



**AMERICAN LEGION NEWPORT HARBOR POST 291
EXECUTIVE BOARD MINUTES
VIA GoToWEBINAR
THURSDAY, AUGUST 6, 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 st Vice	<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 type="checkbox"/> Kevin Van Otterloo, M.a.L. – exc
<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 – exc.
<input checked="" type="checkbox"/> Mike Berdine, Adjutant	<input type="checkbox"/> Rich Frauenzimmer, Historian – exc.	<input type="checkbox"/> Nick Giordano, M.a.L. – exc.

Excused: Rich Frauenzimmer, Rich Whitlinger, Kevin Van Otterloo, Eric Schroeder, Nick Giordano

INTRODUCTION OF GUESTS & GUEST COMMENTS: Cindy Edes, Dana Johnston, Tim Sullivan, Bruce Batcheller

Affiliates and Programs Reports:

- ☐ Auxiliary Unit 291 – President Cindy Edes and Executive Board Member Dana Johnston. President Cindy Edes introduced herself. Both Cindy and Dana spoke about the Pendleton Baby Shower with collection through August 21.
- ☐ SAL Squadron 291 – Commander Tim Sullivan reported online membership renewals are coming in. Approved \$10,500 in contributions to charities done this month. Making preliminary plans for the year.
- ☐ ALYC – Commodore Bruce Batcheller – Increased membership to 830. Zoom is being used to conduct meetings. Cal 22 involved in accident three weeks ago. Reciprocity at other clubs limited due to COVID. Upcoming ALYC elections being planned. Refraction Regatta this weekend. Sundowners continuing. Model boat activities are continuing. ALYC GMM is next week with guest speaker. Youth sailing is going well and considering continuing it into the fall. Late summer cruise to Catalina is planned. \$135,000 in the bank.
- ☐ Honor Guard – Commander Brian Fleming Jr. – Getting more requests for private services and cancellations of public events.

Minutes Approval

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

Issues/Improvements

- Hut sewage leak
 - Men's head
 - No crawl space
 - Getting contractor estimates
- Online renewals
 - Convenient process
 - In final test
- Marina
 - Three slip finger replacements
 - September start target

- Seawall cap
 - Continuing discussion with the City
 - Will try to schedule after the current crisis

- ❑ Finance Committee – Bob Wine
 - ❑ Met July 22
 - ❑ Reviewed statements
 - ❑ SAL financial statements not available for review
 - ❑ Discussed PPP loan and forgiveness
 - ❑ Complicated process
 - ❑ Staffing discussed
 - ❑ Moved some funds from Wells Fargo to Bank of America
 - ❑ Business savings account v CD
 - ❑ Audit Committee
- ❑ Reopening Planning Committee – Jim Updike
 - ❑ Employee morale is good
 - ❑ Mask wearing
 - ❑ OD meeting this Saturday
 - ❑ Compiling Q and A response list for employees and ODs
- ❑ Donations – Cory Vigil



**AL291 Donation Committee Report
To the E-Board August 6, 2020**

Donation Committee Meeting held on 7/15 via zoom.

Current Financial Results: 6521 Unrestricted Service Officer expense plus 6517 VEAF
Restricted expense totaled up YTD \$36,056

Current balance in the VEAF restricted account is \$62,915.01

Veterans Served in July:

