



**AMERICAN LEGION NEWPORT HARBOR POST 291  
EXECUTIVE BOARD MINUTES  
VIA GoToWEBINAR  
THURSDAY, FEBRUARY 4, 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 checked="" type="checkbox"/> Brian Fleming Jr., M.a.L.
<input checked="" type="checkbox"/> Bob Brennen, 1 <sup>st</sup> Vice	<input checked="" type="checkbox"/> Bob Wine, Finance Officer	<input checked="" type="checkbox"/> Robert Wright, M.a.L.
<input type="checkbox"/> Anthony Morales, 2 <sup>nd</sup> Vice – exc.	<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 <sup>rd</sup> 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:** Anthony Morales, Bob Grundmeyer

**INTRODUCTION OF GUESTS & GUEST COMMENTS:** Dan Ferrari

**Affiliates and Programs Reports:**

- ☐ Auxiliary Unit 291 – President Cindy Edes - Valentines raffle drawing underway Dry run of drawing done. Blood drive on February 15. Pendleton baby shower collection underway.
- ☐ SAL Squadron 291 – Vice Commander Jeff Gottfredson – Approved several contributions at last E Board meeting. On target for collecting/delivering \$100,000 in donations. Fish and golf tournament being planned. Membership renewals ahead of last year.
- ☐ ALYC – Vice Commodore Tommy Wheeler – Membership renewal = 739. Letters going out. New Treasurer – John Donahue - is on account. 2021 budget has been completed. Bank balance is \$182,000. January 23 Change of Watch meeting was online. GMM will be February 11. Some online events planned. Whale Regatta being planned.
- ☐ Honor Guard – Commander Brian Fleming Jr. – Steady activity. Practices being done. Planning for participating in Department and National Convention competitions. Still working on member recruiting efforts.

**Minutes Approval**

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

## Correspondence

- Adjutant Mike Berdine – None to report

## Committee Reports

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



**House Committee**

## Issues/Improvements

- Menu Testing
  - Daily value specials
  - Higher priced items
- Storm Damage
  - Smoking gazebo
- Umbrellas
  - Bar patio
  - Three additional
- Marina
  - Hot dock report
  - Loose dock float

**Need OD volunteers**

- Finance Committee
  - Met January 20
    - Followed routine agenda
    - Balanced accounts to meet FDIC insurance requirements
    - Reviewed Post and SAL financial statements
      - SAL statement was complete and well formatted
      - PPP loans – forgiveness and new loan – being processed

## Committee Reports - continued

- Donations Committee – Cory Vigil
- Orange County Health Care Agency is starting rental assistance program in the county
  - Will cut demand for Post 291 assistance for next 60 days
- Report

**Current Financial Results:** 6521 Unrestricted Service Officer balance is \$13,180.74 and 6517 VEAF Restricted expenses is \$8,936.02 for the year 2021.

Current balance in the VEAF restricted account is \$107,060.84

### Veterans Served in January:

#### A. Items approved or rejected:

1. Torres, **ARMY veteran**, requested rental assistance for \$1,040.00. Father passed away and he covered burial expenses. Family was referred by VA office in Anaheim.
2. Munoz, **NAVY veteran**, requested auto repair for the amount of \$405.00. Employer cut hours because business closed down for 30 days due to COVID. Referred from the Orange Elks.
3. Sion, **USMC veteran**, requested motel voucher 2 weeks as veteran was homeless for the amount of \$1041.01. Veteran has been linked with the VA Hud-Vash program.
4. Marcheschi, **USMC veteran**, requested auto payment for the amount of \$286.05 as his educational benefits were not processed for the month of January. Student veteran was referred from Saddleback College at the VRC.
5. Lamonte, **USMC veteran**, requested rental assistance for the amount of \$1000.00 because wife lost job due to COVID closure. Referred from Families Forward.
6. Rivera, **ARMY veteran**, requested childcare assistance for the amount of \$700.00 as veteran husband just passed away recently. Referred by the Tustin Family Resource Center.
7. Polanco, **USMC veteran**, requested assistance for \$272.00 with vehicle registration. Veteran lost employment due to COVID. Referred by the Santa Ana VA.
8. Cyrus, **USMC veteran**, requested rental assistance for \$1670.00 as he continues to test positive for COVID. Impacting his employment. Self-referral.
9. Antio, **NAVY veteran**, requested rental assistance for \$600.00. Veteran is going through a difficult divorce. Referred by Coastline Community College in Newport Beach.
10. Reid, **AIR FORCE veteran**, requested assistance with gas and gift cards equal to \$250.00. Veteran's hours have been decreased. Referred by Tustin Family Resource Center.
11. Kelley, **ARMY veteran**, requested assistance with \$100.00 in gas cards. Referred by Patriots and Paws.
12. Mathis, **NAVY veteran**, requested rental assistance for \$422.00. referred by the Anaheim VA CBOC.
13. Bea, **NAVY veteran**, requested additional for \$1,500.00. Daughter is in ICU-COVID related. Referred by 43<sup>rd</sup> congressional office.

