

MINUTES
AMERICAN LEGION POST 318
EXECUTIVE COMMITTEE MEETING
OCTOBER 28, 2020

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

ROLL CALL OF POST OFFICERS AND COMMITTEE CHAIRS:

Adjutant Dan Wolfangel conducted roll call, and indicated thirteen (13) E.C. members present as noted below, which exceeded the required quorum of eight (8) E.C. Members.

Elected Officers

| | | | |
|--------------------------------------|--|----------------|----------|
| Commander | | Chester Canter | X |
| 1 st Vice Commander | | Bob Kamman | X |
| 2 nd Vice Commander | | Kirk Minnich | X |
| Adjutant / Corporate Statutory Agent | | Dan Wolfangel | X |
| Finance Officer | | Randy Lindsey | X |
| Sgt-at-Arms | | Ralph Caskey | X |
| Chaplain | | Rob Heberly | A |

Appointed Positions/Chairs

| | | | |
|-----------------------------|--|----------------|----------|
| Service Officer | | Charlie Cleves | X |
| Americanism Chair | | Paul Henkel | A |
| Bingo Chair | | Ed Sears | X |
| Community Support Chair | | Joe DuBois | X |
| Fund-Raising Chair | | VACANT | V |
| House Chair | | Bob Alfieri | X |
| Event Coord. Chair | | Ken Knight | E |
| Charities, Inc Liaison | | Don Bishop | X |
| | | | |
| | | | |
| Additional Attendees | | | |
| Past Chaplain / VAVS Coord. | | Jerry Porter | X |

MINUTES OF LAST MEETING:

Adjutant Wolfangel noted that the E.C. Meeting's Minutes, from September 30, 2020 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 (Jerry Porter) to approve Minutes as submitted, and seconded (Kirk Minnich), the Motion passed unanimously.***

POST EVENT CALENDAR REVIEW: No review.

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

- Cincinnati Bell: Notice of phone line rate hike equating to \$4 per month. (Copy to Finance Officer).
- Legal Notice Regarding Right to File Claim in Boy Scouts of America Bankruptcy: (Referenced / No action required).
- Acuity Insurance Survey Info: (Copy to Finance Officer).
- IRS Information on Required Electronic 990 Filing for 2020: (Copy to Finance Officer).
- IRS Filing Delinquency Notice: (Copy to Finance Officer who advises filing was timely submitted).
- Solicitation from Memorial Wreaths Foundation – (Part of C.I. Budget): (Don Bishop advised would be discussed under C.I. Business).
- Info from Dept of Ohio Legion Regarding On-Line Training Sessions for Attention of Post Commanders and Adjutants:: (Copies to Commander and Membership Chair).

Outgoing Correspondence since last Meeting:

- Donation Acknowledgments sent to three (3) donors of Memorial Contributions on behalf of deceased member Ed Ruffennach. [Total of donations = \$125}
- Updated “Certificate of Post Officers” submitted to Dept of Ohio, to update Post Adjutant change.
- Notice of “MyLegion” Administrator change due to Post Adjutant change.
- Hamilton County Auditor “Vendor Registration” submitted in relationship to Memorial Day Expense Reimbursement.

MISCELLANEOUS ADJUTANT ITEMS: Wolfangel advised that in checking Post Website, there were ten (10) sets of E.C. and General Meeting Minutes missing. In reviewing, four sets of minutes are possibly unrecoverable as they were minutes taken by former, and now deceased Adjutant Ruffennach's who may have not produced them in written format due to his illness and hospitalization. These are E.C. Minutes for March 2020 and June 2020., and General Meeting Minutes for May 2020 and July 2020. All other six sets of missing minutes have been located and submitted to Post Web-Master for inclusion on website.

Memorial Bibles: Noted need to replenish supply. Don Bishop noted would be discussed under C.I. Items.

