

# **AMERICAN LEGION POST 318**

## **EXECUTIVE COMMITTEE MEETING**

### **August 30, 2017 (Pending Approval)**

The Executive Committee Meeting was called to order at approximately 7:00 PM at Post 318, by Commander Don Bishop.

Matters addressed at the Executive Committee were:

#### **ROLL CALL OF POST OFFICERS AND COMMITTEE CHAIRS:**

Adjutant Dan Wolfangel conducted roll call. Present were: Post Officers: Commander Don Bishop; 1<sup>st</sup> Vice Commander Bob Kamman; Adjutant Dan Wolfangel; Finance Officer Ron Yersky; Chaplain Jerry Porter; SAA Ralph Caskey; Service Officer Charles Cleves; and Committee Chairs: Bob Alfieri (House); Ken Knight (Fund-Raising); Ed Sears (Bingo); Americanism (Randy Lindsey); and Jimmy Bussey (Event Coordination).

Absent with advance notice were: 2<sup>nd</sup> Vice Commander Matt Lilly. Absent was Committee Chair Doug Rogers (Community Support).

**MINUTES OF LAST MEETING:** Adjutant Wolfangel, noted that the E.C. Meeting Minutes from the July 26, 2017 meeting had been reduced to print and previously distributed to E.C. members, and have also been posted in E.C. Minutes binder in clubroom. They have also been submitted for inclusion on Post web-site. ***A motion (Dan Wolfangel) to accept the meeting's minutes, as printed, was seconded (Ron Yersky), and was passed unanimously to accept said minutes as printed.***

#### **POST EVENT CALENDAR REVIEW:**

Commander Bishop noted everybody should have the on-line calendar updated for upcoming activities in their respective area of responsibility.

#### **CORRESPONDENCE / ADJUTANT ITEMS:**

Adjutant Wolfangel noted the following items:

##### Correspondence Received:

- Dept. of the Army Request for Ceremonial Rifle Inventory: Has been completed by SAA Caskey and Adjutant Wolfangel, and timely submitted as requested.
- 4<sup>th</sup> District Request for Membership Assessment of \$46.20: Was forwarded to Finance Officer Yersky for payment.
- Request for Sponsorship/Donation for "Aubrey Rose Foundation": It was noted no C.I. funds currently allocated or available for this request, thus no action taken.
- Email request from Carl Jewett (Ret. Navy), V.A. Accredited Claims Agent with "Mesothelioma Guide" Seeking Inclusion of Link on Post 318 Web-Site: Following discussion ***it was unanimously agreed by E.C. that we do not post private / for profit business resource links on the web-sites.*** Adjutant to notify requester of policy.
- Notice from A.L. Post 805 (Springboro, OH) Regarding Change of Address: No action required.
- List of 4<sup>th</sup> District Activities Scheduled and Request for Posts to Suggest and/or Sponsor Additional Events: It was noted that copy will be forward to Post 318 Activities Chair Matt Lilly. It is also posted on the clubroom BB.

Adjutant Wolfangel advised he would be out of town on date of September E.C. Meeting, and requested SAA Caskey serve as Acting Adjutant for that meeting, taking minutes and presenting Adjutant correspondence and other items. SAA Caskey accepted request.

**BUDGET REPORT / FINANCE ISSUES AND CONCERNS:** Finance Officer Ron Yersky provided E.C. with copies of a line item budget (Revenue / Expense Actuals) update through July, with copy for Adjutant to file with August minutes, and indicated the Operating Account and Capital Projects was in fairly good shape, in spite of the known large expenses at the start of each month. Hopefully our financial position will be enhanced by the continued success of Bingo and our upcoming dances starting in September. In response to question regarding remaining roof repair payments, Yersky indicated we had six months at \$1,000 each yet to pay.

**OPEN ISSUES / OLD BUSINESS:** Commander Bishop commented on, led discussions, or updated status regarding following items.

