



**AMERICAN LEGION NEWPORT HARBOR POST 291  
EXECUTIVE BOARD MINUTES  
VIA GOTOWEBINAR  
THURSDAY, JULY 2, 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 type="checkbox"/> Rich Whitlinger, M.a.L. – exc     |
| <input checked="" type="checkbox"/> Bob Brennen, 1 <sup>st</sup> Vice     | <input checked="" type="checkbox"/> Bob Wine, Finance Officer      | <input type="checkbox"/> Robert Wright, M.a.L. – exc       |
| <input checked="" type="checkbox"/> Anthony Morales, 2 <sup>nd</sup> Vice | <input checked="" type="checkbox"/> Bob Grundmeyer, Sgt-at-Arms    | <input type="checkbox"/> Kevin Van Otterloo, M.a.L. – exc  |
| <input checked="" type="checkbox"/> Jim Updike, 3 <sup>rd</sup> Vice      | <input checked="" type="checkbox"/> Cory Vigil, Service Officer    | <input type="checkbox"/> Wayne Zippi, M.a.L. – exc         |
| <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:** Rich Whitlinger, Robert Wright, Kevin Van Otterloo, Wayne Zippi, Nick Giordano

**INTRODUCTION OF GUESTS & GUEST COMMENTS:**

**Affiliates and Programs Reports:**

- Auxiliary Unit 291 – Executive Committee Member Dana Johnston. Auxiliary was dark in June. No report.
- SAL Squadron 291 – Commander Tim Sullivan reported a successful Flag Day. Approved \$15,000 in contributions to charities last night. Met membership goal for the year.
- ALYC – Commodore Bruce Batcheller – Increased membership to 822. Zoom is being used to conduct meetings. Sundowner races started June 1. Post-race dinners and ceremonies cancelled. Fishing Tournament moved to July 25. Model boat activities are starting. June GMM was a webinar. Youth sailing sessions starting later this month. Old Glory Boat Parade was approved and is being planned. Sail for the Blind and Visually Impaired cancelled for this year. \$134,000 in the bank.
- Honor Guard – Brian Fleming Jr. – Had first service today and other inquiries are coming in. The team is rusty. So will need to start practices again as Honor Guard services are deemed essential.

**Minutes Approval**

- All Board members received copies of the June 4, 2020 Executive Board Minutes
  - The Commander asked for a motion to approve the June 4, 2020 Executive Board Minutes
    - M/S/C: The motion to approve the June 4, 2020 Executive Board Minutes was approved

## Correspondence

- Adjutant Mike Berdine - None to report

## Committee Reports

- House Committee – Mike Berdine
  - Drive Thru project and Main Hall projector



**House Committee**

**Drive Thru and Patio**

- **Toast (pos)**
  - Toast Tap – User facing credit card swipe/insert tap
  - Use at bar window and bar

**Main Hall Projector**

- Red stripe
- Bids to repair/replace
- In progress



- Finance Committee – Bob Wine
  - Met June 24
    - Reviewed statements
    - Discussed PPP
    - Staffing discussed
- Audit Committee
  - D&O and EPLI Insurance



**AMERICAN LEGION POST 291**  
**D&O AND EPLI INSURANCE**  
**FOR 7/1/2020 TO 7/1/2021**

Insurance Broker  
Armstrong/Robitaille/Riegler  
The Alera Group

**Committee Reports - continued**

- Audit Committee
- D&O – continued




	Prior Year	Current - 2020/2021
Directors and Officers	\$1,000,000	\$2,500,000
Employment Practices Liability	\$1,000,000 Combined	\$1,000,000 Split Limits
Retention	\$5,000	\$10,000
Premium	\$6,046	\$8,370
Crime	None	\$100,000
Term	3 years Expires 7/1/2020	1 year Expires 7/1/2021
Footnotes:		
Premium of \$8,370 broken down as follows D&O+EPLI - \$7,205 and Crime - \$1,165		
Difference between combined and split limits: Combined - i.e. claim against EPLI for \$400,000 leaves only \$600,000 available for D&O. Split - individual limits available in total for each category.		
Term - Travelers would only quote 1 year term this year due to D&O claim		

- Coverage was bound prior to July 1 expiration
- Reopening Planning Committee – Jim Updike
  - County closed bars last night
  - Outside dining on patio
  - Appeal for OD volunteers

**Committee Reports - continued**

- Donations (see also attached)



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

Donation Committee Meeting (Zoom) on 6/17 was held

**Current Financial Results:** 6521 Unrestricted Service Officer expense plus 6517 VEAF Restricted expense totaled for June so far \$3,400 or YTD \$29,566.