A. Items approved or rejected:

1. Brews (Navy) Rental Assistance because job cut hours from Loan Depot \$1200.
2. Cruz (USMC) Student Veteran requested Rental Assistance for \$1300. Post 291 paid \$800 and Tierney Center will pay \$500. Referred from Coastline Community College.
3. Rulon (USMC) Veteran was postal worker and broke leg in 3 places at work. Veteran's tires were unsafe, and amount was \$657.01 for a family of 6.
4. Godeke (USMC) referred by Veterans Legal Institute needed assistance with public utility and water bills in the amount of \$465.55.
5. Fitzgerald (Marine Spouse) husband was just killed and family needed rental assistance for the amount of \$1510.00. Post 291 paid \$755.00 and Families Forward paid \$755.00.
6. Riching (Air Force) \$50.00 cellular phone bill. Rent was raised and is on set income.
7. Ogata (Army) \$93.43 U-Haul that was initiated by American Legion HB and Battle Buddies Bridge helped with the move. Veteran has colon cancer.
8. Pendleton (Navy) family needs help with Rental Assistance for \$700 as veteran lost job and is awaiting unemployment benefits.
9. Fleites (Army) pregnant reserve needed assistance with baby items for expected newborn due in August. Target card for \$250.00
10. Knisley (Air Force) Senior Veteran needed rental assistance moving into Hero's Landing at the Santa Ana Veterans Village for the amount of \$127.00.
11. Martin (USMC) Father passed and paid half of the rent. Rental Assistance for \$1000.00 on apartment. Martin was laid off and will start getting unemployment in August.

Total is \$6,094.56

□ Donations – Cory Vigil – continued

Donation requests:

1. American Veteran's Assistance Group AVAG requested \$2500 for basic needs and rental assistance money for veterans. The Donation Committee declined for numerous reasons. www.avagusa.com

Next meeting August 19, 2020, Zoom Meeting

□ Marketing and Communications – Chase Wickersham



AL291 Marketing & Communications Committee (MCC)

Report to the E-Board

Minutes

Meeting held on Monday, July 20, 2020

5:00 p.m. – 6:00 p.m.

ZOOM meeting hosted by Debbie Johnson at djohnson555@icloud.com

- A. Meeting called to order at 5PM.
- B. In attendance were Harold Smith, Nick Giordano, Hector Storman, Lynette Planto, Debbie Johnson, John Lindgren, Ken Wilson, Jeff Gottfredson, Cory Vigil and Chase Wickersham.
- C. Discussion about the MCC and what it can accomplish. Reviewed the cancellation of the July 4th Post fund raiser. This event always raised \$25,000 to \$30,000 and was traditional. The MCC could have provided manpower to make the mailing on time and promote the sale of raffle tickets.
- D. Discussion of a new "Welcome to the Post" program. The MCC will organize personal calls to each new member within the first 30 days of being sworn-in at the General Meeting. Jeff reinforced the need for this. Strong support was indicated by all present. Ken and others commented on the success of the "Buddy call" program. It was suggested that a motion be made at the next E-Board meeting endorsing the program and asking for the contact information. The issue of security was discussed and the consensus was that the confidentiality of the membership information would be the responsibility of the MCC and each of its members. The draft script was reviewed without changes. Dennis was asked about this program and he encouraged an incentive (two for one entree offer for 30 days) to get new members to experience the Post.
- E. Discussion about how to help increase revenue from the "Take Out" program. The need for signage on the alley and around the parking lot was suggested. The consensus was that the MCC could help increase revenue with better promotion to all families associated with the Post. That lead to a discussion of the membership database and the need to update email addresses. This will require a mailing to get current contact information and ask for "opt in" permission. Jeff says that about 1000 Post members do not have email addresses. It will be necessary to reach some members by mail. Also, coordination with the AUX and SONS is essential to reach all Post families. Asking families to invite their friends will become important for expanding the reach of the program. Also discussed working with Fry's Market with joint marketing. A committee was formed (Lynette Planto and Harold Smith) to get more information and review options with Post leadership.
- F. Next meeting will be 8/17/2020 at 5PM. Meeting was adjourned about 6:10PM.

- ❑ Marketing and Communications – Chase Wickersham – continued
 - ❑ New Member Welcome
 - ❑ Draft script

Objective of the “Welcome to the Post” calls

Active new members will be essential to the survival of the Post and the American Legion itself. We need to make new members welcome and a personal call from another veteran would make new members more likely to take advantage of their membership by coming to the Post for a meal, inviting friends to join them at the Post and possibly volunteering in the future.

Telephone Script for calls to Legionnaires

Hello, my name is _____, I am a (ARMY, NAVY, MARINE, AF or CG) veteran and I am calling from the American Legion Post 291 in Newport Harbor. Congratulations on joining the Post. I want to welcome you to Post 291.

