



**AMERICAN LEGION NEWPORT HARBOR POST 291
EXECUTIVE BOARD MINUTES
VIA GoToWEBINAR
THURSDAY, DECEMBER 3, 2020**

GoToWEBINAR OVERVIEW – MIKE BERDINE

CALL TO ORDER: Appx. 1835 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 type="checkbox"/> Bob Grundmeyer, Sgt-at-Arms – exc.	<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 checked="" type="checkbox"/> Eric Schroeder, M.a.L.
<input checked="" type="checkbox"/> Mike Berdine, Adjutant	<input checked="" type="checkbox"/> Rich Frauenzimmer, Historian	<input checked="" type="checkbox"/> Nick Giordano, M.a.L.

Excused: Bob Grundmeyer, Rich Whitlinger

INTRODUCTION OF GUESTS & GUEST COMMENTS: Frank Reinhart, Chase Wickersham – No comments.

Affiliates and Programs Reports:

- ☐ Auxiliary Unit 291 – Adjutant Berdine read President Cindy Edes's report. Toy collection for Pendleton Christmas party underway. Raffle tickets being sold.
- ☐ SAL Squadron 291 – Commander Tim Sullivan – Had outdoor Christmas party. Boat Parade event is cancelled, and Tim is calling reservation holders. Some reservations being converted to donations. Reel Warriors event is being planned for May 2021.
- ☐ ALYC – Commodore Bruce Batcheller – Membership at 855. Bank balance is \$155,000. Renewal activities continuing. Fishing tournament was held and called early. Elections completed online - worked well. Commodore's Ball to be rescheduled. January GMM/annual meeting to be online. Awarded SCYA Club of the Year – first year as Senior Club.
- ☐ Honor Guard – Commander Brian Fleming Jr. – Not much activity. Brian emphasized that the Honor Guard is available for services. Increasing the member recruiting efforts.

Minutes Approval

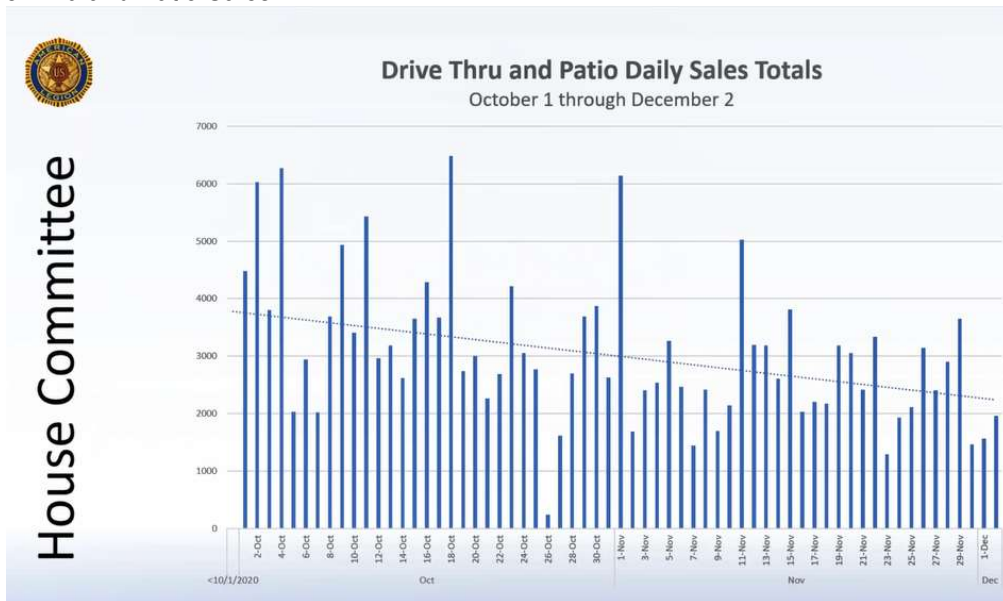
- ☐ All Board members received copies of the November 5, 2020 Executive Board Minutes
 - ☐ The Commander asked for a motion to approve the November 5, 2020 Executive Board Minutes
 - ☐ M/S/C: The motion to approve the November 5 Executive Board Minutes was carried.

Correspondence

- Adjutant Mike Berdine – No correspondence.

Committee Reports

- House Committee – Mike Berdine
 - Drive Thru and Patio Sales





House Committee

Issues/Improvements

- Cold Weather Plan**
 - Heaters purchased
 - SAL help
- Bar Security**
 - Tuned POS Cameras
- Main Hall**
 - Projector remote on/off
- Marina**
 - General maintenance

Committee Reports - continued

- Finance Committee
 - Met November 18
 - Followed routine agenda
 - Discussed internal audit of membership income
 - Found no problems
 - Not done by Post auditor
 - Need to include in future
- Reopening Planning Committee – Jim Updike
 - Outdoor dining to be shut down soon
 - Infections resurging
 - Need to have written COVID policy for employees
- Donations Committee – Cory Vigil

Monthly Update for Service Officer			for the Dec 3, 2020 E-Board	
	2019 Actuals	2020 Budget	2020 Actual thru Nov 30	% of 2020 Budget thru Nov 30
6510 Donations				
6519 Honor Guard	2,790.83	2,000.00	3,279.98	164%
6521 Unrestricted Service Officer Expense	27,069.00	25,000.00	11,480.74	46%
6517 Restricted VEAFF expense		59,296.00	64,735.81	109%
6515 Oratorical	500.00	500.00	-	0%
6510 Donations other	26,171.91	25,000.00	16,800.00	67%
Total 6510 expenses	56,531.74	111,796.00	96,296.53	86%
4520 VEAFF current balance			91,235.54	
Nov Donations Out			6019.92	
Nov VEAFF Donations Out			11885.77	

We wrote the check to help Post 289 so this shows on our books as \$5000 out, but the SAL gave us \$2500 toward it.



AL291 Donation Committee Report To the E-Board November 5, 2020

Donation Committee Meeting held on 11/30
via zoom.

Current Financial Results: 6521 Unrestricted Service Officer balance is \$11,480.74 and 6517 VEAFF Restricted expenses is \$64,835.81 for the year 2020.

