

October 29, 2025

**MINUTESWORKSHEET
AMERICAN LEGION POST 318
EXECUTIVE COMMITTEE MEETING
OCTOBER 29, 2025**

Commander Minnich 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:

In the absence of Adjutant Carey, 2nd Vice Commander Sunderhaus conducted roll call and indicated 9 EC members present as noted below, which met the quorum of nine (9). **Physical 9, Virtual 0.**

Elected Officers

Commander	Kirk Minnich	X
First Vice Commander	Morgan Sipes	X
Second Vice Commander	Tina Sunderhaus	X
Adjutant/Corporate Statutory Agent	Bob Carey	E
Finance Officer	Randy Lindsey	X
Sergeant at Arms	Ralph Caskey	X
Chaplain	Rob Heberly	E

Appointed Positions/Chairs

Charities, Inc. Liaison	Dan Wolfangel	X
Service Officer	Charlie Cleves	X
Americanism Chair	Eric Howland	E
Bingo Chair	Ed Sears	N/A
Community Support Chair	VACANT	V
Fund Raising Chair	VACANT	V
House Chair	VACANT	V
Event Coordination Chair	Ken Knight	X
SAL Advisory Committee Chair	Tony Capetillo	E
Bar/Concession Manager	Steve Stuntz	X

EC Alternates

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

Additional Attendees

SAL Second Vice Commander	Tim Sunderhaus	X
Charities, Inc. Treasurer	Martin Gilbert	X

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

MINUTES OF LAST MEETING: 2nd Vice Commander Sunderhaus advised that the September 24, 2025, EC Meeting Minutes have been posted in the Meeting Minutes binder in the club room, distributed to all E.C. members, and have been submitted to the Post website. Motion by Dan Wolfangel to approve the September 24, 2025, EC Meeting Minutes was seconded by Morgan Sipes and approved unanimously by the EC.

POST OFFICERS REPORTS:

ADJUTANT: (CAREY) Sunderhaus reported:

Incoming Correspondence:

- Routine bank statements, ads, magazines, dues, invoices, etc.

- Solicitation from USO. To Wolfangel
- Information regarding Buckeye Girls State. To Howland file
- PUFL membership check. To Lindsey
- Inaudible voicemail about a veteran who passed on October 17. To Minnich and Caskey

Outgoing Correspondence: None.

Internal/External Correspondence:

Newsletter:

Gary reported that he is currently handwriting addresses on envelopes to save costs on labels and ink. Eleven (11) members currently receive the printed newsletter by mail at a cost of approximately \$0.78 each. With newsletters running longer and containing more pictures, the total estimated annual cost for printing and mailing is approximately \$533. Ink cartridges cost roughly \$36 each.

Randy agreed that printing at the Legion would likely make the most sense. Ralph suggested that the Post discontinue mailing the newsletter beginning in January and provide written notice to recipients in the next editions. Morgan suggests that we print a couple of extra copies to have on hand in the Club Room.

Additional Adjutant Items:

Community Support & Recognition:

Dan Wolfangel asked if the Post plans to continue the **Police and Firefighter of the Year Awards Program** in July. The process typically begins with outreach to local departments in December, requesting nominations.

Wolfangel stated he is willing to handle the correspondence and coordinate the nomination process but requested that another member take responsibility for organizing the actual awards presentation event. Following discussion, **Martin Gilbert** was suggested to assist with coordinating the ceremony.

FINANCE OFFICER: (LINDSEY)

Finance Report: Lindsey provided the finance report for October 29, 2025, which is included with the printed version of these Minutes. E-Bingo and Club Room receipts are shown in the Financial Report. He further reported:

- Roof repairs have been completed, but inspection will not occur for another week. Members were asked to be on the lookout for leaks.

Event Coordination: (Full report attached) Knight presented the below report for October 29, 2025:

Knight reported that **AARP** proposed a new schedule with additional dates compared to prior years. The Post extends hall use to AARP at no charge, but concerns were raised regarding increased frequency and cleaning. One AARP participant is a Post member.

The EC agreed to allow AARP continued use under the new schedule but will apply a **\$25 per day cleaning/maintenance fee** if facilities are not left in proper condition.

The **Quilters group** had requested Thursday rentals. The EC denied this request due to conflicts with **Karaoke and cornhole tournaments** in the Club Room.

Bingo Report:

FIRST VICE: (SIPES)

Membership: Membership for 2026 currently stands at 128 members paid toward the quota of 182. The goal of 65% by Veterans Day has been achieved.

Security: (Full report attached) Several false alarms occurred due to a faulty motion detector in the bar area, which will be replaced. A Level-1 card system failure required reloading of all cards. Bruce Seaman's card caused multiple faults and was reloaded for testing. Security keypads were reprogrammed—arm by pressing the top-left button and entering 1939.

House:

Website/Technology: (Full report attached) Kamman reported that the website sustained a critical failure and was restored from backup.

SECOND VICE: (SUNDERHAUS)

Calendar of Upcoming Events: Sunderhaus provided a Club Room/Post calendar for November, included with the paper copies of these minutes.

- The **Oktoberfest Celebration** was held as a **members-only event** and was well received. Attendees enjoyed themed food, beverages, and decorations in a relaxed social setting.
- The **Halloween Party** brought in approximately **45 attendees**, primarily fans who follow the performing band. While the event was well executed and enjoyable, there was noted **lack of participation from Legion members and SAL**.
- **Karaoke Thursdays** continue to draw consistent participation, running smoothly alongside cornhole tournaments.
- Marine Birthday in the clubroom 7:00 pm Monday 11/10 with cake
- Preparations are underway for the **Veterans Day Dinner** on November 11, including volunteer assignments for setup and serving.
- Planning is in progress for additional winter events, including the **Legion Christmas Dinner on December 13 at 5:00 PM**, and coordination support for the **Anderson Chamber Veterans Breakfast on November 20**.
- She also encouraged members and spouses to volunteer for upcoming holiday events and Club Room coverage.