Current balance in the VEAF restricted account is \$70,103.74

**Veterans Served in June:**

A. Items approved or rejected:

1. Lipton (Navy) Retired and AL 291 member needed auto repair \$750.
2. Sanchez (Army) VA staff worker was furloughed and needed rental assistance for \$2500. AL 291 paid \$1250 and United States Army Association paid \$1250.
3. Campbell (Air Force) out of work, \$1950 for auto repair on assembly. AL291 paid \$1000 and American Legion Tustin paid \$950.
4. Herrera (Army & Marine) referred in May and paid in June for motel voucher, \$400.

2 veterans were housed as both were homeless to the VA Santa Ana.  
 3 veterans were linked to disability compensation officers.  
 7 veterans were helped with rental assistance from other agencies totaling \$5,200.00  
 3 veterans were linked to Emergency Motel Voucher Program with Volunteers of America in Santa Ana.  
 2 veterans were linked to Veterans Legal Institute for legal issues.

**Donation requests:**

A. Jon Reynolds suggested USO Orange County receive a donation and Cory Vigil verified with Maureen Abrams for use of money. Amount requested is \$1000. Donation Committee supports but need E-Board approval.

Monthly Update for Service Officer	for the July 2, 2020 E-Board			
	2019 Actuals	2020 Budget	2020 Actual thru June 30	% of 2020 Budget thru June 30
6510 Donations				
6519 Honor Guard	2,790.83	2,000.00	2,875.92	144%
6521 Un-Re SO-expense	27,069.00	25,000.00	10,824.63	43%
6517 Restricted VEAF expense		59,296.00	19,384.26	33%
6515 Oratorical	500.00	500.00	-	0%
6510 Donations other	26,171.91	25,000.00	10,800.00	43%
Total 6510 expenses	56,531.74	111,796.00	43,884.81	39%
4520 VEAF current balance			70,103.74	6/30/2020

## Commander Comments/Announcements

### Commander's Comments / Report

- **Actions Completed**

- Received US Flag flown over Capitol Thursday 11 June  
— from Congressman Harley Rouda
- Bar and View Room reopened Friday 12 June
- Bar and View Room reclosed Thursday 2 July

- **Other Notes and Announcements**

- District 29 GMM and Election of Officers Sunday 7 June
- Membership Cards for 2021 received Wednesday 24 June  
— Shipment from Department mishandled by US Postal Service  
— Many cards missing  
— Department to reship missing cards

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

- **Upcoming Events / Meetings**

- Old Glory Boat Parade 1:00 pm Saturday 4 July
- Next GMM 6:00 pm Wednesday 8 July
- District 29 GMM (Midway City Post 555) 10:00 am Sunday 2 August
- Next E-Board Meeting 6:00 pm Thursday 6 August

- **Events Likely to be Canceled**

- Purple Heart Recipients Luncheon Thursday 6 August
- World War II and Korean War Veterans Luncheon Thursday 13 August

### On Going Post Operations — Summary

- Post 291 is closed — until further notice
- Bar, Inside Restaurant, and Banquets are closed — for at least three weeks
- 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 7:00 pm daily
- Reopening Planning Committee exploring options and methods for reopening the Post

## 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
  
- — Expect current operating mode to continue through March 2021

## OFFICERS' REPORTS

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

- ❑ Question about open hours of Post
- ❑ Entertainment (bands) have been notified of Post closure

**ADJUTANT – Mike Berdine**

- ❑ No report
- ❑ Noted that Wayne Zippi joined the webinar

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

- ❑ Presented by Commander Reynolds

<b>Post 291 Membership Summary</b>	
<b>June 30, 2020 (Year End)</b>	
• Membership — Friday 29 May 2020	<b>3,944</b>
○ Plus:	
• New Members	0
• Member Renewals	21
• Transfers In	10
• TOTAL ACCESSIONS	31
○ Minus:	
• Member Deaths	1
• Declined to Renew	(532 Not included in 5/29 beg bal)
• Transfers Out	2
• TOTAL ATTRITIONS	3
• Membership — Thursday 30 June 2020	<b>3,972</b>
• Membership Goal for 2019-2020:	<b>4,096</b>

