

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

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<b>SECTION VII Unit Training Topics Presented</b>	<i>Continued on Page</i>
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<b>SECTION VIII CONDENSED VERSION OF REPORTS</b>	<i>Continued on Page</i>
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<b>SECTION IX MEETING ADJOURNED AND NEXT MEETING DATE</b>
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Motion to Adjourn	Second Motion	Time Adjourned
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Next Meeting Date & Time	Date	Time
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Person Submitting Report:	Date Submitted	Report Submitted to:
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<p>ATTACH - Roll Call &amp; additional Reports in this area</p> <p>Ex: (Awards, Special Events, FN Report)</p> <p style="text-align: center;">--No Pictures or Videos--</p>	
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**U. S. COAST GUARD  
AUXILIARY**

**FORM 7000 (03/25)**

**U. S. Coast Guard Auxiliary  
MEETING MINUTES**

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**SECTION X Continuation Sheet 1**

**SECTION X Continuation Sheet 2** *If additional Pages needed, create separately and attach in attachment area*

**PRIVACY ACT STATEMENT**

**Authority:** 14 U.S.C. § 39; 14 U.S.C. § 504, Commandant; general powers; and 14 U.S.C. § 505

**Purpose:** To provide a written and official record of the discussion, decisions, and actions of what occurred during Coast Guard Auxiliary meetings.

**Routine Uses:** 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).

**Disclosure:** 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.**