- 1) **Items that require attention until Bishop's return from medical absence:**
  - Post shopping for Bingo, Dances and events will be handed by Ed Sears.
  - Newsletter will be handled by Bob Kamman.
  - Dance Events will be overseen by Bob Kamman.
  - Marketing Committee will be coordinated by Dan Wolfangel.
- 2) **MailChimp (Email Marketing Service):** Bishop discussed the specifics of the MailChimp program relative to:
  - Use in sending out group messages. Noted that membership group and dance customer group are currently loaded, and this would be the right place to also load Bingo customers and other groups of email addresses.
  - Promos and group messages for dances are already prepared and ready to be timely sent out, in his absence.
  - Newsletter is currently being distributed via MailChimp.
  - Anyone having need to send out group messages should consider using this service, and learn to use this tool. He outlined the process, and advised he was available after meeting to go through the process with anyone interested.
- 3) **Membership Support and Participation:** Bishop commented on:
  - Still need a strategy/plan to increase participation, directed at getting more members active, and younger members active.
  - Need to develop a communications plan, which has a consistent and repetitive message, and also develop a delivery method for that message.
  - Determine how we reach out: Phone? Personal visits? Hold events targeting non-active members?

**Bar-Tending and Bar-Service Compensation and Tips Issue:** Ron Yersky reported on his attempt to draft a preliminary policy to address and define the issues related to these issues, which were tabled from the July 26<sup>th</sup> E.C. Meeting. He presented a draft copy to all E.C. members for purpose of discussion and comments. ***Following brief discussion and suggestions for several revisions or corrections, Adjutant Wolfangel agreed to redraft in a policy/resolution format to be presented at next E.C. Meeting for further discussion and/or adoption.***

**NEW ISSUES / NEW BUSINESS (Commander):** Commander Bishop commented on:

- 1) **Poker Mania:** Bishop distributed and explained a financial summary regarding the event, which noted Post made \$1,413.24 and Charities, Inc lost \$371.26. Concessions lost \$143.88. He also enumerated "lessons learned" from the event, noting C.I. is evaluating all aspects of the event in consideration of whether to try the event again in the future.
- 2) **Open Mic Event:** Bishop presented all with a summary of the proposed event's program description, goals and objectives, operating assumptions, financial assumptions, staffing assumptions, and implementation plan, along with a recommendation proposal from Marketing Committee for a six event trial period. Following discussion regarding compensation for the Open Mic Coordinator/Entertainer (Christina Schnetzer), promotion responsibility, concession/bar provisions, and need for a Post member to serve as Project Lead, ***a motion (Don Bishop) was made to proceed with a six event trial on Fridays on dates of 9/22, 10/6, 10/20, 11/3, 11/17, 12/1, which was seconded (Bob Kamman), and passed unanimously by E.C.*** Dan Wolfangel indicated he would make the necessary contact with Schnetzer advising of the trial event proposal approval and the provisions to initiate the planning for the events. A volunteer for the Project Lead is needed.

- 3) Party on the Plaza Thought: Bishop questioned if the Post would like him to approach Eric Miller (AACC) with a proposal to offer use of its facilities (Patriot Center) in event of last minute weather cancellation of the Party on the Plaza event conducted over summer at Anderson Center. ***E.C. gave OK to check into any interest.***
- 4) U.C Never Forget Project: Bishop commented on a request from UC student Regina Barton for contribution toward the 9/11 project, which encompassed placement of 3,000 small American flags on a quad at U.C Campus. ***Upon motion made (Don Bishop) recommending contribution of \$100 from C.I. funds to the event, seconded (Dan Wolfangel), E.C. passed motion unanimously.*** 1<sup>st</sup> Vice Commander Kamman and Adjutant Wolfangel to coordinate notification to Walt Geil (C.I. Treasurer) for issuance of check.
- 5) Web-Site Links: Bishop commented on, and recommended the addition of to Post 318 web-site links for the following organizations: U.S Department of Veteran Affairs Employment Service; Veteran's Guide to Starting a Small Business; Veterans, Addiction, and PTSD; and Military Housing Guide. ***Upon motion (Don Bishop) to add the designated links to Post web-site, second (Jerry Porter), E.C. passed motion unanimously.*** Post Web-Master Josh Richardson to be notified to add the links.

Adjutant Wolfangel requested that meeting minutes reflect the email vote taken on August 26, 2017, to grant Veterans Assistance in amount of \$300 (from C.I. Allocated funds), to family of veteran Brett Feldman, which was at the recommendation of Post Service Officer Cleves. ***Results of email vote were nine (9) E.C. member responses which were all in support of contribution. There were no negative or other responses received. The responses received are in the majority of the E.C. membership, thus distribution of contribution was passed.***

#### **NEW ISSUES / NEW BUSINESS (Polling of Committee Chairs):**

Membership: Chair Kamman noted that we are currently about same place we were last year at this time on renewals, which is about 100 renewals, toward our 2018 quota of 155. He also noted that member Ken Hamilton is now off of active duty, however, is remaining in Texas at this time.

