

**MINUTES
AMERICAN LEGION POST 318
EXECUTIVE COMMITTEE MEETING
OCTOBER 30, 2024**

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:

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

Appointed Positions/Chairs

Corporate Statutory Agent/Ass't Adjutant	Dan Wolfangel		X
Charities, Inc. Liaison			
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	E	
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	A	

Additional Attendees

SAL Second Vice Commander	Tim Sunderhaus	X	
SAL Adjutant	Todd Sledge	X	

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 September 25, 2024 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 made by Wolfangel to accept and approve the Minutes as submitted was Seconded by Kamman and approved by unanimous vote of E.C.***

POST EVENT CALENDAR REVIEW:

2nd Vice Commander Sunderhaus reported:

- The calendar is up to date
- The restroom posters of upcoming events have been updated
- The celebration of the Marine Corps birthday will be 7:00 November 10
- Anderson Township Veterans Day dinner November 11 at the Post will be getting additional publicity, as the reservations are down from last year
- The Election Watch Party is November 5 at 7:00

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.
- Voicemail from Joyce regarding our gas supplier. Forward to Alfieri
- Donation check to Charities Inc. placed in Wolfangel drawer
- 61 cents in coins in street mailbox. Placed in Lindsey drawer
- Voicemail from Jeff for Wolfangel regarding his need for 4 tables at Karaoke on October 17.
- Notice from Altafiber of rate increase. Placed in Alfieri file
- Claim form for share of settlement of Visa/MasterCard charges. Placed in Lindsey drawer
- Voicemail from Linda Forest asking for assistance in joining American Legion in Arizona. Forward to Kamman
- Letter from George Thornton regarding the post's participation in Legion programs. Placed in Minnich drawer
- Check from Department of Ohio for a PUFL membership. Placed in Lindsey drawer
- Request for nominations to Hamilton County Veterans Service Commission. Placed in Minnich drawer
- Voicemail regarding event referrals. Forward to Knight
- Buckeye Boys State forms from Department of Ohio. Placed in Howland file
- Flyer for Annual Armed Forces Sabbath on November 10. Placed in Heberly drawer
- Solicitation from Submarine Cincinnati Memorial Association. Placed in Minnich drawer
- Voicemail from Jimmy Lee England, a 90 plus year old woman, calling to ask about making a donation. Forward to Minnich
- Voicemail from Kathy Rucker at ME Lyons YMCA requesting a color guard detail for their flag/flagpole dedication on Veterans Day. Forward to Caskey
- Solicitations from Ohio Veterans Homes addressed to Post Commander and to SAL Commander. Placed in Minnich drawer.

Outgoing Correspondence: None

Misc. Adjutant Items: None

BUDGET REPORT / FINANCE ISSUES AND CONCERNS: Finance Officer Lindsey provided the Financial Report for October 30, 2024, included with the hard copies of these Minutes, and additional comments as follows:

- The IRS Form 990 should be complete in the next couple days
- Profits from the sale of paver bricks will be entered into savings for the capital fund
- The club room profited over \$11,000 in the past two months, half of which goes to the Post

OPEN ISSUES / OLD BUSINESS:

- Revisions to the Post *Constitution and By-Laws* have been adopted by the EC; Carey will bring the revised documents to the November General meeting for approval by the membership.
- Caskey passed around brochures printed by Sledge to publicize and place orders for the paver bricks. Boy Scout Troop 112 helped remove dirt and other materials from the flagpole area last Saturday; several members of the Post and SAL worked on it. The bench and flower pot were set. Weed barrier and mulch were placed. Another permanent light will be installed. A display will be in the lobby. Sledge will provide a “Future Site of” sign. The bricks can be shipped to Tim Sunderhaus’ warehouse.
- Revisions to the Post *Business Plan* are being reviewed.

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

Membership: Chair Kamman reported:

- 26 members have yet to renew.
- Renewals are somewhat slower this year. New members are needed. Post 318 is in about sixth place with renewals in the 4th District; Post 318 is 15th largest out of the 38 posts in the district.

Chaplain/VAVS: No report

Americanism: In his excused absence, Howland reported:

BBS and BGS info received this week. Expect applications to go out mid-November to AHS

Community Support & Recognition: (Vacant) No report

Service, Veterans Affairs / Economic / Legislative: Chair Cleves: No report

Bingo: Chair Sears provided the October 30 report, included with the hard copy minutes, and further reported:

- The Type 3 sales will conclude tomorrow.
- Hall cleanup and setup for Friday night’s concert will be at 3:00

EBingo: Lindsey reported over \$2,000 net cash to date this month

Fund-Raising: (Vacant)

Wolfangel reported Karaoke Thursdays – going well, six events into this season. Averaging about 25 to 35 per night with a high of 55 one night, with anywhere from 15 to 25 singers. Generated about \$1,300.00 in net revenue over the six events. Will be having a Halloween night tomorrow night with an optional costume contest for cash prize. Thanks to Tina and Tim Sunderhaus, Kirk Minnich and Mike Stringer and Mike Stock for their continuing assistance.

Minnich reported the Halloween dance netted \$687, about 75 people, all paid at the door; 7 tables were reserved.

Event Coordination: Chair Knight submitted the below report, and discussed these other items:

- He questioned the use of the club room in lieu of Hall rental. It was clarified that the club room can be used for member events, but cannot be reserved.

- This Friday will be a Hall rental event coinciding with a club room party. There will be no paid Hall event bartender, as regular unpaid club room bartenders will be working.
1. Mary Kay Products is in Hall A on Tuesday evenings thru most of 2024 with a few exception
 2. The East Side Republican Club (ESRC) is renting Hall B, typically the last Tuesday of each month in 2024 (with a few exceptions)
 3. The Warbirds are 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. They are aware of the new policy on use of the Club room
 4. November 1st, 2024: Halloween Concert rental in Hall B. This will be the first test of a rental occurring at the same time as the Friday night bar parties. Paid bartender?
 5. 11/23/24: Day Retirement Party, 4-8pm, Full Hall.
 6. 11/26/24: Youth Coaches Meeting 7:30-9:30pm Hall B
 7. 11/30/24 Celebration of Life, 1pm-4pm, Hall A
 8. For additional info on future rentals and rental history see "Post 318 rentals summary".
 9. All my rental dates, times, and locations that I have booked so far for 2024, and 2025 are on the Post calendar
 10. Rental income for October 2024 was \$1,068
YTD Hall Rental Income is \$8,700
Note: this does not include alcoholic nor non-alcohol drink sales.
 11. As a reminder, as was discussed at a EC meeting last year, the "red dot" on the Post calendar indicates a rental
 12. I have been managing all the Hall rentals for 6 years now. I will retire from that position in December of 2025 (7 years)

Minnich is preparing the standard rental contract template for review by the EC.

House: In his excused absence, Chair Alfieri reported

- The replacement security system from SECO is scheduled to be installed Monday and Tuesday next week, November 4-5.
- Reservations for the Veterans Day dinner are very low; the Post and SAL need to step up the publicity for it.

Internal / External Communications:

Wolfangel reported: Nothing to report, as there are no public events for publication in newspaper, other than the SAL NYE Dance. Halloween Dance Media release was published the Sunday prior to the dance.

Kamman noted he is working on a recommendation to upgrade or replace the Mailchimp marketing email system.

Internal / Newsletter: No report

Minnich has received the newsletter for final review.

Uniform Ceremonies: Caskey reported:

Events requesting participation by the Color Guard and other members are:

- Concert November 6 at Wilson at 2:15
- IHM November 7 color guard at 8:00
- Marine Corps birthday November 10
- Breakfast at Sherwood at 11:00 November 11
- Summit at 8:45 November 11
- Lyons YMCA Color Guard November 11
- Senior Center?

He will publish a list of events to solicit volunteers.

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

- Regular quarterly C.I. Meeting will be held on Tuesday – November 12th.
- Post Member Martin Gilbert has stepped up to fill the C.I. Board vacancy created by Randy Lindsey's resignation. Martin will be officially accepted at 11/12/24 mtg.
- Martin Gilbert and SAL member Don Brauning (a CPA) have volunteered to audit the C.I. Financial records prior to the C.I. Treasurer's position transition to C.I. Board Member Lisa Banks (a CPA), from Walt Geil, long-time C.I. Treasurer, who is stepping down due to some forthcoming medical issues, but will remain a C.I. Advisory Group member at this time to assist with the C.I. Treasurer transition.
- Will be looking for another C.I. Board Member to replace Geil's vacancy..
- The decision was made to table the Veterans Day “Wave-the-Flag Fundraising” this year, as plans were uncertain with Kroger, and time ran out. Will look at it again next year.
- “A/T Veteran Recognition Event- Entertainment”: Per Mike Stringer, Cincy Rockers have committed to providing this entertainment.
- Save-the-Warrior Donation Presentation: SAW Foundation representatives will be present at the **November 13th Post Meeting** to receive Post 318's C.I. \$5,000 donation along with Mary Bishop's \$5,000 donation. Hopefully we can have a good Post representation.
- 2024-2025 C.I. Program Funding Budget was adopted by C.I. Board at August Quarterly Mtg. The revenue total is planned to be \$29,615; Veterans Expense Account \$16,235; the General Expense Account \$12,500; total expenses \$28,735.

Marketing Committee: (Chair Minnich) See discussions elsewhere in these minutes.

Bar/Concessions: Chair Stuntz noted the bar is busy, and new high-top tables and chairs have been received for the club room.

SAL Squadron: Tim Sunderhaus had no report:

Hamilton County Council Issues / Concerns: No report

4th District Issues / Concerns: No report

Dept of Ohio Issues / Concerns: Kamman reported:

Good of Legion:

- Kamman reported on his participation in the Honor Flight, including the massive reception at CVG airport. He recommends participation by all who are eligible.
- Caskey invited more participation to deliver retired flags to the crematory.
- Sears noted the new high-top tables and chairs were obtained without the knowledge or approval of the EC.
- Capetillo is offering a nearly new stair lift at no cost to members of the Post and SAL.
- Minnich will clarify if SAL members will be required to pay for their Veterans Day dinner.

Further Business: None

Adjournment of Meeting:

Commander Minnich, indicating there being no further business to come before the Executive Committee Meeting, adjourned the meeting at approximately 9:00 PM.

Prepared by:
Adjutant Carey