

**MINUTES**  
**AMERICAN LEGION POST 318**  
**EXECUTIVE COMMITTEE MEETING**  
**MAY 27, 2020**

(NOTE: This E.C. Meeting was held via ZOOM video-conference call due to COVID-19 social distancing restrictions, and Minutes were taken by Acting Adjutant Dan Wolfangel, at request of Commander DuBois.)

The Executive Committee Meeting was called to order at approximately 7:05 PM, via conference call, by Commander DuBois. 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	Joseph DuBois, Jr	X
1 <sup>st</sup> Vice Commander	Bob Kamman	E
2 <sup>nd</sup> Vice Commander / Finance Officer	Randy Lindsey	X
Adjutant	Ed Ruffennach	E
Sgt-at-Arms	Ralph Caskey	X
Chaplain	Jerry Porter	X

**Appointed Positions/Chairs**

Service Officer	Charlie Cleves	X
Americanism Chair	Paul Henkel	A
Bingo Chair	Ed Sears	X
Fund Raising Chair	(VACANT)	
Community Support Chair	(VACANT)	
House Chair	Bob Alfieri	X
Event Coord. Chair	Ken Knight	X
Charities, Inc Liaison	Don Bishop	X
Corporate Statutory Agent	Dan Wolfangel	X
<b>Officers- Elect (In Attendance)</b>		
Commander- Elect	Chester Cantor	X
2 <sup>nd</sup> Vice Commander - Elect	Kirk Minnich	X
Chaplain - Elect	Rob Heberly	X

**MINUTES OF LAST MEETING:** Due no E.C. Meeting in March, and a lack of quorum at April E.C. Meeting, Acting Adjutant Wolfangel presented both February 26<sup>th</sup> and April 29<sup>th</sup> E.C. Meeting's Minutes, noting that both were posted in E.C. Minutes Binder in clubroom, distributed to all E.C. members, and sent to Post Web-Master for posting on Post web-site. *Upon motion made (Dan Wolfangel), and seconded (Ed Sears), motion to approve both sets of minutes passed unanimously.*

**POST EVENT CALENDAR REVIEW:** No review conducted due to all Post activities and events being currently canceled due to COVID-19 restrictions. Commander DuBois noted Memorial Day video at Anderson Center was produced on May 16th and is available to view on Facebook and the Post 318

Website. Several members of the Post's Rifle Squad, Post Chaplain and Post Bugler participated in the production of the video .

## Correspondence Log

None reported due to absence of Adjutant Ruffennach.

**BUDGET REPORT / FINANCE ISSUES AND CONCERNS:** Finance Officer Randy Lindsey recapped his May EOM Finance Report as follows:

Checking Fifth Third	\$ 200.00
Checking First Financial	\$ 14,284.96
Savings First Financial	\$ 12,125.51
CD (13 mos)	\$ 10,041.80

Lindsey further noted that:

- All bills were currently paid.
- The Liquor License Renewal Fee of \$2,844.00 had been submitted with the Renewal Application, however the State of Ohio has not yet processed our Renewal Application, nor cashed check. He advised this is due to the COVID-19, and we have been advised we are OK during this period, and our License Renewal will be processed in due time, as processing returns to some normalcy at the State level.

Commander DuBois advised that he had just today received a check for \$12,500 from Family Pet Center as was agreed upon, for him to start work on removing part of the landscape island. DuBois will forward check to Lindsey. All plans have been cleared by Anderson Township, and Family Pet Center's contractor is expected to start this week or next.