Current balance in the VEAFF restricted account is \$91,235.54

Veterans Served in November:

A. Items approved or rejected:

1. Silva, **ARMY** veteran, requested motel assistance for the amount of \$758.10 and was referred from Jamboree Housing. Veteran is 89 years old and is with wife.
2. Kelly, **ARMY** veteran, requested assistance with cell phone bill for the amount of \$159.00. Veteran was referred by VA Long Beach and has been referred to VOA for motel assistance.
3. Means, **NAVY** veteran, requested rental assistance for \$1000.00. Veteran was referred by Long Beach VA. Veteran was given a bill that the housing authority didn't cover initially.
4. Fox, **NAVY** veteran, requested assistance for storage fees of \$303.90, while awaiting housing. Referred from VA Long Beach and is in motel until permanent housing is available utilizing **hud.vash** voucher.
5. Huizar, **AIR FORCE** veteran, requested rental assistance for \$1960.00. Veteran's hours were decreased from Disneyland. Veteran needed help with one-time assistance.

Committee Reports - continued

□ Donations Committee – continued

<p>6. Davis, <u>ARMY veteran</u>, requested rental assistance for \$800.00. Veteran was referred from Hoag Hospital. Veteran is a Newport resident.</p> <p>7. Erwin, <u>MARINE veteran</u>, requested assistance with motel voucher for \$400.00. Veteran was referred by the North Orange Vet Center. Veteran was referred to VOA for housing.</p> <p>8. Ramirez, <u>NAVY veteran</u>, requested rental assistance for \$750.00. Family was referred by South Orange County Family Resource Center. Veteran lost employment due to COVID restrictions.</p>	
<p>9. Coleman, <u>ARMY veteran</u>, requested assistance with cell phone bill for \$433.74. Veteran was referred by Newport/Costa Mesa Family Resource Center. Veteran lost employment due to COVID restrictions.</p> <p>10. Enevoldsen, <u>ARMY veteran</u>, requested rental assistance for \$1000.00. Veteran was referred by Long Beach-VA. Veteran is a Newport Beach resident. Veteran's vehicle was lost, and he needed to put down payment on used vehicle.</p> <p>11. Larsuel, <u>ARMY veteran</u>, requested rental assistance for \$2,000.00. Veteran's work hours were decreased due to COVID restrictions and wife is currently sick with COVID. Wife filed for unemployment. One-time assistance needed.</p> <p>12. Villa, <u>NAVY veteran</u>, requested car payment for \$556.03. Veteran was on unemployment and started a new job but has to wait for first check. Referred from the Laguna VA.</p> <p>13. Smith, <u>NAVY veteran</u>, requested rental assistance for \$1,665.00. Husband lost job due to COVID restrictions. First unemployment check will be received on December 4th, 2020.</p> <p>14. Calderon, <u>ARMY veteran</u>, needed \$50 gas card.</p> <p>15. Sanchez, <u>NAVY veteran</u>, requested \$50 gas card.</p> <p>Total is \$11,885.77</p> <p>11 referrals for disability compensation. 3 homeless veterans are now housed. 17 veterans referred out to other agencies that provided services.</p> <p>B. Good of the Order C. Adjourn</p> <p>Donation applications or Important Information:</p> <ol style="list-style-type: none"> 1. Purchased \$600.00 in Walmart cards from Service Officer Unrestricted Account and donated to the Tierney Center Holiday Drive Through in December. 2. Requesting \$500-\$700 for the Hero's Landing Holiday Dinner. Requesting money from Service Officer Unrestrictive Account. 3. Called anonymous donor of \$50,000 and thanked him personally for all the help and the impact of donation during the holidays. <p>Next meeting December 2020, Zoom Meeting</p>	

Commander Comments/Announcements

Commander's Comments / Report

• Recent Activities

○ Discussions with City on Seawall Collateral Construction Costs

- Videoconference on Seawall Replacement Monday 2 November
- Letter from Community Development Tuesday 10 November
- Email, Discussions with Sheppard Mullin Thursday 12 November
- Letter to Community Development Thursday 19 November
- Emails to City Council and City Manager Thursday 19 November

- Auxiliary Troop Shipping 9:00 am Saturday 7 November
- ALYC Fishing Tournament 12:00 noon Saturday 7 November
- Auxiliary Raffle Envelope Stuffing 9:00 am Monday 9 November
- Veterans Day 11:00 am Wednesday 11 November
- Orange County back to Purple Tier Monday 16 November
- CPR Trng [American Heart Assn] 1:00 pm Saturday 21 November
- Thanksgiving Thursday 26 November
- RV removed from Post parking lot Monday 30 November
- Committee appointed for Post Security Tuesday 1 December
- ALYC awarded SCYA 2020 Club of the Year Tuesday 1 December

Commander Comments/Announcements - continued

Commander's Comments / Report (cont)

- Upcoming Events / Meetings

○ NB City Council — Boat Parade	4:00 pm	Tuesday	8 December
○ GMM	7:00 pm	Wednesday	9 December
○ VA Flu Shots — Drive-thru	8:00 am	Saturday	12 December
○ Christmas Boat Parade		Wednesday	16 December
○ Christmas		Friday	25 December
○ Next E-Board Meeting	6:30 pm	Thursday	7 January

OFFICERS' REPORTS

ADJUTANT – Mike Berdine



Post 291 Contact Information/Database Update Project

November 2020

Facts and Analysis Assumptions

Post 291 Membership Email

- Legionnaires (total) ≈ 3,900
- Un-deliverables ≈ 1,000
 - Mix of reasons
 - Old address – Not updated
 - Opted out
 - On purpose
 - Accidentally
 - Entry errors

OFFICERS' REPORTS - continued
ADJUTANT – Mike Berdine - continued

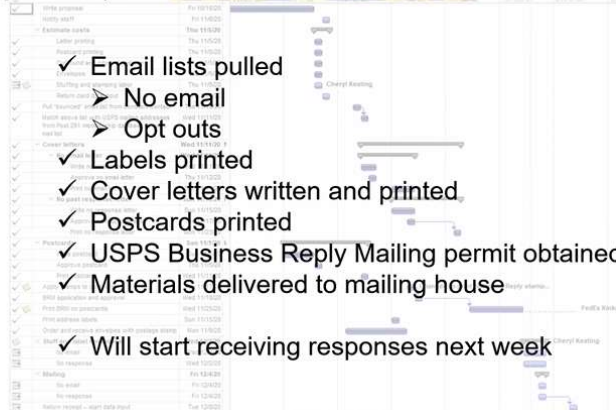
Proposal

Mail Response Card to Members with Un-deliverable Email Addresses

- Include cover letter with purpose
 - Need for email communication
- Also self addressed postcard
 - Space for confirming/updating
 - Additional USPS postal address
 - Primary telephone number
 - Email address

