



**AMERICAN LEGION NEWPORT HARBOR POST 291**  
**215 15<sup>th</sup> Street, Newport Beach, CA 92663**  
**GENERAL MEETING MINUTES**  
**Via GoToWebinar**  
**Wednesday, October 14, 2020**

Review of webinar process and key user controls

Meeting called to order at approximately 1900 hours

Invocation: Chaplin Ken Wilson

Pledge of Allegiance: Commander Jon Reynolds

**Roll Call:**

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

**Honored Guests:** Bob Carolan

**Reports from Legion Family Members & Other Guests:**

**Auxiliary** – Dana Johnston, Executive Committee Member – The Blood Drive was held October 12. Troop Shipping boxes have been put out. General Membership Meeting next Wednesday via Zoom.

**SAL** – Currently 1,587 members. About \$156,000 in bank. September fishing trip was very successful.

**American Legion Yacht Club** – Bruce Batcheller, Commodore – Supplied an overview of ALYC activities including past and upcoming cruises, model sailing, racing events and youth sailing.

**Honor Guard** – Brian Fleming Jr., Commander – Calls for services are holding steady. Need to recruit more members to handle the load. Veterans Day activities being planned.

**General Membership Meeting Minutes:** Commander Reynolds requested the following motion be made by the membership:

A motion to approve the Minutes of the September 9 General Meeting.

**M/S/C** the motion to approve the Minutes of the September 9 General Meeting carried.

**Correspondence:**

Per Adjutant Berdine, no correspondence to report.

**Officer Reports:**

**Commander Jon Reynolds** - Per projected presentation

**Commander's Comments / Report**

- **Actions Completed**
  - E-Board approved — Thursday 1 October
    - Purchase and installation of new video projector for AV system
    - Repair of leak in kitchen wall behind ladies restroom
    - Purchase of additional patio umbrellas
  - Three dock fingers replaced
  - Approved City's Signage Plan for access to Public Beach
- **Recent Activities**
  - California Coastal Commission approved City's application for Seawall Cap project — with a few Special Conditions
  - Post support of patriotic and veterans activities
    - Patriot Day (SAL Squadron 291) Friday 11 September
    - Team Red, White, and Blue Saturday 12 September
    - War Heroes on the Water (WHOW) Thursday 1 October
  - Red Cross Blood Drive (Auxiliary Unit 291) Monday 12 October

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

- **Other Notes and Announcements**
  - Membership Renewals for 2021 underway
  - Three methods to pay dues and renew American Legion Post 291 membership:
    - Visit Front Office — 0900 to 1700 Monday through Friday
    - Telephone Front Office
    - Post 291 Website
  - New VEAF Campaign underway — through Veterans Day 11 November
- **Upcoming Events / Meetings**
  - Halloween Saturday 31 October
  - Next E-Board Meeting 6:30 pm Thursday 5 November
  - Veterans Day Wednesday 11 November
  - Next GMM 7:00 pm Wednesday 11 November
  - Thanksgiving Thursday 26 November

**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 — as well as limited indoor dining — is available daily at the Post
  - 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

### **On Going Post Operations — Rules (cont)**

- 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 military veterans needing assistance 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

#### **Adjutant Mike Berdine**— Reopening

- Under State of California and Orange County guidelines, religious and cultural events are acceptable
  - However, some confusion and risk
  - So, although these types of events have been done, no more Celebrations of Life or marriages will be booked in the near term

**1st Vice Commander Bob Brennen** – Membership – Nothing to report.

**2nd Vice Commander Anthony Morales** – is in-charge of fund raising and entertainment for the Post. Nothing to report.

**3rd Vice Commander Jim Updike** – Nothing to report.

**Jr. Past Commander Doug Nye** – Excused - No report.

**Officer Reports** - continued

**Finance Officer Bob Wine** – is in-charge of Post Financial Operations.

**Post 291  
Financial Statements**  
Membership and Business Summaries  
For the Nine Months Ended  
September 30, 2020 & September 30, 2019

Combined Business & Membership Revenue & Expenditures			
	Current Year @ September 30th	Prior Year @ September 30th	Change
Business:			
Net of Revenue & Expenditures	(\$361,283)	(\$57,356)	(\$303,927)
Membership:			
Net of Revenue & Expenditures	73,375	(183,233)	\$256,608
Total Before Facility Fees	(287,908)	(240,589)	(\$47,319)
Facility Fees	272,863	266,695	\$6,168
Net of Revenue & Expenditures	(\$15,045)	\$26,106	(\$41,151)

- Membership results good
  - Donations are up – VEOF
  - More renewals
  - Lower expenses
  - Legal fees down from last year
- Audit Committee report
  - Presented to E-Board
  - Three recommendations
    - First – accept results of the audit
    - Second – accept recommendations for internal controls
    - Third – Finance Officer create and present cashflow projections
      - See below

