

## January 2011 Flotilla Minutes

The meeting began with a call to order, the pledge of allegiance and establishment of a quorum. The following members were present: Tom Keene, Janet Heinz, Bob Muldoon, David Kingsbury, Shane Duffy, Don Garvey and Jeff Carlson. One visitor was present, Commodore Robert Heinz.

Both the Agenda for January and the Minutes for November were approved.

### **The Pledge for Officers was taken.**

### **Old Business:**

- The purchasing of a Voice Recorder was rekindled. Ralph Tomlinson discussed web based communication options in his Web Classes. These options are being studied at this time. The Voice Recorder discussion was tabled until this information regarding the web based options is decided upon.

### **New Business:**

- 2011 Education Courses planned at this time include:
  - ABS at Brooklyn Center on April 9, 2011
  - GPS for Mariners on April 16, 2011.
    - with the help of Phil Kircher of West Marine.
  - ABS at Shorview on April 30, 2011.
  - ABS in the Anoka - Hennepin District on May 7, 2011
- Committee Work
  - The Budget Committee - A request for members was made. Shane Duffy, Jeff Carlson and Janet Heinz volunteered
  - The Audit Committee met prior to the January Flotilla meeting and completed the audit for the 2010 year. Committee members were Janet Heinz, Shane Duffy, and Jeff Carlson.
- Coordination of offices was discussed. The goal of this is to better promote activities and programs through the combined efforts of symbiotic staff positions. An example is for Public Education to use Public Affairs to get the word out to more potential students instead of counting on the Community Center Bulletins to be the primary outlet to inform the public. There was agreement that such teamwork would be welcome and be of benefit to all involved.
- Price setting was discussed in relation to Public Education Courses. Division has asked that all ABS Courses be set at \$40 for consistency throughout the area. We can

make special arrangements for people needing assistance. This can be done on an as needed basis.

## **Flotilla Staff Officer Reports**

### **FSO - FC**

- ICS 210 will be available on March 26 at Lehman's Garage. The course is rarely taught in the area and is needed for those striking for Coxswain, Marine Safety and for the Trident Program. Cost will be announced.

-George Gallagher's brother passed away. A card from the Flotilla will be sent

**FSO NS** - No report submitted. Office is currently not filled. No report will be submitted until office is filled.

**FSO PA, PV**, - Plans are coming together for the Boat Show at the Minneapolis Convention Center. The dates of this event are January 20 -23, 2011. A signup sheet was sent to all members in the way of staffing needs.

**FSO FN** - Audit was completed successfully and Budget Requests have been made. The Budget will be finished and discussed at the next meeting.

**FSO CM** - No report submitted. Office is currently not filled. No report will be submitted until office is filled.

**FSO PE** - Jeff Carlson reported that the courses planned for 2011 include About Boating Safely (ABS) and GPS for Mariners at the Shoreview Community Center and ABS at the Brooklyn Park Community Center. An ABS course is also in the planning stage for the Anoka - Hennepin Community Education Program to have a class taught in that district as well.

**FSO MA** - No report submitted.

**FSO PB** - No report submitted. Office is currently not filled. No report will be submitted until office is filled.

**FSO SR** - No report submitted. Office is currently not filled. No report will be submitted until office is filled.

**FSO IS**— David Kingsbury reported that he is looking for someone to be trained in on managing the Web Page as he may be moving out of state following graduation. The time commitment would be between 30 - 60 minutes per month. Tom Keene voiced an interest in this position.

**FSO OP** – No report submitted.

**FSO MT** – No report submitted.

**FSO VE** – No report submitted.

**FSO HR** – No report submitted.

**FLOTILLA STAFF OFFICERS REPORT – David Kingsbury**

**MONTH ENDED: January, 2011**

**Office (FSO) CS**

**Mission Activity:**

Prepared and submitted 2011 budget request.

Renewed website hosting services for the next 12 months.

Checked website to ensure content is not outdated.

Updated various website information for 2011.

Updated website Links and Members Links pages, including updating broken links.

Added May-August 2011 Flotilla meetings to the website Flotilla Calendar.

Added 2011 PE classes to the website Flotilla Calendar.

Updated public announcements about upcoming release of public education class and vessel safety check dates on website homepage.

Wrote description of website maintenance tasks.

Consulted with FC and VFC about recruiting an understudy.

Consulted with VFC regarding laptop and projector use for member training.

Created flotilla email account for FSO-IS and provided technical support for email client setup.

**Other noteworthy items:**

Referred a prior service Coast Guard officer for possible Auxiliary membership.

**Rolling 3 Month Plans:**

Continue updating website content as needed.

Consult with instructors regarding technology use in PE classes as needed.

Recruit an assistant to understudy website maintenance.

**Awards – None**

**Comments by Guests – None**

**Adjourned meeting and refreshments, fellowship, and member training followed.**