



**AMERICAN LEGION NEWPORT HARBOR POST 291  
EXECUTIVE BOARD MINUTES  
VIA GoToWEBINAR  
THURSDAY APRIL 2, 2020**

**SILENCE CELL PHONES**

**CALL TO ORDER:** Appx. 1800 HRS

**INVOCATION:** Ken Wilson

**PLEDGE OF ALLEGIANCE:** Commander Jon Reynolds

**ROLL CALL:**

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

***Excused:*** Wayne Zippi

**INTRODUCTION OF GUESTS & GUEST COMMENTS:** Dave Zamudio, John Lindgren, Roger Henry

**Affiliates and Programs Reports:**

- ☐ Auxiliary Unit 291 – Executive Committee Member Kim Philhart – Meetings being held online. Will meet next week to discuss election process.
- ☐ SAL Squadron 291 – No report.
- ☐ ALYC – Commodore Bruce Batcheller – There are 947 ALYC members. The annual renewal period just closed. All near-term activities have been cancelled or postponed. Bank balance is stable.
- ☐ Honor Guard – Brian Fleming Jr. – In holding pattern. No calls.

**Minutes Approval**

- ☐ All Board members received copies of the March 5, 2020 Executive Board Minutes
  - ☐ The Commander asked for a motion to approve the March 5, 2020 Executive Board Minutes
    - ☐ M/S/C: The motion to approve the March 5, 2020 Executive Board Minutes was approved

**Committee Reports**

- ☐ House Committee – Mike Berdine
  - ☐ Drive Thru project
    - ☐ Support for the community and our Post 291 employees
    - ☐ Steady increase in sales activity
- ☐ Constitution and Bylaws – Mike Berdine
  - ☐ Bylaws amendment proposal from Hector Storman
  - ☐ Recommendation from the committee is the proposal not be approved

- ❑ Donations and Marketing and Communications – Chase Wickersham
  - ❑ Reviewed attached reports
  - ❑ May need more funding for this year
  - ❑ Holding checks that were received for Vietnam Weekend
    - ❑ Need to decide to return or hold Swift Boat checks
  - ❑ Some donations Veteran Welcome Home Weekend contributions moved to VEAF
    - ❑ \$7,500 collected
    - ❑ Seven contributions moved to VEAF
    - ❑ Will
  - ❑ Memorial Day VEAF fundraising campaign has started
    - ❑ \$25,000 match contribution received
    - ❑ Requesting addition of a tribute page to Post 291 website
      - ❑ May work with Auxiliary regarding Poppy
  - ❑ Buddy Check Program
    - ❑ Pilot being planned

## Commander Comments/Announcements

### Commander's Comments / Report

- **Actions Completed**
  - Implementation of Post Takeout Food Service
  - Teleconference with Congressman Harley Rouda
  - Emails on Post Takeout Food Service
  - Department Webinar on "Buddy Checks"
  - Video Projector removed from Main Hall for repair
  - Selection of Teleconferencing Service — GoToMeeting
- **Actions Underway**
  - Application for Forgivable Loan from SBA — Paycheck Protection Program (PPP)
  - Assessing methods for holding future Post meetings and Election
  - Preparation of Rent Abatement request
  - Reviewing seawall cap options

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### Commander's Comments / Report (cont)

- **On Going Post Operations — Summary**
  - Post 291 is closed — through at least Thursday 30 April 2020
  - Bar, Restaurant, Banquets closed — through at least Thursday 30 April 2020
  - All meetings, events, and entertainment at the Post are canceled — through at least Thursday 30 April 2020
  - Marina is open — and slip and dry storage renters have full access to their vessels
  - Takeout Food Service is available 12:00 noon to 6:00 pm daily
- **Upcoming Events**

○ Next GMM (Second (Final) Nominations)	1900 Wed 8 Apr
○ Election	1200 Wed 13 May
○ Memorial Day	1100 Mon 25 May
- **Post 291 Membership Goal for 2019-2020** 4,096

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## Commander Comments/Announcements – continued

Post 291 Membership Summary March 2020		
• Membership — Saturday 29 February		3,831
○ Plus:		
• New Members	31	
• Member Renewals	27	
• Transfers In	15	
• TOTAL ACCESSIONS	73	
○ Minus:		
• Member Deaths	7	
• Declined to Renew	(601 Not included in 2/29 beg bal)	
• Transfers Out	3	
• TOTAL ATTRITIONS	10	
• Membership — Saturday 29 February 2020		3,891
• Membership Goal for 2019-2020:		4,096

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## OFFICERS' REPORTS

### ADJUTANT – Mike Berdine

- ☐ No report

### 1ST VICE COMMANDER – Bob Brennen– Membership

- ☐ Commented on the need Buddy Checks and a focus on membership retention

### 2ND VICE COMMANDER – Anthony Morales - Speaking about upcoming events and bands.

- ☐ Holding on to May band schedule

### 3RD VICE COMMANDER – Jim Urdike - Speaking on Americanism, youth and children, Boys State, and the Oratorical Contest.

- ☐ Boys State and Oratorical Committee
  - ☐ Boys State
    - ☐ 31 interviews done March 21 and 22

### JR. PAST COMMANDER – Doug Nye

- ☐ No report
- ☐ No determination re Swift Boat donations
  - ☐ Need to bring Mike Schubert into the decision

## **OFFICERS' REPORTS - continued**

### **FINANCE OFFICER – Bob Wine**

- ☐ No Finance Committee Meeting this month
- ☐ Bob has been reviewing available information related to financial assistance for the Post
  - ☐ CARES Act – Payroll Protection Program
    - ☐ Post may qualify for \$254,000
    - ☐ May be able to apply next Monday
    - ☐ Loan will be forgiven if certain conditions are met
  - ☐ Filed also for Workshare through State of California
    - ☐ Holding pending PPP
- ☐ Reviewed below P and L

<b>AL 291 BUSINESS P&amp;L BY CLASS</b>										
4/1/2020										
YTD 2020	ADMIN	BAR	RESTAUR	BANQUET	TOT REST BANQ	HALL	CUSTODIAL	MARINA	TOTAL	PYC
TOT INC	3,752	117,726	140,685	61,905	202,590	24,360		80,013	428,441	429,632
COGS		92,769	191,043	66,941	257,984				350,753	346,685
GP	3,752	24,957	-50,358	-5,036	-55,394	24,360		80,013	77,688	82,948
GP %		21%	-36%	-8%	-27%					
EXPENSES	34,145	30,397	30,013	7,219	37,232	18,834	30,726	42,912	194,246	178,454
NET ORD INCOME	-30,393	-5,441	-80,371	-12,255	-92,626	5,527	-30,726	37,101	-116,558	-95,506
OTHER INC	48,547		2,226		2,226				50,773	70,532
OTHER EX										0
NET INCOME	18,154	-5,441	-78,146	-12,255	-90,400	5,527	-30,726	37,101	-65,785	-24,974
<b>PYC</b>										
BANK BALANCE	1m214k		1m105k							
OPERATING ACCT	230k		58k							
MEMBERSHIP ACCT	15k		18k							
RESERVE ACCT	812k		907k							

### **HISTORIAN – Rich Fraenzimmer** - Speaking on the pictorial history of the Post.

- ☐ No report
- ☐ Has taken photos of Drive Thru

### **SERGEANT AT ARMS - BOB GRUNDMEYER**

- ☐ No report

### **CHAPLAIN – Ken Wilson**

- ☐ Sent condolence cards this week
- ☐ Buddy Check project
  - ☐ Doing trial run
  - ☐ Will be asking for volunteers

## **OFFICERS' REPORTS - continued**

### **SERVICE OFFICER – Chase Wickersham -**

- ☐ Will participate in upcoming online Service Officer training
- ☐ Getting some volunteers
- ☐ Overview of Memorial Day VEAF project

### **JUDGE ADVOCATE – Burt McChesney**

- ☐ No report

### **MEMBER AT LARGE**

- ☐ No report

## **UNFINISHED BUSINESS**

- ☐ None

## **NEW BUSINESS**

- ☐ Bylaws amendment submitted by Hector Storman
  - ☐ A motion was made to not approve and not send the proposed Bylaws amendment to the membership for approval and also for a division of the assembly to fully tabulate the vote
    - ☐ Roll call vote results – M/S/C Aye (unanimous)
- ☐ Submitted incident reports
  - ☐ Deemed to be not trivial
  - ☐ A motion was made to move the incident reports to the Judiciary Committee for investigation
    - ☐ Division of assembly roll call vote results – M/S/C Aye (unanimous)
- ☐ PPP Loan application
  - ☐ A motion was made to move the approval for application of a \$260,000 Paycheck Protect Program Loan to a vote before the membership at the next General Membership Meeting
    - ☐ Division of assembly roll call vote results – M/S/C Aye (unanimous)
  - ☐ Application will be submitted pending approval at the GMM
    - ☐ If disapproved at the GMM, will modify the loan amount

## **GOOD OF THE LEGION**

- ☐ None

**ADJOURNED: approximately 1945 hours.**



**AL291 Marketing & Communication Committee Report  
To the E-Board April 2, 2020**

Committee Meeting on 3/16 was cancelled

- A. Project: Sponsorships for the Vietnam Welcome Home weekend
1. 37 solicitations were sent to local businesses
  2. 10 local companies agreed to sponsorships from \$1000 to \$500 and \$7,500 was received.
  3. Sponsors for \$1000 were: Humana Insurance, Fletcher Jones Motorcars, Stanley W. Ekstrom Foundation, TrueCar, and Community Foundation of Orange.
  4. Sponsors for \$500 were: Compass Real Estate, Patterson Custom Homes, Douglas Elliman Real Estate, Midas Tire & Auto Service, and C3Tech.
  5. On March 16 I received an email from the Commander telling me that the event was canceled and all sponsorships should be returned.
  6. Each was contacted and asked to “re-purpose” the donation to the VEAF and seven agreed to change the donation to the VEAF resulting in a new donation to the VEAF of \$5500. Humana asked that their donation become a “deposit” for a future event and two \$500 sponsorships were returned.
- B. Project: Memorial Day 2020 VEAF campaign
1. An anonymous donor gave Doug Nye a check for \$25,000 for the VEAF. Donor asked that his Navy Seal brother be recognized.
  2. Initial email was sent to all veteran members on April 1 with a challenge to double each donation with this matching donation up to a total of \$25,000.
  3. An email will be sent each week requesting donations.
  4. A mailed request to veterans without email addresses will go on May 1.
  5. Request to add to the website a Memorial Day tribute page to a “fallen veteran” and the reading of these names at the Post Memorial Day service. This could be a combined effort with the AUX adding the names from their Poppy Month Remembrance Cards traditionally displayed in the bar on the mirror.
- C. Project: Buddy Checks as proposed by the National Commander and Ken Wilson
1. Script has been prepared to reach all veteran members during the COVID-19 crisis.
  2. Request for membership information has been made to allow all veteran members to be called.
  3. Request modified for membership information for older veteran members as the initial effort.
  4. Request for a pilot test by Ken and Chase to evaluate the script and possible training needs for committee members making calls.





### **AL291 Donation Committee Report To the E-Board April 2, 2020**

Committee Meeting on 3/17 was cancelled but list submitted by email to the committee

**Current Financial Results:** 6521 Unrestricted Service Officer expense plus VEAF expenses totaled \$18,667 for January 1 thru March 31 or \$6,222 / month. Revised Actual for 2020 is now forecasted to be \$70,000.

A. These veterans have received financial assistance to March 31:

1. Snider (Navy) application for \$375 for motel for his wife and two children who were homeless. This was shared with AL133.
2. McGowen (Army) application for emergency rental assistance of \$700 while out of work plus \$25 gas card and \$20 Target gift card for food.
3. Ward (Marine) application for \$600 for six night motel stay plus two gas cards over three weeks as he waits for a VASH apartment.
4. Ricard (Army) application for rental assistance of \$1,409 with AL133 paying \$500 because VASH messed up his payments last month.
5. Lipton (Marine) application for help with dental insurance deductible of \$750 for emergency surgery. Lipton is 69 years old and an AL291 member with very low income.
6. Luzell (Marine) application for \$450 for five night motel stay. She and her two children were homeless and living in a car.
7. Madnia (Army) application for help paying utility bills of \$467.50 because he is unemployed and looking for work.
8. Kurtz (Navy) for emergency car repair shared with AL133 for \$468.70.
9. Liggett (Army) application by his family for help to place a marker on his grave in Anaheim. Liggett was a Korean veteran and his family did not have the \$300 for installation of a marker on the grave.
10. Joseph (Marine) a veteran student at OCC for \$600 for rental assistance.
11. Taddeo (Army) for \$500 for rental assistance with AUSA and AL227 sending similar amounts to the landlord.
12. Hopkins (Navy) \$225 for motel for one week for her and three children paid to AL133 for half the weekly cost.
13. Powell (Navy) for \$500 for 5 nights motel to keep her off the streets.
14. Salazar (Navy) for 2 nights motel for \$180 after early release from County jail until VASH apartment is ready.

### Monthly Update for Service Officer

6510 Donations	2019 Actuals	2020 Budget	2020 Actual thru Mar 31	% of 2020 Budget thru Mar 31
6519 Honor Guard	\$ 2,790.83	\$ 2,000.00	\$ 1,985.17	99%
6521 Unrestricted Service Officer Expense	\$ 27,069.00	\$ 25,000.00	\$ 10,480.83	42%
6515 Oratorical	\$ 500.00	\$ 500.00	\$ -	0%
6510 Donations other	\$ 26,171.91	\$ 25,000.00	\$ 8,500.00	34%
Total 6510 expenses	\$ 56,531.74	\$ 52,500.00	\$ 20,966.00	40%
4520 VEAF current balance			\$ 54,091.19	(as of 3/31)
6517 VEAF expenses			\$ 8,187.81	