Update membership database on receipt of returned cards

Project Update



Comment from Eric Schroeder

- ❑ Some attendees wish to know who is on the call
- ❑ Wants to know the actual membership number
 - ❑ Per Department 3,964
 - ❑ Per Post 291 3,952

1ST VICE COMMANDER – Bob Brennen– Membership

- ❑ No report
- ❑ The Commander presented a Membership Summary

Post 291 Membership Summary Monday 30 November 2020

• Membership — Wednesday 31 October 2020	4,125
○ Plus:	
• New Members	17
• Member Renewals (YTD)	2,959
• Transfers In	6
• TOTAL ACCESSIONS	2,982
○ Minus:	
• Member Deaths	10
• Declined to Renew (Not in 4,125 above)	2,968
• Transfers Out	3
• TOTAL ATTRITIONS	2,981
• Membership — Monday 30 November 2020	4,126
• Membership Goal for 2020-2021:	3,991

OFFICERS' REPORTS - continued

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

- ☐ No report

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

- ☐ No report

JR. PAST COMMANDER – Doug Nye

- ☐ No report
- ☐ Connection problems

FINANCE OFFICER – Bob Wine

- ☐ Condensed P and L statement

AL 291 BUSINESS P&L BY CLASS											

YTD 2020	ADMIN	BAR	RESTAUR	BANQUET	TOT REST BANQ	HALL	CUSTODIAL	MARINA	TOTAL	PYC	DIFF
TOT INC	7,516	227,132	883,537	75,822	959,359	34,255		314,625	1,542,887	2,111,958	-569,071
COGS		204,961	907,726	163,749	1,071,475				1,276,436	1,459,157	-182,721
GP	7,516	22,171	-24,189	-87,927	-112,116	34,255		314,625	266,451	652,801	-386,350
GP %		10%	-3%	-116%	-12%						
EXPENSES	134,813	79,728	129,912	9,598	139,510	71,510	123,244	168,904	717,709	711,625	6,083
NET ORD INCOME	-127,297	-57,557	-154,101	-97,525	-251,626	-37,255	-123,244	145,721	-451,258	-58,824	-392,433
OTHER INC	336,376		3,140		3,140				339,516	352,578	-13,063
OTHER EX										0	
NET INCOME	209,079	-57,557	-150,961	-97,525	-248,486	-37,255	-123,244	145,721	-111,742	293,754	-405,496
PYC											
BANK BALANCE											
WELLS FARGO	219,092.78	292,021.96									
UNION	184,849.55	197,718.23									
COMERICA	246,615.75	246,329.05									
CHASE	166,979.30	200,001.00									
CDs	104,305.36	359,173.58									
B OF A	250,004.17	-									
FARMERS	250,013.77										
	1,421,860.68	1,295,243.82									

OFFICERS' REPORTS - continued

- **FINANCE OFFICER – Bob Wine**
- Cashflow

Newport Harbor Post 291			
Cash Flow projection for the Period 12/01/2020 - 02/28/2021			
	12/1-12/31	1/1-1/31	2/1-2/28
Cash: Beginning *	\$ 1,327,454.06	\$ 1,352,819.66	\$ 1,329,139.66
Add: Cash Inflows-			
Membership fees	55,000.00	22,000.00	8,000.00
Marina rents	25,120.60	26,000.00	26,000.00
Curbside/Rest sales @ \$2,500/day	77,500.00	77,500.00	70,000.00
Facility fees	45,000.00	60,750.00	-
ALYC Hut Rent		3,600.00	
Total Cash Inflows	202,620.60	189,850.00	104,000.00
Deduct: Cash Outflows-			
Food & bev. Cost @ 50%	38,750.00	38,750.00	35,000.00
Payroll**	86,000.00	115,000.00	86,000.00
Health insurance	5,425.00	5,425.00	5,425.00
Liability insurance	-		
Marina Ins	1,719.00	1,719.00	1,719.00
Officers Ins	2,100.00	-	-
Covid-19 Cleaning	5,500.00	5,500.00	5,500.00
Repairs and maintenance	11,000.00	1,000.00	1,000.00
Telephone	400.00	400.00	400.00
Utilities	2,700.00	2,700.00	2,700.00
Rent	11,500.00	11,500.00	11,500.00
Credit Card	2,500.00	2,500.00	2,500.00
Credit Card Fees	1,736.00	1,736.00	1,568.00
Misc	1,400.00	1,400.00	1,400.00
Capital Expenditures	5,125.00	24,500.00	-
Mileage	1,400.00	1,400.00	1,400.00
Total Cash Outflows	177,255.00	213,530.00	156,112.00
Cash: Ending	\$ 1,352,819.66	\$ 1,329,139.66	\$ 1,277,027.66
Monthly Increase (decrease)	\$ 25,365.60	\$ (23,680.00)	\$ (52,112.00)
Cumulative Increase from 3/24	\$ 112,414.66	\$ 88,734.66	\$ 36,622.66
*Doesn't include VAAF fund			
** Includes P/R taxes & WC			

HISTORIAN – Rich Frauenzimmer

- No report

CHAPLAIN – Ken Wilson

- New member contacts continuing
- Condolence cards will be sent

Members Transferring to Post Everlasting

Jessie J Flores
 Gerald E Harrell
 Edward Jacklin
 Joseph F Jennings
 Terrence M Lundy
 James R McClain
 Michael J O'Kelly
 James W Schmidt
 George P Wright

OFFICERS' REPORTS - continued

Comment from Chase Wickersham

- ☐ Marketing and Communications Committee
 - ☐ Monthly report sent to Adjutant in the last hour
 - ☐ Planned giving speaker at last meeting
 - ☐ Stock donation is being offered by a Post member
 - ☐ Bob Wine is helping facilitate the donation
 - ☐ Appreciated stock donations may be a significant source of funds in the future
 - ☐ Discussion about how to proceed with planned giving program