BUDGET REPORT / FINANCE ISSUES AND CONCERNS: Finance Officer Randy Lindsey provided a written report for file, and recapped his 10/28/20 Finance Report as follows:

| | |
|--------------------------|-------------|
| Checking First Financial | \$ 9,118.87 |
| Outstanding Checks | \$ 929.94 |
| Mortgage Payment (10/29) | \$ 1,490.86 |
| Effective Balance | \$ 6,692.07 |

| | |
|-------------------------|---|
| Savings First Financial | \$ 31,773.91 (Noted includes \$8,754. received from Hometown Heroes Benefit [10/18/20]) |
| CD (13 mos) | \$ 10,084.71 |

Lindsey further noted that:

- Overall Checking Account Balance up about \$500 from September.
- Negotiated a lower monthly charge with Cincinnati Bell Fioptics, with improved service, including elevating internet speed from 30M to 100 M. (\$122 p/m as opposed to \$143 p/m)..
- He is recommending we upgrade our ZOOM capability for to better serve our Post members attending Post Meetings virtually., as we are continually needing them for a meeting quorum. Cost would be approximately \$120 p/y. ***Motion made (Joe DuBois) to upgrade ZOOM capability as requested. Motion seconded (Jerry Porter), and passed unanimously.***
- Advised of a State of Ohio Program benefiting small businesses by providing of grants for COVID related loss of business. He is looking into whether we would be eligible.

OPEN ISSUES / OLD BUSINESS: Nothing Pending.

NEW ISSUES / NEW BUSINESS (Commander): None.

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

Membership: Chair Bob Kamman noted, or commented as follows:

- Currently at about 82.6% of Quota for this year, which was our target for 11/14/20.
- Noted need for at least 29 renewal, new or transfer memberships to make Quota for this year.

Post Activities: Chair Kirk Minnick noted several concerns relative to the Post Christmas Party, which is currently scheduled for December 12th, as related to impact of COVID restrictions, distancing, masks, food source and handling, and probable low attendance. After considerable discussion, ***a Motion (Joe DuBois) was made to cancel the 2020 Post Christmas Party. Motion seconded (Randy Lindsey), and passed unanimously.***

Chaplain/VAVS: No report in absence of Chaplain Heberly.

Americanism: No report in absence of Chair Henkel.

Community Support & Recognition: Chair Joe DuBois advised he had no report.

Service, Veterans Affairs / Economic / Legislative: Chair Charles Cleves advised he had nothing to report.

Bingo: Chair Ed Sears advised:

- Still needs more volunteers to assist with Bingo and cleanup / setup, before and after.
- Noted October was the last month of the State of Ohio Bingo year.
- Presented hard copy of October Bingo Report, noting monthly revenue distribution as follows: Post \$2,800 / C.I. \$1,055 / Concessions earned \$449, for a monthly total of \$4,304. Bingo Operating Account balance is at \$579.55.
- Current Year Bingo distribution totals are: Post \$22,800 / C.I. \$ 7,705.
- Pull-Tab sales for year generated \$144,736 with a payout of \$107,447 in winnings.
- Noted that the estimated loss of revenue to the Post for the Bingo year due to COVID-19 is about \$8,000, based upon the fact that the Post received approximately \$42,675 from 2018-2019 Bingo Year versus only \$34,859 this current 2019-2020 Bingo year.
- Attendance for the current Bingo year was 2,057 versus a total of 2,278 for the 2018-2019 Bingo year.

Fund-Raising: The following was presented, in absence of a committee chair:

- **Live Band / Dance Events:** Don Bishop advised there were currently 43 tickets sold for the October 31st Halloween Dance, and expects a fair crowd. He further advised that there are four (4) more dances scheduled through end of 2020, and he has no “Dance Leads” for any of them, and until he had commitments for them, he was not going to proceed with developing a 2021 Spring Season schedule. It also appears there will be no NYE Dance, based upon COVID restrictions. Bishop also noted that the Halloween Dance costume contest was being sponsored by a dance attendee – Charles Deuser in amount of \$175 in prize money, and he was requesting a donation acknowledgment be sent. Adjutant Wolfangel advised he would handle. Bob Kamman, October 31st “Dance Lead: advised he only had three volunteers for the dance and needed help.
- **“Hometown Heroes Benefit” for Post 318:** Adjutant Wolfangel noted the benefit was a huge success, and that \$8,754 had been turned over to the Post Finance Officer. He is in process of preparing Donor Acknowledgment letters to all who made monetary or material contributions to the event. He advised that after last years event, the Post, in appreciation, presented plaques to Kerri Wolfangel (Comey & Shepherd Realtor) and the co-owners of Latitudes Bar & Bistro who were the primary organizers, and also presented certificates of appreciation to musicians and other benefit workers and staff. He proposed we do the same this year, and possibly make presentations at a future meeting, or time. ***Motion made (Ralph Caskey) to do same as last year. Motion Seconded (Jerry Porter), and passed unanimously.***

Event Coordination: In absence of Chair Ken Knight, Adjutant Wolfangel noted that Knight had reported:

- Hall Rentals: There are no rentals scheduled until 3/20/21..
- ESRC Rental (10/27/20): Noted made \$141 from rental and beverage sales.

