

FORM 7000

An Introduction to the New Meeting Minutes Form
2023



Secure the Past, Support the Present, Guide the Future

**How to make sure you
record the required info?**

**use
FORM 7000**



Adobe Acrobat Reader is required

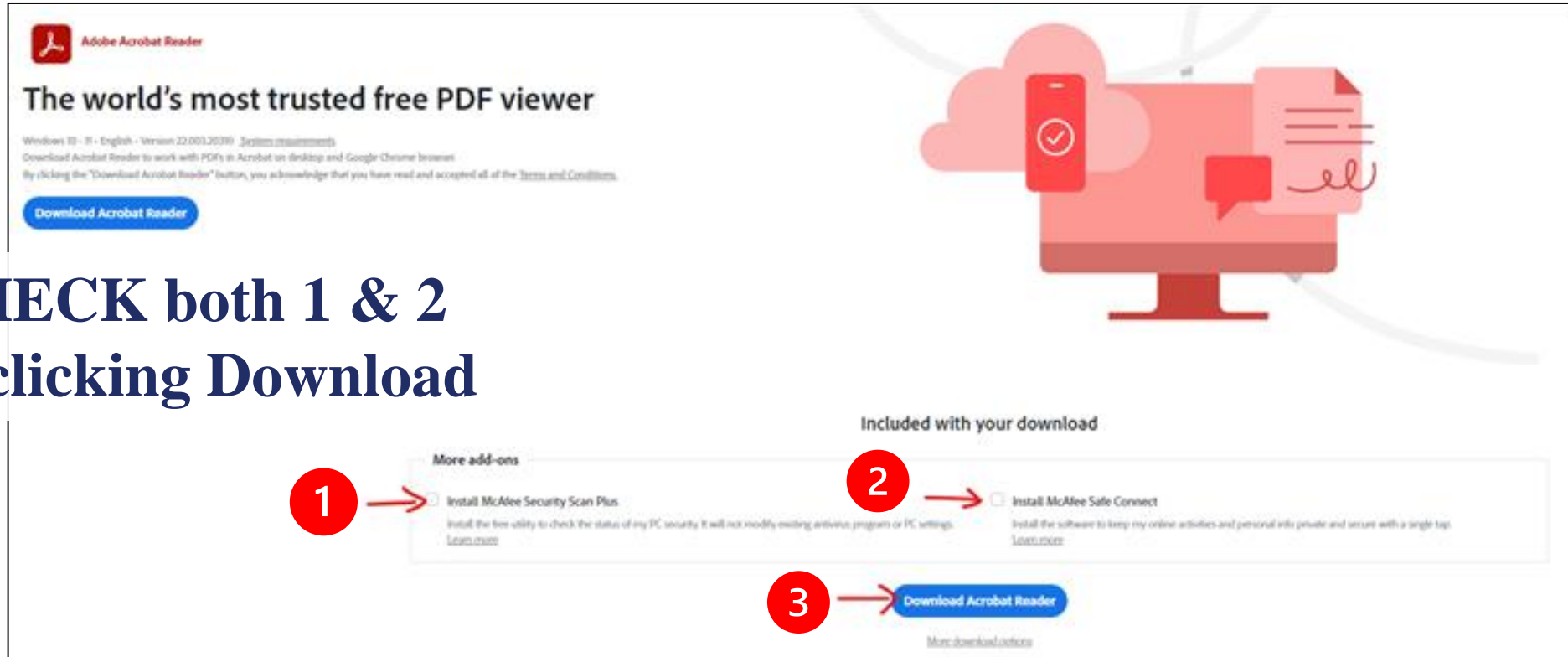
get.adobe.com/reader/



Secure the Past, Support the Present, Guide the Future

FORM SETUP

get.adobe.com/reader/



**UNCHECK both 1 & 2
before clicking Download**



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**Download the form to your computer
and edit using Acrobat Reader**



Download the form to your computer and edit using Acrobat Reader

Editing in other software or the web browser will cause the form to
function unexpectedly



FORM SETUP

Download and open with Acrobat Reader or it won't work



Chrome browser:

Meeting Minutes Form

1 / 6 100%

Clear all Entries

U. S. COAST GUARD AUXILIARY FORM 7000 (12-22)	U. S. Coast Guard Auxiliary MEETING MINUTES <i>Meeting Minutes are to be retained for 10 years</i>	Page 1 of 6 Report for FLOTILLA DIVISION DISTRICT	
Unit Name	Meeting Date	Meeting Type Regular Bus. <input type="checkbox"/> Special Bus. <input type="checkbox"/>	Total # persons in Attendance
Unit Number			Time called to Order
Meeting Location	Type <input type="checkbox"/> In Person <input type="checkbox"/> Virtual <input type="checkbox"/> Hybrid		Quorum Present YES <input type="checkbox"/> NO <input type="checkbox"/>
SECTION I Unit Officers Present (Check if Present)			
DCO <input type="checkbox"/> DCOS <input type="checkbox"/> IPDCO <input type="checkbox"/> DIRAUX <input type="checkbox"/> OTO <input type="checkbox"/> OTO <input type="checkbox"/> DDC <input type="checkbox"/> DDC <input type="checkbox"/> DDC <input type="checkbox"/> PDCA <input type="checkbox"/>			
DCAPT <input type="checkbox"/> DCAPT <input type="checkbox"/> DCAPT <input type="checkbox"/> DCAPT <input type="checkbox"/> DDC <input type="checkbox"/> DDC <input type="checkbox"/> DDC <input type="checkbox"/> PDCA <input type="checkbox"/>			
DSO-AS <input type="checkbox"/> DSO-AV <input type="checkbox"/> DSO-CA <input type="checkbox"/> DSO-CM <input type="checkbox"/> DSO-CS <input type="checkbox"/> DSO-DV <input type="checkbox"/> DSO-EM <input type="checkbox"/> DSO-FN <input type="checkbox"/>			
DSO-HR <input type="checkbox"/> DSO-IS <input type="checkbox"/> DSO-LP <input type="checkbox"/> DSO-MA <input type="checkbox"/> DSO-MS <input type="checkbox"/> DSO-MT <input type="checkbox"/> DSO-NS <input type="checkbox"/> DSO-OP <input type="checkbox"/>			
DSO-PA <input type="checkbox"/> DSO-PB <input type="checkbox"/> DSO-PE <input type="checkbox"/> DSO-PV <input type="checkbox"/> DSO-SL <input type="checkbox"/> DSO-SR <input type="checkbox"/> DSO-VE <input type="checkbox"/> DCDR <input type="checkbox"/>			
DCDR <input type="checkbox"/> DCDR <input type="checkbox"/> DCDR <input type="checkbox"/> DCDR <input type="checkbox"/> DCDR <input type="checkbox"/> DCDR <input type="checkbox"/> DCDR <input type="checkbox"/> DCDR <input type="checkbox"/>			
DCDR <input type="checkbox"/> DCDR <input type="checkbox"/> DCDR <input type="checkbox"/> DCDR <input type="checkbox"/> DCDR <input type="checkbox"/> DCDR <input type="checkbox"/> DCDR <input type="checkbox"/> DCDR <input type="checkbox"/>			
SECTION II Guests Present (Guests, Active Duty)			
SECTION III Minutes of last meeting (Mo/Yr) Motion Second Approved Not Approved			
Comments:			
SECTION IV Financial Report (Mo/Yr) Motion Second Approved Not Approved			
Comments:			
SECTION V Old Business			



FORM SETUP



Microsoft Edge browser:

Download and open with Acrobat Reader or it won't work

U. S. COAST GUARD AUXILIARY
FORM 7000 (12-22)

U. S. Coast Guard Auxiliary
MEETING MINUTES
Meeting Minutes are to be retained for 10 years

Page 1 of 6
Report for
FLOTILLA
DIVISION
DISTRICT

Unit Name Meeting Date Meeting Type
Regular Bus.
Special Bus.