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

- Appointment of 2020-2021 Post Officers: Commander DuBois advised that due to being unable to conduct a timely election of officers due to lack of a quorum at video-conference Post Meeting, it was necessary to resort to appointments for the 2020-2021 membership year. Therefore, he presented the following slate of recommended appointments of current Post Officers to an additional term, and new candidates for appointments to Post Officer upcoming vacancies created by Officers not choosing to accept a re-appointment to another term:

Commander	- Chester Canter	(New Appointment).
1 <sup>st</sup> Vice Commander	- Bob Kamman	(Agreed to continue Officership currently held).
2 <sup>nd</sup> Vice Commander	- Kirk Minnich	(New Appointment).
Adjutant	- Ed Ruffennach	(Agreed to continue Officership currently held).
Finance Officer	- Randy Lindsey	(Agreed to continue Officership currently held).
Sgt-At-Arms	- Ralph Caskey	(Agreed to continue Officership currently held).
Chaplain	- Rob Heberly	(New Appointment).

*Upon motion made (Dan Wolfangel) to accept Commander DuBois' recommendation of both the new appointments, and the re-appointments of current Post Officers, as listed above, to fulfill the Post's Officer positions for 2020–2021, and upon second to motion (Jerry Porter), the motion passed unanimously.* The E.C. affirmative vote on the appointments will be presented to the Post Membership at the June 10<sup>th</sup> Post Meeting for membership ratification, and be followed by their installation.

- **Hoops-Mania Update:** Commander DuBois presented following info provided by Matt Lilly (Mania Coordinator).

Cost of Tickets:	\$ 108.
Cost for Entries:	\$ 510.
Paid to Winners:	\$ 120.
Gross Sales:	\$ 2,300.

Net Profit: \$1 ,562.

- **2020-2021 Business Plan:** Don Bishop walked through a final draft review, page by page, of the proposed 2020-2021 Business Plan, which had been emailed in advance to all E.C. Members. He pointed out the portions that were recommended for revision and the responsible persons designations for Committee and Program positions. There were no objections to changes, or further revisions suggested. Bishop noted that the budget portion was not yet completed, thus it is not ready for the E.C. to vote. He advised he would be working on those figures with Finance Officer, as well as finalizing the other proposed revisions, prior to it being presented to membership for vote and approval. He further indicated the following:
  - Theoretically, to spend any money after June 30<sup>th</sup>, we are supposed to have a membership approved budget in place by July 1<sup>st</sup>, for Program Year 2021.
  - Our original schedule would have followed the time-line laid out in the constitution for membership approval, however, our revised schedule now has the Membership approval vote scheduled for our July 8<sup>th</sup> meeting.
  - For the vote to occur, July 8<sup>th</sup>, it has to be available to our membership 10 days prior to the vote, it also has to receive a “Recommend Approval” vote from the E.C.
  - The updated completion time-line is as follows:
    - 6/24/20 - Budget Review and EC Vote
    - 6/26/20 - Electronic Distribution to Membership – A few hard copies to Club Room
    - 7/8/20 - Membership Approval

**NEW ISSUES / NEW BUSINESS (Commander):** Commander Dubois commented upon the issue of bottled beer in our cooler which, due to COVID-19 shutdown, is at or reaching expiration dates. In an effort to legally dispose of this product it will be offered to our Post members for purchase at 25% markup plus sales tax. Anyone interested can contact Commander DuBois to arrange for the purchase and pickup of the product.

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

**Membership:** In Chair Bob Kamman's absence, Commander DuBois noted Kamman had advised he still has one “first year paid” opening for a new member.

**Post Activities:** Chair Randy Lindsey noted no issues as all Post activities and events are currently canceled.

Dan Wolfangel, Law & Order Chair, commented on the upcoming Awards and Recognition Program that is currently scheduled for July 18<sup>th</sup>. He advised that invitation letters to awardees and guests needed to go out not later than 2<sup>nd</sup> week of June, if we are to hold it on July 18<sup>th</sup>. No one seems to be sure whether we will go on that date with uncertainty of COVID-19 restriction status. He advised he would continue to prepare for that date, but hold off on sending anything out until after June Post Meeting when hopefully we should possibly have a better idea of restriction status. 2<sup>nd</sup> Commander-Elect/ Post Activities Chair Kirk Minnich advised he would try to get further info through sources he has.

