

**MINUTES
AMERICAN LEGION POST 318
EXECUTIVE COMMITTEE MEETING
NOVEMBER 24, 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:

Adjutant Carey conducted roll call and indicated 9 EC members present as noted below, which met the quorum of 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	X
Finance Officer	Randy Lindsey	X
Sergeant at Arms	Ralph Caskey	X
Chaplain	Rob Heberly	A

Appointed Positions/Chairs

Charities, Inc. Liaison	Dan Wolfangel	X
Service Officer	Charlie Cleves	X
Americanism Chair	Eric Howland	E
Bingo Chair	VACANT	V
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	E

EC Alternates

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

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: Adjutant Carey advised that the October 29, 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 for the Post website. **Motion by Lindsey to approve the October 29, 2025, EC Meeting Minutes was Seconded by Gilbert and approved unanimously by the EC.**

POST OFFICERS REPORTS:

ADJUTANT: (CAREY)

Incoming Correspondence:

- Routine bank statements, ads, magazines, dues, invoices, etc.
- Voicemail regarding a rental. To Knight
- Voicemail from SILCO regarding the kitchen inspection due. To Minnich
- Donation in memory of Boboltz. To Gilbert
- Invitation from Post 534 to attend Pearl Harbor ceremony December 7. To Caskey and BB

Outgoing Correspondence: Gilbert will send an acknowledgment to Mary Bishop for her donation in memory of Boboltz.

Internal/External Correspondence: None

Newsletter: Arrangements are made for printing at the post.

Additional Adjutant Items: None

Community Support & Recognition: No report

FINANCE OFFICER: (LINDSEY)

Finance Report: Lindsey provided the finance and expense reports for November 24, 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:

- Post Monthly and Yearly Expenses Report included with the printed version of these Minutes.
- Queen of Hearts, Pull-Tab machine, and other fund-raisers are being considered.
- Looking to procure round tables for the Hall to increase rentals.
- Procured new bar stools from Arrow, to be delivered in early December.

Event Coordination: Knight presented the below report:

Hall account update for EC meeting on 11/24/25

1. Mary Kay Products is in Hall A on Tuesday evenings 6pm-8pm, in 2025, with a few exceptions.
2. The East Side Republican Club (ESRC) is renting Hall B, typically the last Tuesday of each month from 7:00pm-830pm in 2025 (with a few exceptions). They will not have a Nov or Dec meeting. The precinct captains rent hall A the same night from 6:00-6:45pm thru October.
4. All my rental dates, times and locations that I have booked so far for 2025 are on the Post calendar

December Rentals: 12/6/25, 12-4 Hall A, Stuntz family X mas party

12/6/25, 8pm-11pm, Hall B

Thompson BDP

12/14/25, 1pm-4pm, Hall A

Bradford BDP

12/20/25, 5pm-8pm, Hall B, McDonald X Mas party

5. Since I will no longer be handling Hall rentals after 12/31/25, I have contacted all the repetitive renters and requested dates for the 2026 calendar.

All of the repetitive renter dates for 2026 have been added to the 2026 Post calendar

6. Hall rentals for 2026 on the Post calendar as of 11/23/25.

Wedding Reception, full hall Saturday

5/16/26

Birthday party scheduled in Hall B Saturday 10/3/26

Parr Hoppers have already schedule Hall A for Wednesday

10/21/26

7. Hall rental income for October 2025 is

\$1386

YTD Hall Rental Income is \$15,984

2018-2025 Total Rental income

\$141,205

- Note: this does not include Club Room sales as part of a rental entered via the Clover system.
8. Only ServSafe certified bartenders can serve alcohol effective 10/1/25
Having a certified bartender present to supervise non-certified individuals is not allowed.
Events where all present are Post and or SAL members do not require a certified bartender
 9. The use of the kitchen by individuals on the Post approved list. It is my intention to only allow individuals who are on the approved list in the kitchen to prepare food prior to or during a rental in 2025. If there is an individual on the list who is actively supervising others in the kitchen (who are not on the list), that is acceptable.
 10. As a reminder, as was discussed at a EC meeting last year, the "red dot" on the Post calendar indicates a rental
 11. I have been managing all the Hall rentals for 7 years now. I will retire from that position in December of 2025

FIRST VICE: (SIPES)

Membership: Goal 182, current paid up 133.

