

**MINUTES  
AMERICAN LEGION POST 318  
EXECUTIVE COMMITTEE MEETING  
APRIL 26, 2023**

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 Stegmann. Matters addressed at the Executive Committee Meeting were:

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

Adjutant Carey conducted roll call, and indicated fourteen (14) E.C. members present as noted below, which exceeded the required quorum of eight (8) EC Members. **Physical (14), Virtual (0)**

**Elected Officers**

**Voting Members  
Present**

Commander	Lee Stegmann		<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	Bob Carey		<b>X</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**

Corporate Statutory Agent / Ass't Adjutant	Dan Wolfangel		<b>X</b>
Service Officer	Charlie Cleves		<b>X</b>
Americanism Chair	Eric Howland	<b>E</b>	
Bingo Chair	Ed Sears		<b>X</b>
Community Support Chair	<b>VACANT</b>	<b>V</b>	
Fund-Raising Chair	<b>VACANT</b>	<b>V</b>	
House Chair	Bob Alfieri		<b>X</b>
Event Coord. Chair	Ken Knight		<b>X</b>
Charities, Inc Liaison	Don Bishop		<b>X</b>
SAL Advisory Committee Chair	Tony Capetillo	<b>A</b>	
Bar-Concession Manager	Steve Stuntz		<b>X</b>

**E.C. Alternates**

Ass't Finance Officer	Joe DuBois	<b>X</b>	
Ass't Sgt-At-Arms	Gary Gregorio	<b>A</b>	

**Additional Attendees**

Save a Warrior Representative	Suzette Heller		
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**KEY:** X=Present E=Excused (Prior Notice) A=Absent V=Vacant Z=via Zoom

Suzette Heller made a presentation on behalf of Save a Warrior, a non-profit in Columbus, OH, with facilities (Warrior Village) at Hillsboro, OH, for the treatment of veterans and first responders at risk of suicide. She invited Post 318 to visit the Village and to contribute any amount, with a donation goal of \$5,000. The EC agreed to further consider her request. (See these minutes, under Community Support & Recognition below.)

**MINUTES OF LAST MEETING:**

Adjutant Carey noted that the E.C. Meeting Minutes from March 29, 2023 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 (Minnich) made to accept and approve the Minutes as submitted, Seconded (Wolfangel), and passed by unanimous vote of E.C.*

**POST EVENT CALENDAR REVIEW:**

2<sup>nd</sup> Vice Minnich reported:

- All currently scheduled Post activities and events are updated and on the calendar.
- Upcoming events are:
  - Cinco de Mayo dance May 6, 76 tickets (nearly half) sold so far
  - Queen of Hearts drawings
  - Memorial Day ceremonies will be added to the calendar.

**CORRESPONDENCE LOG:** Adjutant Carey advised and commented on action taken on following items of correspondence since last meeting:

**Incoming Correspondence:**

- Routine bank statements, ads, magazines, dues payments, invoices, etc.
- Voicemail from Michael Finnegan reporting the incident that occurred Thursday evening prior to the Euchre tournament, stating he may file assault charges against Joe Baker, and requesting a call back.
- Card from ProTec reminding of backflow inspection coming due. *Forwarded to Alfieri*
- Notice from GCWW that backflow test must be done by April 20 or have water service shut off. *Forwarded to Alfieri*
- Notice from HC Public Health to submit report of backflow test and fee. *Forwarded to Alfieri*
- Email notice of Operation Enduring Service May 24 at Cincinnati Police Academy to provide information and screening for veterans' benefits. *Forwarded to Cleves and posted on BB*
- Notice of license renewal deadline of May 17 from Liquor Control. *Forwarded to Lindsey*
- Letter to Ohio Valley Productions returned by postal service. *Forwarded to Bishop*
- Renewal notices from AF, Navy, and Marine Times magazines. *Forwarded to Lindsey*
- Notice from Anderson Township of electric supply aggregation. *Forwarded to Alfieri*
- Flyer for Joseph House golf outing sponsorship and registration forms June 2 at Fairfield. *Posted on BB*
- Scholarship application. *Forwarded to Howland*
- Letter from The Memorial Day Foundation acknowledging donation. *Forwarded to Bishop, posted on BB, and placed in Adjutant's file*

**Outgoing Correspondence:**

Anderson Township Business Survey will be mailed back.

