



**AMERICAN LEGION NEWPORT HARBOR POST 291
EXECUTIVE BOARD MINUTES
VIA GOTOWEBINAR
THURSDAY, MAY 7, 2020**

GoToWEBINAR OVERVIEW – MIKE BERDINE

CALL TO ORDER: Appx. 1810 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 type="checkbox"/> Bob Brennen, 1 st Vice – exc. | <input checked="" type="checkbox"/> Bob Wine, Finance Officer | <input checked="" type="checkbox"/> Robert Wright, M.a.L. |
| <input checked="" type="checkbox"/> Anthony Morales, 2 nd 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 rd Vice | <input checked="" type="checkbox"/> Chase Wickersham, Service Officer | <input checked="" 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 Frauentzimmer, Historian | <input type="checkbox"/> Nick Giordano, M.a.L. – exc. |

Excused: Bob Brennan, Nick Giordano

INTRODUCTION OF GUESTS & GUEST COMMENTS: Brian Fleming, Bruce Batcheller, Tim Sullivan

Affiliates and Programs Reports:

- Auxiliary Unit 291 – No report
- SAL Squadron 291 – Commander Tim Sullivan had connection problem
- ALYC – Commodore Bruce Batcheller – Planning some events. May events cancelled. Sundowner races starting June 1. Has lost a few members. Fishing Tournament being planned.
- Honor Guard – Brian Fleming Jr. – All on stand by.

Minutes Approval

- All Board members received copies of the April 2, 2020 Executive Board Minutes
 - The Commander asked for a motion to approve the April 2, 2020 Executive Board Minutes
 - M/S/C: The motion to approve the April 2, 2020 Executive Board Minutes was approved
- All Board members received copies of the April 13, 2020 Executive Board Minutes
 - The Commander asked for a motion to approve the April 2, 2020 Executive Board Minutes
 - M/S/C: The motion to approve the April 13, 2020 Executive Board Minutes was approved

Committee Reports

- House Committee – Mike Berdine
- Drive Thru project



Drive Thru Project

- Started March 21
- Concept
 - Excellent food at a low purchase price
 - Support for veterans, community and Post employees
 - Complete purchase and consume off site
- Menu changes every 1 to 2 days
- ABC regulations relaxed
 - Added wine and beer after launch
 - Recently added 32 oz. margaritas and bloody marys
 - Sealed containers
- Publicity
 - The Log
 - ABC Channel 7
 - Friday, May 8 during 6 o'clock news



- Reopening Planning Committee – Jim Updike
 - Gradual reopening
 - Rough draft of scope created
 - Attending industry reopening webinars
 - Committee is comprised of Family members
 - First meeting this coming Saturday
- Donations Committee – Chase Wickersham
 - Reviewed attached reports
 - VEA Memorial Day fund raising effort is continuing
 - \$52,000 + so far
 - Memorial Day Tribute page set up
 - A motion was made to approve a \$1,000 donation to the Swiftboat Sailors' Association.
 - M/S/C: The motion to approve a \$1,000 donation to the Swiftboat Sailors' Association was approved.

- Donations Committee – Chase Wickersham - continued
 - A motion was made to approve an \$1,800 donation to the Exchange Club for flags at Castaways Park.
 - M/S/C: The motion to approve an \$1,800 donation to the Exchange Club for flags at Castaways Park. was approved..
 - A motion was made to approve an \$2,000 donation to the Veteran Outpost..
 - M/S/C: The motion to approve an \$2,000 donation to the Veteran Outpost was approved..
 - A motion was made to approve an \$1,000 donation to the Veteran Legal Institute..
 - M/S/C: The motion to approve an \$1,000 donation to the Veteran Legal Institute was approved

- Marketing and Communications – Chase Wickersham
 - Projects
 - Vietnam weekend contributions
 - 37 contacts made
 - 10 pledged support
 - May be able to get sponsorship for other Post 291 events
 - Next meeting May 18
 - Buddy Check Program
 - Number of calls completed

Commander Comments/Announcements

Commander's Comments / Report			
• Actions Completed			
○ Annual Election of Officers for 2020 Canceled		Wednesday	29 April
• Current Officers to remain in place for another year			
○ Rent Abatement request denied by City		Monday	4 May
○ Seawall Cap gangway location approved for City		Wednesday	6 May
○ Reopening Planning Committee Appointed		Thursday	7 May
• Recent Activities			
○ KABC / Channel 7			
• Video		Tuesday	5 May
• Skype Interviews		Wednesday	6 May
• ABC7 Salutes —KABC Channel 7	6:00 pm	Friday	8 May
• Upcoming Events / Meetings			
○ Armed Forces Day		Saturday	16 May
○ Memorial Day		Monday	25 May
○ Next GMM	6:00 pm	Wednesday	27 May
○ Next E-Board Meeting	6:00 pm	Thursday	4 June

On Going Post Operations — Summary
• Post 291 is closed — until further notice
• Bar, Restaurant, and Banquets are closed — until further notice
• All meetings, events, and entertainment at the Post are canceled — until further notice
• Marina is open — and slip renters and dry storage renters have access to and use of their vessels
• Takeout food service is offered and available, 12:00 noon to 6:00 pm daily
• Reopening Planning Committee appointed to explore options and methods for reopening the Post

Commander Comments/Announcements – continued

Reminders	
• Post Parking Lot	
○ Not a "picnic area." — Takeout customers must pick up food and depart.	
○ Parking only for:	
• Employees on Duty.	
• Post Officers on Official Business.	
• Marina slip renters.	
• Events Canceled or Postponed	
○ ALYC Opening Day.	Sun 3 May
○ Memorial Day Ceremonies at Pacific View and Post 291.	Mon 25 May
• Events Under Study for Cancellation	
○ Fourth of July Celebration at Post.	Sat 4 July
○ Purple Heart Recipients Luncheon.	Thu 6 Aug
○ World War II and Korean War Veterans Luncheon.	Thu 13 Aug
• Upcoming Meetings — All by Videoconference	
○ Regular Monthly E-Board Meeting	Thu 7 May
○ Regular Monthly General Membership Meeting (GMM)	Wed 27 May
• Post 291 Membership Goal for 2019-2020:	4,096

Post 291 Membership Summary April 2020	
• Membership — Tuesday 31 March	3,891
○ Plus:	
• New Members	4
• Member Renewals	23
• Transfers In	11
• TOTAL ACCESSIONS	38
○ Minus:	
• Member Deaths	19
• Declined to Renew	(574 Not included in 2/29 begining balance)
• Transfers Out	1
• TOTAL ATTRITIONS	20
• Membership — Thursday 30 April 2020	3,909
• Membership Goal for 2019-2020:	4,096

OFFICERS' REPORTS

ADJUTANT – Mike Berdine

- No report

1ST VICE COMMANDER – Bob Brennen– Membership

- No report

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

- Holding on band schedule
- Asking for Post based email address

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

- No report


OFFICERS' REPORTS – continued

JR. PAST COMMANDER – Doug Nye

- No report

FINANCE OFFICER – Bob Wine

- PPP Loan



PPP Loan Requirements


Date of Post 291 Loan – 5/01/20

Allowable expenditures:
Loan must be used at least 75% for payroll costs. P/R costs are:

1. Gross payroll
2. Employer paid health insurance
3. Employer paid State tax on payroll (CA SUTA)

25% can be used for:

1. Rent
2. Utilities, meaning electric, gas, water, telephone, internet.



PPP Loan Requirements

Calculation of “forgivable” portion:


To be forgiven, monies must be spent during the eight-week period (covered period) starting upon loan funding, which in the Post’s case is 5/01 – 6/25/20. Monies spent outside those dates, or not on “permitted” expenditures, will need to be repaid within two years.

After calculating the amount of forgivable expenditures, two other calculations must be made:

1. Headcount analysis – A comparison of full-time equivalent employees (FTEs) during the covered period to FTEs during a base period will produce a ratio that will be used to reduce the forgivable portion of the loan if FTE’s drop during the covered period. Right now, an FTE is considered to be 30 hrs. per week.
2. Wage analysis – A comparison of each employee’s wages during the covered period compared to the base period will also result in a ratio which will further reduce the forgivable portion of the loan for any employee whose wages decrease during the covered period.

OFFICERS' REPORTS – continued

FINANCE OFFICER – Bob Wine



Cash Flow

Newport Harbor Post 291 Cash Flow projection for the Period 5/1/20 - 7/31/20			
	05/1-05/31	6/1 - 6/30	7/1 - 7/31
Cash: Beginning *	\$ 1,165,804.76	\$ 1,403,863.11	\$ 1,384,494.11
Add: Cash inflows-			
Membership fees	260.00	-	75,000.00
Refund from Boys State	4,290.00		
A/R collections			
Marina rents	26,720.35	26,000.00	26,000.00
Curbside sales	62,000.00	60,000.00	62,000.00
Facility fees		59,378.00	-
PPP loan from Chase Bank	254,100.00	-	-
Total Cash Inflows	347,370.35	145,378.00	163,000.00

	05/1-05/31	6/1 - 6/30	7/1 - 7/31
Deduct: Cash Outflows-			
Curbside food & bev. Cost	31,000.00	30,000.00	31,000.00
Payroll**	45,000.00	90,000.00	90,000.00
Health insurance	-	5,900.00	5,900.00
Liability insurance		8,790.00	
Marina ins	1,719.00	1,719.00	1,719.00
Officers ins		1,660.00	
Advertising			
Sales taxes payable	7,194.00	4,185.00	4,325.00
Repairs and maintenance	1,700.00	300.00	300.00
Telephone	400.00	400.00	400.00
Utilities	3,320.00	3,320.00	3,320.00
Rent	11,500.00	11,500.00	11,500.00
Credit Card	2,950.00	2,500.00	2,500.00
Credit Card Fees	1,736.00	1,680.00	1,736.00
Misc	1,393.00	1,393.00	1,393.00
Audit			7,000.00
Mileage	1,400.00	1,400.00	1,400.00
Deposit refunds			
Total Cash Outflows	109,312.00	164,747.00	162,493.00
Cash: Ending	\$ 1,403,863.11	\$ 1,384,494.11	\$ 1,385,001.11
Cumulative Increase (decrease)	\$ 238,058.35	\$ (19,369.00)	\$ 507.00
Cumulative Increase from 3/24	\$ 163,458.11	\$ 144,089.11	\$ 144,596.11

* Doesn't include VEAFF fund
 ** Includes P/R taxes & WC

AL 291 BUSINESS P&L BY CLASS										
										5/6/2020
YTD 2020	ADMIN	BAR	RESTAUR	BANQUET	TOT REST BANQ	HALL	CUSTODIAL	MARINA	TOTAL	PYC
TOT INC	4,296	118,012	237,609	61,590	299,199	24,735		131,536	577,777	643,567
COGS		107,664	282,010	81,416	363,427				471,090	489,388
GP	4,296	10,348	-44,401	-19,826	-64,228	24,735		131,536	106,687	154,176
GP %		9%	-19%	-32%	-21%					
EXPENSES	46,597	34,192	38,361	8,425	46,785	23,400	45,997	62,887	261,856	237,211
NET ORD INCOME	-42,301	-23,844	-82,762	-28,251	-113,013	-665	-45,997	68,649	-155,171	-103,032
OTHER INC	73,038		2,428		2,428				75,466	76,490
OTHER EK										0
NET INCOME	30,737	-23,844	-80,336	-28,251	-108,587	-665	-45,997	68,649	-79,708	-26,543
BANK BALANCE	1m85k		1m36k							
OPERATING ACCT	218k		62k							
MEMBERSHIP ACCT	32k		14k							
RESERVE ACCT	813k		856k							
CHASE PPP	242,674.00									

OFFICERS' REPORTS – continued

HISTORIAN – Rich Frauenzimmer - Speaking on the pictorial history of the Post.

- No report

SERGEANT AT ARMS - BOB GRUNDMEYER

- No report

CHAPLAIN – Ken Wilson

- Buddy Check project
 - Doing in phases
 - Total 1,200 calls
 - About 45% left messages
 - Several renewals
 - A few renewals paid for by Post
 - Gathering some update information
 - Next phase will be an email blast
- Memorial Day suggestion
 - Online ceremony

SERVICE OFFICER – Chase Wickersham -

- Current VEAF balance is \$59,105
- Suggests another campaign for Veterans Day
- Resigning as Service Officer position as of Memorial Day

JUDGE ADVOCATE – Burt McChesney

- No report

MEMBER AT LARGE

- No report

UNFINISHED BUSINESS

- None

NEW BUSINESS

- None

GOOD OF THE LEGION

- SAL Commander Tim Sullivan comments
 - SALs in position to raise money for veteran support

ADJOURNED: approximately 1935 hours.

Monthly Update for Service Officer

	2019 Actuals	2020 Budget	2020 Actual thru Apr 30	% of 2020 Budget thru Apr 30
6510 Donations				
6519 Honor Guard	\$ 2,790.83	\$ 2,000.00	\$ 1,985.17	99%
6521 Unrestricted Service Officer Expense	\$ 27,069.00	\$ 25,000.00	\$ 10,704.83	43%
6517 Restricted VEAF expense			\$ 12,642.73	
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	\$ 33,832.73	64%
4520 VEAF current balance			\$ 59,105.31	4/30/2020



AL291 Donation Committee Report To the E-Board May 7, 2020

Committee Meeting on 4/20 was cancelled but list submitted by email to the committee

Current Financial Results: 6521 Unrestricted Service Officer expense plus 6517 VEAFF Restricted expense totaled \$4,425 for April or YTD \$23,348. Revised Forecast for 2020 is still \$70,000 but with the results of the VEAFF Memorial Day campaign we are able to increase the forecast to meet the demand for financial assistance. I also propose another 5 week VEAFF campaign around Veterans Day in Oct and Nov 2020 to prepare for 2021.

VEAFF Memorial Day campaign update as of April 30, we have received \$21,796 from 145 donors plus \$5500 from Vietnam Welcome Home partysponsors and \$25,000 from an anonymous donor (thanks to Doug Nye) for a total of \$52,296 with a little more than two weeks to go.

Veterans Served in April:

A. These veterans have received financial assistance in April up to April 30:

1. Abraham (Army) application for \$485 for rent assistance and two utility bills plus \$65 for food.
2. Moreno (Marine) for motel for his family at the request of Families Forward \$736.
3. Wolff (Navy) 76 year old veteran needed help, sent gas & Target cards \$45.
4. Silvera (Navy) for rent assistance for \$580.
5. Stead (Coast Guard) homeless sent gas & Target \$45.
6. Johnson (Army) rent assistance shared with AUSA for \$792.88 as requested by OC4VETS.
7. Moore (Army) for gas card \$25.
8. Lenhart (Marine) 67 years old living in a motor home in a trailer park for help with rent and utilities \$600.
9. Hoey (Navy) 100% disabled living with her son for partial rent and utilities \$810.

Donation applications:

1. At the last E-Board I asked about the Swift boat donations and was told to ask Mike Schubert. Mike suggested sending the Swift Boat Sailors Association the check for \$1000 and holding the \$2500 check for the Maritime Museum of San Diego for next year.
2. The Exchange Club of Newport would like to buy flags for an \$1800 donation due this week for Memorial Day in Castaways Park.
3. A member, Craig Ryan, has asked that a donation of \$1000 be made to the Veteran Outpost in Tustin.
4. A member, Cory Vigil, has asked for a \$1000 donation to the Veteran Legal Institute which provides "pro bono" legal services to veterans and needs help during this crisis.