Unit Number

Meeting Location In Person Virtual Hybrid Quorum Present YES NO

SECTION I Unit Officers Present (Check if Present)

DCO <input type="checkbox"/>	DCOS <input type="checkbox"/>	IPDCO <input type="checkbox"/>	DIRAUX <input type="checkbox"/>	OTO <input type="checkbox"/>	OTO <input type="checkbox"/>	DDC <input type="checkbox"/>	DDC <input type="checkbox"/>	DDC <input type="checkbox"/>	PDCA <input type="checkbox"/>
DCAPT <input type="checkbox"/>	DCAPT <input type="checkbox"/>	DCAPT <input type="checkbox"/>	DCAPT <input type="checkbox"/>	DDC <input type="checkbox"/>	DDC <input type="checkbox"/>	DDC <input type="checkbox"/>	DDC <input type="checkbox"/>	DDC <input type="checkbox"/>	DDC <input type="checkbox"/>
DSO-AS <input type="checkbox"/>	DSO-AV <input type="checkbox"/>	DSO-CA <input type="checkbox"/>	DSO-CM <input type="checkbox"/>	DSO-CS <input type="checkbox"/>	DSO-DV <input type="checkbox"/>	DSO-EM <input type="checkbox"/>	DSO-FN <input type="checkbox"/>	DSO-OP <input type="checkbox"/>	DSO-OP <input type="checkbox"/>
DSO-HR <input type="checkbox"/>	DSO-IS <input type="checkbox"/>	DSO-LP <input type="checkbox"/>	DSO-MA <input type="checkbox"/>	DSO-MS <input type="checkbox"/>	DSO-MT <input type="checkbox"/>	DSO-NS <input type="checkbox"/>	DSO-NS <input type="checkbox"/>	DSO-NS <input type="checkbox"/>	DSO-NS <input type="checkbox"/>
DSO-PA <input type="checkbox"/>	DSO-PB <input type="checkbox"/>	DSO-PE <input type="checkbox"/>	DSO-PV <input type="checkbox"/>	DSO-SL <input type="checkbox"/>	DSO-SR <input type="checkbox"/>	DSO-VE <input type="checkbox"/>	DCDR <input type="checkbox"/>	DCDR <input type="checkbox"/>	DCDR <input type="checkbox"/>
DCDR <input type="checkbox"/>	DCDR <input type="checkbox"/>	DCDR <input type="checkbox"/>	DCDR <input type="checkbox"/>	DCDR <input type="checkbox"/>	DCDR <input type="checkbox"/>	DCDR <input type="checkbox"/>	DCDR <input type="checkbox"/>	DCDR <input type="checkbox"/>	DCDR <input type="checkbox"/>
DCDR <input type="checkbox"/>	DCDR <input type="checkbox"/>	DCDR <input type="checkbox"/>	DCDR <input type="checkbox"/>	DCDR <input type="checkbox"/>	DCDR <input type="checkbox"/>	DCDR <input type="checkbox"/>	DCDR <input type="checkbox"/>	DCDR <input type="checkbox"/>	DCDR <input type="checkbox"/>

SECTION II Guests Present (Guests, Active Duty)

SECTION III Minutes of last meeting (Mo/Yr) Motion Second Approved Not Approved

Comments:

SECTION IV Financial Report (Mo/Yr) Motion Second Approved Not Approved

Comments:

SECTION V Old Business



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FORM SETUP



Firefox browser:

Download and open with Acrobat Reader or it won't work

Clear all Entries

U. S. COAST GUARD AUXILIARY FORM 7000 (12-22)	U. S. Coast Guard Auxiliary MEETING MINUTES <i>Meeting Minutes are to be retained for 10 years</i>	Page 1 of 6 Report for FLOTILLA DIVISION DISTRICT							
Unit Name	Meeting Date	Meeting Type Regular Bus. <input type="checkbox"/> Special Bus. <input type="checkbox"/>	Total # persons in Attendance						
Unit Number			Time called to Order						
Meeting Location	In Person <input type="checkbox"/>	Type Virtual <input type="checkbox"/> Hybrid <input type="checkbox"/>	Quorum Present YES <input type="checkbox"/> NO <input type="checkbox"/>						
SECTION I Unit Officers Present (Check if Present)									
DCO	DCOS	IPDCO	DIRAUX	OTO	OTO	DDC	DDC	DDC	PDCA
DCAPT	DCAPT	DCAPT	DCAPT	DDC	DDC	DDC	DDC	DDC	DDC
DSO-AS	DSO-AV	DSO-CA	DSO-CM	DSO-CS	DSO-DV	DSO-EM	DSO-FN	DSO-OP	DSO-OP
DSO-HR	DSO-IS	DSO-LP	DSO-MA	DSO-MS	DSO-MT	DSO-NS	DSO-VE	DCDR	DCDR
DSO-PA	DSO-PB	DSO-PE	DSO-PV	DSO-SL	DSO-SR	DSO-SR	DCDR	DCDR	DCDR
DCDR	DCDR	DCDR	DCDR	DCDR	DCDR	DCDR	DCDR	DCDR	DCDR
DCDR	DCDR	DCDR	DCDR	DCDR	DCDR	DCDR	DCDR	DCDR	DCDR
SECTION II Guests Present (Guests, Active Duty)									
SECTION III Minutes of last meeting (Mo/Yr) Motion Second Approved Not Approved									
Comments:									
SECTION IV Financial Report (Mo/Yr) Motion Second Approved Not Approved									
Comments:									
SECTION V Old Business									



