

SECTION I General

Unit Name	Meeting Date	Meeting Type Regular Bus. Special Bus.	Total # persons in Attendance _____ Time called to Order _____
Unit Number - -			
Meeting Location	Quorum Present YES NO	Meeting Format In Person Virtual Hybrid	

SECTION II Unit Officers Present	<small>Select if present (This is not full meeting attendance)</small>
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SECTION III Additional Attendees Present (Auxiliarists, Active Duty, Other)	<small>Cont. on Page</small>
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SECTION IV Minutes Of Last Meeting (Mo/Yr)	Motion	Second	Approved Not Approved
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Comments:

SECTION V Financial Report (Mo/Yr)	Discussed	Finance Report Attached
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Comments:

SECTION VI Old Business	<i>Continued on Page</i>
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SECTION VII New Business	<i>Continued on Page</i>
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SECTION VIII Unit Training Topics Presented	<i>Continued on Page</i>
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SECTION IX Condensed Version of Reports	<i>Continued on Page</i>
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SECTION X Meeting Adjourned and Next Meeting Date		
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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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ATTACH - Roll Call & additional Reports in this area (e.g. Awards, Special Events, FN Report) --No Pictures or Videos--	
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**U. S. COAST GUARD
AUXILIARY**

FORM 7000 (01/26)

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

Page 3 of 4

SECTION XI Continuation Sheet 1

SECTION XII 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.