

**MINUTES
AMERICAN LEGION POST 318
EXECUTIVE COMMITTEE MEETING
MARCH 26, 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 eleven (11) EC members present as noted below, which exceeded the quorum of nine (9). **Physical 11, Virtual 0.**

Elected Officers	Voting Members Present		
Commander	Kirk Minnich		X
First Vice Commander	Bob Kamman		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	Ed Sears		X
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	E	
Assistant Sergeant at Arms	Gary Gregorio	A	

Additional Attendees			
SAL Second Vice Commander	Tim Sunderhaus	X	

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

MINUTES OF LAST MEETING: (Skipped)

POST OFFICERS REPORTS:

ADJUTANT: (CAREY)

Incoming Correspondence:

- Routine bank statements, ads, magazines, dues, invoices, etc.
- 6 brick orders. To Caskey
- Voicemail from Jimmy Lee England on Forest Rd. She needs a new flag. To Caskey
- Two scholarship applications. To Howland file
- Two opt out notices from Dynegy. To Minnich

- Voicemail from Anita regarding flag etiquette for Girl Scouts. To Caskey

Outgoing Correspondence: An acknowledgment was sent by Carey to the person who donated \$25 recently.

Internal/External Correspondence No report.

Newsletter Minnich noted the April issue is being finalized.

Additional Adjutant Items none

Community Support & Recognition No report.

FINANCE OFFICER: (LINDSEY)

Finance Report: Lindsey presented the financial report for March 26, 2025, which is included with the printed version of these Minutes. Discussed purchasing a CD, the interest from which would be for the perpetual care for the flagpole area memorial.

Event Coordination: Knight reported:

1. Mary Kay Products is in Hall A on Tuesday evenings 6pm-8pm, in 2025, with a few exception.
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)
3. The Warbirds are renting Hall B, typically the first Monday of each month in 2025 (with a few exception). They will not be having a bartender but will be using the Club room for drinks.
4. AARP will be using Hall A in 2025. Approved by EC in 11/24. All the dates are on the Post calendar AARP staff has been informed that they can use our coffee pot (with their coffee), but all other aspects of the kitchen are off-limits to them.
5. 4/19/25, 5:30-11pm, Hall B, Wedding reception
6. All my rental dates, times, and locations that I have booked so far for 2025 are on the Post calendar
7. Hall rental income for February 2,025 is \$887; YTD Hall Rental Income is \$3,098
Note: this does not include Club Room sales thru the Clover system.
I do not intend to use Hall rentals for training bartenders.
8. 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.
9. Kitchen rental, kitchen upkeep and cleaning. The overhead grease condenser will be cleaned.
10. American Pride Billboard. This was declined by agreement of the EC.
11. As a reminder, as discussed at an 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). If I last that long.
13. It is better to light one candle than to curse the darkness.

E-Bingo Report: Lindsey's report of E-Bingo and Club Room receipts for March 1 through 25 are shown in the Financial Report, included with the printed version of these Minutes.

Bingo Report: Sears presented the Bingo report for March, which is included with the printed version of these Minutes.

FIRST VICE: (KAMMAN)

Membership Report: Kamman reported:

- Membership: We are at QUOTA +1
- Security: Since updating the Security software, we have had zero (0) false alarms.
- House:
 - The AED battery is bad. Bob Alfieri is purchasing a new one.
 - Another heating unit on the steam table is bad. Need to either replace the element(s) or remove the steam table. Will review options and cost. If the steam table is removed, we would look at re-orienting the convection oven. The steam table may be replaced by a table with space for sternos.
 - Roof leak has stopped.
 - The ATM is beeping; Minnich will report it.
- Website/Technology:
 - Home page has been updated.
 - February EC Minutes have been added.
 - March General Members Mtg Minutes have been added
 - Events page has been updated (removed Chili Cookoff)
 - Dance page has been updated (removed Valentine's Day Dance)
 - Need to prepare to replace the 5 TV's in the Patriot Center. Will look at replacing them with smart TV's.

Minnich reported:

- I have an energy sales rep, Kevin Misiak, who would like to talk to us and look at our energy bill to see if he could save us money. He sat down with Jerry over at 484 and was able to save them \$500 a year. Jerry talked to me at our last Fish Fry and did recommend talking to him.
- I am still putting together bits and pieces of the Post Quick Reference Guide, if anyone has any detailed instructions we need to add please forward to me. I have added Bob A list of contacts for maintenance and general maintenance events. ie Backflow, Kitchen cleaning & tests. I will also add Ed's purchase list which he has posted in the kitchen.
- House Items:

The shelving in the container has been put up and some items have been moved out there by the Tuesday Cleaning Crew under the guidance of RC. I am going to work on moving some items from the armory and backroom over the next 2 weeks while helping out with Karaoke Thursdays. I will be creating an inventory list of its contents and attempting to group like items together on the same shelf units. I will look in the key box for a padlock to put on there and label the keys. The container will need to be painted in the future to match the building and possibly touch up areas of the building itself. We will discuss this at a future meeting.
- A future item - this isn't a pressing issue but a review, inventory and relabeling of keys in the key box will be in the future. Sunderhaus volunteered her services as key control.
- After the Fish Fry we will need to look at painting and refreshing the Hall and Vestibule. I know we have talked about that but I will put it towards the membership at the April Meeting.