**Misc. Adjutant Items:**

Carey reported the Annual Post Data Report, Consolidated Post Report, Certification of Post Officers, and Post Chairman Certification will be prepared during May.

**BUDGET REPORT / FINANCE ISSUES AND CONCERNS:** Finance Officer Lindsey submitted the Finance Report as of April 26, 2023, a copy of which is included with these E.C. Meeting Minutes, in E.C. Minutes binder in Post Club Room for individual review, or may be provided upon individual request.

- The finances remain in good shape; all bills are paid.

- The missing cash reported at recent meetings has been returned; there was no theft, only a confusion about where cash is to be kept.
- IRS form 990 is in progress

Knight noted the proceeds from the sale of refreshments at Queen of Hearts drawings will be placed in the Armory.

Bishop will work with First Financial Bank to schedule a meeting regarding Post facility mortgage payoff and refinancing options.

***Motion (Minnich) made to accept and approve the Financial Report, subject to audit, as submitted, Seconded (Kamman), and passed by unanimous vote of E.C.***

### **OPEN ISSUES / OLD BUSINESS:**

The Officer Nominating Committee report and slate of officer candidates will be prepared by Wolfangel to be published in the newsletter, and the election will be in May. All the elected officers present at this meeting agreed to continue in their roles, except Lindsey; Kamman contacted Heberly, who also agreed to continue as Chaplain.

Efforts are underway to continue the functions of Finance Officer and Assistant FO after Lindsey and Dubois back away from their positions, including the possibility of a member of SAL or an accounting firm performing certain accounting duties. Stegmann has the authority to temporarily appoint persons to those positions until they are replaced by the election process.

Caskey reminded of the scheduling of a bartending class, and SAL Commander Short will be prompted to schedule it.

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

Wolfangel presented a printed notice regarding the Post's right to exclude/remove any persons from the facility, such notice to be posted in the lobby and club room. After discussion, ***Motion (Kamman) made to approve posting the exclusion/removal notice, Seconded (Cleves) and approved by EC, with two abstentions.***

Lindsey pointed out the 2023 Fish Frys were the most profitable ever, partly due to SAL volunteers, and recommended the Post share 10% of the net profits with the SAL Squadron. After discussion, ***Motion (Lindsey) made to designate 10% of the 2023 Fish Fry profit to SAL, Seconded (Minnich) and approved by EC, with one opposed.***

Lindsey proposed the proceeds from Split-the-Pot conducted at the Queen of Hearts drawings be designated for the SAL. After discussion, the ***EC agreed that whichever unit (Post or Squadron) conducts a S-T-P should keep the S-T-P proceeds.***

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

**Membership:** Chair Kamman reported:

- We are down 13 members (92%) from our quota.
- 3 new or transferred members to be added due to contacts at the Fish Frys.

### **Post Activities:**

(Presented in Calendar Review above.)

### **Chaplain/VAVS:**

No VAVS report, as VAVS is not operating at this time.

Commander Stegmann spoke of his physical condition.

**Americanism:** In the excused absence of Chair Howland, Carey reported:

Carey received a scholarship application April 26 for Howland.

Lindsey reported 2 girls attended the BGS orientation, with the boys orientation upcoming.

**Community Support & Recognition:** (Vacant)

Bishop noted that Charities Inc. designates \$1,500 per year for military family assistance, and there could be a pathway, through fund-raising efforts, for the Post and Squadron to be able to donate the requested amount of \$5,000 to Save a Warrior. *The EC agreed to further evaluate the matter until the May EC meeting.*

Memorial Day services and ceremonies at local cemeteries and the township center are being planned.

**Service, Veterans Affairs / Economic / Legislative:** Chair Cleves reported:

He helped a veteran cancer patient get services.

