

**MINUTES**  
**AMERICAN LEGION POST 318**  
**REGULAR MEETING**  
**May 11, 2022**

(NOTE: This Meeting was conducted physically at Post 318, with 1 in attendance via ZOOM.)

The Post Meeting was called to order by 1<sup>st</sup> Vice Commander Kamman at approximately 7:00 PM, in absence of Post Commander. Colors were in place and saluted. 1<sup>st</sup> Vice Commander Kamman gave the Recognition and Placement of POW-MIAs, and the POW-MIA Chair Cover was placed by Jack Surdick. The Opening Prayer was given by Chaplain Porter. Reciting of the Pledge of Allegiance was led by 1<sup>st</sup> Vice Commander Kamman. Reciting of the Preamble was led by 2nd Vice Commander Minnich. 1<sup>st</sup> Vice Commander Kamman then opened the meeting for the normal order of business.

**Attendance:** SAA Caskey advised that there were seventeen (17) Post 318 members physically and one (1) via ZOOM in attendance, for a total of eighteen (18), which constituted a quorum.

**Roll Call of Post Officers and Committee Chairs:**

Assistant Adjutant Carey conducted roll call of Officers and Chairs, as follows:

**Elected Officers**

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

**Appointed Positions/Chairs**

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

**Alternate to Officers and Chairs**

Ass't Finance Officer / Newsletter Editor	Joe Dubois	<b>X</b>
Ass't Sgt At Arms	Gary Gregorio	<b>X (Z)</b>
Ass't Adjutant	Bob Carey	<b>X</b>

X = Present

A = Absent Z = via ZOOM

E = Excused (prior notice)      V = Vacant

**Minutes:** Assistant Adjutant Carey noted that the Post Meeting Minutes from the April 13, 2022 meeting were posted in Post Meeting Minutes Binder in club room, distributed to all E.C. members, and sent to Post Web-Master for posting on Post web-site. ***Upon motion made (Bishop), and seconded (Minnich), motion to approve the Minutes passed unanimously.***

**Executive Committee Notes:** Assistant Adjutant Carey advised that the April 27, 2022 E.C. Meeting Minutes, in full printed format, had been placed in the E.C. Meeting Minutes binder in the clubroom bookcase, and distributed to all E.C. members, and have been submitted for posting on Post web-site. A summary of noteworthy items or actions from the April 27, 2022 E.C. Meeting were reported as follows:

- Approved adding member Rob Heberly to Post 318 slate of 2022-2023 candidates for position of Post Chaplain, which completed the slate with a minimum of one candidate for each Post Officer position.
- Confirmed Post 318 would be represented at 4<sup>th</sup> District Conference by Commander Stegmann and Adjutant Wolfangel, so Delegate Form could be timely submitted.
- Authorized Adjutant Wolfangel to renew subscriptions to Navy / Air Force / Marine Times Magazines, and to add subscription to Army Times Magazine, for a total cost of \$112 per year (Post funds).
- Authorized Don Bishop to order 50 Security Key Cards to accommodate new SAL members and additional new Post Members, at approximately a total of \$350. (Post funds).
- Requested letter of appreciation be sent to Fitch High School Concert Choir for their performance at the Post on April 4, 2022, and also approved a donation of \$100 (Post funds) to be sent with the letter.
- Approve disposing of old Bingo Machine by scrapping after salvage of any re-usable parts, since we have had no inquiries or interest in anyone purchasing machine.
- Requested 2<sup>nd</sup> Vice Commander Minnich to set up meeting with Arrow representatives regarding Electronic Bingo Machines consideration.

**Finance Report:**

Finance Officer Lindsey submitted a written Post Financial Report, as of May 11, 2022, and provided Adjutant with copy for filing, included with these Minutes, and provided copies to members in attendance at this meeting. He reviewed financial data contained within the submitted report, and in addition noted all bills are currently paid, and in addition noted:

- The liquor license fee was paid this month in amount of \$2,844.
- The Fish Frys went very well, and were responsible for Post financial balance only being down about \$500 over last month.
- Bingo and hall rentals have been doing very well thus far this year.
- The IRS Form 990 is in progress; an extension was filed, but it should be completed by end of this month.
- We have received a verbal request to install an ATM at the Post; ***this decision is deferred to the next EC meeting.***

***Upon Motion (Alfieri) to accept the Finance Report, subject to audit, and second (Surdick), motion passed unanimously.***

Ass't Adjutant Carey advised a copy of the financial report would be placed on file along with the Post Meeting Minutes in Post Meeting Minutes Binder in Post Club Room, for individual review, or may be provided upon individual request.

