

**MINUTES
AMERICAN LEGION POST 318
EXECUTIVE COMMITTEE MEETING
SEPTEMBER 24, 2025**

Commander Minnich called the meeting to order at approximately 6:45 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 met the quorum of nine (9). **Physical 11, 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	E
Americanism Chair	Eric Howland	X
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	A
Assistant Sergeant at Arms	Gary Gregorio	A

Additional Attendees

SAL Second Vice Commander	Tim Sunderhaus	X
Charities, Inc. Treasurer	Martin Gilbert	X
AYSN Owner	Tammy McCauley	X

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

MINUTES OF LAST MEETING: Adjutant Carey advised that the August 27, 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 Sunderhaus to approve the August 27, 2025, EC Meeting Minutes was Seconded by Lindsey and approved unanimously by the EC.**

Discussion of Kitchen Refrigerators: The need for additional refrigeration space available to At Your Service Now (AYSN) was discussed, with the conclusion that AYSN should not use the walk-in unit and that no additional AYSN refrigerator will be installed in the Post.

POST OFFICERS REPORTS:

ADJUTANT: (CAREY)

Incoming Correspondence:

- Routine bank statements, ads, magazines, dues, invoices, etc.
- Americanism & Government Program Test Paper Order Form and Emblem Order Form. To Howland
- Solicitations from USO and from Kindred Kids. To Minnich and Wolfangel
- Email announcement of 67th Annual Veterans Day Commemoration November 11 at Main Library. To BB
- Email announcement of Soldiers' Angels Home of the Brave Event at the VA November 10. To BB
- Voicemail from Jim Drumgool, a Vietnam veteran, reporting his neighbor's flag is worn out and wants advice how he can get the neighbor to replace it. To Caskey
- Voicemail from Rick Hast confirming he left a copy of book "Relentless Valor" for Kirk. Wants to make a presentation to the Post. To Minnich
- Notice of public hearing by county Board of Health regarding fees. To Lindsey
- New checks and credit card statement from PNC. To Gilbert in CI drawer
- Thank you card from AHS Women's Soccer program. To BB
- Notice of public hearing by the township regarding the tent erected by ATP. To Minnich
- Solicitation from Volunteers of America. To Minnich and Wolfangel

Outgoing Correspondence: None.

Internal/External Correspondence: The announcement of Karaoke Thursdays resuming was submitted again to the Inquirer.

Newsletter: No report.

Additional Adjutant Items: None

Community Support & Recognition: No report

FINANCE OFFICER: (LINDSEY)

Finance Report: Lindsey provided the finance report for September 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:

- Recommendation of award of roof replacement/repair contract. **Motion by Wolfangel to award the roof repair/replacement to Haubner Construction in the amount of \$37,224 per their proposal of September 22, 2025, was Seconded by Sunderhaus and approved unanimously by the EC.**
- With Acuity discontinuing the insuring of veteran organizations, he has secured insurance from Cincinnati Insurance, thereby reducing our cost for insurance from \$14,100 to \$9,800 per year. Thanks to Tim Sunderhaus for the referral.
- Our CD matured September 21. He withdrew funds sufficient for our insurance payment and roof work and deposited enough in the renewed CD to cover our mortgage balloon final payment.

Event Coordination: Knight presented the below report for September 24, 2025:

Hall account update for EC meeting on 9/24/25

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). The precinct captains rent hall A the same night from 6:00-6:45pm
3. The Warbirds are renting Hall B, typically the first Monday of each month in 2025 (with a few exceptions). They will not be having a bartender but will be using the Club room for drinks.
4. 10/22/25 - Parr Hoppers in Hall A, 11:00 am -1:30 pm.
5. All my rental dates, times and locations that I have booked so far for 2025 are on the Post calendar
6. 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. My goal was to have those dates on the 2026 calendar by 9/30/25. All of the repetitive dates for 2026 were added to the 2026 Post calendar except AARP. AARP has not responded.
7. Hall rental income for September is \$2273.50. This total includes income to be deposited before the end of September
YTD Hall Rental Income is \$13,437.50
2018-2025 Total Rental income \$139,700
Note: this does not include Club Room sales as part of a rental entered via the Clover system.

