

**MINUTES
AMERICAN LEGION POST 318
EXECUTIVE COMMITTEE MEETING
MAY 25, 2022**

Meeting conducted: X Physical Only, ___ Physical and Virtual

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

ROLL CALL OF POST OFFICERS AND COMMITTEE CHAIRS:

Assistant Adjutant Bob Carey conducted roll call, and indicated eleven (11) E.C. members present as noted below, which exceeded the required quorum of seven (7) E.C. Members. **Physical (11), Virtual (0)**

Elected Officers

**Voting Members
Present this Meeting**

Commander	Lee Stegmann	X	X
1 st Vice Commander	Bob Kamman	X	X
2 nd Vice Commander	Kirk Minnich	X	X
Adjutant / Corporate Statutory Agent	Dan Wolfangel	X	X
Finance Officer	Randy Lindsey	X	X
Sgt-at-Arms	Ralph Caskey	X	X
Chaplain	Jerry Porter	X	X

Appointed Positions/Chairs

Service Officer	Charlie Cleves	X	X
Americanism Chair	VACANT	V	
Bingo Chair	Ed Sears	X	X
Community Support Chair	VACANT	V	
Fund-Raising Chair	VACANT	V	
House Chair	Bob Alfieri	X	X
Event Coord. Chair	Ken Knight	E	
Charities, Inc Liaison	Don Bishop	X	X
SAL Committee Chair / Advisor	Tony Capetillo	E	

E.C. Alternates

Ass't Finance Officer/(Post Newsletter Editor)	Joe DuBois	X	
Ass't Adjutant	Bob Carey	X	

Additional Attendees

SAL Commander	Chris Short	X	
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X = Present E = Excused (Prior Notice) A = Absent V = Vacant Z = Virtual Attendance

MINUTES OF LAST MEETING:

Assistant Adjutant Carey noted that the E.C. Meeting Minutes from April 27, 2022 were posted in E.C. Minutes Binder in club room, distributed to all E.C. members, and sent to Post Web-Master for posting on Post web-site. ***Motion made (Minnich) to accept and approve the Minutes as submitted. Motion seconded (Porter), and passed by unanimous vote of E.C.***

POST EVENT CALENDAR REVIEW:

2nd Vice Minnich reported all current events and listings on calendar appear correct, Memorial Day events are all

set, and the Post barbeque is set for June 18.

Correspondence Log: Adjutant Wolfangel advised and commented on action taken on following items of correspondence since last meeting:

Incoming Correspondence:

- Notice of “Symmes Honors Veterans” Program: Friday 5/27/22 at 7:00 PM *Notice posted on BB*
- Hamilton County Info on Memorial Day Appropriation: *Forwarded to F.O. Lindsey*
- Dept of Ohio “Post Chairman Certification Form”: *(See Dept of Ohio Issues below)*
- Membership Memo from John Robinson (Dept of Ohio): *Sent to Kamman (Membership Chair)*
- Invoice from Anderson Township in the amount of \$35 for assembly permit: *Given to FO Lindsey*
- Commander Stegmann reported receiving a card of appreciation from Scout Troop 741, thanking the Post for the donation of the trailer and equipment. *Given to Chair Cleves; Chair Cleves will advise Troop 741 they have all the documentation needed for them to get title for the trailer.*

Outgoing Correspondence:

Post 318's “Consolidated Post Report” and “Certification of Post Officers” sent by Certified Mail on 5/12/22 to Dept of Ohio.

Misc. Adjutant Items:

Adjutant Wolfangel noted he will be out of town June 8th through June 16th. Ass't Adjutant Carey will be handling mail during that period, as well as June 8th Post Meeting.

BUDGET REPORT / FINANCE ISSUES AND CONCERNS: Finance Officer Lindsey provided a written copy of, and recapped his May 25, 2022 EOM Finance Report. A copy of the submitted report will be placed on file along with this E.C. Meeting Minutes in E.C. Minutes binder in Post Club Room for individual review, or may be provided upon individual request.