House: Chair Bob Alfieri

- Thanked all who have helped with Post clean-up/set-up
- Some electrical work is still pending.
- Repairs have been completed on: Small outdoor sign; several door closure, adjustment and lock items; and one window blind.

Adjutant Wolfangel noted that several months ago discussion was had regarding securing two new “Legion” emblem signs for the front monument sign, due to deteriorating condition of the existing emblems. He noted he had discussed with House Chair Alfieri, who advised they should be ordered out of the House budget. The cost for both should be a total of about \$300 (including shipping) through Legion Emblem. ***E.C. concurred with need and ordering.***

Internal / External Communications:

- External: Adjutant Wolfangel advised nothing to report.
- Internal / Newsletter: 2nd Vice Commander Kirk Minnich advised anyone having an item for the November Post Newsletter to submit to him ASAP, so he can get the newsletter out.

Randy Lindsey indicated he would set up a Zoom link for the November Post Meeting, and will advise Minnich of the link information so it can be put in the November Post Newsletter.

Uniform Ceremonies: Chair Ralph Caskey commented on Hugo Vontz, Jr graveside services held on on Wednesday – October 28th, at Mt. Moriah cemetery, noting he had a smaller than he would have liked crew, however, the family was very grateful.

He noted the need to secure five or six additional volunteers for the Post Color Guard to draw from. The need will be noted in the November Post Newsletter.

Charities, Inc. (C.I.): Liaison Don Bishop noted or commented on following:

- He provided E.C. Members with, and commented on and explained, a C.I. Budget Summary as of October 2020 (prepared by C.I. Treasurer Walt Geil and Bishop) for purposes of updating E.C., as to C.I.'s financial situation, and determination of what programs the E.C. might wish to fund from the very limited C.I. funding available. He predicted C.I would be about \$13,000 short on budget projected revenue funds for this year.
- Based upon the review:
 - 1) ***Motion made (Bob Alfieri) to fund contribution of \$25 for Memorial Wreath Foundation “Holiday Wreath” Program. Motion Seconded (Kirk Minnich), and passed unanimously.***
 - 2) ***Motion made (Ed Sears) to fund expenditure of \$100 for additional or replacement Color Guard Equipment. Motion Seconded (Jerry Porter), and passed unanimously.***
 - 3) ***Motion made (Don Bishop) to replenish Memorial Bible supply through ordering two Protestant and two Catholic versions in amount of up to \$200. Motion Seconded (Ed Sears), and passed unanimously.***
- Indicated that C.I. had once again begun paying monthly rent to the Post, and that the \$700 that had previously approved for the Post Christmas Party. which was canceled in action at tonight's meeting, would be returned to the C.I. Budget to be made available for future consideration.
- Noted there would probably be no “Wave -the Flag” Program this year, as Kroger had not responded back.

Hamilton County Council Issues / Concerns: Nothing to report.

4th District Issues / Concerns: Nothing to report.

Dept of Ohio Issues / Concerns: Nothing to report.

Good of Legion:

POW-MIA Missing Man Table: Jerry Porter advised that Claire O'Connell, Director of A/T Senior Center, had ask if we could video the set table along with commentary as to it's meaning for use on Veteran's Day and placed on their website. **E.C. concurred with request and supports making the video if possible.**

Development of Information Binders for Post Positions: Jerry Porter suggested that it would be very beneficial to develop "Task Oriented Binders" for the roles and duties of the various Post Officers' responsibilities. As an example he used the situation where someone else has to step in to fulfill the duties of the regular officer that would do that duty, such as a fill in for Chaplain responsibilities at an event where the regular Chaplain is not available. He noted that while the Business Plan spells out the general responsibilities, it does not provide all of the information, documentation, and material that is needed to carry out the actual function. He believes this is worthy of further consideration.

Further Business: Nothing to report.

Adjournment of Meeting:

Commander Canter, indicating there being no further business to come before the Executive Board Meeting, adjourned the meeting at approximately 8:00 PM.

Prepared by: Dan Wolfangel