**Board of River Port Pilot Commissioners**

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Notice of Monthly Meeting

Wednesday, December 7, 2016, 9:00 a.m.

1. Call to Order

Meeting called to order at 9am. Present: Capt. Steven Vogt, Capt. Eric Stegen, Capt. Jack Anderson and Michael Delesdernier

1. Adoption of Minutes

Minutes of 11/2/16 meeting approved unanimously.

1. Apprentice Training

Met with May Apprentice group for training. Apprentices given written test and map drawing test. Discussed trip sheets and work assignments. Chalk talk on angles and master pilot conference.

1. Old Business
   1. Applicants

Counsel gave update on the background check of applicants and the status of each applicant with regard to physicals and drug tests.

* 1. Update on Physicals and Licenses

Reviewed list of all pilots renewing their MMC through July. Directed emails to go to those pilots renewing through July encouraging them to start their renewal now. Asked pilots to use Coast Guard chat room starting at 60 days from renewal to inquire about status. Asked pilots to contact Commissioners if license still has not renewed when 30 days from renewal.

Coast Guard contact information was compiled. These contacts can assist with license renewal, physicals and approved apprenticeship program.

* 1. Shifting on Lines Update
     1. UBT

Counsel gave update on UBT

* + 1. CHS

Counsel gave update on CHS

1. New Business
   1. New Deputy Pilots

Counsel gave update on new deputy pilots. Oath of Office and confirmation questionnaires will be sent to deputies. Still have not received certificates from Senate. Commissioners directed that a critique of apprenticeship program should be emailed to each deputy for them to complete.

* 1. Violet Dock Complaint

Counsel gave update on Violet dock complaint.

1. Adjournment

Meeting adjourned.