F.O. Lindsey further noted:

- The CD renewal date is June 15. Because of the greater interest earned on the CD than on the savings account, FO Lindsey recommended transferring \$50,000 from savings to the CD soon enough so that the CD is mature before the balloon payment is due. *Upon Motion made (Lindsey) and Seconded (Minnich) the EC approved unanimously.*
- The Honor Bar revenue has increased by about 5 times in recent weeks.
- Post's IRS 990 filing is progressing, with the aim of filing by July 8, prior to the Post Audit report.
- He will follow-up on the Ohio Biennial Report to support our application for a Mission Blue Grant.
- He will be sidelined with knee surgery in early September, and he has arranged with Assistant Finance Officer Dubois to fill in as Assistant FO, and member Surdick to fill in bingo duties during his recovery.

Commander Stegmann appointed members Bishop, Surdick, and Geil to the Post Auditing Committee, on condition that they accept, with the task of completing their audit prior to the installation of the officers for the upcoming business year, and present their Audit Report at the first EC Meeting in July.

OPEN ISSUES / OLD BUSINESS:

- FO Lindsey recommended, based on his investigations, rejecting the proposal to install an ATM at the Post. *Upon Motion (Wolfangel) and Second (Porter) to accept Lindsey's recommendation to reject the ATM proposal, the EC approved unanimously.*
- Chair Alfieri reported Anderson Township accepted our application to lead the July 4th parade, with SAL carrying the banner.

- Chaplain Porter agreed to serve as the Installing Officer at the installation of the Post officers at the June 8 General Meeting.
- CI Chair Bishop and FO Lindsey reviewed the draft 2022-2023 Post Business Plan, including proposed revisions to the budget, references to SAL, and Post Challenges/Priorities. Bishop needs further comments by mid-June; the Plan is to be finalized and approved by the July General Meeting.
- Adjutant Wolfangel reported the subscriptions for Navy, Marine, Air Force, and Army Times Magazines are now being received.
- 1st Vice Kamman reported all the wiring for the internet, security system, and TV service is complete, except the installation of one camera.

NEW ISSUES / NEW BUSINESS (Commander):

Adjutant Wolfangel led discussion on the following:

- FROM POST MTG 5/11/22: Dept. of Ohio Convention Package containing:
 - Date: July 1-3, 2022
 - Location: Hilton Cincinnati Netherland Plaza. Housing reservations by May 29, \$135 + tax, directly through the hotel.
 - Post 318 is entitled to up to 3 delegates and 3 alternates based upon membership numbers, to be designated by June 17. ***Porter, Wolfangel, and Stegmann committed to serve as Delegates, representing Post 318.***
 - Convention Call and rules.
 - Resolutions to be presented:
 - #21-02: Minimum members in a post to hold a charter from current 25 to 15 members
 - #21-09: Change delegate strength from current 1 per 25 and 2 per 66, to 1 per 15 and 2 per 60, depending on passage of #21-02
 - Schedule of convention activities and meetings.
 - Opportunity for advertising in convention program (name only \$20, business card \$30, half-page \$50) ***Upon Motion (Wolfangel) and Second (Alfieri) to purchase a business card ad, the EC approved unanimously.***
 - Copies of AL Constitution and By-Laws (Revised July 2022)
 - Copies of information relative to Convention logistics, Convention call, registration, event schedule, housing, and resolutions posted on BB. Copies of other items can be obtained by requesting from Adjutant.
- FROM POST MTG 5/11/22: Rob Heberly reported he was approached by the Forest Hills Band Boosters for a contribution of \$100 in support of the district-wide Big Band Blast on May 19. EC approved contributing \$100, which could be reimbursed by CI if CI so decided. ***Adjutant Wolfangel reported that CI determined on May 24 that it does not have sufficient funds to reimburse the Post.***
- SAL/Post Relationship / Processes / Etc.: Adjutant Wolfangel led discussion as follows:
 - The Post to purchase a 4x6 flag and pole for SAL Squadron 318 to be used in parades, color guard, etc. for total cost of approximately \$84. ***Upon Motion (Alfieri) and Second (Sears) the EC unanimously approved the purchase.***
 - Definition of SAL uniform standards. The minimum uniform is the dress cap, costing \$46, which cannot be ordered until the squadron is chartered. Adjutant Wolfangel and SAL Commander Short will develop further uniform standards and report back to the EC.
 - Access cards for SAL. CI Liaison Bishop discussed issues ordering access cards from various vendors to be compatible with our Post security system; 50 cards would cost about \$350. SAL Commander Short stated access cards would be issued to only those age 21 and over, and that the SAL members are familiar with the Clubroom honor bar

