



**AMERICAN LEGION NEWPORT HARBOR POST 291
EXECUTIVE BOARD MINUTES
VIA GOTOWEBINAR
THURSDAY, JUNE 4, 2020**

GOTOWEBINAR OVERVIEW – MIKE BERDINE

CALL TO ORDER: Appx. 1805 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"/> Cory Vigil, 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 type="checkbox"/> Eric Schroeder, M.a.L. |
| <input checked="" type="checkbox"/> Mike Berdine, Adjutant | <input type="checkbox"/> Rich Frauentzimmer, Historian | <input checked="" type="checkbox"/> Nick Giordano, M.a.L. – exc. |

Excused: Rich Frauentzimmer, Rich Whitlinger

INTRODUCTION OF GUESTS & GUEST COMMENTS: Brian Fleming, Bruce Batcheller, Dana Johnston, Frank Reinhart, Kendall Madsen, Tim Sullivan, Mark Johnson, Debbie Johnson

- Mark and Debbie Johnson spoke about a VEAFF fund raising effort and contribution.

Affiliates and Programs Reports:

- Auxiliary Unit 291 – First Vice President Kendall Madsen (acting President) stated that Debbie Schubert stepped down as President of the Auxiliary. STEP project was very successful. Auxiliary is dark in June. Will plan to have an election. Asked for leniency from SAL concierges regarding ALA renewals because of the crisis.
- SAL Squadron 291 – Commander Tim Sullivan gearing up. Fishing trip was missed. Planning a revised date. The SALs are working with ALYC on the Old Glory Boat Parade planning. It was suggested that Flag Day activities be coordinated with the Reopening Committee. Renewals on track.
- ALYC – Commodore Bruce Batcheller – Many events cancelled. Sundowner races started June 1. Fishing Tournament will likely be moved to later date. Model boat activities are starting. June 11 GMM will be on Zoom. Video conference “happy hour” is planned. Youth sailing sessions starting later this month. Old Glory Boat Parade was approved and is being planned.
- Honor Guard – Brian Fleming Jr. – All on standby.

Minutes Approval

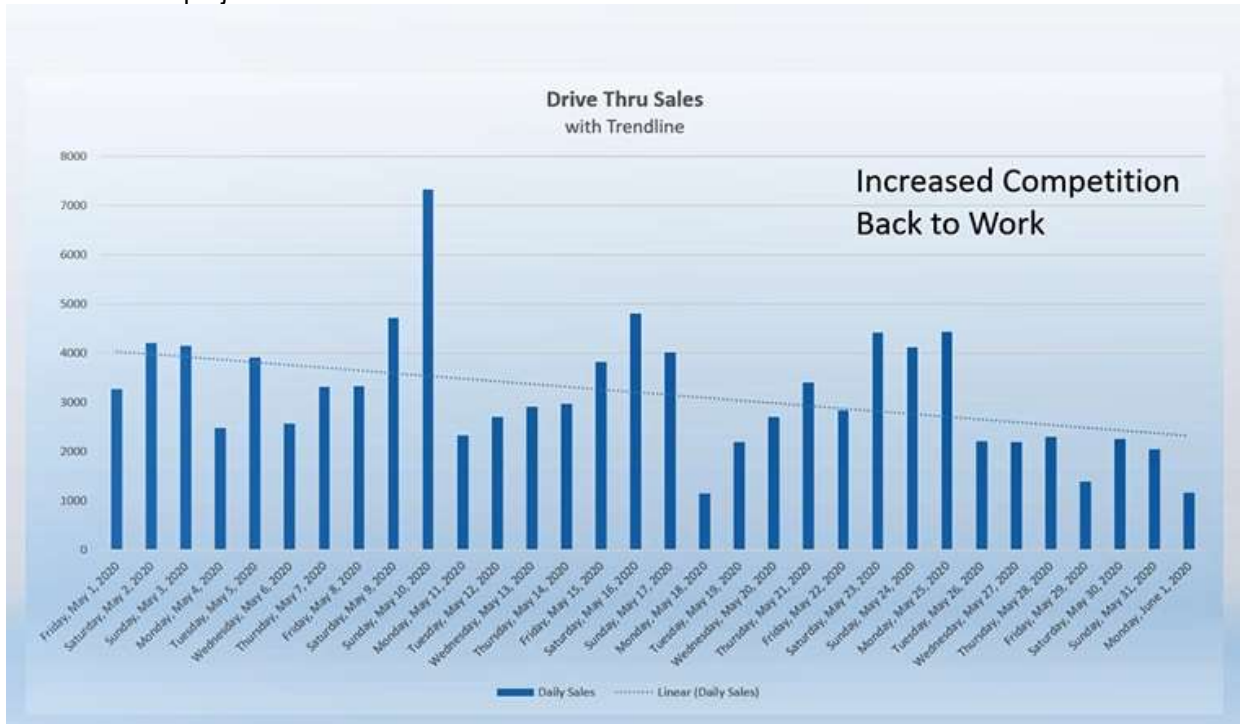
- All Board members received copies of the May 7, 2020 Executive Board Minutes
 - The Commander asked for a motion to approve the May 7, 2020 Executive Board Minutes
 - M/S/C: The motion to approve the May 7, 2020 Executive Board Minutes was approved

Correspondence

- Adjutant Mike Berdine - None to report

Committee Reports

- House Committee – Mike Berdine
 - Drive Thru project



- Reopening Planning Committee – Jim Updike
 - Reopening proposal
 - Copies were delivered to E-Board members via email
 - Gradual reopening while maintaining safe environment
 - Jim delivered an overview of the proposal

- Judicial Committee – Burt McChesney
 - Deferred to closed session

Commander Comments/Announcements

Commander’s Comments / Report

- **Actions Completed**
 - Received forgivable loan from Small Business Administration (SBA) for Paycheck Protection Program (PPP) Thursday 30 April
 - Rent Abatement request denied by City Monday 4 May
 - Memorial Day Ceremony — Videoconference Monday 25 May
 - VEAF Campaign completed Monday 25 May
 - Cory Vigil appointed Service Officer Thursday 28 May

- **Other Notes and Announcements**
 - No formal "Installation" of Officers
 - Donation by M Street Band
 - Donation by Seal Beach Yacht Club
 - Correspondence — Emails

- **Recent Activities**
 - Estimate on takeout window in Bar
 - Estimate on pass-through opening in Bar
 - Reopening Planning

Commander Comments/Announcements – continued

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 exploring options and methods for reopening the Post

Commander's Comments / Report (cont)

- **Upcoming Events / Meetings**

○ District 29 GMM and Election	2:00 pm Sunday	7 June
○ Next GMM	6:00 pm Wednesday	10 June
○ Flag Day	Sunday	14 June
○ Next E-Board Meeting	6:00 pm Thursday	2 July
○ Old Glory Boat Parade	12:00 pm Saturday	4 July
- **Events Under Study for Cancellation**

○ Flag Day celebration at the Post	Sunday	14 June
○ Fourth of July celebration at the Post	Saturday	4 July
○ Purple Heart Recipients Luncheon	Thursday	6 August
○ World War II and Korean War Veterans Luncheon	Thursday	13 August

Reminders

- **Post Parking Lot**
 - No open containers of alcohol and no consumption of alcohol in the parking lot — until the Post reopens
 - 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.
- Post 291 Membership Goal for 2019-2020: **4,096**

Commander Comments/Announcements - continued

Health and Safety Practices with Reopening

- Health and safety of Post 291 Family and Post employees are the most important priority in reopening the Post
- Coronavirus (COVID-19) is still very much with us
- Essential to be considerate of fellow Post Family members and Post employees and their health and safety
- Social distancing must be continued
- Face coverings must continue to be worn
- Frequent hand washing and use of hand sanitizers is imperative
- Official direction, rules, and regulations must be followed

OFFICERS' REPORTS

ADJUTANT – Mike Berdine

- ☐ No report

1ST VICE COMMANDER – Bob Brennen– Membership

- ☐ Presented by Commander Reynolds

Post 291 Membership Summary		
May 2020		
• Membership — Thursday 30 April		3,909
○ Plus:		
• New Members	0	
• Member Renewals	30	
• Transfers In	11	
• TOTAL ACCESSIONS	41	
○ Minus:		
• Member Deaths	5	
• Declined to Renew	(544 Not included in 4/30 beginning balance)	
• Transfers Out	1	
• TOTAL ATTRITIONS	6	
• Membership — Sunday 31 May		3,944
• Membership Goal for 2019-2020:		4,096

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

- ☐ Technical problem

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

- ☐ Received Boys State refund from Department

OFFICERS' REPORTS – continued

JR. PAST COMMANDER – Doug Nye

- No report

FINANCE OFFICER – Bob Wine

- Condensed report

	AL 291 BUSINESS P&L BY CLASS								6/3/2020		
YTD 2020	ADMIN	BAR	RESTAUR	BANQUET	TOT REST BANQ	HALL	CUSTODIAL	MARINA	TOTAL	PYC	
TOT INC	4,612	118,012	319,509	61,590	381,099	24,735		157,967	686,424	827,395	
COGS		116,633	368,431	92,872	461,303				577,936	610,657	
GP	4,612	1,379	-48,922	-31,282	-80,204	24,735		157,967	108,489	216,738	
GP %		1%	-15%	-51%	-21%						
EXPENSES	58,209	39,403	47,088	6,999	54,087	30,470	60,220	79,174	321,563	310,130	
NET ORD INCOME	-53,597	-38,024	-96,010	-38,281	-134,291	-5,735	-60,220	78,793	-213,074	-93,392	
OTHER INC	74,468		2,426		2,426				76,894	81,133	
OTHER EX										0	
NET INCOME	20,871	-38,024	-93,584	-38,281	-131,865	-5,735	-60,220	78,793	-136,181	-12,259	

- PPP
 - Term length extended
 - Will spend all funds

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

- Excused - No report

SERGEANT AT ARMS - BOB GRUNDMEYER

- OD plan
 - Taking volunteers
 - Will do some training for new volunteers

CHAPLAIN – Ken Wilson

- Buddy Check
 - Only 64 undelivered
 - Will follow up

SERVICE OFFICER – Cory Vigil -

- Reviewed the attached reports
- USO request received

JUDGE ADVOCATE – Burt McChesney

- No report

OFFICERS' REPORTS – continued

MEMBER AT LARGE

- No report

UNFINISHED BUSINESS

- None

NEW BUSINESS

New Business

- Approval of SAL Squadron 291 Officers for 2020-2021
- Approval of Honor Guard uniforms purchase
- Approval of Membership Renewal campaign and discounted dues
- Approval of Department Bylaws Amendment
- Approval of Audio/Visual Projector repair or replacement
- Approval of Reopening Plan

- Approval of SAL Squadron 291 Officers for 2020-2021
 - There was a motion to approve the list of SAL Squadron 291 Officers for 2020-2021
 - M/S/C: The motion to approve the list of SAL Squadron 291 Officers for 2020-2021 was carried
- Approval of Honor Guard uniform purchase
 - There was a motion to approve the purchase of uniforms in the amount of \$726
 - M/S/C: The motion to approve the purchase of uniforms in the amount of \$726 was carried
- Approval of Membership Renewal campaign and discounted dues
 - There was a motion to approve the Membership Renewal campaign, contacting unrenewed members, and discounted dues of \$130 plus \$35 to renew for 2020 and 2021
 - M/S/C: The motion to approve the Membership Renewal campaign, contacting unrenewed members, and discounted dues of \$130 plus \$35 to renew for 2020 and 2021 was carried
- Approval of Department Bylaws Amendment
 - There was a motion to approve the Department Bylaws Amendment as presented
 - M/S/C: The motion to approve the Department Bylaws Amendment as presented was carried

29 Newport Harbor 291

83

THE AMERICAN LEGION – DEPARTMENT OF CALIFORNIA
INITIATIVE DEPARTMENT BY-LAWS CHANGE

POST BALLOT

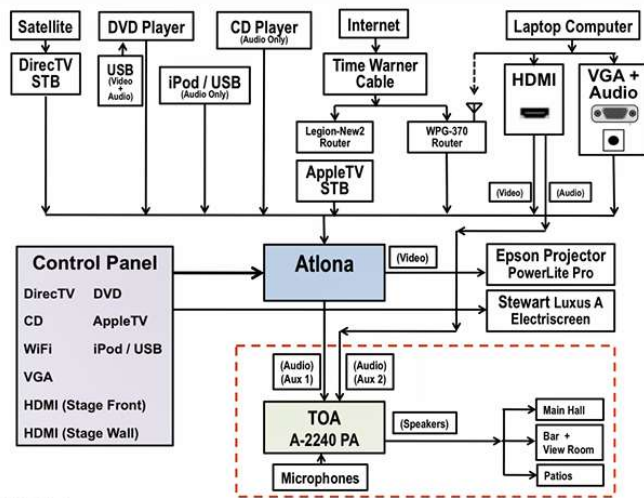
Does your post support the following change to the Department Bylaws?

Amending Article IX, Section 1 of our Department Bylaws to read:
The legislative body of the organization shall be a Department Convention. The time and place of such convention shall be fixed by a vote of a preceding convention, but may not grant any date beyond seven (7) years. Department Executive Committee shall have authority to change such time and place only when a state of emergency has been declared in accordance with California code.

Article IX, Section 1 currently states:
The legislative and appropriate body of the organization shall be a Department Convention which shall be held annually. The time and place of such convention shall be fixed by a vote of a preceding convention, but may not grant any date beyond seven (7) years. In the event that a preceding convention has not fixed a time and place for the holding of the next convention, it shall be fixed by the Department Executive Committee at least one hundred and twenty (120) days prior to the date for which the Convention shall be called.

NEW BUSINESS - continued

- Approval of Main Hall Audio/Visual Projector
 - There was a motion to approve the repair or replacement of the Main Hall projector up to a cost of \$6,000
 - There was a lengthy discussion about the control system and the projector
 - Division of Assembly Vote
 - Jim Updike, 3rd Vice - Yea
 - Doug Nye, Jr. Past Comm – Nay
 - Bob Wine - Yea
 - Bob Grundmeyer, Sgt-at-Arms – Yea
 - Ken Wilson, Chaplain – Yea
 - Kevin Van Otterloo, M.a.L. – Nay
 - Robert Wright – Nay
 - Nick Giordano – Nay
 - Rich Whitlinger – Nay
 - M/S/F: The motion to approve the repair or replacement of the Main Hall projector up to a cost of \$6,000 was not carried



- Approval of the Reopening Plan
 - There was a motion to approve the Reopening Plan
 - M/S/C: The motion to approve the Reopening Plan was carried
- Fourth of July Raffle
 - There was a motion to conduct a Fourth of July Raffle with prizes of \$3,000, \$2,000 and \$1,000
 - M/S/C: The motion to conduct a Fourth of July Raffle with prizes of \$3,000, \$2,000 and \$1,000 was carried

GOOD OF THE LEGION

- None

EXECUTIVE (CLOSED) SESSION - Appx. 2030 Hours

- Discussion about two incident reports

RETURNED TO OPEN SESSION - Appx. 2055 Hours

ADJOURNED: Approximately 2055 hours.



AL291 Donation Committee Report To the E-Board June 4, 2020

Committee Meeting on 5/19 was cancelled but Zoom meeting held 5/26

Current Financial Results: 6521 Unrestricted Service Officer expense plus 6517 VEOF Restricted expense totaled for May so far \$3,133 or YTD \$26,166. Revised Forecast for 2020 is still \$70,000.

VEAF Memorial Day campaign update as of 6/3 from Tracey, we have received \$27,610 from 173 donors plus \$5500 from Vietnam Welcome Home party sponsors and \$25,000 from an anonymous donor (thanks to Doug Nye) for a total of \$58,110 with checks continuing to arrive at the Post. Current balance in the VEOF restricted account is \$67,731.

Veterans Served in May:

A. These veterans have received financial assistance in May:

1. Stead (Coast Guard) homeless and living in a tent application for \$700 for emergency car repair to enable him to job hunt.
2. Galloway (Navy) car repair for \$603 for a homeless veteran living at US VETS at Cabrillo Village.
3. Brown (Air Force) disabled in a wheelchair struggling to pay rent and needed cash for food. Gave him two free meals at the Post takeout and sent him a \$20 Target card. Has requested help with utilities bill pending.
4. Light (Marine) OCC student 70% disabled paid \$570 for emergency car repair.
5. Ellis (Marine) laid off from hospitality job requested rent assistance \$900.
6. Campbell (Air Force) out of work, 80% service connected disability, asked for help to fix her car, paid deposit for \$300 plus \$45 for gift cards and one take out meal.

Donation requests:

A. No donation applications have been received although Jon Reynolds suggested in an email that the USO should receive a donation. Jon may have an amount in mind and may ask the E-Board for a motion to approve.

Monthly Update for Service Officer

for the June 4, 2020 E-Board

6510 Donations	2019 Actuals	2020 Budget	2020 Actual thru May 31	% of 2020 Budget thru May 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	\$ 10,704.83	43%
6517 Restricted VEAF expense		\$ 59,296.00	\$ 15,715.00	27%
6515 Oratorical	\$ 500.00	\$ 500.00	\$ -	0%
6510 Donations other	\$ 26,171.91	\$ 25,000.00	\$ 12,552.00	50%
Total 6510 expenses	\$ 56,531.74	\$ 111,796.00	\$ 40,957.00	37%
4520 VEAF current balance			\$ 67,731.00	6/3/2020