Total is **\$9286.02**

8 referrals for disability compensation.

3 homeless veterans have linkage to services now.

2 referrals to legal services.

5 VA referrals

7 applications denied.

Will be purchasing \$1000.00 in TJ Maxx clothing cards for older children of veteran families.

## Committee Reports - continued

### □ Election Voting Committee – Jim Updike

#### Why?



- **Post Bylaws Sections 3.6.1 and 7.5.2**
  - 2021 election to be held during the May General Membership meeting
  - Voters must be present at the meeting to vote
- **Post access curtailed due to the COVID restrictions**
  - Do not know when restrictions will lift
- **Committee goal**
  - Make sure members view voting process as safe and fair

#### Two Voting Options



- **Plan A**
  - If access to the Post is permitted
  - Members to attend the in-person meeting
  - Cast ballots at the meeting
- **Plan B**
  - If access to the Post is restricted
  - Virtual meeting
  - Ballots cast online

#### Plan A Detail



- **May General Membership Meeting**
  - In-person and balloting at GMM
  - Balloting as in past
  - Paper ballots
  - Membership verified by Election Committee
  - Ballot counting done by appointed Tellers of Election.

#### Plan B Detail




- **May General Membership Meeting**
  - Held via GoToWebinar
  - Balloting through online platform
  - Same as used by ALYC for November 2020 elections

## Committee Reports - continued

### □ Election Voting Committee

#### Plan B Requirements




- **Security**
  - **Tamper proof**
  - **Instill confidence**
- **Fair and equal opportunity to participate**
- **Easy and intuitive**
- **Guarantee anonymity**
- **Help desk**
- **Correct connection problems**

#### Prior Experience




- **ALYC November 2020 elections**
  - **Platform – Wild Apricot**
  - **Membership management software**
  - **Secure voting is primary feature**

#### Proposed Process



- **To implement**
  - **Purchase subscription = \$3,480**
    - **Lower cost than other options**
  - **Load member data**
    - **Straightforward process**
    - **Secure access**

#### Proposed Process



- **Appx. two weeks before May GMM**
  - **Send invitation to all members**
  - **Include registration link**
  - **System to verify**
    - **Post 291 Legionnaire**
    - **Member in good standing**
    - **Eligible to vote**



## Committee Reports - continued

### □ Election Voting Committee

#### Proposed Process



- Appx. one week before May GMM
  - Mock meeting
    - Log on to platform
    - Cast sample ballot
    - Build user experience and confidence

#### Proposed Process



- May GMM
  - Review meeting and voting process
  - Attendee roll call
    - Confirm eligibility
    - Adjourn to continue – 1 to 2 hours
  - Each member will be sent email
    - Button linked to Wild Apricot ballot

#### Proposed Process



- May GMM - continued
  - Ballot – voting process
    - Member makes selection
    - System restricts
      - Duplicate selections
      - Number of selections, e.g., only 2 Members at Large out of many candidates
    - Help desk

#### Proposed Process



- May GMM - continued
  - After designated voting period
    - Results
      - System counts results
      - Tellers of Election can verify
    - Meeting reopens
      - Results announced

## Committee Reports - continued

### □ Election Voting Committee

#### Communication Plan



- To Post Legionnaires
  - Start communication soon
  - Emphasize May election to be held
    - If restrictions lifted
      - In person as in past
    - If not
      - Online voting
      - Updates to follow

#### Communication Plan



- When final process decision
  - Communicate to members
    - Plan A or Plan B
  - If Plan B
  - Detailed process information
    - How, when and where to access the voting system
    - Alternative access options, e.g., library computers. etc.
    - Reassure security and reliability
  - Mailing to members without email addresses

Also post election  
information page to  
[AL291.com](http://AL291.com)

