



**AMERICAN LEGION NEWPORT HARBOR POST 291**  
**EXECUTIVE BOARD MINUTES**  
**FEBRUARY 4, 2016**

Meeting called to order at 1810 hrs.

Invocation: Tim Bercovitz, Sergeant-at-Arms

Pledge of Allegiance: Doug Nye, Commander

**Roll Call:**

<input checked="" type="checkbox"/> Doug Nye, Commander	<input checked="" type="checkbox"/> Ken Ulrich, 1 <sup>st</sup> Vice	<input checked="" type="checkbox"/> Roger Henry 2 <sup>nd</sup> Vice	<input type="checkbox"/> Ken George, <i>excused</i>
<input checked="" type="checkbox"/> Marco Montes, Adjutant	<input checked="" type="checkbox"/> Carmen Williams, Jdg Adv	<input checked="" type="checkbox"/> Paul Meye, Finance	<input checked="" type="checkbox"/> William Bennett, Chpln
<input checked="" type="checkbox"/> Jesse Garcia, Svc Officer	<input checked="" type="checkbox"/> Tim Bercovitz, Sgt-at-Arms	<input checked="" type="checkbox"/> Patti Carson, Historian	<input checked="" type="checkbox"/> Jess Lawson, Jr. PC
<input checked="" type="checkbox"/> Don Putzig, M.a.L.	<input checked="" type="checkbox"/> Mike Schubert, M.a.L	<input checked="" type="checkbox"/> Rich Whitlinger, M.a.L	<input type="checkbox"/> Ken Widdall, M.a.L.
<input checked="" type="checkbox"/> Sandy Schneeberger, M.a.L.			

**Guests**

Dan Zahner, Al Yarrington

Comrade Dan Zahner submitted a handout to Adjutant Marco Montes and made remarks related to a settlement.

**Legion Family**

SAL: No representative present

Auxiliary, Kat Katz: Sweetheart's Ball on February 13<sup>th</sup>

ALYC: No representative present

**Minutes**

M/S/C to waive the reading of the January 7, 2016, Executive Board Minutes

M/S/C to table the approval of the January 7, 2016, Executive Board Minutes

M/S/C to waive the reading of the January 6<sup>th</sup>, 20<sup>th</sup>, and 27<sup>th</sup>, 2016, House Committee minutes.

**Adjutant Report & Correspondence:**

The following actions were taken at the House Committee meetings listed above:

M/S/C – to allow the Event Coordinator to book a private party on Friday night, July 22, 2015, with timely notice to the membership.

M/S/C – to upgrade internet speeds from 10Mbps to 50Mbps

M/S/C – to host the Newport Beach to Ensenada Race party on April 21<sup>st</sup>

M/S/C – recommend to E-Board that any Post 291 member must be approved by the Board prior to serving as "Advisor" for the 1<sup>st</sup> Battalion 1<sup>st</sup> Marines Foundation

M/S/C – Not to exceed \$2,500 for cover/roof for the smoking area

M/S/C – to approve the new Hall Rental/Banquet price list which includes a 10% commission component to be divided by key employees

M/S/C – recommend to E-Board to accept bid of \$13,700 for stucco sound proofing job provided that the City of Newport Beach agrees to pay 50%

M/S/C – recommend to E-Board to accept bid of \$7,200 for BBQ area glass installation provided that the City of Newport Beach agrees to pay 50%

M/S/F – salary increase for Post employee A

M/S/C – salary increase for Post employee B

M/S/C – approve \$360 for purchase of 8 tickets for AUX Sweetheart's Ball

An incident report was received from a Post member in good standing and submitted to the Judge Advocate for review.

**Commander**

M/S/C – A Post 291 member must first be approved by the Executive Board prior to serving as an official representative of Post 291 on the Advisory Board of the 1<sup>st</sup> Battalion 1<sup>st</sup> Marines Foundation, City of Newport Beach.

M/S/C – to accept bid of \$13,700 for stucco sound proofing job provided that the City of Newport Beach agrees to pay 50%

M/S/C – to accept bid of \$10,000 for BBQ area glass & electrical work provided that the City of Newport Beach agrees to pay 50%

## Financial Report

January figures are not ready yet. Cash balance in bank as of 2/2/16 is \$536,000.

M/S/C – to accept and approve the 2016 budget as presented

### Production Report for the one-month period, February 2016

	<u>Bar</u>	<u>Restaurant</u>	<u>Banquet</u>	<u>Hall Rental</u>	<u>Marina</u>	<u>Total</u>
Revenue	45,773	43,356	17,795	10,775	22,975	140,675
Less: Cost of Goods Sold	28,685	50,641	19,232	5,027	29,839	133,424
Gross Profit	17,088	(7,284)	(1,437)	5,748	(6,864)	\$ 7,251

### Production Report for the two-month period, January-February 2016

	<u>Bar</u>	<u>Restaurant</u>	<u>Banquet</u>	<u>Hall Rental</u>	<u>Marina</u>	<u>Total</u>
Revenue	82,090	73,786	51,664	29,988	47,616	285,144
Less: Cost of Goods Sold	45,532	99,094	41,529	14,305	45,739	246,198
Gross Profit	36,559	(25,307)	10,135	15,683	1,877	\$ 38,946

## Officers' Reports

1<sup>st</sup> Vice Ken Ulrich – For the 9<sup>th</sup> consecutive year we've made 100% of membership goal by the end of January. Will have 25 members to induct at the General Meeting. REMINDER: No General Meeting new member inductions during April & May due to Post Election process.

2<sup>nd</sup> Vice Roger Henry – March bands are scheduled, including St. Patrick's weekend. SeaBreeze is published and online.

3<sup>rd</sup> Vice Ken George – *excused*

Judge Advocate Carmen Williams – nothing to report

Service Officer Jesse Garcia – nothing to report

Chaplain – nothing to report

Patti Carson Historian – nothing to report

## Financial Dashboard Presentation

Jon Reynolds, House Committee, presented key financial data and historic Post operations in an easy to understand slideshow presentation.

**Closed Session at 1942 hrs**

**Regular Session reconvened at 2045 hrs**

In Closed Session (1) items related to Post Constitutional procedures were discussed, and (2) an incident report was evaluated and determined to be not trivial, the Judicial Committee was asked to investigate and recommend further action.

**Meeting adjourned at 2046 hrs.**

Respectfully submitted,

Marco Montes

Adjutant