system. He expects SAL membership to be about 30 by August, with a goal of 50 SAL members by end of 2022. Short stated the SAL squadron would be willing to cover the cost of the SAL access cards. He and Bishop will work out the issuance of a card or cards immediately from the existing inventory of cards. Wolfangel reminded that the facility security system resets at 1:00 AM. Bishop defined that a Level one card provides access to the facility, and Level two provides access to the office and armory.

- Including SAL members in the Post Mail Chimp email list. Bishop will discuss with SAL Commander Short.
- Adjutant Wolfangel confirmed he has received the SAL Minutes for March-May; the EC agreed that a new binder in the clubroom should be maintained for the SAL Minutes, and that the SAL Minutes should be added to the Post website.
- SAL accounts. SAL Commander Short will work with FO Lindsey to set up the SAL accounts.
- Revenue opportunities. Short stated the main goals for SAL are revenue and active membership. The SAL expects to bring into Post activities a different and younger crowd of function attendees. Short confirmed the Post will receive the revenue from all honor bar and concession bar sales. The township zoning regulations do not permit outdoor functions with amplified sound at the Post, and the SAL expects to host such outdoor events; the SAL and the Post will work together to attempt to obtain 24-hour zoning variances and/or zoning regulation changes as the need arises.
- Consideration of SAL Winter Convention being held at the Post. The arrangements will be discussed as the need arises.

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

Membership: Chair Bob Kamman reported:

- The Post is at quota (175 per Dept. of Ohio, 176 per Post).
- There are about two and three-quarters memberships available from members who have donated extra funds.
- There are still 12 members who have not reimbursed the Post for 2021-2022 dues pre-paid by the Post. Kamman confirmed they will not receive their new membership cards until their dues is paid.

Post Activities: Chair Kirk Minnich reported:

- The Post Barbecue is June 18.
- The letter of appreciation and the check for \$100 are being prepared for Adjutant Wolfangel to send to Fitch High School Choir.

Chaplain/VAVS: Chaplain Porter advised no report.

Americanism: (VACANT) No Report.

Community Support & Recognition: (Vacant)

Adjutant Wolfangel reported:

- 2022 Post 318 Annual Awards & Recognition Program:
Scheduled for Sat – July 16th at 7PM.
Awards / Recognition to be presented are: FFOY / LEOY / 7 BB&GS / 4 Scholarships / 7 Forest Hills Schools for the Poppy Days, and 34 Continuous Legion Membership Awards.
Since the 4th District FFOY award winner could not attend the 4th District program on May 15, the new 4th District Commander Perry will present the District award.
Estimate of Cost \$600 + Refreshments will be funded by C.I. as agreed at the recent CI meeting.
Estimate 72 Invites scheduled to be mailed out (awardees, presenters, and guests) around June 20th with RSVP by July 8th.

- 2nd Vice Commander Minnich will follow-up with Chair Knight to ensure this program is on the Post calendar.

Service, Veterans Affairs / Economic / Legislative: Chair Charlie Cleves

No activity to report.

