

**MINUTES  
AMERICAN LEGION POST 318  
EXECUTIVE COMMITTEE MEETING  
JANUARY 31, 2024**

Meeting conducted:  X Physical Only;  Physical and Virtual

Commander Stegmann called the meeting to order at approximately 7:00 PM at the Post. Matters addressed at the meeting were:

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

Adjutant Carey conducted roll call and indicated twelve (12) EC members present as noted below, which exceeded the quorum of nine (9). **Physical 12, Virtual 0**

**Elected Officers**

**Voting Members  
Present**

Commander	Lee Stegmann		X
First Vice Commander	Bob Kamman		X
Second Vice Commander	Kirk Minnich		X
Adjutant	Bob Carey		X
Finance Officer	Randy Lindsey		X
Sergeant at Arms	Ralph Caskey	E	
Chaplain	Rob Heberly	A	

**Appointed Positions/Chairs**

Corporate Statutory Agent/Ass't Adjutant	Dan Wolfangel		X
Service Officer	Charlie Cleves		X
Americanism Chair	Eric Howland	E	
Bingo Chair	Ed Sears		X
Community Support Chair	VACANT	V	
Fund Raising Chair	VACANT	V	
House Chair	Bob Alfieri		X
Event Coordination Chair	Ken Knight	E	
Charities, Inc. Liaison	Dan Wolfangel		X
SAL Advisory Committee Chair	Tony Capetillo	A	
Bar/Concession Manager	Steve Stuntz		X

**EC Alternates**

Assistant Finance Officer	Joe Dubois		X
Assistant Sergeant at Arms	Gary Gregorio	A	

**Additional Attendees**

(none)			

KEY: X=Present E=Excused (Prior Notice) A=Absent V=Vacant Z=via Zoom

**MINUTES OF LAST MEETING:**

Carey noted that the E.C. Meeting Minutes from December 27, 2023 were posted in E.C. Minutes Binder in club room, distributed to all E.C. members, and sent to Post Web-Master for posting. ***Motion (Wolfangel) made to accept and approve the Minutes as submitted was Seconded (Kamman) and approved by unanimous vote of E.C.***

**POST EVENT CALENDAR REVIEW:**

2nd Vice Commander Minnich reported:

- The calendar is up to date; since Don Bishop's passing. I have updated the recovery emails and contacts to Bob Kamman and myself. Everyone who requires access to the Post Calendar has it.
- Upcoming events include Bingo, Euchre, Karaoke, SAL's Wednesday Night Assembly from 5 to 10pm and the Fish Fry starting on Feb 16th.
- The Valentine's Day Dance is up to 95 presales with about a week and half left. Anticipating approx. 50 walk-ins; we will be sending out a request for assistance in the future through Mail Chimp.

**CORRESPONDENCE LOG:**

Adjutant Carey advised and commented on action taken on the following items of correspondence since the last meeting:

**Incoming Correspondence:**

- Routine bank statements, ads, magazines, dues, invoices, etc.
- Flyer and signup sheet from 4<sup>th</sup> District of the Annual Eight Ball Tournament March 23 at Roc's House of Billiards. ***Posted on BB***
- 6 donations in memory of Bishop. ***Placed in Lindsey drawer***
- Flyer from Strikes for Kids for the Third Annual Orange and Black Bowling Bash April 25. Posted on BB
- Property tax bill, ***Placed in Lindsey drawer***
- Thank you letter from California Heritage Foundation for our donation of \$1,000 toward the California Ohio Memorial and Monument. ***Posted on BB***
- Solicitation for donations to Miami Valley Military History Museum. ***Placed in CI drawer***
- Notification of the passing of Past District 4 Commander Jerry LeForge and the date/time and location of the memorial service. ***Forwarded to EC members***
- Voicemail from a lady named Schumacher asking if we could hire her part time for cleaning, cooking work. ***Her information forward to Alfieri***
- Solicitation from Dept of Ohio for donations to Stockhands Horses for Healing. ***Placed in CI drawer***
- Solicitation from Trimark Cincinnati selling kitchen equipment and supplies. ***Forwarded to Franz***
- Food service license renewal application. ***Placed in Alfieri file***
- Announcement from VA Medical Center of their Foster Home Program as alternative to nursing home care. ***Placed in Cleves drawer***
- Buckeye Girls State package. ***Placed in Howland file***
- Voicemail from a lady claiming to be calling about the 2024 meter reading date for Duke Energy; she sounded unprofessional and gave her phone number twice but they weren't the same. First it was 513 296-4453, then it was 513 296-4433. ***Forwarded to Alfieri***
- Tax document from First Financial. ***Placed in Lindsey drawer***
- Commander Stegmann noted that he received an email regarding Girl Scout cookie sales at the Post on March 1 during the Fish Fry. ***He will forward to Fish Fry Manager Franz***