**Membership Report:** (Chair - 1<sup>st</sup> Vice Commander)

Chair Kamman submitted written report to Adjutant Wolfangel for filing, attached to these Minutes, and reported as follows:

- Our membership is now 176, thanks to 1 new member and 1 transfer in since our last meeting.
- 5 members have still not renewed; their access cards have not **yet** been canceled.
- 12 members whose dues was pre-paid by the Post have still not yet paid their dues. ***The matter of issuing new membership cards to them will be deferred to the next EC meeting.***
- 9 members with May birthdays were recognized.

**Post Activities Report:** (Chair - 2<sup>nd</sup> Vice Commander).

Chair Minnich reported as follows:

- Calendar is up to date as well as the webpage.
- The next social event is a cookout on June 18.

**Adjutant Reports and Correspondence:** Assistant Adjutant Carey advised following correspondence of consequence and interest to Post members, or requiring Post action, were received since last meeting:

Correspondence Received:

- 4<sup>th</sup> District Newsletter (May 2022 Issue) [***Placed in 4<sup>th</sup> District Newsletter Binder***], which contained:
  - \* Messages from 4<sup>th</sup> District Commander, 1<sup>st</sup> Vice Cmdr, 2<sup>nd</sup> Vice Cmdr.
  - \* Info on Post 460 Annual Car Show – Sat. 7/30/22. ***Posted on BB.***
  - \* Gift for Yanks Campaign – ***SAA Caskey confirmed the Post will make its contribution at the May 15 District Conference.***
  - \* Info on Dept of Ohio Golf Outing (7/30 – 31) and 4<sup>th</sup> Dist Golf Outing (8/14): ***Posted on BB.***
  - \* Info on 4<sup>th</sup> District Bowling Tournament (11/26): ***Posted on BB.***
  - \* Info on Greater Cinti Women's A.L. Post 644 “75<sup>th</sup> Anniversary / Open House” - Sun – (5/22):  
***Posted on BB.***
- Received recognition Medallion for Post 318's 2021 participation contribution of \$500 (C.I. Funded) to A.L. Legacy Scholarship Program: ***Placed on Post's Legacy Scholarship Award Plaque in clubroom.***
- Email from Dept of Ohio Regarding “Fraudulent Email Solicitations”. ***Posted on BB.***
- Donation Acknowledgment for \$25 (C.I. funded) contribution to Memorial Day Foundation's “Memorial Day Wreath Program”. ***Posted on BB.***
- Info from Clermont Senior Services, regarding open positions for full-time or part-time drivers and schedulers for their Transportation System. ***Posted on BB.***
- Donation Acknowledgment from Joseph House for \$100 contribution (C.I. funded) for “Hole Sponsor” for Annual Golf Outing. ***Posted on BB.***
- List of 4<sup>th</sup> District Sponsored Upcoming Activities. ***Posted on BB.***
- Correspondence regarding Boy Scouts of America Bankruptcy Case. ***Forwarded to Cmdr Stegmann.***
- Petition to keep Chillicothe VA Medical Center open. ***Sent to all EC members; will forward via email to anyone wishing to sign the electronic petition.***
- 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 entitled to up to 3 delegates and 3 alternates based upon membership numbers, to be designated by June 17. ***The delegate issue referred to EC.***
  - Convention Call and rules.
  - Resolutions to be presented:

- i. #21-02: Minimum members in a post to hold a charter from current 25 to 15 members
- ii. #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
- o Schedule of convention activities and meetings.
- o Opportunity for advertising in convention program (Name only \$20, business card \$30, half-page \$50) ***This issue referred to EC.***
- o 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.***
- Card from Frank Nitz's daughter received by Chaplain Porter, thanking the Post for the support, honor, and recognition of her father received over the years, and hoping the log of his Antarctic trip recently donated to the Post is well received. ***The card will be posted on BB; the log is on display in the clubroom bookcase.***
- Card from Susan Caskey thanking the Post for the donation to Forest-Aires Women's Chorus concert. ***Posted on BB.***

Outgoing Correspondence:

- Contribution Acknowledgment to Member Eugene Sawka for \$50 donation in memory of Adam Sears.
- Contribution Acknowledgment to Member Charles Cleves for \$100 donation in memory of Adam Sears.
- List of deceased 2021 Post 318 members sent to Ohio Senator Steve Wilson for preparing of Veteran Honor Program recognition to be presented at 2022 Post 318 Award and Recognition Program on July 16<sup>th</sup>.
- Submission of Post 318's Charter Application for an SAL Squadron 318. Application was submitted with 21 Chartering members.
- 4<sup>th</sup> District Convention Registration Form Post 318 Delegates (Cmdr Stegmann & Adjutant Wolfangel) timely submitted prior to May 6<sup>th</sup> Deadline.