Bingo: Chair Ed Sears reviewed the Monthly Bingo Report, filed with these Minutes, and further reported:

- The bingo license renewal has been received.
- There will be no bingo the Sunday of Memorial Day weekend.
- Decreased bingo spending by the players seems to be the trend.
- Need volunteers to assist running bingo.

Fund-Raising: (Vacant)

Adjutant Wolfangel provided a Karaoke Thursday Event update, filed with these Minutes. Tomorrow night (May 26) is the final night authorized as the trial period by the EC. He recommended the EC authorize continuing the event through the five Thursdays in June, suspend for the summer, and resume in September if the EC so decides. 2nd Vice Minnich will manage the events for two Thursdays in June when Wolfangel will be out of town. ***Upon Motion (Alfieri) and Second (Porter), the EC voted unanimously to continue the event through June, suspend for the summer, and determine in August if the event will resume in September.***

Event Coordination: In Chair Knight's absence, he submitted his report to Adjutant Wolfangel on upcoming Hall Rentals

East Side Republican Club reserved Hall B on June 28 and the last Tuesday of each month.
Celebration of Life on June 11 in Hall B
A baby shower on June 11 in Hall A
No response has been received from OHDELA for test grading work at the Hall

House: Chair Bob Alfieri noted following:

- Needs more Hamilton County Health Department "certified" kitchen help, The training and testing for the certification are now conducted online only. The fee is \$22 per person.
- He is in the process of filing an insurance claim for the cost of \$969 to replace the compressor. The refrigerant has been changed to R134.
- The security code system has been breached, requiring reprogramming of the alarms.
- Family Pet Center rear drainage problem.
- Quotes to replace toilets are being obtained.
- The rear drainage problem has been resolved by removing the lid on the sewer drain.

Internal / External Communications:

- **External:** Adjutant Wolfangel reported the announcement of Memorial Day activities appeared in *Enquirer Hometown* Section 5/22/22. The Karaoke announcement appeared May 11. The East Side Press and other local area community papers have discontinued publication.
- **Internal / Newsletter:** Editor Dubois called for newsletter articles to be submitted ASAP.

Uniform Ceremonies: SAA Caskey reported:

- Memorial Day Activities: Will be meeting 7:30 at Post for Breakfast, then meeting at A/T Govt Center for photographs, including a bugler student from CCM, traveling to 9 cemeteries via personal carpool vehicles, and then to A/T Govt Center for Bell Ceremony.
- New American and POW-MIA flags will be installed at Hillcrest Cemetery by FO Lindsey.

Charities, Inc. (C.I.): Chair Bishop reported Poppy Days program status:

Poppy Days was conducted for the first time in three years, raising \$4,100, which was \$2,000 more than the last time.

Marketing Committee: 2nd Vice Commander Minnich reported nothing more than has been noted earlier in the meeting.

Hamilton County Council Issues / Concerns: No report

4th District Issues / Concerns:

Adjutant Wolfangel reported on 4th District Conference Attendance on 5/15/22: about 45 attendees, continuing to ask for more posts to attend the meetings. Election results: Commander Jerry Perry, 1st Vice Commander Al Buxton, 2nd Vice Commander Frank Borrow. The combination picnic and District conference will be June 26 at Milford Post 450, coinciding with the SAL conference. The Law-and-Order awards were presented. Perry commented that Post 318 is very successful in submitting winning Law and Order nominees. Wolfangel presented the Gift to the Yanks check in the amount of \$468 on behalf of Post 318. The National Legend convention will be in Milwaukee. The 4th District activities schedule update has been posted on BB.

Dept of Ohio Issues / Concerns:

Adjutant Wolfangel reminded of Dept of Ohio Convention which is to be in Cincinnati July 1-3, 2022.

The Post Chairmen Certification form will be submitted in 1-2 months.

Good of Legion:

No report

Further Business:

None

Adjournment of Meeting:

Commander Stegmann, indicating there being no further business to come before the Executive Committee Meeting, adjourned the meeting at approximately 9:36 PM.

Prepared by:
Bob Carey
Assistant Adjutant - Post 318