U.S. DEPARTMENT OF HOMELAND SECURITY

UNITED STATES COAST GUARD AUXILIARY

FLOTILLA 091-30-04 - DULUTH, MN

**February 15, 2021 - GoToMeeting Minutes**

Members in attendance: B. Andres, J. Johnson, E. Hill, S. Daniel, P. Riedel, E. Bradley, N. Larson, W. Hougas, L. Bentfield, C. Podtburg, N. Hendrickson, BM2 Matelski

1. Call to Order at 1907 by FC Eloyes Hill
2. Pledge of Allegiance led by B. Andres
3. Corrections or changes to the agenda - none
4. Introduction of new members and guests - none
5. **Approved** the meeting minutes of 18JAN2021 GoToMeeting by S. Daniel/B. Andres
6. Old Business:
	1. Still looking for FSO-MT and mentors
	2. Checking account – Cheryl and Eloyes now sign the checks
7. New Business:
	1. BM2 Trevor Matelski - PPE. Station would like to inspect the PPE for crew. For those who needed new batteries for PLB, stand by for more information as your previous PLB may need to be deactivated by you. S. Daniel will work with BM2 to figure out how all this will work.
	2. Standing rules – need approval of 4 items. Motion to discuss by B. Andres. Motion to approve by Larson/Bentfield
		1. *Audit Committee appointed November meeting; Audit due January meeting*
		2. *Mtg. quorum has been 20% & 33%; 26% x 26 members= 7 Need FC, VFC or IPFC*
		3. *Dues payable August through November 1*
		4. *FC can approve $100/month for emergencies without flotilla vote*
	3. Upcoming events
		1. Individual member training – what did you decide? P. Riedel is interested in Boat Crew, but working on something else right now. Timm is interested in air crew, and info is out. Aux Data II training is out there, and any member can join in and learn more so you can submit your own hours!
		2. Sign up now or later
	4. New signs for Life Jacket Loaner Station – Cheryl is looking for quotes for signage and will need to connect with someone at the Division to get design approval. Eloyes has applied for an Irving Community Club grant to purchase signage for the loaner station.
	5. Request some active members contact (preferably by phone) an inactive member. Introduce yourself, basically ask if they want to be active in the flotilla again. If yes, FSO-MT will contact them.

Chris Ahrens Elizabeth Helgeson

Scott Burns Jennifer Jackson

John Ceryes Patrick Lawler

(Linda Dee – has been contacted) Ted Schneider

Noel, S. Daniel, Lynn, B. Andres, and Elaine have volunteered to help.

* 1. New ID card procedure – there has been a delay since Dave H. left *(Hill showed on website using screen share)* Make sure your ID card is not expired.
		1. Go to cgaux.org
		2. Units: 9CR – top menu bar
		3. Member Resources – left menu bar; need ID # and pw
		4. Scroll down = ID Card Procedure and ID Card Application Webform
	2. FSO Staff & PPE reports *(ask for report only if they have a report?)*
		1. **Division Commander N. Henderson** shared that the COVID procedures for the coming season is up. The COVID RM form now has a spot on the form for if you have been vaccinated. Those who have been vaccinated will have to submit a new form.
		2. **PA (Dave Anderson):** no report
		3. **IS (Barry):** still okay to send 7029/7030 to Barry, but you can enter your own in Aux Data II. Barry has step-by-step instructions. And please follow the chain of leadership with questions…. as in please ask Barry, don’t call division. ALSO, if anyone is interested in Food Service, please contact Barry!
		4. **PV (Austin):** no report
		5. **MA (Lynn):** At the end of 2020, ordered some items…. but would like to do inventory at the station soon to see what would be needed for the coming season.
		6. **DV (Elaine):** no report
		7. **OP (Steve D.):** no report
		8. **R&SS-PPE (Steve D.):** See the above notes for PPE.
		9. **PE (Steve F):** no report
		10. **VE (Steve F):** no report
		11. **CS (Eloyes):** no report
		12. **NS (Eloyes):** no report
		13. **MT (Eloyes):** no report
		14. **CM (Jim):** no report
		15. **HR (Noel):** presentation later in the meeting
		16. **FN (Cheryl):** End of January balance = $2,486.95. Check for dues is written, will connect with FC Hill to get a second signature and mail that in. The monthly bank fee of $5 should stop soon, as it was being charged to issue the paper statement. While the operations manual states the flotilla cannot bank electronically/hold debit cards, nothing states we cannot maintain an online account for the sole purpose of printing our own bank statements. Cheryl will be working on getting that set up, and putting together detailed notes for how to get things transferred to a new commander/finance officer in the future.
		17. **SR (Cheryl):** no report
	3. **FSO-HR Duties presentation** – Noel gave a presentation highlighting some of the duties of FSO-HR. Since she is leaving the area this year, we will need to find someone to fill this position. Noel is willing to train whoever takes the position over from her, provided it happens before she leaves.
1. Adjourn Meeting 2030 by S. Daniel/E. Bradley
2. Social Hour

Submitted 15 February 2021, C. Podtburg, SR

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