

DEPARTMENT OF HOMELAND SECURITY U. S. COAST GUARD ANSC 7017 (02-22)	U. S. Coast Guard Auxiliary UNIT MEETINGS			Page 1 of 6 Report for FLOTILLA DIVISION	
Unit Name	Meeting Date	Meeting Type Regular Bus. Special Bus.	Time Call to Order		
Unit Number					
Meeting Location	In Person	Type Virtual	Hybrid	Quorum Present YES NO	
SECTION I Unit Officers Present <i>(Check if Present)</i>					
					Attach Member Roll Call File Here
SECTION II Division, District, Active Duty Representatives Present					
SECTION III Guests Present					
SECTION IV Minutes of last meeting (^{Month}) Motion Second Approved Not Approved					
Comments:					
SECTION V Old Business					
SECTION VI New Business					

SECTION VII Unit Training Topics Presented

SECTION VIII CONDENSED VERSION OF REPORTS AND MOTIONS VOTED ON

SECTION IX MEETING ADJOURNED AND NEXT MEETING DATE

Time Adjourned	Next Meeting Date & Time	Date	Time
Date Submitted	Person Submitting Report		
Prior meeting () - approved minutes forwarded to _____			
Prior meeting () - none	no quorum		

ATTACH ANY ADDITIONAL REPORTS IN THIS AREA (Ex: Staff, Awards, Special Event Reports)

SECTION X Continuation Sheet 1

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SECTION X Continuation Sheet 2

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INSTRUCTIONS

This form is to be completed by the Flotilla/Division Staff Officer-Secretary/Records after each unit meeting, and serves as a record of each unit business meeting held.

GENERAL SECTION:

1. Initially select either Division or Flotilla and the form will automatically adjust to the proper Titles and Positions for the Unit type selected.
2. UNIT NAME - Enter the official unit name as identified in AUXDATA II.
3. UNIT NUMBER - Enter Unit Number (Ex 053-04-02 for a Flotilla or 053-04 for a Division)
4. DATE - Enter date of the Meeting. Use MMDDYY format.
5. MEETING TYPE - Select Regular Business or Special Business.
6. TIME - Enter Call to Order and Adjourned Times. Use 24 hour Clock time. Ex 0800PM = 2000 hours
7. MEETING LOCATION - Enter Location where the meeting is being held.
8. TYPE - Select type of Meeting held. In-Person, Virtual, Hybrid.
9. Quorum Present - YES/NO

SECTION I: UNIT OFFICERS PRESENT

This Section was automatically adjusted to show Flotilla or Division Offices based on Initial selection of Flotilla or Division.

1. For Flotilla Meeting, check all UNIT officers present.
2. For Division Meeting check all DIVISION officers present and Flotilla Commanders by selecting their unit Number.
3. Attach Role Call sheet for all other Members present. (See Page 5 for instructions on "HOW TO ATTACH A FILE")

SECTION II: DIVISION, DISTRICT, ACTIVE DUTY REPRESENTATIVES PRESENT

List additional Division, District, Active Duty Representatives present

SECTION III: GUESTS PRESENT

Enter the names, and if applicable, the functional titles of any guests attending the meeting. Print all data

SECTION IV: MINUTES OF LAST MEETING

Enter the month of previous meeting, who made the motion, who seconded the motion. Check whether the motion was approved or not approved

SECTION V: OLD BUSINESS

Enter follow up from past meetings, events or questions etc

SECTION VI: NEW BUSINESS

Enter future events and plans, upcoming training, awards etc.

SECTION VII: UNIT TRAINING TOPICS PRESENTED

Enter any Unit training topics that were brought up at the meeting. Keep explanations or descriptions brief and to the point.

SECTION VIII: CONDENSED VERSION OF REPORTS AND MOTIONS VOTED ON

Enter a condensed version of all reports presented and motions voted on at the meeting. Keep all entries brief and to the point. If extra space is needed, can use SECTION X – Continuation Sheet

SECTION IX: MEETING ADJOURNED AND NEXT MEETING DATE

1. Time meeting adjourned.
2. Date and time of next meeting.
3. Date submitted.
4. Person submitting the form.
5. Month of prior meeting and who the approved minutes were forwarded to.
6. Month of prior meeting - if no formal meeting due to a lack of a quorum. If no quorum, business can not be conducted and meeting minutes can not be taken. Brief notes of unofficial discussions can be documented and used for future reference.

SECTION X: CONTINUATION SHEET 1 and 2;

Use as needed.

HOW TO LOCK DATA ON THIS FORM

- After inputting data on this form, a user can Lock that data so that it can not be changed by anyone else.
- To do this - at the top right corner of page 4 there is a "LOCK" and "UNLOCK" Button. By clicking on the "LOCK" button it will ask for a Password. The password can be anything of the users choosing. After entering the password, click on the "SET" button and all the data on the form will be protected from change.
- 'Remember' your password, because if you need to make changes to the form at a later date, only you will know the password needed to "UNLOCK" the form.
- To "UNLOCK" the form, simply click on the "UNLOCK" button and it will ask for your password. Enter your password and click on the "SET" button and it will completely unlock the form to allow changing of all or some of the data.
- The form can then be re"LOCK"ed using the same password or a new one.

HOW TO ATTACH A FILE

- With this 7017 form open in Adobe Reader, click on the Comments tool in the right-hand column. You will notice up at the top of the screen a row of commenting tools. Find the icon that looks like a paper clip with a + sign.
- Click on that icon, and then select "ATTACH FILE" in the small window that appears. Your pointer will change to a push pin or paperclip pointer.
- Move that push pin pointer to the location where you want to attach a supporting file.
- Left-click (PC) or click (Mac) your Mouse and an Attach File window will open that contains your Systems Directory.
- Navigate and find the File you wish to attach, highlight it, and then click Open (PC) or Select (Mac). The pushpin/paperclip icon will place itself in the location you have chosen.
- At the same time a File Attachment Properties window will open. Click OK and your file is now attached.
- If you hover your cursor over your file Icon, it will display your name and the name of the attached file.
- Anyone can then double click on that Icon to Open the attached file.
- A right-click (PC) or control-click (Mac) will bring up options that will allow you to Delete the attachment from the 7017.
- Be sure to only attach files that are in a format that the recipient will be able to open on his.her system.