SERVICE OFFICER – Cory Vigil

- ☐ No report

JUDGE ADVOCATE – Burt McChesney

- ☐ No report

MEMBERS AT LARGE

- ☐ No report

Comment from Eric Schroeder

- ☐ How is our landlord doing financially?
- ☐ Need to participate and partner with the city

UNFINISHED BUSINESS

- ☐ None

NEW BUSINESS

- ☐ 2021 Budget approval

Newport Harbor Post 291 of The American Legion, Inc.						
Business Budget 2021						
	2019	Actual thru 10/31/2020	2020 Annual Budget	2021 Budget	Notes	
Ordinary Income/Expense						
Income						
4000 · ALCOHOL SALES						
4001 · Misc	\$ 4,988.71	\$ 855.00	\$ 4,650.00	2,790.00	Per Dennis	
4002 · Beer	207,037.97	94,974.63	232,000.00	139,200.00	Per Dennis	
4003 · Liquor	430,791.30	179,983.76	412,000.00	247,200.00	Per Dennis	
4005 · Snacks	10,575.42	4,800.75	11,500.00	6,900.00	Per Dennis	
4006 · Sodas	26,194.48	19,410.19	27,000.00	20,000.00	Per Dennis	
4004 · Wine	230,265.93	111,884.04	237,000.00	142,200.00	Per Dennis	
Total 4000 · ALCOHOL SALES	909,853.81	411,908.37	924,150.00	558,290.00		
4010 · BANQUET SALES						
4013 · Banquet Rentals	10,937.35	1,120.00	12,000.00	4,800.00	Per Dennis	
4012 · Catering Service Fee	27,769.89	5,036.35	30,000.00	12,000.00	Per Dennis	
4011 · Food Service	301,614.86	57,110.50	250,000.00	100,000.00	Per Dennis	
Total 4010 · BANQUET SALES	340,322.10	63,266.85	292,000.00	116,800.00		
4020 · RESTAURANT SALES						
4026 · Burn Your Own	52,916.79	6,955.36	61,000.00	15,000.00	Per Dennis	
4025 · Dinner	208,767.14	150,619.11	215,500.00	181,741.00	Per Dennis	
4024 · Lunch	319,126.36	462,331.74	314,000.00	554,798.00	Per Dennis	
4021 · Taco Tuesday	25,105.97	4,493.00	27,500.00	7,500.00	Per Dennis	
4020 · RESTAURANT SALES - Other	160.00	0.00	0.00		Per Dennis	
Total 4020 · RESTAURANT SALES	606,076.26	624,399.21	618,000.00	759,039.00		
4300 · Marina Wait List Fee - Outside	2,200.00	2,500.00	2,000.00	2,500.00		
4310 · Marina Wait List Fee - Inside	3,000.00	3,000.00	2,000.00	2,500.00		
4311 · Marina Wait List - Dry Storage	300.00	550.00	250.00	350.00		
4312 · Marina Wait List - Dinghy	25.00	75.00	50.00	-		

NEW BUSINESS - continued

- 2021 Budget approval
- Business Budget – continued

4400 · RENTS						
4403 · ALYC Hut Rent	1,800.00	3,600.00	3,600.00	3,600.00		
4408 · Discounted/Waived Room Rent		0.00	0.00	-		
4401 · Forfeited Security Deposits	2,200.00	2,050.00	0.00	-		
4404 · Guest Dock	1,532.00	3,504.00	1,500.00	3,500.00		
4405 · Hall Rental -Member and Guest	154,814.00	31,755.00	140,000.00	56,000.00		
4406 · Marina	275,348.00	256,627.50	297,658.00	312,000.00		
Total 4400 · RENTS	435,694.00	297,536.50	442,758.00	375,100.00		
Total Income	2,297,471.17	1,403,235.93	2,281,208.00	1,814,579.00		
Cost of Goods Sold						
5000 · BANQUET - COST OF GOODS						
5002 · Linen Expense	220.00	21.32	1,000.00	500.00		
5003 · Equipment Rentals	1,784.10	0.00	1,000.00	500.00		
5005 · Add-on Services	1,055.92	0.00	1,000.00	500.00		
Total 5000 · BANQUET - COST OF GOODS	3,060.02	21.32	3,000.00	1,500.00		
5010 · BAR - COST OF GOODS						
5011 · Beer						
5024 · Keg Deposit	1,254.56	-330.00	0.00	0.00		
5011 · Beer - Other	58,945.66	32,344.77	66,800.00			
Total 5011 · Beer	60,200.22	32,014.77	66,800.00	41,760.00	30% of sales	
5014 · Liquor	85,395.88	44,561.53	82,400.00	51,912.00	21%	"
5018 · Snacks	8,042.83	4,454.97	9,000.00	5,244.00	76%	"
5019 · Sodas/Juices	15,907.26	14,281.63	14,900.00	12,300.00	61.5%	"
5021 · Wine	92,078.61	47,522.31	106,650.00	56,880.00	40%	"
Total 5010 · BAR - COST OF GOODS	261,624.80	142,835.21	279,750.00	168,096.00		
5015 · BAR - OTHER COST OF GOODS SOLD						
5022 · Bar Comp	816.53	79.25	1,000.00	250.00		
5013 · Laundry	8,905.09	2,643.23	10,000.00	5,000.00		
5016 · Misc. Bar Supplies	22,718.81	9,721.37	22,000.00	15,000.00		
5020 · Uniforms	531.00	0.00	650.00	500.00		
Total 5015 · BAR OTHER COST OF GOODS SOLD	32,971.43	12,443.85	33,650.00	20,750.00		
5050 · FOOD SERVICE - COST OF GOODS						
5063 · Seafood	30,663.42	22,920.72	29,800.00	32,365.00	9.189% of \$352,206	
5053 · Dairy	46,947.61	30,803.43	46,500.00	50,365.00	14.30%	"
5054 · Dry Goods	59,069.41	47,270.81	58,000.00	62,870.00	17.85%	"
5056 · Frozen	26,699.86	39,127.79	25,500.00	27,507.00	7.81%	"
5059 · Meat	117,857.76	99,829.70	115,000.00	124,682.00	35.4%	"
5061 · Produce	52,075.07	39,008.51	50,200.00	54,417.00	15.45%	"
Total 5050 · FOOD SERVICE - COST OF GOODS	333,313.13	278,960.96	325,000.00	352,206.00	41% of food sales	
5075 · Indirect Costs						
6220 · Food Service Supplies	14,036.69	8,463.98	12,000.00	10,000.00		
5051 · Comp Meals	3,615.88	3,267.41	5,000.00	5,000.00		
5064 · Discounted Meals	234.05	333.16	250.00	500.00		
5055 · Food Service Cost - Other	19,151.13	41,488.96	20,000.00	27,000.00		
5058 · Laundry	34,933.41	13,247.04	35,000.00	25,000.00		
5076 · Delivery/Fuel Surcharge	984.70	521.00	1,000.00	1,000.00		
5062 · Uniforms	(2,322.31)	1,127.02	0.00	1,200.00		
Total 5075 · Indirect Costs	70,633.55	68,448.57	73,250.00	69,700.00		
5100 · DIRECT LABOR						
5102 · Payroll						
5104 · Bonus	27,070.00	20,136.00	30,000.00	30,000.00		
5103 · Commission	29,485.71	5,766.72	25,000.00	15,000.00		
5102 · Payroll - Other	641,311.89	500,661.15	655,000.00	655,000.00	Includes \$1 min wage inc	
Total 5102 · Payroll	697,867.60	526,563.87	710,000.00	700,000.00		
5110 · Employee Benefits						
5111 · Employer Payroll Tax	83,642.87	50,613.88	85,000.00	85,000.00	12.0%	
5112 · Health Insurance	50,128.44	39,057.30	55,000.00	47,000.00		
5114 · Worker's Comp	101,982.29	60,454.41	99,000.00	91,700.00	14.4%	
Total 5110 · Employee Benefits	235,753.60	150,125.59	239,000.00	223,700.00		
Total 5100 · DIRECT LABOR	933,621.20	676,689.46	949,000.00	923,700.00		
Total COGS	1,635,224.13	1,179,399.37	1,663,650.00	1,535,952.00		

NEW BUSINESS - continued

□ 2021 Budget approval

□ Business Budget – continued

Expense					
6015 · Bad Debt/Write Off	7,213.01	61.21	1,000.00	500.00	
6120 · Bank Service Charges	1,565.21	791.79	1,700.00	1,500.00	
6140 · Cash Over/Short	-162.42	-85.42	100.00	100.00	
6155 · Credit Card Merchant Fees	39,746.48	32,663.03	35,000.00	40,000.00	
6170 · Dues and Subscriptions	9,723.36	11,464.51	9,000.00	10,000.00	
6200 · Employee Benefits					
6202 · Health Insurance	13,633.53	11,516.81	16,500.00	10,000.00	
6560 · Payroll Expenses	20,541.65	14,620.64	20,200.00	19,500.00	
6404 · Salaries	208,691.25	163,798.71	202,000.00	195,000.00	
6405 · Work Comp	22,481.18	15,689.10	22,000.00	17,550.00	
Total 6200 · Employee Benefits	265,347.61	205,625.26	260,700.00	242,050.00	
6210 · Equip Lease, Rental & Purchas	10,114.75	9,266.37	10,000.00	10,000.00	
6215 · Florist	606.75	0.00	750.00	600.00	
6225 · Insurance	46,849.00	45,205.50	57,380.00	60,000.00	
6240 · Legion Decor Etc.	618.27	394.32	500.00	500.00	
6245 · Licenses and Permits	3,730.00	4,431.00	3,500.00	3,500.00	
6251 · Marketing/Advertising	94.68	1,344.89	1,200.00	2,000.00	
6255 · Miscellaneous	0.00	0.00	0.00	-	
New-Employee Development & Training			5,000.00	1,000.00	
6260 · Music and entertainment	51,700.00	11,500.00	64,200.00	30,000.00	
6270 · Office Supplies	5,242.63	3,652.27	5,000.00	5,000.00	
6271 · Parking	34.80	0.00	50.00	50.00	
6275 · Postage and Delivery	4,133.58	4,010.66	3,200.00	5,000.00	
6280 · Printing and Reproduction	14.01	500.76	500.00	750.00	
6285 · Professional Fees					
6287 · Human resources	1,531.25	667.40	1,500.00	1,000.00	
6288 · Accounting	1,000.00	1,000.00	2,000.00	1,000.00	
6289 · Legal Fees	500.00	0.00	1,500.00	-	
6285 · Professional Fees - Other	3,200.00	600.00	0.00	500.00	
Total 6285 · Professional Fees	6,231.25	2,267.40	5,000.00	2,500.00	
6295 · Rent	144,756.60	111,818.94	140,000.00	140,000.00	
6300 · Repairs & Maintenance					
6310 · Marina	5,232.90	2,415.79	5,000.00	3,000.00	
6301 · Building	16,705.08	26,893.48	25,000.00	20,000.00	
6303 · Computer	17,152.64	8,487.95	15,000.00	7,500.00	
6305 · Equipment Repairs	34,104.39	13,595.76	25,000.00	20,000.00	
6307 · Janitorial Exp	26,229.18	63,105.87	25,000.00	50,000.00	
6308 · Office	-	350.00	500.00	500.00	
Total 6300 · Repairs & Maintenance	99,424.19	114,848.85	95,500.00	101,000.00	
6325 · Security Systems	5,098.20	1,294.09	4,500.00	0	
6330 · Tax					
6332 · Property	20,821.69	20,940.52	21,200.00	22,000.00	
6330 · Tax - Other	102.50	0.00	150.00	100.00	
Total 6330 · Tax	20,924.19	20,940.52	21,350.00	22,100.00	
6340 · Telephone	8,633.46	6,709.05	8,000.00	8,500.00	
6350 · Travel & Entertainment					
6353 · Mileage Reimbursement	16,800.00	11,900.00	16,800.00	16,800	
Total 6350 · Travel & Entertainment	16,800.00	11,900.00	16,800.00	16,800.00	
6365 · Uniforms	596.93	225.04	750.00	750.00	
6390 · Utilities					
6391 · Cable	4,275.65	2,106.03	4,000.00	5,000.00	
6392 · Electric	26,969.31	24,206.28	25,000.00	28,000.00	
6393 · Gas	8,927.84	6,865.11	9,000.00	8,000.00	
6394 · Waste Disposal	10,657.18	9,651.79	10,500.00	12,000.00	
6395 · Water	7,230.55	3,590.44	6,500.00	5,000.00	
6396 · Internet	3,129.06	2,936.57	3,500.00	3,500.00	
Total 6390 · Utilities	61,189.59	49,356.22	58,500.00	61,500.00	
Total Expense	810,226.13	650,186.26	809,180.00	765,700.00	
Net Ordinary Income	-147,979.09	-426,349.70	-191,622.00	-487,073.00	
Other Income/Expense					
Other Income					
8040 · Interest Income.	9,553.71	3,846.00	4500.00	1,000.00	
8050 · Other Income	8,785.34	19,654.04	1,500.00	16,000.00	
8070 · Facility Fee					
8072 · Supplemental	96,300.00	83,915.00	109,000.00	96,000.00	
8070 · Facility Fee - Other	387,405.00	221,007.50	316,000.00	316,000.00	
Total 8070 · Facility Fee	483,705.00	304,922.50	425,000.00	412,000.00	
Total Other Income	502,044.05	328,422.54	431,000.00	429,000.00	
Other Expense					
8590 · Taxes					
8591 · State	15.00				
Total 8590 · Taxes	15.00				
8550 · Other Expenses	-	0.00	0.00		
Total Other Expense	15.00	0.00	0.00		
Net Other Income	502,029.05	328,422.54	431,000.00	429,000.00	
Net Income (Loss)	\$ 354,049.96	\$ (97,927.16)	\$ 239,378.00	\$ (58,073.00)	