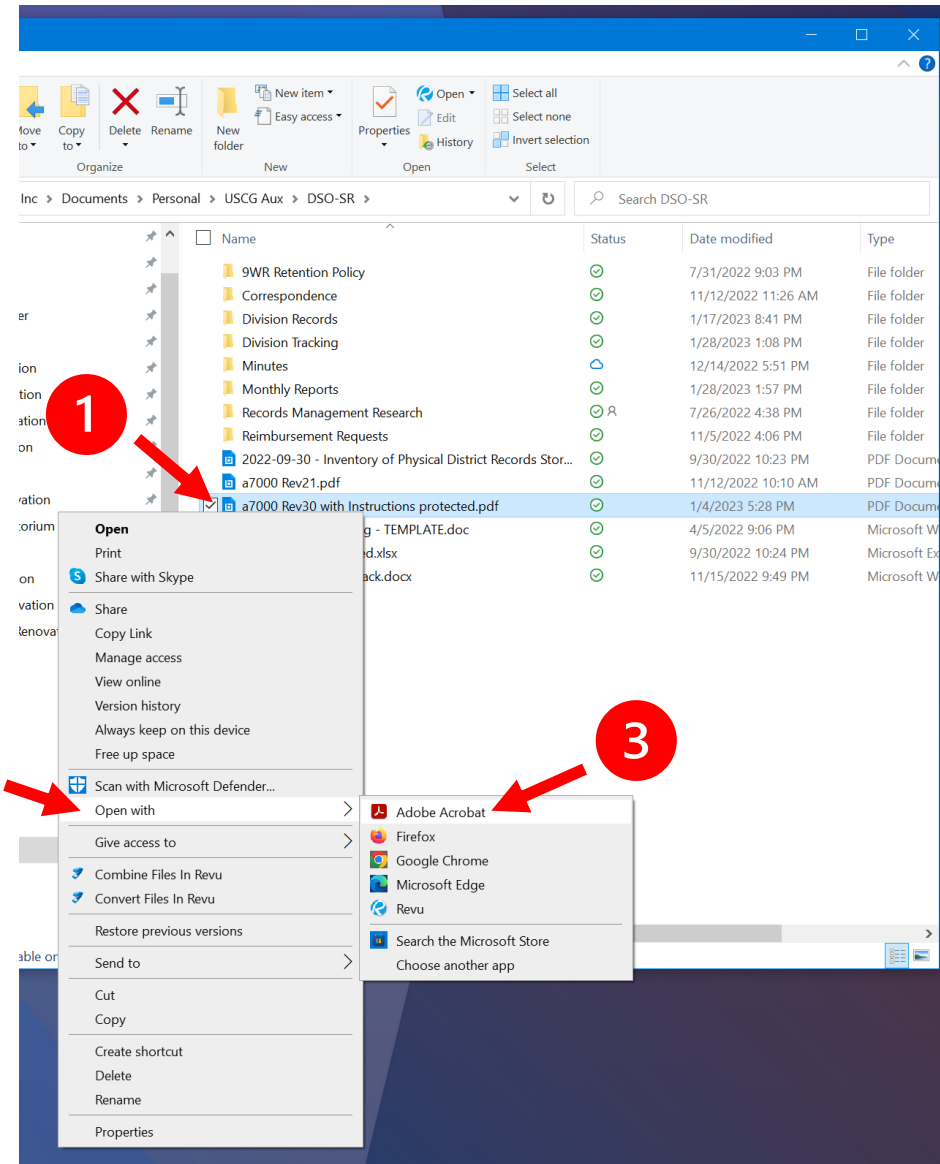
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FORM SETUP

Opening with Acrobat Reader in Windows:

Find the saved file then:

- 1.) Right-click the PDF file
- 2.) Select “Open with”
- 3.) Select “Adobe Acrobat”



FORM SETUP

11

Mac users may find that files open in the Mac PDF viewer. Follow the Mac “Open With” procedure to open in Adobe Acrobat Reader.