**Chaplain's Report:** (VAVS Chair - Chaplain):

Chaplain Porter gave his report on ill and recuperating Post members and their families.

**Committees and Liaison Reports:**

- **Americanism Committee:** (Chair – VACANT).

Chaplain Porter reported:

- Buckeye Boys State/Girls State: 4 of the 5 girls have done orientation; he is scheduling the orientation for the 2 boys. A refund of \$300 is requested for the third boy, who withdrew.
- 4 Legion Scholarship Applications have been received and have been reviewed. All the presentations were excellent, so 4 \$750 scholarships are being awarded, and letters have been sent to their schools inquiring how to deposit the funds into the education accounts of the students.

- **Community Support & Recognition Committee:** (Chair – VACANT).

Adjutant Wolfangel noted again that the 4<sup>th</sup> District Law & Order Awards will be presented at the 4<sup>th</sup> District Conference on May 15.

- **Service, Veterans Affairs, Economic & Legislation Committee:** (Chair - Service Officer)

No report.

- **VAVS Coordination Committee:** (Chair Chaplain Porter)

Porter advised there is still no scheduling of VAVS activity.

- **Bingo Committee** (Chair Ed Sears)

Chair Sears expressed thanks to all the volunteers who help setting up and running bingo. There were 3 bingo weeks in April, providing \$2,600 to the Post and \$1,044 to CI. Refer to the bingo report filed with the EC Minutes for April.

Both weeks of bingo in May so far have been very good.

The old bingo console is being disassembled, and he offered to members any components being scrapped, other than the blower motor and the camera. The Facebook page has been marked SOLD.

With Randy scheduled for surgery next month, Ed is continuing the appeal for volunteers.

- **Fund-Raising Committee:** (Chair – VACANT).

Adjutant Wolfangel provided an update on “Karaoke Thursdays” Event:

The last 2 weeks have been disappointing, having 7-17 people in the last two weeks, compared with 27 before. Still have 2 weeks left of the trial period. The decision whether to continue will be on the EC agenda for this month.

- **Event Coordination Committee:** (Chair – Ken Knight)

No report.

- **House Committee:** (Chair – Bob Alfieri).

Chair Alfieri reported:

- The Health Department has been contacted for kitchen training dates.
- Tammy, of our caterer, “At Your Service Now”, has reported several of her supplies have been taken from the refrigerators; we must respect her utensils, supplies, etc. Kamman noted he is placing signs on the refrigerators designating the caterer’s areas.
- The compressor for the walk-in is down again, likely under warranty; better ventilation and replacing the compressor with a bigger one are being studied.
- He plans to replace unreliable toilets, 2 at a time.
- He is looking into having SAL lead the parade.

1<sup>st</sup> Vice Kamman gave an update on work done on the Post wiring and switches.

- **Public Relations / External Communications Committee:** (Chair – Adjutant).

Adjutant Wolfangel reported media releases were prepared and sent out regarding weekly Karaoke Events and Post Memorial Day Activities.

- **Internal Communications Committee:** (Chair 2<sup>nd</sup> Vice or Joe Dubois)

Don Bishop reported the status of the Post Business Plan review.

Editor Dubois confirmed the contributions for the newsletter are due to him by May 29.

- **Uniformed Ceremonies Committee:** (Chair - Sgt.-At-Arms):

Chair Caskey reported:

- He made two deliveries of clothing and food items to Joseph House.

- Gift to the Yanks . Noted last chance for donations was tonight, as the check, including the CI contribution, will be prepared tonight for presentation at 4<sup>th</sup> District Conference on May 15<sup>th</sup>.
- He reported 15 members have signed up to participate in the Memorial Day breakfast at 7:30 at the Post, and 14 for the cemetery ceremonies. Additional signups are welcome. He is calling for a bugler to volunteer.