When were you in the service? What branch? How did you hear about the Post?

Have you been to the Post for dinner or lunch?

I encourage you to take a few minutes and check out our Post website at www.al291.com, you will see a note from our Commander and updated information on events with Post news. Today, the Post is mostly shut down, the bar is closed, but our kitchen is providing food for TAKE OUT and patio dining. The menu is posted daily and food can be picked up in the parking lot. Have you seen the daily menu? Let me send you the latest one.

We just released our most recent newsletter, the SEABREEZE, which you should receive by email. Do you check email? YES or NO May I check your email address against our records? _____

Would you “opt in” to receive email announcements and news from the Post in the future? YES or NO If you don’t use email, would you like us to send you a printed version? YES or NO

During this COVID-19 crisis, we continue to help our local veterans. Post 291 started the Veteran Emergency Assistance Fund (VEAF) last Fall and we continue providing financial assistance to veterans in need. All veterans living in OC are eligible and since Jan 1 has provided over 50 families and individual veterans with grants totaling more than \$40,000. If asked, “What kind of grants?” – we will help with rent, pay utility bills, repair cars, provide motel stays for homeless veterans, provide gas or food cards, and help other agencies providing veteran services locally.

- ❑ Chase is encouraging utilization of the Marketing Committee
- ❑ New Member Welcome
 - ❑ Need to have a written plan

Commander Comments/Announcements – next page

Commander Comments/Announcements

Commander's Comments / Report

- **Actions Completed**
 - Old Glory Boat Parade — ALYC Saturday 4 July
- **Other Notes and Announcements**
 - Membership Renewals for 2021 underway
 - Three methods to pay dues and renew American Legion membership
 - Visit Front Office — 0900 to 1700 Monday through Friday
 - Telephone Front Office
 - Post 291 Website
 - Officer of the Day (OD) now supported by volunteers from Auxiliary, SAL, and ALYC

Commander's Comments / Report (cont)

- **Upcoming Events / Meetings**
 - Next GMM 7:00 pm Wednesday 12 August
 - Next E-Board Meeting 6:30 pm Thursday 3 September
- **Events Canceled**
 - Purple Heart Recipients Luncheon Thursday 6 August
 - WW II and Korean War Vets Luncheon Thursday 13 August

On Going Post Operations — Rules

- Drive-thru takeout meal service is available daily— and is open to the public
- For Post 291 Family members and their guests, outside dining at the Post is available daily — on the patios only
 - Alcoholic drinks may only be ordered and served with a meal — but refills permitted
 - Masks must be worn to enter the patio areas — and when not seated at a table
 - Masks may be removed while seated at a table for eating and drinking
 - When reordering drinks from the bar, masks must be worn — If you get up, mask up!
 - Social distancing continues as a requirement
 - Tables set up on the patios are purposely spaced at required distances
 - Tables are cleaned after each set of users has departed
- No in-person meetings may be held at the Post
- All Post 291 Family meetings must be held by videoconference
- Only certain kinds of events are authorized to be held at the Post — and these must be conducted within limits of numbers of attendees and with social distancing
 - Religious — e.g., Weddings
 - Cultural — e.g., Celebrations of Life

Commander Comments/Announcements – continued

On Going Post Operations — Summary

- Bar, Inside Restaurant, and Banquets are closed — indefinitely
- 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
- Drive-thru takeout food service is offered and available, 12:00 noon to 7:00 pm Monday through Friday and 10:00 am to 5:00 pm Saturday and Sunday
- Reopening Planning Committee exploring options and methods for further reopening the Post
- Videoconferencing (Webinars) will continue indefinitely as the primary method for holding Post meetings
- Support of needy military veterans continues — under the skilled direction of the Service Officer

Health and Safety Practices Required

- Health and safety of Post 291 Family and Post employees are the most important priority in reopening and operating the Post
- Coronavirus (COVID-19) is still an omnipresent threat
- Essential to be considerate of fellow Post Family members and Post employees and their health and safety
- Face coverings must continue to be worn
- Social distancing must be continued
- 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