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FORM SETUP



The only correct way to edit is:
Adobe Acrobat Reader

The screenshot shows the Adobe Acrobat Reader interface with a PDF form titled "U. S. Coast Guard Auxiliary MEETING MINUTES". The form is divided into several sections:

- Header:** U. S. COAST GUARD AUXILIARY, FORM 7000 (12-22), U. S. Coast Guard Auxiliary MEETING MINUTES, Meeting Minutes are to be retained for 10 years, Page 1 of 6.
- Form Fields:** Unit Name, Unit Number, Meeting Date, Meeting Type (Regular Bus., Special Bus.), Meeting Location, Meeting Type (In Person, Virtual, Hybrid), Quorum Present (YES, NO).
- SECTION I Unit Officers Present (Check if Present):** A grid of checkboxes for various officer positions including DCO, DCAPT, DSO-AS, DSO-HR, DSO-PA, DCDR, etc.
- SECTION II Guests Present (Guests, Active Duty):** A section for recording guest attendance.
- SECTION III Minutes of last meeting (Mo/Yr): Motion, Second, Approved, Not Approved.**
- SECTION IV Financial Report (Mo/Yr): Motion, Second, Approved, Not Approved.**
- SECTION V Old Business**
- SECTION VI New Business**

The "Clear all Entries" button is highlighted in red in the top left of the form area. The right sidebar of the Acrobat Reader shows various tools like "Export PDF", "Edit PDF", "Create PDF", "Comment", "Combine Files", "Organize Pages", "Compress PDF", "Redact", "Prepare Form", "Request E-signat...", and "Fill & Sign".



**Using the wrong software is the
#1 cause of problems with the form!**



Read the instructions

U. S. COAST GUARD AUXILIARY	U. S. Coast Guard Auxiliary MEETING MINUTES	Page 5 of 6
FORM 7000 (12/22)		
INSTRUCTIONS		
<p>This form is to be completed, using Adobe Reader or Adobe Acrobat, by the Flotilla/Division/District Staff Officer-Secretary/Records after each unit meeting, and serves as a record of each unit business meeting held.</p> <p style="text-align: center;"><i>Meeting Minutes must be retained for a period of 10 years.</i></p> <p>GENERAL SECTION:</p> <ol style="list-style-type: none"> Initially select either Flotilla or District and the form will automatically adjust to the proper Titles and Positions for the Unit type selected. UNIT NAME - Enter the official unit name as identified in AUXDATA II. UNIT NUMBER - Enter Unit Number (Ex 053-04-02 for a Flotilla or 053-04 for a Division or 053 for District.) DATE - Enter date of the Meeting. Use MMDDYY format. MEETING TYPE - Select Regular Business or Special Business. TIME - Enter Call to Order and Adjourned Times. Use 24 hour Clock time. Ex 08:00PM = 20:00 hours. MEETING LOCATION - Enter Location where the meeting is being held. TYPE - Select type of Meeting held. In-Person, Virtual, Hybrid. Quorum Present - YES/NO. <p>SECTION I: UNIT OFFICERS PRESENT</p> <p>This Section was automatically adjusted to show Flotilla, Division, District Offices based on selection in Upper Right Corner.</p> <ol style="list-style-type: none"> For Flotilla, Division, District Meeting, check all UNIT officers present. Larger squares are to further define the position if present (Ex: FC=Flotilla Number, DCDR=Division Number, DCAPT=Area Acronym, OTO=AOR acronym) Attach Roll Call sheet on Page 2 for Members present. (See Page 5 instructions on "How To Attach a File") <p>SECTION II: GUESTS</p> <p>List additional Division, District, and Active Duty Representatives present. Include names, and functional titles.</p> <p>SECTION III: MINUTES OF LAST MEETING</p> <p>Enter the required information and any comments to further explain.</p> <p>SECTION IV: FN REPORT</p> <p>Enter the required information and any comments to further explain.</p> <p>SECTION V: OLD BUSINESS</p> <p>Enter follow up from past meetings, events or questions, etc.</p> <p>SECTION VI: NEW BUSINESS</p> <p>Enter upcoming events, plans, training, etc.</p> <p>SECTION VII: UNIT TRAINING TOPICS PRESENTED</p> <p>Enter any Unit training topics presented at the meeting. Keep explanations or descriptions brief and to the point.</p> <p>SECTION VIII: CONDENSED VERSION OF REPORTS AND MOTIONS VOTED ON</p> <p>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, you can use SECTION X – Continuation Sheet.</p> <p>SECTION IX: MEETING ADJOURNED AND NEXT MEETING DATE</p> <ol style="list-style-type: none"> Time meeting adjourned. (Use 24 hour clock format.) and who made the Motions. Date and time of next meeting. (Use mm/dd/yy and 24 hour clock format.) Date submitted. (Use mm/dd/yy format.) Person submitting the form and person to whom the form was submitted. <p>The ATTACH area is reserved as a space to attach other reports or documents such as the Roll Call sheet, Awards, Special Training, Calendar etc. See 'How To' instructions on Page 6.</p> <p>SECTION X: CONTINUATION SHEET 1 and 2;</p> <p>Use as needed. If additional space is required beyond the two continuation sheets, please use M/S Word and attach the file in the File Attachment area on page 2.</p>		