**OFFICERS' REPORTS – continued**

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

- Boys State update
  - June 18 through June 26 to held in Sacramento
  - Planning to contact schools Nov. 1 and Dec. 15
  - Interviews Feb. 7 and 8
- Oratorical update
  - Up in air
  - No participation last two years
  - Too much competition
  - Will consult with District

**JR. PAST COMMANDER – Doug Nye**

- No report

**FINANCE OFFICER – Bob Wine**

- Executive Summary

EXECUTIVE SUMMARY								
YEAR TO DATE 2020								
THRU 05/31/2020								
	2020	2019			2020	\$	%	
	5/31/2020	5/31/2019	\$	%	BUDGET	OVER	%	
	YTD	YTD	CHG	CHG	YTD	BUDGET	OF YTD	
							BUDGET	BUDGET
<b>MEMBERSHIP</b>								
<b>INCOME</b>	158,462	92,700	65,762	70.9%	100,458	58,003	158%	
OTHER INCOME	1,295	1,541	-246	-16.0%	1,667	-371	78%	
<b>TOTAL INCOME</b>	<b>159,757</b>	<b>94,241</b>	<b>65,516</b>	<b>69.5%</b>	<b>102,125</b>	<b>57,632</b>	<b>156%</b>	
<b>EXPENSES</b>	143,095	261,545	-118,450	-45.3%	260,478	-117,383	55%	
<b>NET INCOME</b>	<b>16,662</b>	<b>-167,305</b>	<b>183,966</b>	<b>-110.0%</b>	<b>-158,353</b>	<b>175,015</b>	<b>-11%</b>	
<b>OPERATING</b>								
<b>INCOME</b>								
BAR SALES	118,012	213,208	-95,196	-44.6%	213,747	-95,735	55%	
BANQUET SALES	61,590	124,780	-63,190	-50.6%	119,972	-58,382	51%	
RESTAURANT SALES	817,501	280,098	37,404	13.4%	278,352	39,149	114%	
<b>TOTAL FOODSERVICE</b>	<b>497,103</b>	<b>618,086</b>	<b>-120,982</b>	<b>-19.6%</b>	<b>612,071</b>	<b>-114,968</b>	<b>81%</b>	
OTHER INCOME	161,451	163,907	-2,456	-1.5%	172,144	-10,693	94%	
<b>GROSS INCOME</b>	<b>658,555</b>	<b>781,993</b>	<b>-123,438</b>	<b>-15.8%</b>	<b>784,215</b>	<b>-125,661</b>	<b>84%</b>	
<b>COGS</b>	577,335	609,164	-31,828	-5.2%	660,610	-83,275	87%	
<b>GROSS PROFIT</b>	<b>81,219</b>	<b>172,829</b>	<b>-91,610</b>	<b>-53.0%</b>	<b>123,605</b>	<b>-42,386</b>	<b>66%</b>	
<b>OTHER EXPENSES</b>	310,646	293,691	16,955	5.8%	340,471	-29,825	91%	
<b>TOTAL EXPENSE</b>	<b>887,981</b>	<b>902,855</b>	<b>-14,873</b>	<b>-1.6%</b>	<b>1,001,081</b>	<b>-113,099</b>	<b>89%</b>	
<b>NET OPERATING INCOME</b>	<b>70,573</b>	<b>-129,826</b>	<b>100,400</b>	<b>-77.3%</b>	<b>-77,476</b>	<b>148,050</b>	<b>-100%</b>	

