

**MINUTES  
AMERICAN LEGION POST 318  
EXECUTIVE COMMITTEE MEETING**

**JULY 29, 2020**

The Executive Committee Meeting was called to order at approximately 7:00 PM, at the Post, by Commander Chester Canter. Matters addressed at the Executive Committee Meeting were:

**ROLL CALL OF POST OFFICERS AND COMMITTEE CHAIRS:**

Acting Adjutant Dan Wolfangel conducted roll call, and indicated a quorum was present.

**Elected Officers**

Commander		Chester Canter	<b>X</b>
1 <sup>st</sup> Vice Commander		Bob Kamman	<b>X</b>
2 <sup>nd</sup> Vice Commander		Kirk Minnich	<b>X</b>
Adjutant		Ed Ruffennach	<b>E</b>
Finance Officer		Randy Lindsey	<b>X</b>
Sgt-at-Arms		Ralph Caskey	<b>X</b>
Chaplain		Rob Heberly	<b>A</b>

**Appointed Positions/Chairs**

Service Officer		Charlie Cleves	<b>X</b>
Americanism Chair		Paul Henkel	<b>X</b>
Bingo Chair		Ed Sears	<b>X</b>
Community Support Chair		Joe Dubois	<b>X</b>
Fund-raising Chair		(VACANT)	
House Chair		Bob Alfieri	<b>X</b>
Event Coord. Chair		Ken Knight	<b>X</b>
Charities, Inc Liaison		Don Bishop	<b>X</b>
Corporate Statutory Agent		Dan Wolfangel	<b>X</b>

Acting Adjutant Wolfangel advised that attendance constituted a quorum.

**MINUTES OF LAST MEETING:**

Acting Adjutant Wolfangel advised not June E.C. Meeting's Minutes were available or on file at this time due to Adjutant Ruffennach's medical situation. Once available they will need to be approved at a future E.C. Meeting.

**POST EVENT CALENDAR REVIEW:** Commander Canter reminded that as upcoming events are re-initiated or scheduled they need to be placed on Post Event Calendar on Post Web-Site.

Acting Adjutant Wolfangel reported following Correspondence Received / Generated:

## Correspondence

Commander Canter advised of correspondence from Princeton City Schools regarding a program relative to obtaining a diploma. Posted on BB.

**BUDGET REPORT / FINANCE ISSUES AND CONCERNS:** Finance Officer Randy Lindsey noted he had sent out copies of report to all E.C. members in advance, and recapped his July 29, 2020 EOM Finance Report as follows:

Checking First Financial	\$ 9,100.36
Outstanding Checks	<u>\$ 2,874.00</u>
Effective Balance	\$ 6,226.36
Savings First Financial	\$ 22,617.07
CD (13 mos)	\$ 10,041.80

Lindsey further noted that:

- 1<sup>st</sup> Financial does not have a minimum monthly balance.
- Outstanding checks includes Liquor License renewal pending processing by Ohio.
- All bills currently paid.
- Post insurance increased by \$105 due to increase in Flood Insurance.
- Hopes to have Post IRS 990 complete this week. Will get copy to Wolfangel for filing OAG Annual Report.

**OPEN ISSUES / OLD BUSINESS:** The following open issues were discussed:

- **Sports Memorabilia Rental Proposal:** Event Coordination Chair Ken Knight advised that there is still interest by this prospective renter, to enter into a contract to rent the hall for 4 hours, one Saturday per month for six months, and wanted 50 tables for independent vendors. They originally had wanted to start in June, however, couldn't due to pandemic. They now are interested in starting on August 22<sup>nd</sup>, however, Ken has advised them that we are currently cut to 50% of occupancy, and everyone would need to wear a mask, and maintain minimum 6 ft social distancing. They advised they have no problem with restrictions, however, feel we should reduce rental rate due to restrictions, (full rental would be \$600, they want 50% reduction to \$300), and want us to carry liability insurance to cover them. Followup discussion raised several issues regarding management of their use of the building. Ken also has concerns regarding starting in August., and would like to hold off starting until September. Due to several unanswered questions and issues, E.C. decision was to table consideration until August E.C. Meeting. Ken to notify prospective renter.

**NEW ISSUES / NEW BUSINESS (Commander):**

Commander Canter advised he had nothing new.

**Ass't Adjutant Appointment:** Acting Adjutant Wolfangel commented on current issues related to Adjutant Ruffennach's current medical circumstances, and offered a proposal that the E.C. temporarily appoint an Ass't Adjutant, a position authorized by the Post Business Plan, to assume responsibility for Adjutant functions until Adjutant Ruffennach is able to resume the duties. Wolfangel indicated he would be willing to serve in that temporary capacity if the E.C. was so inclined to make such appointment. ***Motion (Don Bishop) was made to appoint Dan Wolfangel to position of Ass't Adjutant, was Seconded (Ed Sears), and passed unanimously.***

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

**Membership:** Chair Bob Kamman advised we currently have 93 members toward our 2021 Quota, or 56% of quota, which is well ahead of previous years. Advised he had returned mail from member Zane Bilwin, so we should remove address on file from any Post mailing lists.

## Post Activities:

Post Award Program: Chair Kirk Minnich commented on the July 18<sup>th</sup> Awards Program, with a recap given by Dan Wolfangel (Awards Program Coordinator). It was indicated we had approximately 50 awardees and guests at the program. Wolfangel indicated we have 8 student awards to get to non-attendees, and 20 member continuous service awards to get to non-attendees. Mailing of student awards cost about \$1.50 per award, and member awards cost about \$4.00 (due to special envelopes due to size and pins). He suggested awards be individually delivered by members to not only save mailing costs, and allow for individual contact with the Post members. Decision of E.C. was personal delivery, with any left overs being mailed.