- She noted various awards available for gaining membership.
- She and Minnich will provide a master membership email list to Wolfangel.

Security: No report

House: Restrooms to be painted in the next few days.

Website/Technology: No report

SECOND VICE: (SUNDERHAUS)

Calendar of Upcoming Events: Christmas party December 13, 5:00-8:00. Eat at 6:00. Evites to be issued. Meat and dessert provided by the Post. Door/raffle prizes and wrapped gifts will be encouraged.

Marketing Committee Report:

- Several fund-raising ideas are in consideration.
- Rounding-up at checkout option for the Clover POS
- Preparing for the Fish Fry
- The external Holiday lighting is operational

Brick Project (Caskey): More bricks being ordered.

Karaoke (Wolfangel): Karaoke Thursdays: Karaoke is doing well

Bar/Clubroom Report: (Stuntz) None

CHAPLAIN: (HEBERLY)

Chaplain Report: None

Americanism Report: Chair Howland reported no change

SERVICE OFFICER: (CLEVES)

Service Officer Report: No report

Veterans Affairs Report: No report

Economic and Legislative Report: No report

SERGEANT AT ARMS: (CASKEY)

Uniform Ceremonies: Caskey reported:

- Will request CG volunteers to participate in the Pearl Harbor Day ceremony at Post 534
- Space Force uniforms in the lobby in December

COMMANDER'S REPORT: Looking at Bingo with League of Animal Welfare.

SAL Squadron Report: 14 unpaid members; working on the NYE bash.

4th District Report: Bowling Tournament November 29

Dept. of Ohio Report: None

CHARITIES INC. LIAISON: Wolfangel reported:

- Post 318 "wave-the-flag" fundraiser held at Kroger (ATC) on Vet Day 11-11-2025 was a success with an estimated \$2,600 gross revenue.
- Status and Role of C.I. / Post 318 Moving forward. ISSUES STILL UNDER DISCUSSION
- 2025-2026 C.I. Budget's projects can be sustained as is, AND CURRENTLY ONLY THOSE THAT ARE CURRENTLY INCLUDED WILL BE PROCESSED.
- Any Additional solicitations of merit will probably need to replace an existing approved item.
- Change in payment to Post by C.I. for storage rent for use of 501-C-3 room to be considered.
- Need for additional active volunteer support for C.I. Board. C.I. Board, which staffing calls for generally consists of seven members (4 Post, 3 Civilian), WHICH IS CURRENTLY 2 SHORT DUE TO THE RECENT RESIGNATION OF TWO OF THE THREE CIVILIAN MEMBERS OF THE BOARD, stepping down due to personal family and medical matters. Anyone interested in that Board position can contact C.I. Board Chair Dan Wolfangel to discuss. Consideration of an Article to be prepared for Post Newsletter, or separate distribution on Purpose and Reason for C.I. existence and encouraging members to contribute through a number of programs available for personal and community charitable donations to 501-c-3's (Kroger Plus / RMD's /etc).
- Discussion on my personal current position of Board Chair
- Solicitations received since last meeting, but not in Budget

Began discussing a long term plan for a streamlined C.I.

COMMITTEE CHAIR PRESENTATIONS: Included above.

SPECIAL GUEST PRESENTATIONS: None

OLD BUSINESS: None

NEW BUSINESS:

- Updates to Business Plan, By-Laws, and Constitution in the next couple months
- Looking at stripping and waxing the Hall floor

GOOD OF THE LEGION: None

CLOSING REMARKS: None

ADJOURNMENT: Commander Minnich, indicating there being no further business to come before the Executive Committee Meeting, adjourned the meeting at approximately 8:50 PM.

Prepared by:



Adjutant Bob Carey