Post Activities: No report in absence of Chair Lilly.

Adjutant Wolfangel expressed his appreciation to those that volunteered to assist with the personal distribution for the awards, certificates and service pins to those awardees that did not, or could not, attend the Awards Program on July 22<sup>nd</sup>. He noted that he received a thank-you call from member Curtis Grant for the mailing of his certificate and pin to him in Florida.

Chaplain/VAVS: Chair Jerry Porter noted the next VAVS event would be on Saturday afternoon – October 21<sup>st</sup>, when the V.A. Patients would come to our Post. This would be followed with a VAVS visit to V.A Hospital on Tuesday – November 7<sup>th</sup>. He also gave an update on medical issues of members Bob Calder and Keith Musselman, and noted Don Bishops forthcoming surgery.

Americanism: Chair Randy Lindsey advised he and Jerry Porter would be making contact with Anderson High School contacts to discuss Americanism programs for upcoming year.

Community Support & Recognition: No report in absence of Chair Rogers.

Service, Veterans Affairs / Economic / Legislative: Chair Charles Cleves commented on the \$300 Veterans Assistance contribution to Brett Feldman family, and provided some additional insight into the situation. He also commented on his contact with the Hamilton County Prosecutor's Office regarding process and issues related to removing of, and return of, children from veteran families by Family Services.

Bingo: Chair Ed Sears commented or reported on:

- Bingo Machine repair, which ended up being done by him, with assistance from tech support via phone, at no cost.
- August Bingo resulted in distribution of: Post (\$2,700); C.I. (\$870); and Concessions (\$659).
- Will be stepping down from Bingo Manager effective October 31, 2018, which will provides approximately 14 months to secure, and train someone to take over the position.

Fund-Raising: Chair Ken Knight noted only thing going was Football-Mania, which was being handled by Roger Wade and Matt Lilly. It was advised that Matt Lilly would be back from vacation in time to get final Football-Mania registrations into the system.

Event Coordination: Chair Bussey indicated he only had three confirmed rentals for future, at this time. They are October 13, 2017 (reception); May 19, 2018 (wedding and reception), and a date in August 2018 (retirement party).

House: Chair Alfieri commented on, or noted the following:

- Kitchen Hood Cleaned: Requires professional cleaning once per year. Has been done.
- Floor and Stove Cleaning: Had offer for bid to clean both. Advised Post would clean floor. Will be getting bid for professional stove cleaning.
- Front Signage Cleaned: Noted that Dan Wolfangel had cleaned both the monument sign and the smaller 4' sign used for promotion of our Post activities.
- New Water Hose: Noted has obtained 150' of new water hose which will enable reaching necessary water needs in front of building from the rear building faucet.

Internal / External Communications: Chair Dan Wolfangel advised no report on External Communications, and Don Bishop advised no report on Internal Communications.

Uniform Ceremonies: Chair Caskey commented on the FHSD Opening event handled by the Post Color Guard noting it went well, and the replacement flags were disseminated to all of the schools. He also discussed the upcoming Football and Soccer games at Anderson and Turpin High Schools. He has sent out an email with the dates and details of those events, and still needs additional volunteers for all dates. Also looking for more members to sign up to increase the roster of members interested in serving with the color/honor guard and rifle squad details.

Charities, Inc.: Don Bishop noted, or commented on:

- A/T Veterans Day Event: Will be held at Post again this year, on Saturday - November 11<sup>th</sup>. Cash bar from 5 PM to 6 PM; Dinner and Dessert from 6 PM to 7:15 PM; Program from 7:15 PM to 7:30 PM; followed by Entertainment by the "Avenues" (90 minutes). Post members will be given opportunity for advance registration.
- Dan Wolfangel will assume leadership for Charities, Inc during Bishop's absence.
- He is working on "Wave the Flag" programs, with minimal cooperation from Kroger at this time.

**Hamilton County Council Issues / Concerns:** No report.

**4<sup>th</sup> District Issues / Concerns:** No report..

**Good of Legion:**

Storm "Harvey" Hurricane/Flooding Disaster Donations: Service Officer Cleves noted that donations may be made toward the relief effort through the national American Legion.

**Adjournment of Meeting:** There being nothing further to come before the Executive Board Meeting, Commander Bishop adjourned the meeting at approximately 8:45 PM.

Prepared by: