



AMERICAN LEGION NEWPORT HARBOR POST 291
215 15th Street, Newport Beach, CA 92663
GENERAL MEETING MINUTES
Wednesday, March 11, 2020

Meeting called to order at 1900 hours

The Colors were advanced.

Invocation: Chaplin Ken Wilson

- A list of members who recently passed was projected.

<u>Deceased Members</u>	
Ted Bryant	Harold Nakasone
Frank Christy	George Sisco
Werner Escher	Edward Stapleton
Carlos Flores	Thomas Sullivan
James Leonard	

Pledge of Allegiance: Commander Jon Reynolds

POW/MIA Ceremony: Dennis DeRosia and Brian Fleming Jr.

Preamble of the Constitution of The American Legion: lead by Commander Jon Reynolds

Roll Call:

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> Jon Reynolds, Commander | <input checked="" type="checkbox"/> Bob Wine, Finance Officer | <input type="checkbox"/> Kevin Van Otterloo, M.a.L. (exc'd) |
| <input checked="" type="checkbox"/> Mike Berdine, Adjutant | <input type="checkbox"/> Rich Frauzenzimmer, Historian (exc'd) | <input checked="" type="checkbox"/> Robert Wright, M.a.L. |
| <input checked="" type="checkbox"/> Bob Brennen, 1 st Vice | <input checked="" type="checkbox"/> Bob Grundmeyer, Sgt-at-Arms | <input checked="" type="checkbox"/> Rich Whittlinger, M.a.L. |
| <input checked="" type="checkbox"/> Anthony Morales, 2 nd Vice | <input checked="" type="checkbox"/> Ken Wilson, Chaplain | <input checked="" type="checkbox"/> Wayne Zippi, M.a.L. |
| <input checked="" type="checkbox"/> Jim Updike, 3 rd Vice | <input checked="" type="checkbox"/> Chase Wickersham, Ser. Off. | <input type="checkbox"/> Nick Giordano, M.a.L. (exc'd) |
| <input checked="" type="checkbox"/> Doug Nye, Jr. Past Comm | <input checked="" type="checkbox"/> Burt McChesney, Judge Adv. | <input type="checkbox"/> Eric Schroeder, M.a.L. (exc'd) |

Honored Guests:

Reports from Legion Family Members & Other Guests:

Auxiliary – Dana Johnson, Executive Committee Member – Next Wednesday is the Auxiliary General Membership Meeting. There is a visit to the VA Hospital planned for March 26. The Poppy stuffing will be done at the end of March.

SAL – Jeff Gottfredson, Vice Commander – The Vice Commander spoke about some of the activities of the Sons with an emphasis on helping Veterans. The SALs will continuing Veterans fishing trips this year starting on May 14. The Flag Day and 9/11 events are being planned. The Vice Commander also announced the Good Shepard award to be presented to Jr. Past Commander Doug Nye.

American Legion Yacht Club – Bruce Batcheller, Commodore – Boat owners and non-owners are welcome to participate in ALYC activities. Encouraged people to join ALYC. Mentioned range of ALYC activities. Also mentioned new ALYC model yacht club.

Honor Guard – Brian Fleming Jr., Commander – Commander Fleming gave an overview of Honor Guard history. Participates 80 to 85 events per year. The Honor Guard is preparing for competitive events later this year.

Bar & Restaurant – Commander Jon Reynolds – The Commander spoke about the great restaurant and bar offerings at the Post recognizing management and staff members and then mentioned the routine daily bar and restaurant activities.

General Membership Meeting Minutes: Commander Reynolds requested the following motion be made by the membership:

M/S/C to waive the reading of the previous (February 12) General Membership Meeting Minutes.

The motion was approved.

Commander Reynolds requested the following motion be made by the membership:

M/S/C to approve the Minutes of the February General Meeting Minutes.

The motion was approved.

Correspondence: No correspondence to report

Officer Reports:

Commander Jon Reynolds - Per projected presentation

Actions Completed

- Great American Insurance Group — General and Excess Liability
- Toast — New POS (replacing Aloha) — Installed
- Sea Breeze — February 2020 Issue — Published

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Coronavirus — COVID-19

- Federal Health Organizations and Leaders
- CDC Hygiene Recommendations: [coronavirus.gov](https://www.cdc.gov/coronavirus/2019-ncov/hygiene.html)
 - Keeping Workplaces, Homes, Schools, or Commercial Establishments Safe
- Post 291 Actions
 - Issued and disseminated CDC guidance to Post 291 Family Officers, Post 291 members, and Post 291 Staff
 - Required — and monitoring — additional and aggressive cleaning and disinfectant activities throughout the Post
 - Continue to emphasize scrupulous hygiene and safe practices by Staff, members, and guests
 - Comply with guidance and direction from Federal, State, and Local authorities

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Commander Jon Reynolds - Continued

Coronavirus

Keeping the workplace safe

Encourage your employees to...

Practice good hygiene

- Stop handshaking – use other noncontact methods of greeting
- Clean hands at the door and schedule regular hand washing reminders by email
- Create habits and reminders to avoid touching their faces and cover coughs and sneezes
- Disinfect surfaces like doorknobs, tables, desks, and handrails regularly
- Increase ventilation by opening windows or adjusting air conditioning

Be careful with meetings and travel

- Use videoconferencing for meetings when possible
- When not possible, hold meetings in open, well-ventilated spaces
- Consider adjusting or postponing large meetings or gatherings
- Assess the risks of business travel

Handle food carefully

- Limit food sharing
- Strengthen health screening for cafeteria staff and their close contacts
- Ensure cafeteria staff and their close contacts practice strict hygiene

Stay home if...

- They are feeling sick
- They have a sick family member in their home

What every American and community can do now to decrease the spread of the coronavirus 10

Keeping the school safe

Encourage your faculty, staff, and students to...

Practice good hygiene

- Stop handshaking – use other noncontact methods of greeting
- Clean hands at the door and at regular intervals
- Create habits and reminders to avoid touching their faces and cover coughs and sneezes
- Disinfect surfaces like doorknobs, tables, desks, and handrails regularly
- Increase ventilation by opening windows or adjusting air conditioning

Consider rearranging large activities and gatherings

- Consider adjusting or postponing gatherings that mix between classes and grades
- Adjust after-school arrangements to avoid mixing between classes and grades
- When possible, hold classes outdoors or in open, well-ventilated spaces

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What every American and community can do now to decrease the spread of the coronavirus 11

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What every American and community can do now to decrease the spread of the coronavirus 12

Keeping the home safe

Encourage your family members to...

All households

- Clean hands at the door and at regular intervals
- Create habits and reminders to avoid touching their face and cover coughs and sneezes
- Disinfect surfaces like doorknobs, tables, and handrails regularly
- Increase ventilation by opening windows or adjusting air conditioning

Households with vulnerable seniors or those with significant underlying conditions

Significant underlying conditions include heart, lung, kidney disease; diabetes; and conditions that suppress the immune system.

- Have the healthy people in the household conduct themselves as if they were a significant risk to the person with underlying conditions. For example, wash hands frequently before interacting with the person, such as by feeding or caring for the person
- If possible, provide a protected space for vulnerable household members
- Ensure all utensils and surfaces are cleaned regularly

Households with sick family members

- Give sick members their own room if possible, and keep the door closed
- Have only one family member care for them
- Consider providing additional protections or more intensive care for household members over 65 years old or with underlying conditions

What every American and community can do now to decrease the spread of the coronavirus 12

Commander Jon Reynolds - Continued

Keeping commercial establishments safe
Encourage your employees and customers to...

Practice good hygiene

- Stop handshaking – use other noncontact methods of greeting
- Clean hands at the door, and schedule regular hand washing reminders by email
- Promote tap and pay to limit handling of cash
- Disinfect surfaces like doorknobs, tables, desks, and handrails regularly
- Increase ventilation by opening windows or adjusting air conditioning

Avoid crowding

- Use booking and scheduling to stagger customer flow
- Use online transactions where possible
- Consider limiting attendance at larger gatherings

For transportation businesses, taxis, and ride shares

- Keep windows open when possible
- Increase ventilation
- Regularly disinfect surfaces

What every American and community can do now to decrease the spread of the coronavirus

1st Vice Commander Bob Brennen – Membership – Reported current membership statistics and new members to be admitted this evening.

**Post 291 Membership Summary
February 2020**

• Membership — Friday 31 January 2020		3,715
○ Plus:		
• New Members	16	
• Member Renewals	84	
• Transfers In	16	
• TOTAL ACCESSIONS		126
○ Minus:		
• Member Deaths	7	
• <u>Delined to Renew</u>	(636 not included in 1/31 <u>begining</u> balance)	
• Transfers Out	3	
• TOTAL ATTRITIONS		10
• Membership — Saturday 29 February 2020		3,831
• Post 291 Membership Goal for 2019-2020:		4,096

Adjutant Mike Berdine– Nothing to report.