Post Christmas Party: Chair Minnich suggested that Post Christmas Party be held on Saturday – December 12<sup>th</sup>, as it was currently available. ***Upon Motion (Kirk Minnich) to schedule Post Christmas Party on Saturday – December 12<sup>th</sup>, and seconded (Don Bishop), motion passed unanimously.***

Chaplain/VAWS: No report in absence of Chaplain/Chair Heberly.

Americanism: No report in absence of Chair Henkel.

Community Support & Recognition: Chair Joe DuBois commented on looking into, and develop an internet marketing strategy for advertising and promoting Post fund-raising events and endeavors, such as “mania” programs. Currently it appears unsure who is leading these endeavors.

Service, Veterans Affairs / Economic / Legislative: Chair Charles Cleves advised no report.

Bingo: Chair Ed Sears commented on:

- \* Bingo Supply Purchase Points: Advised has 23,000 points which can be redeemed for about \$50 in gift cards that can be used for the monthly Volunteer Raffle. E.C. suggested redeeming in two \$25 gift cards.
- \* Bingo Proceeds Distribution: For November distributed \$2,000 to Post; \$768 to C.I.; and \$443 in concessions, for a \$3,211 total for month. Has \$541.21 remaining in Bingo checking account.
- \* Bingo Cleanup: Indicated needs help in cleaning up after Bingo on Sunday nights around 9 PM.

## Fund-Raising:

Hometown Heros Fundraiser: Dan Wolfangel noted that the group of supporters that was planning the 2<sup>nd</sup> Annual “Hometown Heros” Fundraiser for benefit of Post were Continuing to move ahead with planning. While they had previously set a date in August, due to the same uncertainty as the Post is facing as to COVID-19 restrictions on gatherings and social distancing, they have tentatively moved it into October, and are working on arrangements. Will advise further as info available.

Post Dances: Don Bishop commented on Post Dances, which are scheduled to resume on August 29<sup>th</sup>. He distributed the tentative schedule for a total of eleven dances, indicated he has confirmed bands for seven dances, and has all tasks completed for the August 29<sup>th</sup> dance, except for a “Dance Lead”. He advised he was looking for volunteers for leads for all of the dances.

Trailer Parking Proposal: Dan Wolfangel indicated he had an inquiry on whether Post would entertain a proposal to rent a parking space on our lot for storage of a trailer, for potential of \$30 - \$40 per month. E.C. authorized seeking further info as to liability for trailer, and length of time would need or like to rent the space for.

Event Coordination: Chair Ken Knight introduced Betsy Riesenberg, along with her daughter (via phone) Mary Beth Knight, who were present to answer questions regarding a proposal to rent “Hall A”, for a minimum of two months, starting end of August 2020 with a projected extension through end of school year in 2021. Rental would be for a “Remote Learning Center of Anderson”, which would be an online remote learning / tutoring program. This would be a program to address needs of parents who are choosing remote learning methods, as opposed to returning their children to the regular school classroom environment during the COVID-19 pandemic. Rental would be Monday through Friday, 8 AM to 4 PM. Program would be accommodating 30 to 40 children, grades 1 through 8. The program

would: use a 1 to 10 teacher to student ratio; would be responsible for all cleaning and sanitizing of facilities utilized during the periods of rentals; will pay any cost relative to any increased internet/wi-fi access needs; will provide wi-fi hotspots if necessary at their costs; will assure supervision and control of students at all times, both inside or outside facility; will self-manage through a single responsible adult for access and oversight of facility; will not be utilizing kitchen; and will provide own liability insurance, and pay a monthly rental fee of \$1,000. Don Bishop indicated that his analysis of cost of utilities would not be significantly increased through this rental. The E.C. requested Ken Knight to work up an agreement containing the previously discussed issues, with distribution to E.C. for preliminary review prior to executing the agreement. Based upon presentation, questioning and discussion, ***a Motion (Don Bishop) was made to authorize the execution of a rental agreement, and Seconded (Joe DuBois), with motion passing unanimously.***

House: Chair Bob Alfieri noted:

- \* Thanks to all who assist in cleaning and sanitizing the Post facility.
- \* Roof-Top Sign Damage: Indicated wind blew down part of the “Patriot Center “ sign on from roof of building. Arrangements have been made with Urban Sign and Banner to repair for about \$180, and should be done this week.

Internal / External Communications:

- External: No report in absence of Adjutant Ruffennach.
- Internal / Newsletter: No report. Kirk Minnich will be editing and publishing the Post Newsletter starting with August issue.

Uniform Ceremonies: Chair Ralph Caskey indicated no report.

Charities, Inc: Liaison Don Bishop distributed a report and commented on the financial status of Charities, Inc, which currently has virtually no revenue sources due to funding programs being seriously impacted by COVID-19, and extremely limited carry-over funds. Current available balance is \$2,325. He indicated E.C. will need to make decisions on what programs are to be funded with the financial resources available. He indicated there were two program expenditures normally budget for September disbursement. They were \$25 for A/T Park District's Trunk & Treat Event, and \$50 for A & G Testing Program. E.C. decided not to fund Trunk & Treat, and to withhold decision on A & G until further input could be obtained from Jerry Porter and Paul Henkel regarding ability to get better school support.

Hamilton County Council Issues / Concerns: No report.

4<sup>th</sup> District Issues / Concerns: No report.

Dept of Ohio Issues / Concerns: No report.

Good of Legion: Nothing to report.

Further Business: None.

Adjournment of Meeting:

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