ADJUTANT – Mike Berdine

- ☐ No report

1ST VICE COMMANDER – Bob Brennen– Membership

- ☐ No report

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

- ☐ No report

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

- ☐ Boys State – no update
- ☐ Oratorical update
 - ☐ Up in air
 - ☐ Has contacted District – no response
 - ☐ Is recommending not participating in Oratorical this year

OFFICERS' REPORTS – continued

JR. PAST COMMANDER – Doug Nye

- ❑ No report

SARGENT AT ARMS – Bob Grundmeyer

- ❑ Upcoming meeting with ODs to go over process and rules

CHAPLAIN – Ken Wilson

- ❑ Gene Anderson in hospital
- ❑ Al Yarrington in hospital
- ❑ Ready to help with services

FINANCE OFFICER – Bob Wine

- ❑ P and L Summary

AL 291 BUSINESS P&L BY CLASS										8/5/2020		
YTD 2020	ADMIN	BAR	RESTAUR	BANQUET	TOT REST BANQ	HALL	CUSTODIAL	MARINA	TOTAL	PYC	DIFFERENCE	
TOT INC	5,458	152,814	524,917	64,306	589,223	25,935		209,905	983,335	1,300,614	-317,279	
COGS		144,264	578,512	121,506	700,018				844,282	929,670	-85,388	
GP	5,458	8,550	-53,595	-57,200	-110,795	25,935		209,905	139,054	370,944	-231,891	
GP %		6%	-10%	-89%	-19%							
EXPENSES	85,180	51,983	72,947	7,183	80,130	39,212	96,327	107,833	460,665	446,728	13,938	
NET ORD INCOME	-79,722	-43,432	-126,542	-64,383	-190,925	-13,277	-96,327	102,072	-321,612	-75,784	-245,828	
OTHER INC	209,916		2,927		2,927				212,843	202,103	10,740	
OTHER EX										0		
NET INCOME	130,194	-43,432	-123,614	-64,383	-187,997	-13,277	-96,327	102,072	-108,769	126,319	-235,088	
	YTD		PYC									
BANK BALANCES:												
WELLS FARGO	344,471.87		267,374.03									
UNION	258,731.14		97,674.47									
COMERICA	246,532.89		246,205.58									
CHASE	247,622.51		50,000.00									
CD'S	101,918.83		354,408.63									
B OF A	250,000.00		-									
TOTALS	1,449,277.24		1,015,662.71									

- ❑ Cash position helped by PPP loan
- ❑ New Bank of America account is temporarily too high

SERVICE OFFICER – Cory Vigil -

- ❑ Received request from American Veterans Assistance Group for funds
- ❑ Rejected request

OFFICERS' REPORTS – continued

JUDGE ADVOCATE – Burt McChesney

- ☐ No report

MEMBERS AT LARGE

- ☐ No report

UNFINISHED BUSINESS

- ☐ None

NEW BUSINESS

New Business

- **Approval of E-Board Start Time Change — from 6:00 pm to 6:30 pm**

- ☐ There was a motion to move the start time of future E-Board Meetings to 6:30 pm
 - ☐ M/S/C: The motion to move the start time of future E-Board Meetings to 6:30 pm was carried
- ☐ Parking rules
 - ☐ Guest cars parked in lot under member card
 - ☐ Still under discussion
- ☐ New Member Welcome
 - Need plan outline before proceeding

GOOD OF THE LEGION

- ☐ Parking rules
 - ☐ Guest cars parked in lot under member card
 - ☐ Still under discussion
- ☐ New Member Welcome
 - Need plan outline before proceeding

MOVED TO EXECUTIVE SESSION at approximately 1957 hours

- ☐ COVID issue update

RETURNED FROM EXECUTIVE TO OPEN SESSION at approximately 2005 hours

ADJOURNED: Approximately 2005 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 VEAFF 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 VEAFF 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

	2019 Actuals	2020 Budget	2020 Actual thru May 31	% of 2020 Budget thru May 31
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		\$ 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