Marketing Committee Report: Minnich called for more fund-raising events.

Brick Project (Caskey): Caskey reported that we are 2 bricks away from another order.

Karaoke (Wolfangel): Karaoke Thursdays are back!

Bar/Clubroom Report: (Stuntz)

CHAPLAIN: (HEBERLY)

Chaplain Report:

Americanism Report Chair Howland reported:

SERVICE OFFICER: (CLEVES)

Service Officer Report: Nothing to report.

Veterans Affairs Report

Economic and Legislative Report

SERGEANT AT ARMS: (CASKEY)

Uniform Ceremonies: Caskey reported:

Uniform Services Schedule:

- Veterans Concert at Wilson Elementary – Oct 10, 2:15 PM

- Veterans Day at Summit Elementary – Nov 11, 8:35 AM
- Veterans Day at Sherwood Elementary – Nov 11, 8:35 AM
- YMCA Veterans Day Ceremony – Nov 11, Noon (Color Guard and bagpipes)

We still need a new bagpiper.

Members interested in participating should contact **Ralph Caskey** for details.

Follow-up emails will be sent to those who sign up.

The **Veterans Day Dinner** will be held at the Post the evening of November 11. Additional uniforms and memorabilia have been received for the lobby display case, and volunteers are welcome to assist with setup.

COMMANDER'S REPORT:

1. By-Laws and Marketing Plan Updates:

Minnich distributed a draft revision of the Post By-Laws (version 2.0, dated November 13, 2024) and accompanying Marketing Plan suggestions. The proposed changes streamline Executive Committee operations by redefining officer duties and limiting committee chair representation on the EC to special circumstances. Chairs such as the Fish Fry or similar committees would attend only during active planning or execution phases.

The Commander emphasized that the goal is to reduce redundancy, improve meeting efficiency, and consolidate communication through the Marketing Committee, which will serve as a primary driver for membership growth, volunteer engagement, and community visibility. Members were asked to review the materials prior to the next meeting for feedback and potential adoption.

2. Bingo Proposal – Partnership with League for Animal Welfare (LFAW):

A proposal was presented for continued Bingo operations in partnership with the **League for Animal Welfare**. The proposed arrangement would allow Bingo to remain active at the Post while sharing management responsibilities and proceeds with LFAW.

SAL Squadron Report:

4th District Report:

Dept. of Ohio Report:

CHARITIES INC. LIAISON: Wolfangel reports following:

Wolfangel reported that **Charities, Inc. (CI)** continues to operate in strong financial standing, with all obligations current. The **CI Budget and report items** have been prepared and will be reviewed in more detail at the upcoming meeting.

He confirmed that CI remains compliant with all required filings and charitable guidelines. CI continues to provide financial support for Post programs, including the **Veterans Day events, community recognition awards, and seasonal assistance initiatives**.

Discussion was held regarding **shared space in the Green Room** currently utilized by Charities, Inc. The SAL has proposed paying **\$150 per month in rent** for half of that space to assist with operating costs.

The Executive Committee agreed to **table the proposal** until the next meeting for further discussion and clarification of usage terms.

A copy of the most recent CI financial report is available upon request and will be attached to the official meeting file.

COMMITTEE CHAIR PRESENTATIONS: Included above.

SPECIAL GUEST PRESENTATIONS:

SONS OF THE AMERICAN LEGION (TIM SUNDERHAUS)

Sunderhaus provided updates from the SAL:

- The **painting project** will proceed using volunteer labor and discounted paint through Sherwin-Williams.
- He raised concerns that event communications (email, Mailchimp) are not consistently reaching SAL members. The EC agreed SAL should be included in all Post-wide communications.
- Discussion was held regarding **key access procedures**. Currently, only the Legion Commander and Security Chair have access to the locked key box. The EC agreed that both the Legion First Vice Commander and the SAL First Vice Commander should also have access for improved coordination.

OLD BUSINESS:

NEW BUSINESS:

Fish Fry Planning – Eric Franz:

Eric Franz, Chair of the Fish Fry Committee, provided an update on the upcoming 2026 Fish Fry season.

A **Fish Fry Management Team Meeting** is scheduled for **Monday, November 17, 2025, at 11:00 AM.**

Dates for the 2026 Fish Fries:

- Feb 20, Feb 27, Mar 6, Mar 13, Mar 20, Mar 27, Apr 3

Items under consideration for 2026 (discussion only):

- Moving the start time to **4:30 PM** due to strong early sales.
 - Exploring **online, prepaid ordering** for carry-out meals.
 - Evaluating the feasibility of **DoorDash** delivery.
 - **Marketing to nearby senior homes** with early arrival and preferred group seating options.
- Franz emphasized that these are preliminary ideas for discussion only and require additional planning and coordination before implementation. The Post does **not have the parking capacity** to support a drive-up service similar to GA's.

GOOD OF THE LEGION:

CLOSING REMARKS:

ADJOURNMENT: Commander Minnich, indicating there being no further business to come before the Executive Committee Meeting, adjourned the meeting at approximately 9:30 PM.

Prepared by:

Morgan Sipes

1st Vice Commander