**Bingo:** Chair Sears submitted the April 2023 report, and made the following additional comments:

- Installing a pull-tab machine would be cost prohibitive.
- The cost of Bingo supplies continues to rise.
- He plans to retire from the chairmanship October 31; several Bingo workers are over 80 years of age.
- Bingo workers need volunteers to train in their duties, so the games can continue in event of illness or incapacitation.

**Fund-Raising:** (Vacant)

No report.

**Event Coordination:** Chair Knight reported:

Hall Rentals:

- Tomorrow: AARP luncheon
- May 3: CPR and OSHA training, every 2 weeks possibly. The instructor requests to attend the May regular membership meeting to describe the training. Knight will distribute the flyer to EC.

**House:** Chair Alfieri reported:

- He is coordinating with the water works the repair of a leaking valve so that the backflow test can be performed.
- He notified Nick Fucito at the ATP that we will cooperate on parking needs, without executing a formal easement document.

Bishop reported 25 new key fobs for the security access system have been obtained and programmed, 3 for level 2 and 22 for level 1.

**Internal / External Communications:**

- **External:** Wolfangel reported:

- The Cinco de Mayo dance media release was sent to Enquirer Hometown and was published April 16 (Posted on BB).
- The Queen of Hearts media release was submitted to Enquirer Hometown on April 17, pending publication.
- The Post 318 Law and Order Awardees were published in latest issue of Anderson Insights (posted on BB).

Wolfangel and Kamman are coordinating the invitations and handling of the Post awards program.

- **Internal / Newsletter:**

Wolfangel will submit the article of the nomination of officers and upcoming election.

**Uniform Ceremonies:** SAA Caskey, reported:

- He is working with the township to have better organization of the 4<sup>th</sup> of July parade.
- Memorial Day program begins with breakfast by Tammy at the Post, picture at the town center, cemetery honors, possible bugler. Color Guard volunteers will be sought in May. Flags are on hand for the cemeteries. SAL will be invited.
- A thank you note will be sent to Anderson Girls Soccer for their donation of \$100
- Flag Day June 14; ceremony at Spring Grove Cemetery
- Two Joseph House deliveries in April. Expect one in May.

**Charities, Inc. (C.I.):** Chair Bishop reported:

- Poppy Days May 15-18 in the Forest Hills elementary schools, with veterans at the schools on May 18
- Received a solicitation from Neediest Kids of All. After discussion, ***Motion (Wolfangel) to designate \$25 this year and provide \$25 in next year's budget, Seconded (Minnich) and approved unanimously by EC.***
- Our acknowledgment letter for the \$1,500 donation received from Dan Varner's foundation was returned by the postal service; Wolfangel will confirm the correct address.

**Marketing Committee:** Chair Minnich reported:

Next meeting May 17.

(Other items are covered above under Event Coordination)

**Bar/Concessions:** Chair Stuntz:

Stocking up for the Cinco De Mayo dance.

**SAL Unit:**

Wolfangel reported SAL Commander Short attended the 4<sup>th</sup> District SAL Conference to receive the SAL First Place Quota award plaque.

**Hamilton County Council Issues / Concerns:**

Wolfangel reported:

He attended the HCC Awards and Recognition Banquet on Sat April 15<sup>th</sup> at Post 531 (Mt. Healthy). as Post 318 Representative. Poorly attended, as only about 6 Post had representation, total of 35 people. Good buffet,

with a DJ for music during meal and for partying afterwards. Appreciated our donation of raffle gifts and attending. No awards presented. State Commander Stennis attended and gave good speech.

**4<sup>th</sup> District Issues / Concerns:**

Wolfangel reported:

4<sup>th</sup> District Summer Conference to be held Sunday April 30 at Post 199 (Harrison, OH). I plan to attend. Commander Stegmann designated Wolfangel as Post 318 Delegate to Conference for voting purposes.

**Dept of Ohio Issues / Concerns:**

No report

**Good of Legion:**

Kamman reported the new camera covering the safe is installed and active.