U. S. COAST GUARD AUXILIARY	U. S. Coast Guard Auxiliary MEETING MINUTES	Page 6 of 6
FORM 7000 (12/22)		
HOW TO LOCK DATA ON THIS FORM		
<ul style="list-style-type: none"> - 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 2 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 user's 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		
<ul style="list-style-type: none"> - With this 7000 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 7000. <p>- <u>Be sure to only attach files that are in a format that the recipient will be able to open on his/her system.</u></p>		
TEXT ENHANCEMENTS ALLOWED		
<p>The following Text Character Enhancements (Rich Text) can be used in all major text fields.</p> <p style="text-align: center;"><i>There are two way to invoke Rich Text</i></p> <ol style="list-style-type: none"> - To turn on BOLD use Control/b. To turn off BOLD use Control/b again. - To turn on <u>UNDERLINE</u> use Control/u. To turn off <u>UNDERLINE</u> use Control/u again. - To turn on <i>ITALICS</i> use Control/i. To turn off <i>ITALICS</i> use Control/i again. <ol style="list-style-type: none"> - Right click in the Field and a window will offer "Text Style". Click on this and it will offer the same text enhancements that the first method offers. - To turn off any Rich Text enhancement, right click again, click on "Text Style" and then remove the check mark from the style you were using. - It also offers to remove <u>all</u> text formats, if you have previously included any in the Field. 		



Start with a template



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FORM TIPS

Start with a template

Meeting details entered

U. S. COAST GUARD AUXILIARY FORM 7000 (12-22)		U. S. Coast Guard Auxiliary MEETING MINUTES <i>Meeting Minutes are to be retained for 10 years</i>		Page 1 of 6 Report for FLOTILLA DIVISION DISTRICT
Unit Name	District 7 Division 5	Meeting Date	Meeting Type Regular Bus. <input checked="" type="checkbox"/> Special Bus. <input type="checkbox"/>	Total # persons in Attendance
Unit Number	070-05			Time called to Order 10
Meeting Location	Flotilla 59 Stuart, FL	Type <input type="checkbox"/> In Person <input type="checkbox"/> Virtual <input checked="" type="checkbox"/> Hybrid	Quorum Present	YES <input type="checkbox"/> NO <input type="checkbox"/>
SECTION I Unit Officers Present (Check if Present)				
DCDR <input checked="" type="checkbox"/> SO-AS <input checked="" type="checkbox"/> SO-CS <input checked="" type="checkbox"/> SO-HR <input checked="" type="checkbox"/> SO-MS <input checked="" type="checkbox"/> SO-OP <input checked="" type="checkbox"/> SO-PE <input checked="" type="checkbox"/> SO-VE <input checked="" type="checkbox"/>	VCDR <input checked="" type="checkbox"/> SO-CA <input checked="" type="checkbox"/> SO-DV <input checked="" type="checkbox"/> SO-IS <input checked="" type="checkbox"/> SO-MT <input checked="" type="checkbox"/> SO-PA <input checked="" type="checkbox"/> SO-PV <input checked="" type="checkbox"/> FC #	IPDCDR <input checked="" type="checkbox"/> SO-CM <input checked="" type="checkbox"/> SO-FN <input checked="" type="checkbox"/> SO-MA <input checked="" type="checkbox"/> SO-NS <input checked="" type="checkbox"/> SO-PB <input checked="" type="checkbox"/> SO-SR <input checked="" type="checkbox"/> FC #	FC # 51 FC # 52 FC # 54 FC # 56 FC # 58 FC # 59 FC #	FC #
Attendance prechecked				
SECTION II Guests Present (Guests, Active Duty)				
SECTION III Minutes of last meeting (Mo/Yr) Motion Second Approved Not Approved				
SECTION IV Financial Report (Mo/Yr) Motion Second Approved Not Approved				
SECTION V Old Business				
SECTION VI New Business				

