

## **DISTRICT 13 DIVISION 2 STAFF MEETING MINUTES 13 February 2007 Bear Room USCG Pier 36 Seattle**

**Presiding:** VCP Wendell Brunk

**Division Staff Members in Attendance:** VCP Wendell Brunk, SO-CM Frank McJunkins, SO-IS Tom Liebert, SO-MS Bill Gasperetti, SO-PE SO-PV SO-VE Joseph LaCointe, SO-SR Craig Nuttal

**Guests:** DCP Garrison Bromwell

**Called to order** by VCP Brunk 1900

**Pledge of Allegiance** – Led by DCP Bromwell

**Goals 2007 discussion, staff officer needs** – Led by VCP Brunk

This discussion referenced e-note published to staff by DCP Bromwell this week. Copy appended at end of minutes pages 2-4.

- ABC classes
- Vessel Exams, Membership recruiting and retain
- Support Coast Guard Operations
- RBS visits
- Fellowship & Fun
- Reward and recognize 6 times this year
- Reporting from Flotilla staff to Division staff peer

**Open Discussion**

- 17<sup>th</sup> March workshops – VE, TCT, Instructor
- Buddy-up more experienced staff officers with junior officers

**Notes from NACON** – presented by DCP Bromwell

- 14<sup>th</sup> edition of PS&S is available, 13<sup>th</sup> continues distribution until supplies are exhausted
- Be sure to use the latest and newest forms
- Saturday 23 June is Auxiliary Anniversary day. Perhaps an open house?

**1945 Adjourned**

Respectfully submitted, Craig Nuttal SO-SR 130-02 13February2007

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Date: Sun, 11 Feb 2007 17:17:40 -0800  
From: Garrison Bromwell <dcp02@d13cgaux.org>  
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"Ambrose G. Laverty" <gdlaverty@earthlink.net>  
CC: Wendell Brunk <vcp02@d13cgaux.org>  
Subject: Challenges for the staff

To: Division 2 Staff

From: DCP 02

CC: VCP 02

As you are aware, a meeting of the Division Staff has been called by the Vice Captain at 1900 on 13 February. In order that the discussions at this staff meeting may remain focused, I have set down my personal challenges to you on the staff. Please focus on these items and craft plans to address each item. Most of them involve multiple staff positions, the cognizant officers need to work together to craft the best plans to address the challenge. I look forward to your input and plans for the year.

The following are the Division Captain's challenges to the Division Staff:

One - Increase the number of ABC courses taught in the Division and increase the number of students in those classes.

Comment - The Division Board has set a high goal for the number of classes and a average attendance of 15 students in each class. This means that there must be a coordinated effort between the instructors, public affairs, vessel examiners, program visitors, publications, and the Flotilla and Division Bridge. Please consider this to be job one.

Two - Increase (double) the number of Vessel Exams conducted by Division 2

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Comment - I have challenge the SO-RBS to set 10 ramp days and assign them to each Flotilla as the lead for that ramp and day. BUT we must involve all Vessel Examiners irrespective of which flotilla they are in and draw as well on the same resources as PE (instructors, PA, VE, PV, PB, etc.)

Three - Double the membership of the Division

Comment - WE NEED TO DO RECRUITING During the discussions held last fall for selling the Auxiliary and the benefits of membership in the Auxiliary there were several ideas discussed. We need to follow through on those ideas - to take one example we discussed getting on the meeting agendas of Yacht Clubs to take about the Auxiliary - to date there has been no follow through on this or any other recruiting initiative. PS, PA, PB, and MT should all be involved with this challenge.

Four - Support the Coast Guard

Comment - This is a broad challenge ranging for RBS support to those who work directly on base. But we cannot increase our efforts at direct support unless we increase the number of members in the organization -- those of us already aboard are already over worked and under paid.

Five - Identify opportunities for fellowship and fun activities.

Comment - There are four cornerstones and the last one is sometimes overlooked. Please include a fellowship component in all of your member directed activities.

Six - Reward and recognize our members

Comment - The "pay" we receive is recognition. The primary mean of recognition is an award. The Division WILL submit a minimum of one award recommendation every second month (even months) to recognize our members and the job they do for us. I am appointing a new Awards Team for the Division which will report directly to me. BUT each officer - and you are officers - are challenged to submit names (and brief reason) of members you feel should be recognized for their efforts. Should you have any recommendations I will accept them at any time.

Seven - Reporting - How, When, and To Whom

Comment - unless you are specifically exempt (FN, SR, and PB have separate reporting requirements) you are to prepare a written report for the Division Board and Staff at the end of each EVEN month for distribution prior to the Division Meeting. This means there is a

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report due NLT midnight 28 February. The report is to be sent to the VCP as a Word Document (if this is not possible for you, please consult with the VCP). The report should cover, unless otherwise directed, significant activities in your Area of Responsibility since your last report, major events or activities planned in the next two to three months, and any significant problems or roadblocks. Be aware that the February report and all subsequent reports will be published on the Division web site for the edification of all members. If your roadblocks include personal references or cast aspersion on the Auxiliary they will be edited prior to web publication. (Such remarks MAY be warranted but are more appropriate in a private communication to the VCP or DCP.)

Please contact me if you have any questions or comments.

Garrison Bromwell  
DCP 02

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