**Outgoing Correspondence:** none

**Misc. Adjutant Items:**

- Conducted on January 13 a vote of the EC by email to authorize the purchase of a cash counting machine and a safe for exclusive eBingo use at a cost of \$2,500. *Of 13 responses, all were approvals.*
- Conducted on January 15 a vote of the EC by email to authorize the award of the installation of 120v wiring and outlets on the stage at a cost of \$650. *Of 9 responses, all were approvals.*

**BUDGET REPORT / FINANCE ISSUES AND CONCERNS:** Finance Officer Lindsey reported:

- He submitted the Financial Report for January 31, 2024, included with these Minutes. *Motion (Carey) made to accept and approve the Finance Report, subject to audit, as submitted was Seconded (Kamman) and approved by unanimous vote of E.C.*
- Donations directed to the Post in memory of Don Bishop total \$400 to date. *Motion (Lindsey) made to redirect the \$400 donations to the Post in memory of Don Bishop from the Post account to the Charities, Inc. account in recognition of Bishop's devotion to Charities, Inc. was Seconded (Wolfangel) and approved unanimously.*
- The donated Point of Sale system is not useable without much reprogramming and excessive fees. Lindsey and Minnich are investigating options and costs for a new Point of Sale accounting system for the Club Room with one or two rover units, with the goal of having it operating for the first Fish Fry February 16. *Motion (Wolfangel) made to authorize up to \$1,500 to procure a new Point of Sale and cash accounting system was Seconded (Alfieri) and approved by unanimous vote of the EC.*
- He asks for assistance in developing the Post budget, and for someone to join the Finance Committee to take Bishop's place; Dubois agreed to assume that position, and Commander Stegmann made the appointment.

**OPEN ISSUES / OLD BUSINESS:**

- Wolfangel noted he needs the pricing structure for this year's Fish Fry so he can release the Fish Fry article to the media. He has added the Fish Fry info to the monument sign. The Fish Fry yard signs will be placed in the Club Room, and an article will be published via Mail Chimp encouraging members to place yard signs on their property in their neighborhoods.
- Wolfangel presented the plaque, picture, and proclamation honoring Don Bishop. He will contact Mary Bishop to attend a presentation as part of the next General Post Meeting on February 13.
- Carey presented pictures of two designs of new pendant light fixtures for the bar, requesting input, especially from persons who work the bar.

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

- Wolfangel and Minnich will combine the *Club Room Utilization Policy* and the *Honor Bar and Guests Policy* into one document for presentation for approval at the next EC meeting, and for distribution to members and renters.
- Minnich presented new bar pricing. *Motion (Wolfangel) made to adopt the new bar pricing, effective February 1, was Seconded (Alfieri) and approved unanimously by the EC.*
- Kamman noted the new PA system speakers are up and running.

**Membership:** Chair Kamman reported:

- The updated membership roster is issued.

- The membership rate for next year will increase from \$40 to \$45, and will likely increase the year after that. Renewal for 2025-2027 is available now at \$40 per year if done online at [legion.org/renew](http://legion.org/renew).
- We are over quota, with more new members/transfers expected.

**Post Activities:** (covered above under Calendar Review)

**Chaplain/VAVS:**

Wolfangel mentioned the deaths of Post member Doug Rogers and SAL member James Mansfield, and the hospitalization of SAL Adjutant Rob Herking.

**Americanism:** Chair Howland provided the following report, given by Carey:

- BBGS interviews were completed the week of Jan 8th. Ten students were interviewed (6 boys/4 girls). All 10 were selected to attend BBGS.
- While Charities Inc. has only funded six attendees in the past, they approved to fund an additional two slots this year. That makes a total of eight slots funded by CI.
- The SAL approved funding for one slot, and Jerry Porter personally financed another. Thank you to Jerry, the SAL and Charities Inc. for the funding that allows the Post to send all ten nominees. To note, per Jerry, the largest group sent in the past was 8.
- I want to thank Jerry Porter, Bob Williams, and Misty Howland for conducting the interviews of the ten students.
- A reminder that the Post 318 Scholarship window is open and will close on April 26.
- Additionally, The Ohio American Legion Scholarship window is open and closes on April 15.

Wolfangel noted the scholarship information should be included in the newsletter; Carey will forward the above report to Minnich.

**Community Support & Recognition:** (Vacant)

- Wolfangel reported he has received nominations from ATFD and HCSO – D5, and is in the process of preparing the required nomination packets. The nominee for Fire Fighter of the Year is Fire Fighter/Paramedic Kyle Stone, and the nominee for Law Enforcement Officer of the Year is Deputy Jerome Dwyer.
- The EC agreed the date for the 2024 Awards Program is July 27, 2024, 7:00-8:30

**Service, Veterans Affairs / Economic / Legislative:** Chair Cleves reported:

- The VA is beginning a Foster Care program of in-home visitation of veterans as an alternative to nursing home care.
- SAL is encouraging donations to financially help the families of Mansfield and Herking; an article will be included in the newsletter.