NEW BUSINESS - continued

- 2021 Budget approval
- Membership Budget

Newport Harbor Post 291 of The American Legion, INC.					
	Proposed Membership Budget 2021v2				Notes
	2019 Actual	2020 Actual thru 10/31	2020 Annual Budget	2021 Budget	
Income-					
4100 - AL Merchandise Sales					
4101 - Caps and Covers	\$ 397.00	\$ 70.00	\$ 350.00	\$ 300.00	
4100 - AL Merchandise Sales - Other	9,140.00	3,869.93	7,500.00	5,000.00	
Total 4100 - AL Merchandise Sales	9,537.00	3,939.93	7,850.00	5,300.00	
4125 - Interest Income	-	0.00	0.00	0.00	
4500 - ATM Fee Income	1,976.00	390.00	2,500.00	750.00	
4502 - Buffet - General Meeting	11,115.00	2,282.00	10,000.00	4,500.00	All after July 1st
4510 - Donations					
4520 - Restricted					
4524 - VEAFF Donations	2,170.00	133,529.00		120,000.00	Per Cory
4522 - Honor Guard/Rifle Squad	10,460.00	0.00	12,000.00		
4523 - POW/MIA bracelets	-	79.00		0.00	
4522 - Honor Guard -other	-	3,470.00		3,500.00	
4520 - Restricted - Other	24,115.00	0.00	30,000.00	0.00	Not used in 2020
Total 4520 - Restricted	36,745.00	137,078.00	42,000.00	123,500.00	
4510 - Donations - Other	11,223.73	22,815.87	5,000.00	25,000.00	
Total 4510 - Donations	47,968.73	159,893.87	47,000.00	148,500.00	
4529 - Boy's State Income	2,310.00	3,500.00	2,500.00	2,500.00	
4530 - Membership Fees					
4531 - Transfers	5,436.00	5,602.50	1,500.00	4,450.00	Per Jeff
4532 - New Members	41,896.00	24,098.00	32,000.00	25,750.00	Per Jeff
4533 - Renewals	222,291.50	197,836.50	219,000.00	215,870.00	Per Jeff
4534 - PUFL	5,879.40	6,843.40	6,000.00	6,530.00	Per Jeff
Total 4530 - Membership Fees	275,502.90	234,380.40	258,500.00	252,600.00	
4540 - Events					
4541 - National Commander			-	0.00	
4560 - Veteran's Day Income	200.00	0.00	-	0.00	
4042 - 4th of July					Assume fully open by July 1st.
4550 - Combo Breakfast/Lunch	700.00	0.00	1,200.00	750.00	
4543 - Lunch	5,206.00	0.00	6,000.00	5,500.00	
4544 - Raffle Tickets	21,343.00	0.00	30,000.00	20,000.00	
4545 - Pancake Breakfast	6,198.00	0.00	6,500.00	6,500.00	
4042 - 4th of July - Other	5,192.00	0.00	7,000.00	7,000.00	
Total 4042 - 4th of July	38,639.00	0.00	50,700.00	39,750.00	
4552 - Halloween	1,700.00	0.00	4,000.00	3,000.00	
4563 - Casino Night	1,970.00	0.00	2,000.00	2,000.00	
4547 - Officer Installation	803.00	0.00	1,000.00	-	Assume not open before July 1st
4557 - New Year's Eve	7,200.00	5,040.00	15,000.00	15,000.00	
4564 - Paint Nite	-	0.00	0.00	0.00	
4562 - WWII/Korea	276.00	0.00	300.00	275.00	Maybe after July 1st
4540 - Events Other		7,630.00	5,000.00	5,000.00	
Total 4540 - Events	50,788.00	12,670.00	78,000.00	65,025.00	
4600 - Law and Order	32.00	0.00	100.00	0.00	
4650 - Seabreeze Advertising	(600.00)	0.00	-	0.00	
4660 - Specific Fundraising					
4669 - Vietnam Welcome Home	6,850.00	0.00	6,800.00	0.00	May not have in 2021; depends on fundraising
Total 4660 - Specific Fundraising	6,850.00	0.00	6,800.00	0.00	
Total Income	405,479.63	417,056.20	413,250.00	479,175.00	
Cost of Goods Sold					
5075 - Indirect Costs					
5051 - Comp Meals	-	0.00	0.00	0.00	
Total 5075 - Indirect Costs		0.00	0.00	0.00	
Total COGS		0.00	0.00	0.00	
Gross Profit	405,479.63	417,056.20	413,250.00	479,175.00	
Expense					
6000 - AL Emblems & Caps					
6002 - Legion Apparel	7,107.06	4,885.82	5,000.00	2,500.00	
6000 - AL Emblems & Caps - Other	9,273.46	5,640.75	3,000.00	3,000.00	
Total 6000 - AL Emblems & Caps	16,380.52	10,326.57	8,000.00	5,500.00	
6120 - Bank Service Charges	234.58	1,095.50	0.00	500.00	
6035 - Boy's State Expenses	20,149.75	0.00	21,000.00	16,915.00	Per Jim Urdike
6047 - Chaplain's Expense	1,882.03	349.66	3,000.00	3,000.00	
6048 - Commander's Discretionary Exp	660.10	177.64	2,000.00	2,000.00	
6049 - Convention Delegate Fees	830.00	10.00	1,000.00	1,000.00	
6155 - Credit Card Merchant Fees	2,308.46	2,669.07	2,000.00	4,200.00	
6170 - Dues and Subscriptions	2,026.79	864.00	1,000.00	1,000.00	
6200 - Employee Benefits					
6202 - Health Insurance	8,264.80	6,888.97	11,000.00	8,500.00	