2nd Vice Commander Anthony Morales – is in-charge of fund raising and entertainment for the Post. Reported on upcoming bands and events.

3rd Vice Commander Jim Updike – Reported on upcoming Boys State planning.

Jr. Past Commander Doug Nye – No report.

Finance Officer Bob Wine – is in-charge of Post Financial Operations.

- February 2020 compared to Feb 2019

Combined Business & Membership Income			
	Current Year @ Feb 29th	Prior Year @ Feb 28th	Change
Business Income (Loss)	(\$34,264)	(\$70,770)	\$36,506
Membership Income (Loss)	(2,395)	(67,350)	\$64,955
Total Before Facility Fees	(36,659)	(138,120)	\$101,461
Facility Fees	43,160	62,660	(\$19,500)
Net Income (Loss)	\$6,501	(\$75,460)	\$81,961

Finance Officer Wine spoke about the above Combined Business and Membership Income reports noting improvements.

Historian Rich Fraenzimmer – Excused – No report.

Sergeant at Arms Bob Grundmeyer – No report.

Chaplin Ken Wilson – Spoke about support that he is prepared to provide.

Service Officer Chase Wickersham – Service Officer Wickersham gave an overview of the Post’s veteran support activities. He also detailed specific requests and Post contributions. Invited members to the March 17 Post Family Veterans Assistance Committee meeting.

Judge Advocate Burt McChesney – No report.

Members at Large – Nothing to report.

Unfinished Business

Brian Whitfield thanked several members for support during his recent illness.

Past Commander Doug Nye spoke about the upcoming Vietnam weekend and the availability of Veteran Benefit Books.

New Members

New members were introduced by Adjutant Mike Berdine. The new members were asked to stand when their names were called. Next, the new members were invited to the front of the Hall and the Commander reviewed meeting and cover rules.

M/S/C A motion was made and approved by the membership to accept the new applicants into Post 291. The Commander welcomed the new members into Post 291.

New Business

Commander Reynolds reviewed the election process.

Annual Election Process — Key Dates		
• Election Committee Appointed	GMM	Wed 12 Feb
○ Mike Lipscombe, Chair	Former Adjutant and Service Officer	
○ John Lindgren	Former Adjutant and Member at Large	
○ Bob Carolan	Former Post 291 Commander and Dept JA	
• Election Rules and Campaign Rules	E-Board	Thu 5 March
• First Nominations	GMM	Wed 11 March
○ New Business		
• Second (Final) Nominations	GMM	Wed 8 April
○ Unfinished Business		
• Election	GMM	Wed 13 May
• Installation of Officers	Post	Sun 21 June

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Nomination Process	
• Chair opens Nominations — for each position in succession	
○ Commander	<input type="checkbox"/> Historian
○ First Vice Commander	<input type="checkbox"/> Sergeant at Arms
○ Second Vice Commander	<input type="checkbox"/> Chaplain
○ Third Vice Commander	<input type="checkbox"/> Member at Large
○ Finance Officer	
• Nominator should state name of Nominee clearly	
○ Adjutant will record name of nominee	
• Nominations do not need to be seconded	
• Nominee will state acceptance or declination of nomination	
• When no more nominations are forthcoming for a position, the Chair closes nominations for that position — “Without objection”	

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Nominations – All accepted unless noted

- Commander
 - Jon Reynolds
 - Roger Henry
- First Vice Commander
 - Bob Brennan
 - Brian Fleming Jr.
- Second Vice Commander
 - Anthony Morales
- Third Vice Commander
 - James Updike
- Finance Officer
 - Bob Wine

Nominations - continued

- Historian
 - Richard Frauenzimmer – not present to accept
- Sergeant at Arms
 - Robert Grundmeyer
- Chaplin
 - Ken Wilson
- Member at Large
 - Brian Whitfield
 - Burt McChesney
 - Hector Storman
 - Julie Roberts – not present to accept

Good of the Legion

None.

Chaplin Ken Wilson said the closing prayer.

The Honor Guard retired the MIA/POW Flag.

The Honor Guard retired the Flag of our Country.

The Meeting was adjourned at approximately 2025 hours.

Respectfully submitted,

Mike Berdine
Adjutant
Newport Harbor Post 291 of the American Legion