- Footrail for the bar has arrived and I will be installing it next week, looking for some help on this.
- In April, Ralph and I will be adding an outdoor spigot through the wall for the front of the building. It will be tied into the waterline under the handwash station behind the bar with a shut off for the winter months.

SECOND VICE: (SUNDERHAUS)

Calendar of Upcoming Events: Sunderhaus reported:

- April 1 – Clubroom open (no entertainment) Tim/Tina out of town
April 11 – Clubroom open (entertainment TBA)
April 18 – Clubroom open (entertainment TBA) Last fish fry
April 25 – Clubroom open (entertainment TBA)
- Wanting to set something up with Arrow and Turtle Brew for a pull tab and tasting party
- Clubroom new bar equipment all set up and running!
- All extra liquor is now stored in the closet.
All extra pop and water are stored in the coolers in the hallway.
- Foot rail arrived and is ready for installation!
- TV's are all set up with new program
TV's cannot be synced to watch same channels. There is a 20 second delay.
- New gambling machines and barstools arrive Thursday March 27.
The plan is to place the new machines on the dartboard wall.
Arrow Awards gifted us new barstools.
- Need to get the word out about the new award points available for the e-bingo machines. (as soon as I understand/learn it)
- Working on a party/dance in May or June (maybe June 14 for flag day)
- Post signage and Answering Machine:
Message on sign will not change until evening of April 19

Marketing Committee Report

Fundraising Report:

Minnich reported:

- Talking with Eric F and Todd S about how to better use Facebook to promote events/fundraisers and the Contributions of the Post to the community.
- Randy and I are looking into how to be able to take Venmo/Paypal with QR codes at various fundraising functions for the Post and CI.
- Fish Fry numbers continue to be well over last years. Volunteer participation has been huge as well as cross training in other areas. Tracking though the Clover has improved the reporting process, even with increased crowds.
- Working on events for Summer and next Fall. Looking at DJ/Live music events.
Brick Project is wrapping up this week and orders continue to roll in. Ralph will have more details.
- All our other Post activities continue to be well attended.
- Dances: Looking at a Cinco de Mayo dance May 3

Brick Project (Caskey):

- Sales are going well. Unpaid orders will be contacted for payment prior to April 1

- Euchre No report
- Future Fundraisers:
Working on “Party at the Post” events 3 nights in the summer, with SAL
Working on an 80’s party
- Karaoke: Wolfangel reported Karaoke Thursdays: Fall /Winter/Spring session produced a net profit of over \$3,500.00. Attendance has ranged from a peak 55 to a low of 25. As usual volunteers to assist are always welcome. We will be continuing weekly on Thursdays continuing through May 29.

Bar/Clubroom Report (see referenced Club Room sales report)

CHAPLAIN: (HEBERLY)

Chaplain Report: No report

Americanism Report Chair Howland: Carey noted two scholarship applications arrived today.

SERVICE OFFICER: (CLEVES)

Service Officer Report No report

Veterans Affairs Report none

Economic and Legislative Report none

SERGEANT AT ARMS: (CASKEY)

Uniform Ceremonies

Joseph House: Toiletries only; no donations at this time

Upcoming Events for Holidays

Color Guard: May 10 Dedication for Flag Pole ceremony

Memorial Day signups for breakfast and duties at April and May meetings

Minnich reported:

Memorial Day Bell Ceremony - I have been in talks with the Township and we are looking for a guest speaker for this year's ceremony. Looking for a Veteran to give a brief 8–10-minute speech on Memorial Day and their personal experiences.

July 4 parade: Will go ahead with providing the wagon, like last year. Girls will hand out flags and candy.

COMMANDER’S REPORT:

SAL Squadron Report: District SAL breakfast and meeting here April 17; Post members are encouraged to attend, giving prior notice to ensure adequate food.

4th District Report: none

Dept. of Ohio Report: none

CHARITIES INC. LIAISON: Wolfangel reported:

Items discussed or actions taken since 2/24 C.I. meeting are:

- Final planning underway for re instituting of FHSD Poppy Program, at FHSD schools’ request. Packet for event in final review and will be published shortly; Will consist of 4 days of exposure of students to Memorial Poppy info and contribution donation containers on Monday May 5th thru Thursday May 8th. Friday May 9th will need a Post Member at each school during lunch period to distribute Poppies to all students and staff. If you would like to assist in filling one of those spots, see me.

- Kroger's "Poppy Days" Program (Memorial Day) Will be held on May 23, 24 & 25. Will need 16 persons (Post and SAL members) to man posts to distribute poppies and collect donations each day. Will send out shift sign-up sheet by May 1.
- In process of a C.I. budget review, of current 24-25 budget to move funds between programs to assure sufficient funds earmarked for major programs.

COMMITTEE CHAIR PRESENTATIONS: none

SPECIAL GUEST PRESENTATIONS: none

OLD BUSINESS: none

NEW BUSINESS:

- Minnich noted he would like to add advertising to the Newsletter and website, especially to the businesses who support us. We should highlight those businesses who support us so our membership knows.
- Minnich has prepared changes to Constitution and By-Laws and will send them out for comment.
- Franz proposed to Minnich that the EC approve up to \$1,000 to fund a Fish Fry volunteer recognition event. **It was approved by the EC.**
- Carey reported the status of the permanent holiday lighting for the building. **The EC confirmed the project should be pursued, but the work cannot be awarded until further approval by the EC. The estimated cost is \$4,500**

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 8:15 PM.

Prepared by:



Adjutant Carey