NEW BUSINESS - continued

□ 2021 Budget approval

□ Membership Budget – continued

6202 - Health Insurance	8,264.80	6,888.97	11,000.00	8,500.00
6560 - Payroll Expenses	7,439.39	5,854.20	7,850.00	7,500.00
6404 - Salaries	84,133.29	72,423.95	90,000.00	85,000.00
6405 - Work Comp	3,460.77	2,837.54	3,500.00	3,500.00
Total 6200 - Employee Benefits	103,298.25	88,004.66	112,350.00	104,500.00
6210 - Equip Lease, Rental & Purchase	269.56	0.00	300.00	300.00
6222 - Honor Guard/Rifle Squad	120.50	74.60	150.00	150.00
6225 - Insurance	6,046.00	4,408.00	6,000.00	8,400.00
6235 - Law & Order Expenses	7,481.63	0.00	7,500.00	
6240 - Legion Decor Etc.	2,884.11	1,724.65	2,500.00	2,000.00
6245 - Licenses and Permits	772.00	620.00	500.00	750.00
6252 - Membership General Mtg Buffet	8,579.97	2,033.12	8,000.00	3,150.00
6253 - Member Benefits	10,059.25	6,220.00	12,000.00	8,000.00
6255 - Miscellaneous	-	0.00	0.00	0.00
6270 - Office Supplies	463.16	685.89	400.00	750.00
6271 - Parking	380.20	0.00	500.00	0.00
6275 - Postage and Delivery	1,660.12	2,462.69	2,000.00	3,000.00
6280 - Printing and Reproduction	2,659.13	2,789.77	2,500.00	5,000.00
6285 - Professional Fees				
6288 - Accounting	7,800.00	8,000.00	15,000.00	8,000.00
6289 - Legal Fees	54,832.29	100.00	15,000.00	15,000.00
6285 - Professional Fees - Other	1,795.00	0.00	0.00	0.00
Total 6285 - Professional Fees	64,427.29	8,100.00	30,000.00	23,000.00
6300 - Repairs & Maintenance				
6301 - Building	185.00	261.27	1,000.00	500.00
6302 - Computer	2,824.00	240.00	250.00	500.00
6305 - Equipment Repairs	549.09	807.85	500.00	500.00
6308 - Office		47.41		100.00
6309 - Parking Lot	167.02	0.00	500.00	500.00
Total 6300 - Repairs & Maintenance	3,725.11	1,358.53	2,250.00	2,100.00
6321 - Sea Breeze Mailing Expense	360.53	351.85	1,000.00	0.00
6322 - Sea Breeze Printing Expense	(5,000.00)	1,163.07	-	0.00
6325 - Security Systems	4,530.05	405.00	4,500.00	1,000.00
6330 - Tax	60.00	10.00	60.00	10.00
6345 - Transmittals-				
6346 - Per Capita	1,978.00	2,006.50	2,000.00	2,000.00
6345 - Transmittals - Other	131,712.00	113,184.00	137,000.00	120,000.00
Total 6345 - Transmittals	133,690.00	115,190.50	139,000.00	122,000.00
6350 - Travel & Entertainment				
6354 - Per Diem	150.00	0.00	150.00	150.00
6352 - Hotel Expense	1,163.01	0.00	1,200.00	1,200.00
6355 - Convention Expenses-		0.00		
6359 - Convention Per Diem	3,750.00	0.00	5,300.00	4,000.00
6358 - Convention Lodging	10,335.86	0.00	14,000.00	12,000.00
6357 - Convention Mileage	1,161.02	0.00	1,200.00	1,200.00
6356 - Convention Airfare	6,651.30	0.00	9,000.00	7,000.00
6355 - Convention Expenses - Other	129.14	0.00	500.00	500.00
Total 6355 - Convention Expenses	22,027.32	0.00	30,000.00	24,700.00
6351 - Meals & Entertainment	1,121.73	1,036.21	1,500.00	2,000.00
6350 - T&E Other	-		500.00	0.00
6353 - Mileage Reimbursement	325.39	0.00	100.00	0.00
Total 6350 - Travel & Entertainment	24,787.45	1,036.21	33,450.00	28,050.00
6365 - Uniforms	595.11	0.00	750.00	0.00
6390 - Utilities				
6394 - Waste disposal		37.50		0.00
Total 6390 - Utilities		37.50		
6397 - Website Maintenance	385.85	765.00	1,000.00	1,000.00
6398 - Membership Database	29,768.98	14,270.23	24,000.00	24,000.00
6510 - Donations-				
6517 - Restricted				
6522 - VEAFF Expense	881.95	52,639.00	30,000.00	100,000.00
6519 - Honor Guard	2,790.83	2,875.92	2,000.00	2,500.00
6517 - Restricted-Other	1,587.46	0.00		0.00
Total 6517 - Restricted	5,260.24	55,514.92	32,000.00	102,500.00
6516 - Service Officer Expense-				
6521 - Unrestricted	27,069.63	10,864.88	25,000.00	10,000.00
Total 6516 - Service Officer Expense	27,069.63	10,864.88	25,000.00	10,000.00
6515 - Oratorical Contest	500.00	0.00	500.00	0.00
6510 - Donations. - Other	26,171.91	11,800.00	25,000.00	20,000.00
Total 6510 - Donations.	59,001.78	78,179.80	82,500.00	132,500.00
6540 - Event Expenses				
6564 - Paint Night	-	0.00	0.00	0.00
6563 - Casino Night	2,726.55	0.00	4,000.00	2,750.00
6561 - WWII/Korea Luncheon	4,439.01	0.00	5,000.00	0.00
6541 - 4th of July-		0.00		
6543 - Lunch Food Cost	3,032.00	0.00	3,000.00	3,000.00
6542 - Breakfast Food Cost	1,919.00	0.00	2,500.00	2,500.00
6541 - 4th of July - Other	16,022.01	0.00	20,000.00	20,000.00
Total 6541 - 4th of July	20,973.01	0.00	25,500.00	25,500.00