**Bingo:** Chair Sears provided the report dated January 31, included with these Minutes, and further noted:

- He is looking for another Bingo caller.
- He has begun his portion of the IRS form 990.

- Bingo will be conducted on Super Bowl Sunday, February 11.

**EBingo:**

The “Electronic Bingo Internal SOP” and “Electronic Instant Bingo-Internal Control Standards Procedure” were previously issued to the EC by Minnich for comment. *After discussion, Motion (Lindsey) was made to adopt “Electronic Bingo Internal SOP” and “Electronic Instant Bingo-Internal Control Standards Procedure,” was Seconded (Alfieri) and approved unanimously.*

[Lindsey reported on February 1 the final eBingo report for January, as follows:

Results are profit of \$2,650, with \$665 to Charities and \$1,985 to Post]

Minnich noted the credit with Arrow balance is \$19,121.33

**Fund-Raising:** (Vacant) (nothing further)

**Event Coordination:** In his excused absence, Chair Knight submitted the following report:

1. Mary Kay Products will be in Hall A on Tuesday evenings thru most of 2024 with a few exception
2. AARP will begin having tax help in Hall A 2/5/24 to 4/15/24 Monday thru Friday
3. The East Side Republican Club (ESRC) will be renting Hall B, typically the last Tuesday of each month in 2024 (with a few exceptions)
4. The Warbirds will be renting Hall A, typically the first Monday of each month starting in February (with a few exception). They will not be having a bartender but will be using the Club room for drinks.
5. All my rental dates, times, and locations that I have booked so far for 2024 are on the Post calendar
5. Hall account: balance as of 1/29/24 is \$1,294.68
6. Income to the Post from rentals in 2023 was \$14,200. It is actually more than that since the Hall account paid for the alcohol for the NYE dance (approx. \$3,500)
7. I had surgery for tears in my Achilles tendon on 1/25/24 and will have very limited mobility for 4-6 weeks afterwards

**House:** Chair Alfieri reported as follows:

- The 240v wiring project for the new freezer has been cancelled, as the freezer will require 120v.
- The 120v wiring and outlets for the stage will be installed next week.
- Various maintenance work is in progress.
- The parking agreement with Anderson Land Holdings is pending, and ALH has purchased parking space behind the Pet Center.

**Internal / External Communications:** Wolfangel reported:

- the Valentine Dance Media release has been published.
- Fish Fry Media Release is pending final decision on menu pricing.

**Internal / Newsletter:** No report

**Uniform Ceremonies:** In his excused absence, Caskey provided the following report:

- The Casket guard did an excellent job for Don's service and the Poppy service went well. Bob K. and Rob H. did an outstanding job.
- No Joseph House runs until summer.
- We need to start looking for a bugler for Memorial Day. If anyone knows someone who might be interested, please let me know.

**Charities, Inc. (C.I.):** Wolfangel reported:

- **C.I. Board Make-Up:** With the passing of Board President Don Bishop and the recent decision to increase Board by two, we currently have three vacancies. I am currently serving as interim/acting Chair until next election of C.I. Board officers which will occur at August quarterly meeting. In response to request for individuals to fill the vacancies, the remaining members of the C.I. Board will be considering Randy Lindsey, Eric Howland, and Meredith Lindsey to fill the vacancies at the Board's February 20 quarterly meeting.
- **Contribution Request:** Miami Valley Military History Museum; Not in the CI budget; *the EC agreed to decline the request.*
- **Contribution Request:** Jason Rue 2023 (Dept of Ohio) Commander's Project "Veterans Helping Veterans-Stockhands Horses for Healing." Not in the CI budget; *the EC agreed to decline the request.*
- **501-c-3 Room USAGE/ STORAGE:** The EC discussed the sharing with Bingo (safe) / E-Machines administration (safe and cash counter) / C.I. Records & equipment storage. Disposal of no longer needed Poker Chips. No conclusions to make changes were reached.

**Marketing Committee:** Chair Minnich had no further report

**Bar/Concessions:** Chair Stuntz had no further report

**SAL Squadron:** No report

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

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

**Dept of Ohio Issues / Concerns:** None

**Good of Legion:** No report

**Further Business:** None

**Adjournment of Meeting:**

Commander Stegmann, indicating there being no further business to come before the Executive Committee Meeting, adjourned the meeting at approximately 9:20 PM.

Prepared by:  
Adjutant Carey