- **Charities, Inc. Committee:** (Chair Don Bishop)

Chair Bishop reported the following:

- C.I. Financial Report was provided (prepared by C.I. Treasurer Walt Geil). Copy of provided report to be filed with these Minutes in Post Meeting Minutes binder.
- Forest Hills Schools will participate in our Poppy Day event; the materials will be delivered to the schools starting tomorrow it will start on May 16, and run for 3 days; there will be 6 veterans at the schools on May 19 to collect the donations and distribute poppies. There will be no public Poppy Day event this year.

Walt Geil noted the Ohio Attorney General's Annual Charitable Registration Report has been filed, and the IRS Form 990 for CI has been filed.

- **Capital Projects (If any):** (Chair - ):

None.

- **Marketing Committee:** (Chair - Kirk Minnick):

Chair Minnick reported the next meeting is May 18, 2022, at 7:00 PM.

Adjutant Wolfangel noted the Halloween and New Year's Eve events (live band dances) will be fund raisers, open to the public. The Halloween event will be held jointly with SAL. SAL intends to conduct the NYE event to raise funds to contribute to the Post.

- **Hamilton County Council (HCC) Report / Items:**

No report.

- **4<sup>th</sup> District Report / Items:**

Adjutant Wolfangel reminded about the 4<sup>th</sup> District Conference May 15 at Post 72; the 4<sup>th</sup> District's Law Enforcement Officer of the Year and the Firefighter of the Year awards will be presented. The Post Conference delegates will be Adjutant Wolfangel and Commander Stegmann.

- **Dept. of Ohio Report / Items:**

Adjutant Wolfangel reminded about the Dept. of Ohio Convention July 1-3 at the Hilton Cincinnati Netherland Plaza; *our representation will be discussed at the next EC meeting.*

- **Old Business:**

1<sup>st</sup> Vice Kamman reported:

- He and Kirk are making progress learning how to program the new electronic sign.
- All the security cameras are installed except the rear outside of the building. They record motion and can save about 30 days of video. *Notices of the use of security cameras will be posted in the building and included in rental contracts.*

Adjutant Wolfangel read the slate of candidates for Post Officers for 2022-2023, as follows:

Post Commander: Lee Stegmann  
Post 1<sup>st</sup> Vice Commander: Robert Kamman  
Post 2<sup>nd</sup> Vice Commander: Kirk Minnich  
Post Adjutant: Robert Carey  
Post Finance Officer: Randy Lindsey  
Post Sergeant-at-Arms: Ralph Caskey  
Post Chaplain: Rob Heberly

There being no candidates other than those named in the slate of candidates, Adjutant Wolfangel called for the election of the officers by Vote of Acclamation. *Upon Motion (Alfieri) and Second (Kamman) the above candidates were elected by unanimous vote.*

Adjutant Wolfangel announced the newly elected officers will be installed at the June 8, 2022 General Membership meeting; an installing officer is needed.

Adjutant Wolfangel reported the Consolidated Post Report is finished (posted on BB), and the Certification of Officers will be completed tomorrow. Both the CPR report and the Certification will be mailed this week.

- **New Business:**

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. *A Motion (Heberly) and Second (Porter) for the Post to contribute \$100, which could be reimbursed by CI if CI so decided at the next EC meeting, was carried by unanimous vote.*

For the good of the Post, Chaplain Porter informed the members of emails shown as coming from Commander Stegmann requesting funds or gift cards for a special event; they are a scam and should not be opened or replied to.

- **Good Of The Legion:**

- Fisher House / Joseph Houses Bin in Clubroom delivered by Caskey.
- Volunteer Raffle: Restaurant gift Card, Won by Jack Surdick.
- Split-The-Pot: Handled by Rob Heberly, Won by Kirk Minnich.
- Next E.C. Meeting: May 25, 2022.
- Next Post Meeting: June 8, 2022.

- **Further Business:**

None.

- **Closing:**

There being no further business to come before the membership,

Closing Prayer was given by Chaplain Porter.

1<sup>st</sup> Vice Commander Kamman called for “Removal of POW-MIA Chair Cover” by Jack Surdick.

1<sup>st</sup> Vice Commander Kamman then called for “Saluting the Colors” in place.

Meeting Adjourned approximately 8:20 PM.

Prepared By:

Bob Carey

Ass't Adjutant – Post 318