Wolfangel provided the following report from the Club Room Revitalization Committee (CRRC):

- Prepared and published Update Report in April Post Newsletter, which hopefully brought everyone up to date on purpose and plans of CRRC.
- Pool Table (in CR) and Piano (in lobby) both are gone.
- 10 new Euchre card tables authorized by E.C. to permit move of Euchre events to rental hall, have all been received (Total Cost - \$776.82 ). Thanks to Ralph Caskey for building a combination Card table storage cart and Busser Table. We believe Euchre could move to the rental hall "A" starting in May,
- Have determined that 3 hi-top tables, instead of 4 for area vacated by Pool Table will suffice. Search for used has to been to no avail. Have identified new tables at a cost of approximately \$490 per set (24" X 42" rectangular w/four chairs) Total Estimated Cost of the 3 sets w/ould be \$1,470.00 + tax, or about \$1,600.00. .
- Search for 8 replacement bar stools locally has been to no avail. Purchase of 8 bar stools which match those with the hi-top table chairs would be approximately \$95.00 per bar stool or a total estimated cost of \$760.00 + tax or a total of about \$815.00.
- Memorabilia Display Cases and some wall memorabilia have been moved from CR to Lobby. We will review some additional items recommended by CRRC to be moved to lobby and hallway areas tonight. He showed Show sketches etc.
- Promo TV in lobby has been mounted on wall.
- Have access to 3 donated 65" TVs to replace the current TV (on east wall of CR) and add one behind bar and one on west wall of CR. These are in SAL possession and will be installed following painting and ceiling lighting work.
- Work will begin shortly on converting existing current fluorescent ceiling lights to LED lights, (Kamman will be doing this work).and installing a separate dimmable recessed can lighting system and damaged ceiling tiles. (Will be done by Chris Short).
- Back lit Stain Glass Eagle. Will be positioned once TV, and other project work is completed. Steve Stuntz indicated he should be able to complete for less than the \$400 approved.
- We wish to get started ASAP with repainting club room with new color scheme, (we have three paint chip samples of recommended colors for E.C. to consider tonight. -Agreeable Gray / Repose Gray / Accessible Beige), and the removal of existing chair rail, and replacing with "galvanized a steel paneling" on lower level of walls to for both appearance and better protection of lower wall areas. NOTE ALL PAINTING AND MATERIAL FOR THIS PART OF PROJECT ARE TO BE AT EXPENSE OF S.A.L. AS WELL AS LABOR.

- Additional recommendations of CRRC:
  - 1) Creation of permanent MIA-POW Table display in lobby, encased in Plexiglas case. (Refer to Post 531's) (Caskey exploring cost).
  - 2) Installation of a lockable Bulletin Board in Lobby for posting of Post 318 upcoming or on-going events that we want public exposure (26" X 20" suggested cost approx. \$60.00), and placing several plastic holders on wall for rental, event, etc. to hold folding pamphlet and 8 1/2" X 11" flyers, thus eliminating the current table.
- It is projected and estimated at this time that all items listed above will be completed at a cost of approximately \$4,400.00 (excluding the encasement for MIA/POW display). The "not to exceed" total cost of all CRRC proposals approved by E.C. thus far was \$4,600.
- One other recommendation of the CRRC is to modify the "Post 318 Club Room Utilization Policy" (copy included with these Minutes) to reflect the new proposed usage for Social Purpose, and clarify Post /SAL member responsibilities.

Wolfangel requested E.C. approval of all CRRC recommended proposal items, as presented this evening, in order to complete the project as soon as possible. *Motion (Stegmann) made to approve all CRRC recommendations not previously approved, including specifically the installation of a lockable bulletin board in the lobby, the relocation of items shown in sketches from the club room to the lobby and hallways, the creation of a permanent POW-MIA Table display in the lobby, encased in Plexiglas (exact cost to be determined), and painting of three clubroom walls in "repose gray" color with the fourth wall to be an accent color to be determined, with corrugated metal wall covering at and below chair rail height including a wood ledge trim, Seconded (Stuntz) and approved unanimously by EC.*

Wolfangel provided the EC with a draft copy of a proposed revised Post 318 Club Room Utilization Policy for their review, and *EC will consider their approval of the revised Post 318 Club Room Utilization Policy at the May EC meeting.*

**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 9:40 PM.

Prepared by:  
Bob Carey, Adjutant, Post 318