NEW BUSINESS - continued

- 2021 Budget approval
- Membership Budget – continued

6558 - Veterans' Day	500.00		200.00	200.00
6553 - New Year's Eve	11,274.25	0.00	14,500.00	10,000.00
6552 - Nat'l Commander's Visit	1,120.00			0.00
6551 - Memorial Day	3,960.83	0.00	5,000.00	0.00
6550 - Halloween Party	2,620.38	0.00	3,000.00	2,000.00
6546 - AL Officer Installation	2,481.61	0.00	2,500.00	0.00
6540 - Event Expenses - Other	-	6,975.20	5,000.00	4,500.00
Total 6540 - Event Expenses	50,095.64	6,975.20	64,700.00	44,950.00
6660 - Fundraising Expenses				
6661 - Vietnam Welcome Home Expenses	10,088.00	80.54	10,000.00	0.00
Total 6660 - Fundraising Expenses	10,088.00	80.54	10,000.00	0.00
Total Expense	565,661.90	352,437.25	585,910.00	548,725.00
Net Ordinary Income (Loss)	-160,182.27	64,618.95	-172,660.00	-69,550.00
Other Income/Expense				
Other Income-				
8030 - Sons of the American Legion		0.00	0.00	
8040 - Interest Income	533.69	355.13	500.00	150.00
8071 - Replacement Gate Cards	3,595.00	1,920.00	3,300.00	2,500.00
8080 - Replacement Membership Card	290.00	100.00	200.00	150.00
Total Other Income	4,418.69	2,375.13	4,000.00	2,800.00
Other Expense				
8590 - Taxes		0.00	0.00	0.00
8591 - State	-	0.00	0.00	0.00
Total Other Expense	0.00	0.00	0.00	0.00
Net Other Income	4,418.69	2,375.13	4,000.00	2,800.00
Net Income (Loss)	-\$155,763.58	\$66,994.08	-\$168,660.00	-\$66,750.00

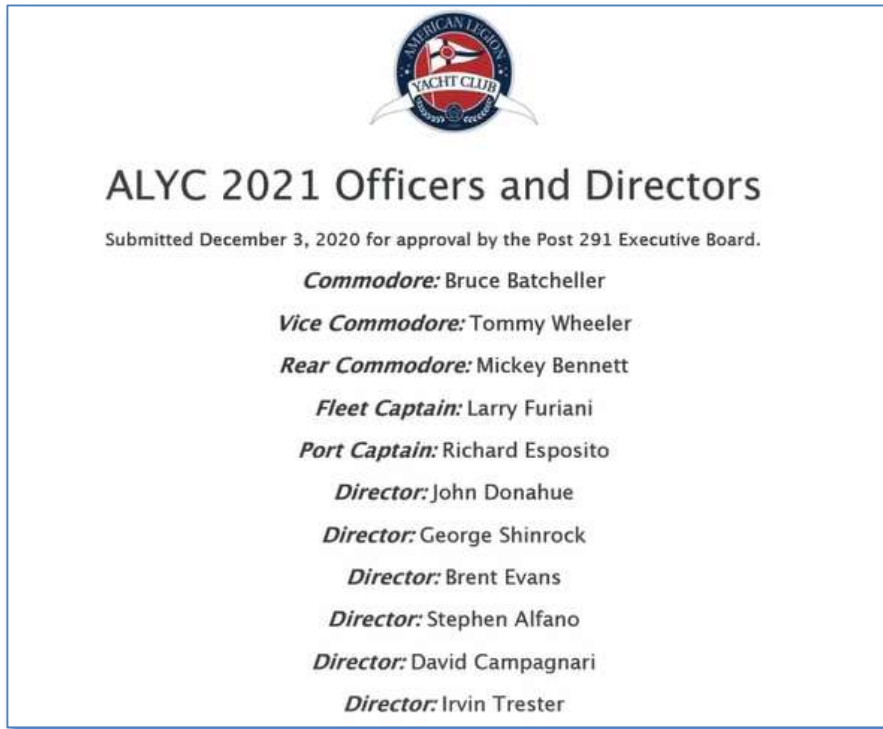
- Capital Budget

Newport Harbor Post 291	
Proposed 2021 Capital Budget	
Budget Categories	Amounts
Bar remodel	\$50,000.00
Marina-Dock fingers	24,500.00
Air Conditioning	200,000.00
Bar window lowering	6,000.00
Security cameras, DVR cabinet & re-cabeling	10,000.00
Total	\$290,500.00
Projected Account Balances @ 12/31/20 (w/o VEAF)	\$ 1,352,820.00
Capital Expenditures From above	(290,500.00)
Projected Budget (Loss) for 2021	(124,823.00)
Estimated Account Balances at 12/31/21	\$ 937,497.00

- A motion was made to approve the Business, Membership and Budgets as presented.
 - Discussion about bar remodel – Capital Budget
 - Discussion about approval of Capital Budget expenditures requiring per item expenditures
 - M/S/C: The motion to approve the Business, Membership and Capital Budgets as presented was carried.
- Heroes Landing event
 - A motion was made to authorize the funding of food catering for the Heroes Landing Christmas Party at a cost not to exceed \$2,000.
 - M/S/C: The motion to authorize the funding of food catering for the Heroes Landing Christmas Party at a cost not to exceed \$2,000 was carried.

NEW BUSINESS - continued

- ❑ ALYC 2021 Officer and Director Approval



- ❑ A motion was made to approve the 2021 ALYC Officers and Directors.
 - ❑ M/S/C: The motion to approve the 2021 ALYC Officers and Directors was carried.

GOOD OF THE LEGION

- ❑ Upcoming election process – Online election option

ADJOURNED: Approximately 2140 hours.