**OFFICERS' REPORTS – continued**

**FINANCE OFFICER – Bob Wine**

- Executive Summary - continued

OPERATING								
<b>INCOME</b>								
BAR SALES	118,012	213,208	-95,196	-44.6%	213,747	-95,735	55%	
BANQUET SALES	61,590	124,780	-63,190	-50.6%	119,972	-58,382	51%	
RESTAURANT SALES	317,501	280,098	37,404	13.4%	278,352	39,149	114%	
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GROSS PROFIT	81,219	172,829	-91,610	-53.0%	123,605	-42,386	66%	
OTHER EXPENSES	310,646	293,691	16,955	5.8%	340,471	-29,825	91%	
TOTAL EXPENSE	887,981	902,855	-14,873	-1.6%	1,001,081	-113,099	89%	
NET ORDINARY INCOME	-229,427	-120,862	-108,565	89.8%	-216,865	-12,561	106%	
OTHER INCOME	16,121	208	15,914	7669.2%	2,500	13,621	645%	
FACILITY FEE	60,775	80,925	-20,150	-24.9%	43,985	16,790	138%	
OTHER EXPENSE			0	0.0%				
NET INCOME	-152,531	-39,729	-112,802	283.9%	-170,380	17,850	90%	
<b>SUMMARY</b>								
	2020		2019		CASH			
	NET INCOME	BANK CASH	NET INCOME	BANK CASH	CHG			
MEMBERSHIP	16,662	166,231	-167,305	60,341	105,891			
OPERATING	-152,531	437,762	-39,729	142,105	295,657			
RESERVE ACCT		814,224		807,080	7,144			
TOTAL AL 291	-135,869	1,418,217	-207,034	1,009,526	408,691			

- Condensed P and L

AL 291 BUSINESS P&L BY CLASS										
										7/1/2020
YTD 2020	ADMIN	BAR	RESTAUR	BANQUET	TOT REST BANQ	HALL	CUSTODIAL	MARINA	TOTAL	PYC
TOT INC	5,032	125,854	396,450	61,625	458,075	24,735		157,917	771,612	990,091
COGS		124,615	457,931	104,215	562,146				686,762	735,576
GP	5,032	1,239	-61,481	-42,590	-104,072	24,735		157,917	84,851	254,515
GP %		1%	-16%	-69%	-23%					
EXPENSES	69,442	44,131	58,377	7,037	65,415	32,893	75,322	83,029	370,232	354,395
NET ORD INC (LOSS)	-64,410	-42,892	-119,859	-49,628	-169,486	-8,158	-75,322	74,887	-285,381	-99,880
OTHER INC	136,233		2,927		2,927				139,160	160,045
OTHER EX										0
NET INCOME (LOSS)	71,823	-42,892	-116,931	-49,628	-166,559	-8,158	-75,322	74,887	-146,221	60,165
BANK BALANCE	1m338k	PYC		917k						◇

- PPP
  - Term length extended
  - Will spend all funds

Paycheck Protection Plan Loan		
Loan Amount:	\$	254,100.00
Date received:		5/1/2020
Forgivable Expenditures to July 1, 2020:		
Payroll Costs	169,156.00	81%
Lease Payments	34,500.00	16%
Utilities	6,266.00	3%
Total	\$	209,922.00
		100%
Remaining	\$	44,178.00



**OFFICERS' REPORTS – continued**

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

- No report

**CHAPLAIN – Ken Wilson**

- Buddy Check
  - General update
  - Will follow up
- Named recent members who passed
  - Letters sent

**SERVICE OFFICER – Cory Vigil** -

- Attended SAL meeting
- Coordinating assistance requests

**JUDGE ADVOCATE – Burt McChesney**

- No report
- OD experience is good

**SERGEANT AT ARMS - BOB GRUNDMEYER**

- OD plan
  - Taking volunteers
  - Thanks to Auxiliary volunteers
  - 3½ to 4 hour shifts

**MEMBERS AT LARGE**

- No report

**UNFINISHED BUSINESS**

- None

**NEW BUSINESS**

**New Business**

- **Approval (Ratification) of new D&O policy binder**
- **Approval of recommended donations**
- **Approval of Marina dock fingers replacements**

- Approval of D&O policy binder
  - There was a motion to approve and ratify the new D&O policy binder including the crime insurance with Travelers (previously noted in the meeting at a total expenditure of \$8,370)
  - M/S/C: The motion to approve and ratify the new D&O policy binder including the crime insurance with Travelers was carried

- Approval of recommended donations
  - There was a motion to approve a contribution of \$1,000 to Bob Hope USO of Orange County
    - M/S/C: The motion to approve a contribution of \$1,000 to Bob Hope USO of Orange County was carried
- Approval of Marina dock repairs
  - There was a motion to approve repair of three dock fingers in the amount not to exceed \$27,000 (per Swift Slips February 2020 proposal)
    - M/S/C: The motion to approve repair of three dock fingers in the amount not to exceed \$27,000 was carried

### **GOOD OF THE LEGION**

- Chaplain Ken Wilson commented that the Buddy Check program was completed. He went on to encourage all to maintain the spirit of the Buddy Check project and stay in touch with at risk members.

**ADJOURNED: Approximately 1930 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