**Officer Reports** - continued

**Finance Officer Bob Wine** – continued

Newport Harbor Post 291			
Condensed Cash Flow Projection for the Period 10/07/20 - 12/31/20			
	10/7-10/31	11/1-11/30	12/1-12/31
<b>Cash Inflows-</b>			
Membership fees	21,000.00	34,000.00	55,000.00
Marina rents	14,547.15	26,000.00	26,000.00
Curbside/Restaurant sales	87,500.00	97,500.00	108,500.00
Facility fees	9,100.00	-	-
<b>Total Cash Inflows</b>	<b>132,147.15</b>	<b>157,500.00</b>	<b>189,500.00</b>
<b>Cash Outflows-</b>			
Food & bev. Cost	43,750.00	48,750.00	54,250.00
Payroll (Includes P/R taxes & WC)	80,000.00	80,000.00	80,000.00
Insurance	-	7,144.00	7,144.00
Covid-19 Cleaning	5,250.00	4,200.00	5,250.00
Repairs and maintenance	11,000.00	1,000.00	1,000.00
Telephone & utilities	4,300.00	4,800.00	4,000.00
Rent	-	11,500.00	11,500.00
All other expenses	7,662.50	7,932.50	8,229.50
Capital Expenditures	23,535.00	-	24,500.00
<b>Total Cash Outflows</b>	<b>175,497.50</b>	<b>165,326.50</b>	<b>195,873.50</b>
<b>Monthly Cash Increase (Decrease)</b>	<b>(43,350.35)</b>	<b>(7,826.50)</b>	<b>(6,373.50)</b>

- Paycheck Protection Program
  - Bank not yet accepting applications for forgiveness
  - Will submit when bank allows

**Historian Rich Fraenzimmer** – No report

**Sergeant at Arms Bob Grundmeyer** – Excused – No report

**Chaplin Ken Wilson** –

- New member calls started
- Thanks to volunteers

**Service Officer Cory Vigil** – Excused – No report

**Judge Advocate Burt McChesney** – Nothing to report.

**Members at Large** – Nothing to report.

**Unfinished Business**

No unfinished business.

**New Members**

Post 291 New Member Applicants			
First	Last	Era	Branch
Robert J	Bartley	Persian Gulf	Marines
Howard A	Breen	Vietnam	Coast Guard
Richard D	Brodie	Persian Gulf	Marines
Johnny	Bryant	Persian Gulf	Army
William R	Burke	Persian Gulf	Marines
Walter W	Burrows	Vietnam	Army
Joe	Cartwright	Open	Marines
Richard L	Clark	Korea	Airforce
William F	Cunningham	Open	Coast Guard
Michael B	Dawson	Vietnam	Army
Dale G	Deckert	Vietnam	Army
Robert L	Douglass	Vietnam	Army
Richard R	du Monceau de Bergendal	Vietnam	Air Force
Patrick J	Duffy	Vietnam	Navy
William P	Dwyer	Persian Gulf	Army
Stephen S	Edmunds	Open	Navy
Austin D	Ford	Persian Gulf	Army
Donald E	Gash	Korea	Navy



**New Members** – continued

Post 291 New Member Applicants			
First	Last	Era	Branch
Bernard	Goulet	Lebanon	Army
Jaren T	Grady	Persian Gulf	Army
Tyler	Hackbarth	Persian Gulf	Army
Gary	Hagar	Vietnam	Air Force
Gerald L	Hegger	Vietnam	Air Force
Thomas C	Hoon	Vietnam	Army
Donald A	Jacobson	Vietnam	Airforce
John C	Jocelyn	Persian Gulf	Army
Stephen	Knott	Vietnam	Army
Dennis	Kroko	Vietnam	Army
Richard	Leffler	Vietnam	Army
James S	Lindenberger	Vietnam	Army
Kenneth E	Martinez	Panama	Air Force
Darin	Masteron	Persian Gulf	Army
Ronald M.	McGuff	Vietnam	Army
Richard B	McKissick	Vietnam	Army
Michael	Morris	Persian Gulf	Marines
Greg	Morrison	Vietnam	Air Force

Post 291 New Member Applicants			
First	Last	Era	Branch
Minoru	Muromoto	Korea	Army
Abraham	Navarro	Vietnam	Army
Thomas C	Newton	Persian Gulf	Marines
Col Paul H	Parilla	Vietnam	Marines
Michael C	Pezzuolo	Vietnam	Army
Richard W	Reeves	Korea	Navy
David K	Reynolds	Vietnam	Navy
Brian	Roach	Persian Gulf	Army
Walter	Roberts	Persian Gulf	Marines
Richard	Rundles	Vietnam	Army
Ramon JWT	Santay Madruga	Persian Gulf	Army
Matthew	Simanski	Persian Gulf	Army
Inwin B	Simon	Persian Gulf	Army
Michael S	Sinclair	Vietnam	Marines
Robert M	Soto	Vietnam	Navy
Shelly L	Southwell	Open	Airforce
William J	Springer	Vietnam	Army
Robert A	Sweaza	Open	Marines

Post 291 New Member Applicants			
First	Last	Era	Branch
Robert	Taack	Active Duty	Coast Guard
Darryl J.	Tschim	Vietnam	Army
John D	Wakeham	Vietnam	Navy
Preston W	Walrath	Vietnam	Airforce
James	Young	Vietnam	Army

- A motion to approve the above member applicants.
  - **M/S/C** the motion to approve the above member applicants carried.

**New Business**

- No new business

**Good of the Legion**

- No comments

**Chaplin Ken Wilson** said the closing prayer.

The Meeting was adjourned at approximately 2000 hours.

Respectfully submitted,

Mike Berdine  
Adjutant  
Newport Harbor Post 291 of the American Legion

Draft - Yet to be Approved