**Chaplain/VAVS:** Chair Jerry Porter, submitted a report in advance, indicating Ed Ruffennach was still in hospital, and also noted that he appreciated Joe Baker stepping up to attend a meeting regarding a media interview on flag retirement, that was being arranged through Post member Eric Franz..

**Americanism:** Jerry Porter, in absence of Chair Henkle, noted that the issues he had with Scholarship Program Eligibility Definition were covered under the review of the Business Plan. Porter will also send letters of notification to the four (4) recipients of the “Child/Grandchild of a Veteran Scholarship” for 2020.

Commander DuBois indicated Buckeye Boys and Girls State Programs were canceled, and refund of fees is forthcoming.

**Community Support & Recognition:** Nothing to report as Chair is vacant. Commander DuBois indicated that he would be willing to take over the position of Community Support & Recognition Committee Chair for 2020-2021 membership year, providing current Program Chairs are willing to remain in their responsibilities. His offer was accepted and noted in Business Plan.

Service, Veterans Affairs / Economic / Legislative: Chair Charlie Cleves had nothing to report.

Bingo: Chair Ed Sears advised no issues, as Bingo is currently closed as result of current COVID-19 restrictions.

Fund-Raising: Dan Wolfangel noted that the group of supporters that was planning the 2<sup>nd</sup> Annual “Hometown Heros” Fundraiser for benefit of Post is still planning to move ahead. 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. Will advise further as plans progress. Ed Sears questioned as to whether they would be open to changing the benefit beneficiary from the Post to Charities, Inc, due to C.I. lack of funds. Wolfangel indicated he would look into it, however, when this issue was previously discussed last year, they indicated they wanted the benefit to go to the Post to assure it's continued physical presence and prominence in the community.

Event Coordination: No report.

House: No report.

Internal / External Communications: No report in absence of Chair Ed Ruffennach (External Communications).

Uniform Ceremonies: Chair Ralph Caskey commented as follows:

- Gave a brief report on the Post's participation in a short video Memorial Service presentation in conjunction with Anderson Township.
- Noted flags and flowers were placed on our Post's veterans grave sites, and new flags were posted at Hillcrest Cemetery.
- Advised we still have not received the ammo, ordered by Adjutant Ruffennach, to best of his knowledge.
- Has new POW-MIA flag to put up at Post.

Charities, Inc: Liaison Don Bishop noted following:

- Charities, Inc. has enough funds to complete the 2020 year.
- Looking ahead to Program Year 2021, we have funds available to pay the 2020 scholarships that have been awarded, and a few dollars more.
- All of our fund raising events have been either canceled, or suspended and we are not able to provide any financial support to Post 318 2021 projects, or programs.
- We are currently faced with 2 options; 1) find new funding sources, or 2) close down Charities, Inc.
- If we close down Charities, Inc., the Post will lose access to funding sources not available to the Post (i.e. the Bingo charitable contributions, and Kroger Community Rewards to name a couple).
- We are working hard to come up with a plan, and I've created a letter to Post 318 members that's intended to highlight our dilemma and ask for support.
- This letter will be distributed soon.
- In the mean time the Post should suspend all projects and programs funded by Charities, Inc., or find alternative funding.

Hamilton County Council Issues / Concerns: Nothing to report.

4<sup>th</sup> District Issues / Concerns: Commander Dubois advised had attended the 4<sup>th</sup> District Conference and Election, via video-conferencing, at which 4<sup>th</sup> District slate of officers was elected.

Dept of Ohio Issues / Concerns: Commander DuBois indicated State of Ohio Conventions was canceled for 2020, and current State Officers will continue serving to next convention in 2021.

Good of Legion: Nothing to report

Further Business: None.

**Adjournment of Meeting:** Commander Dubois, indicating there being no further business to come before the Executive Board Meeting, adjourned the meeting at approximately 8 PM.