



AMERICAN LEGION NEWPORT HARBOR POST 291
EXECUTIVE BOARD MINUTES
JANUARY 7, 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 st Vice	<input checked="" type="checkbox"/> Roger Henry 2 nd 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 type="checkbox"/> William Bennett, <i>excused</i>
<input checked="" type="checkbox"/> Jesse Garcia, Svc Officer	<input checked="" type="checkbox"/> Tim Bercovitz, Sgt-at-Arms	<input type="checkbox"/> Patti Carson <i>excused</i>	<input checked="" type="checkbox"/> Jess Lawson, Jr. PC
<input type="checkbox"/> Don Putzig <i>excused</i>	<input checked="" type="checkbox"/> Mike Schubert, M.a.L	<input checked="" type="checkbox"/> Rich Whitlinger, M.a.L	<input checked="" type="checkbox"/> Ken Widdall, M.a.L
<input checked="" type="checkbox"/> Sandy Schneeberger, M.a.L.			

Guests

Comrade Dan Zahner read a statement on his proposed petition to be introduced to the general membership.

Legion Family

SAL: No representative present

Auxiliary, Kat Katz: Blood Drive on February 15th, President's Day, Sweetheart's Ball on February 13th.

ALYC: No representative present

Minutes

M/S/C to waive the reading of the December 3, 2015, Executive Board Minutes

M/S/C to approve the December 3, 2015, Executive Board Minutes with December financial information to be added on January 11, 2016.

M/S/C to waive the reading of the December 23, 30, and January 6, 2015, House Committee minutes.

Adjutant Report & Correspondence:

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

M/S/C – to ratify the approval of employee Christmas bonuses

M/S/C – to ratify the approval of the Legion Organizational Chart

M/S/C – to approve quarterly bonus for employee A

M/S/C – to approve quarterly bonus for employee B

M/S/C – that House Committee members are required to sign a confidentiality agreement to sit on House Committee

M/S/C – to approve \$1,800 for a Pan-Tilt-Zoom camera to be installed for the parking lot

M/S/C – to approve \$1,000 for two laptops for restaurant & banquet operations

M/S/C – to recommend to E-Board to approve \$120 per month for upgrading from QuickBooks Pro accounting software to QuickBooks Enterprise

If there are issues, errors, or inconsistencies on the website please forward that information to: adjutant@al291.com

Commander

Board members are reminded to review the Officer on Duty schedule and to find a replacement if you cannot show up for duty.

Meeting to review Calendar Events is this Saturday at 9am, open to all Board members.

Financial Report

December figures are not ready yet. Cash balance in bank as of 1/6/16 is \$526,916. Year-to-date Gross Revenue and Net Surplus through 11/30/15 is \$2,112,832 and \$209,260, respectively.

M/S/C – Motions on: "Financial Internal Controls" and "Implementation" (see attached to these minutes).

M/S/C – Approval of budget to be tabled until next E-Board meeting.

Production Report for the one-month period, January 2016

	<u>Bar</u>	<u>Restaurant</u>	<u>Banquet</u>	<u>Hall Rental</u>	<u>Marina</u>	<u>Total</u>
Revenue	36,317	30,430	33,869	19,213	24,641	144,470
Less: Cost of Goods Sold	16,847	48,453	22,297	9,277	15,900	112,775
Gross Profit	19,470	(18,023)	11,572	9,935	8,741	\$ 31,695

Officers' Reports

1st Vice Ken Ulrich – We're at 93% of membership goal and have through May 2016 to achieve our goal. Will have 30 members to induct at the General Meeting.

2nd Vice Roger Henry – O.D. schedule will be emailed to the Board before the 1st week of February. Christmas & New Eve parties were successful. Bands are canceled due to rain. SeaBreeze is at the printer.

3rd Vice Ken George – *excused* (Jess Lawson – Oratorical contest is January 18th, Ken needs volunteers to help. Students who won the contest last year haven't received their cash prize yet. Jess Lawson will look into this.)

Judge Advocate Carmen Williams – nothing to report

Service Officer Jesse Garcia – nothing to report

Chaplain – *excused*

Patti Carson Historian – *excused*

Rules & Regulations

M/S/C – to approve Rules and Regulations of the Post, with revisions.

Business Study – Financial Analysis

M/S/C – approve to have MBA students from UCI to present a proposal to perform a "Business Study" on the Post's Marina.

Meeting adjourned at 1940 hrs.

Respectfully submitted,
Marco Montes
Adjutant

Post Bylaws Related to Finance Committee:

10.12. Checks and Balances - The Board must establish a system of internal controls to detect financial errors, omissions, unauthorized expenditures, and fraud.

12.2. Finance Committee –

12.2.1. Composition – The Finance Committee shall be composed of the Finance Officer (as Chair), the Judge Advocate, the Adjutant, and two Post Members in Good Standing selected by the Commander.

12.2.2. Responsibilities – As directed by the Commander the duties of the Finance Committee shall include but not be limited to: (1) Overseeing the management of the accounting and bookkeeping practices of the Post in accordance with the system of internal controls established by the Board; (2) Recommending improvements in Post financial management; and (3) Cooperating with the annual audit.

QuickBooks Motion — Financial Internal Controls

The Finance Committee recommends to the Post 291 Executive Board that:

- QuickBooks Administration Authority (“Master Administrator”) be assigned to a Post Officer or former Post Officer in good standing at Post 291 with the following qualifications and criteria:
 - Not a Post employee.
 - Not the Finance Officer.
 - Not the Commander.
 - No check signing authority for the Post.
 - Only person with knowledge of the QuickBooks password.
- QuickBooks Access Rights and Permissions be established by the Master Administrator as follows:
 - “Read Only” permissions — which include: View Data; Print; View Balance; View Payroll.
 - Finance Officer
 - Commander
 - Finance Committee — Current Members
 - “Read / Write” limited permissions — which include: Create; View Data; Print; View Balance; View Payroll (and does not include: Modify; Delete.)
 - Bookkeeper
- Chart of Accounts
 - Can only be implemented or changed by or through the Master Administrator.
 - Can only be changed or modified by specific, documented approval (Meeting Minutes) of Finance Committee.
- The Master Administrator shall place a copy of the password (with the date it was established) in a sealed envelope and given to a trusted Post Officer for safekeeping.
- Only in an emergency shall the trusted Post Officer open the envelope and access the password. If this occurs, the Master Administrator, Finance Officer, Finance Committee, and Post Commander shall be immediately informed.

QuickBooks Motion — Implementation

The Finance Committee recommends to the Post 291 Executive Board that:

- John Lindgren be appointed Master Administrator for Post 291 QuickBooks.
- The Judge Advocate be designated the “trusted Post Officer” for securely maintaining the sealed envelope with the QuickBooks password.
- Financial internal controls related to QuickBooks be implemented immediately and no later than Friday 8 January 2016.