



UNITED STATES COAST GUARD AUXILIARY

Southwest District - Division 7
Ventura, Santa Barbara, San Luis Obispo Counties



Flotilla Elected Leadership Academy

Saturday December 20, 2025

USCG Aux Training Deck
4202 S. Victoria Ave. Oxnard, CA 93035

COURSE SCHEDULE

Time	Topic	Presenter
8:30AM	Welcome & Introductions	Shayna Ledesma, Vice Division Commander (e)
	Overview & Expectations	Paul Labella, Division Commander (e)
	<ul style="list-style-type: none"> Leadership Qualities Leadership Succession Planning Flotilla Goals & Vision 	Robert Hamming District Capt., 11N
	Sharing The Vision / Painting the Ship	Rudy Cortez, Staff Officer Finance
	<ul style="list-style-type: none"> Flotilla Commander & Vice Commander Obligations/Responsibilities Division Board Membership Responsibilities 	Paul Labella
10:30AM	BREAK	10 Minutes
POLICY & PROCEDURES		
	<ul style="list-style-type: none"> Flotilla Organization & Staff Officer Appointments 	Shayna Ledesma
	<ul style="list-style-type: none"> Change of Administration Duties Policy: Standing Rules / AuxMan / Flotilla Procedures Guide 	Paul Labella
	<ul style="list-style-type: none"> National/District/ Division Structure Flotilla Meetings: Content & Structure Financial Records/ Reporting 	Patrick Newburn, Division Commander
	<ul style="list-style-type: none"> Information Reports / Auxdata II Mission Codes / Reporting Hours Coast Guard Stations & Active-Duty Relationship and Request for Forces 	Mike Brodey, Auxiliary Unit Coordinator (AUC)
12:30PM	LUNCH	45 Minutes (or less)

MEMBERSHIP MATERS		
1:10PM	Mentoring And Communicating With Members <ul style="list-style-type: none"> • Written / email / text / phone • Verbal & Non-Verbal 	Patrick Newburn
	<ul style="list-style-type: none"> • Training Members • Member Appreciation & Awards • Uniforms - Acquisition & Inspection • Core Training 	Patrick Newburn
	<ul style="list-style-type: none"> • Human Resources <ul style="list-style-type: none"> ○ New Member Application ○ Legal Issues/ Conflict Resolution 	Norm Bundek Staff Officer – Human Resources
2:30PM	BREAK	10 Minutes
FLOTILLA EVALUATION		
	<ul style="list-style-type: none"> • Know Your Member Survey • Flotilla GAR Survey 	Shayna Ledesma
3:45PM	WRAP-UP	Paul Labella