8. I do not intend to use Hall rentals for training bartenders. I have now completed the ASK bartender training program. As discussed at EC meeting, post bartenders must be certified before 1 October 2025 unless a certified bartender is present.
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 6 years now. I will retire from that position in December of 2025 (7 years). If I last that long.

Sears reminded everyone to collapse boxes before placing them in the dumpster.

Bingo Report: Sears presented the Bingo Report for September, included with the printed version of these Minutes. The final Bingo event will be September 28. The cash settlements with CI and the Post are being arranged. Unopened Bingo supplies will be sold or donated. The Bingo machine is to be plugged in monthly as long as it is at the Post.

- A health inspector provided a report of no violations last week.
- Tomorrow will be the last Post shopping day for Sears.

FIRST VICE: (SIPES)

Membership: No report

Security: No report

House: No report

Website/Technology: No report

SECOND VICE: (SUNDERHAUS)

Calendar of Upcoming Events: Sunderhaus provided a Club Room/Post calendar for October, included with the paper copies of these minutes. Oktoberfest will be October 18 4:00-8:00. More afternoon events will be held to encourage Bingo volunteers to continue socializing after Bingo is discontinued next week.

Marketing Committee Report: Minnich called for more fund-raising events, since Bingo stops next week.

Brick Project (Caskey): Caskey has 2 bricks pending and needs 3 more to place order.

Karaoke (Wolfangel): Karaoke Thursdays: Restarted 9/11/25 for 25-26 Fall / Winter / Spring season. Hope for sessions to pick up in attendance. Still being well received.
24-25 Fall / Winter / Spring season produced a revenue of \$4,888.00.

The eBingo machines are well-used on Thursdays after Karaoke.

Euchre: Discontinued

Bar/Clubroom Report: (Stuntz) None

CHAPLAIN: (HEBERLY)

Chaplain Report: None

Americanism Report Chair Howland reported: Scholarship form has been sent to Anderson, Turpin and McNick. Post will be updating the website soon. Deadline for Scholarship applications is 27 March 2026. There will be three \$1,000 scholarships awarded.

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:

1. 2 CG details for AHS; Good participation 11 members on each detail
2. Flagpole dedication for Mt. Washington Care Center 10 members on detail
3. October will be USN display in lobby
4. No new details on the calendar at this time.
5. Hillcrest cemetery group working on place to bury flag ashes

COMMANDER'S REPORT:

SAL Squadron Report: None

4th District Report: None

Dept. of Ohio Report: None

CHARITIES INC. LIAISON: Wolfangel reports following:

- Due to misc surgeries and illnesses, C.I has missed August meeting and will be meeting on Monday – 9/29/25, in an effort to get back on track with planning the activities for the new 25-26 year already underway.
- At this meeting plan to discuss C.I. Organizational and Budgetary issues, to be reported back to Post E.C. at Oct E.C. Mtg.
- At this E.C. Mtg will be reviewing C.I. 25-26 budget with E.C. members for final input.
- Will be seeking some interested candidates to be considered for some upcoming C.I. Board positions, as we will have one vacancy for a new C.I. Board Member volunteer to replace long time member Lisa Banks, who is leaving the C.I. Board. We anticipate several more openings for both Post Members and civilian members as the year goes on. Anyone interested please see me.

Wolfangel will check if the Turpin choir will be available for the Veterans Day program.

Gilbert noted that more fund-raising activities are needed to supplement the Kroger and eBingo revenues. Rental of the CI office will be reduced.

COMMITTEE CHAIR PRESENTATIONS: Included above.

SPECIAL GUEST PRESENTATIONS: None

OLD BUSINESS:

- Tim Sunderhaus reported on the purchase of exterior holiday lights; the arrangement of the lights on the building is to be decided after this meeting.
- It was confirmed that bartender certification is due by October 1.

NEW BUSINESS: None

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 7:20 PM.

Prepared by:



Adjutant Carey