U. S. COAST GUARD AUXILIARY FORM 7000 (12/22)		U. S. Coast Guard Auxiliary MEETING MINUTES		Page 2 of 6 Lock all Entries <input checked="" type="checkbox"/> Lock Unlock all Entries <input type="checkbox"/> Unlock
SECTION VII Unit Training Topics Presented				
SECTION VIII CONDENSED VERSION OF REPORTS AND MOTIONS VOTED ON				
DCDR L Townsend-	Section prepared to enter verbal reports			
VCDR/IP S Hart-				
FC 01 Grey-				
FC-02 Barth, Greg-				
FC-04 S Forman-				
FC-06 Barth, Gary-				
FC-08 K Hontz-				
FC 59 M Kiriakow-				
SECTION IX MEETING ADJOURNED AND NEXT MEETING DATE				
Motion to Adjourn	Second Motion	Time Adjourned		
Next Meeting Date & Time	Date	Time		
Person Submitting Report: Terry Barth, SO-SR	Date Submitted	Report Submitted to:		
ATTACH - Roll Call & additional Reports in this area Ex: Staff, Awards, Special Event Reports				

U. S. COAST GUARD AUXILIARY FORM 7000 (12/22)		U. S. Coast Guard Auxiliary MEETING MINUTES		Page 3 of 6
SECTION X Continuation Sheet 1				
SO-NS A Mical-				
SO-CA S Forman-				
SO-AS M Glover-				
SO-FN P Lordi-				
SO-HR R Hess-				
SO-IS S Hart-				
SO-MA S Kendall-				
SO-MS W Shearouse-				
SO-MT L Townsend-				
SO-PV R Preiksaltis-				
SO-SR T Barth				
SO-VE Forman-				



Financial Report

SECTION IV Financial Report	(Mo/Yr) 2/23	Motion BARTH	Second MCMENAMIN	Approved Not Approved	<input checked="" type="checkbox"/>
Comments: Financial report approved as read.					



Financial Report

This vote only indicates that the board is approving/accepting the report as read – it is not an audit approval.

SECTION IV Financial Report	(Mo/Yr) 2/23	Motion BARTH	Second MCMENAMIN	Approved Not Approved	<input checked="" type="checkbox"/> <input type="checkbox"/>
Comments: Financial report approved as read.					



Financial Report

Can be left blank if the unit does not vote on this.

SECTION IV Financial Report	(Mo/Yr) 2/23	Motion BARTH	Second MCMENAMIN	Approved Not Approved	<input checked="" type="checkbox"/> <input type="checkbox"/>
Comments: Financial report approved as read.					



Locking the Form

Page 2 of 6	
Lock all Entries	<input type="button" value="Lock"/>
Unlock all Entries	<input type="button" value="UnLock"/>

It's an option, not a requirement

Can't unlock without the password - if you lose it, it's locked forever

We recommend sharing the password with at least one other person



2023-02-095-39-10-MM

YYYY-MO-DIS-DV-FL-MM



2023-02-095-39-10-MM

YYYY-MO-DIS-DV-FL-MM

2023-02-095-39-10-MM-S



FSO-SR

| Flotilla Staff Officer, Secretary of Records

SO-SR

| Division Staff Officer, Secretary of Records

DSO-SR

| District Staff Officer, Secretary of Records

BA-WAST

| Branch Asst., Secretary of Records - Training





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