Thornton	Michelle.Thornton@cgauxnet.us
5. DIRAUX	Shared Mailbox	D05-SMB-D5_DIRAUX@USCG.MIL

Approved flotilla finance reports are sent to your DCDR and to your SO-FN

Approved division finance reports are sent to: DSO-FN Brian Gritte (briangritte@cox.net) [see note 2.]

Notes:

1. *Approved* minutes and *approved* finance reports are to be forwarded promptly after the meeting during which they were approved. If for some reason a regularly scheduled meeting does not occur, send the Form 7017 (CG-3615) or an email stating that the meeting did not occur and that the minutes and finance report will be approved at the next regularly scheduled meeting. Or, if a meeting failed to have a quorum present and meeting minutes and finance report could not be approved, send the Form 7010 (CG-3615) or an email stating that a quorum was not present and the minutes and finance report will be approved at the next regularly scheduled meeting.
2. The SO-FN will maintain a record of *approved* FSO-FN reports. The SO-FN will forward the *approved division financial reports* to the DSO-FN within 15 days following the approval. This will be accompanied with a statement that all flotilla reports are up to date and/or comments as to what action is being taken to bring flotilla reporting up to date.
3. When forwarding minutes, please use the email subject line to note unit number, month & year. (EXAMPLE: Approved Minutes Flotilla XX-XX January 2020 meeting) Please use the same subject line format for finance reports.
4. **Use of Form 7017 (CG-3615) (Record of Unit Meeting) is preferred.** However, if Form 7017 (CG-3615) is not used, please be sure all information contained on Form 7017 (CG-3615) is included in the approved minutes being forwarded.
5. When submitting approved minutes, please do so as stand-alone document rather than included in a division / flotilla newsletter or similar vehicle. **Also, please submit minutes in either WORD or as a PDF.** No other format will be accepted. And, please, no photos.
6. While submission of minutes and finance reports is ultimately the responsibility of the unit leader (DCDR/FC), this responsibility may be delegated to the appropriate staff officer (SO/FSO).