

U. S. COAST GUARD AUXILIARY FORM 7000 (03/25)		U. S. Coast Guard Auxiliary MEETING MINUTES <i>Meeting Minutes are to be retained for 10 years</i>		Page 1 of 4 Report for FLOTILLA DIVISION DISTRICT	
Unit Name		Meeting Date	Meeting Type Regular Bus. Special Bus.		Total # persons in Attendance
Unit Number - -					Time called to Order
Meeting Location		Type In Person Virtual Hybrid		Quorum Present YES NO	
SECTION I Unit Officers Present Select if Present (This is Not full meeting attendance)					
SECTION II Additional Attendees Present (Auxiliarists, Guests, Active Duty)					
SECTION III Minutes Of Last Meeting (Mo/Yr)		Motion		Second Approved Not Approved	
Comments:					
SECTION IV Financial Report (Mo/Yr)		Discussed		Monthly Balance Sheet Attached	
Comments:					
SECTION V Old Business Continued on Page					
SECTION VI New Business Continued on Page					

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SECTION VII Unit Training Topics Presented <i>Continued on Page</i>		
SECTION VIII CONDENSED VERSION OF REPORTS <i>Continued on Page</i>		
SECTION IX MEETING ADJOURNED AND NEXT MEETING DATE		
Motion to Adjourn		Second Motion
Time Adjourned		
Next Meeting Date & Time	Date	Time
Person Submitting Report:	Date Submitted	Report Submitted to:
ATTACH - Roll Call & additional Reports in this area Ex: (Awards, Special Events, FN Report) --No Pictures or Videos--		

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SECTION X Continuation Sheet 1		

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SECTION X Continuation Sheet 2 <i>If additional Pages needed, create separately and attach in attachment area</i>

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<u>PRIVACY ACT STATEMENT</u> <u>Authority:</u> 14 U.S.C. § 39; 14 U.S.C. § 504, Commandant; general powers; and 14 U.S.C. § 505 <u>Purpose:</u> To provide a written and official record of the discussion, decisions, and actions of what occurred during Coast Guard Auxiliary meetings. <u>Routine Uses:</u> This information will be used to record the meeting minutes of topics discussed and voted upon, and it will serve as a reference point for participants or shared with absentees who are unable to attend the meeting. Information may be disclosed externally as a “routine use” pursuant to DHS/USCG-014, Military Pay and Personnel, 76 Federal Register 66933 (October 28, 2011). <u>Disclosure:</u> Furnishing this information is voluntary. The Coast Guard Auxiliary requires all Units to submit Meeting Minutes using form 7000 for every business and special meetings.