#### Timeline



## Commander Comments/Announcements

### Commander's Comments / Report

- **Appointments — Election Committee 2021**

- To be announced and approved at GMM

Wednesday 10 February

- **Mike Lipscombe, Chair**
    - Former Post 291 Adjutant
    - Former Post 291 Service Officer
  - **John Lindgren**
    - Former Post 291 Adjutant
    - Former Post 291 Member at Large
  - **Bob Carolan**
    - Former Post 291 Commander

### Election Committee Nomination

#### 7.5. Election of Officers

**7.5.1. Election Committee** – The Election Committee has the responsibility to insure the integrity of the election of Post officers. To help establish members' confidence in the election Post members have the right to approve Election Committee members. No later than the February General meeting the Commander must nominate an Election Committee consisting of three past Post Officers. Election Committee member cannot be or become a candidate for the current election or be directly related to someone nominated for office. Election Committee nominees must be approved by majority vote of Post members at the February General meeting. The Commander must submit substitute Election Committee nominees if any nominee is rejected by the vote. The duties of the Election Committee are: to verify the eligibility of voters, monitor the voting to insure that each eligible member can vote only once for each office, count the votes, and announce the results.

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

- **Recent Activities**

- **Reopening of Outdoor Patio Dining** Wednesday 17 January
  - **Drive-thru Food Service Closed — High Winds** Monday 25 January
  - **West Patio shade damaged and fabric torn** Monday 25 January
  - **Smoking Shelter Structure blown over fence** Monday 25 January
    - Carried back into place by Chef Ulises Dominguez and Wait Captain Camilo Sabogal and crew
    - Repaired and anchors strengthened by SAL Commander Tim Sullivan

Smoking Shelter — Temporarily Relocated



Smoking Shelter — Restored





## Commander's Comments / Report (cont)

- Upcoming Events / Meetings
  - GMM 7:00 pm Wednesday 10 February
  - Next E-Board Meeting 6:30 pm Thursday 4 March
  - GMM 7:00 pm Wednesday 10 March
- Actions Underway
  - Training / Career Development training for Staff
  - Compliance with new OSHA requirements for COVID-19 documentation
  - Discussions with City on Audit
    - Letter to Community Development Director Thursday 7 January  
— Copies to City Council Members and City Manager
    - Letter to Community Development Director Friday 15 January  
— Copies to City Council Members and City Manager
    - Videoconference canceled Thursday 21 January
    - Awaiting reply back from Community Development Director

## Current Post Operations

- Post 291 is partially open:
  - Administrative services at Front Office window
  - Drive-thru takeout food and beverage service — also open to public
  - Outdoor patio dining for Post 291 Family members and guests
  - Marina
- Drive-thru takeout food service available daily — and open to public
- No in-person meetings may be held at the Post
- All Post 291 Family meetings must be held by videoconference
- Videoconferencing (Webinars) will continue indefinitely as primary method for holding Post meetings
- Marina is open — wet slip and dry storage renters have access to vessels
- Reopening Planning Committee continues to explore additional options
- Support of military veterans needing assistance continues

## Rules — Outside Patio Dining

- 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
- No more than two tables may be adjoined — with no more than ten people — for family group dining
- Tables are cleaned after each set of users has departed

## Commander Comments/Announcements – continued

### 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
- Vaccinations available at VA Long Beach for veterans
  - Enroll / Sign Up at: <https://www.va.gov/health-care/covid-19-vaccine/>
- Vaccinations in Orange County being scheduled by Othena
  - Enroll / Sign Up at: <https://othena.com>
- — Expect current operating mode to continue through April or May

## OFFICERS' REPORTS

### ADJUTANT – Mike Berdine

- No report

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

- No report
- The Commander presented a Membership Summary

Post 291 Membership Summary		
End of January 2021		
• Membership — Thursday 31 December 2020		4,201
◦ Rebaseline 2021 Membership: January 2021):		
• Member Renewals for 2021	3,513	
• New Members	9	
• Transfers In	5	
• TOTAL ACCESSIONS for 2021	3,529	
◦ Minus (During January 2021):		
• Member Deaths	7	
• Transfers Out	5	
• TOTAL ATTRITIONS for 2021	12	
• Membership — Sunday 31 January 2021		3,517
• Membership Goal for 2021:		3,991
— Not Yet Renewed from 2020	710	

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

- Excused - No report

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

- Boys State
  - Nominations – same as last year
  - Zoom interviews this weekend

## OFFICERS' REPORTS - continued

### JR. PAST COMMANDER – Doug Nye

- ☐ No report

### FINANCE OFFICER – Bob Wine

- ☐ Condensed P and L statement

				AL 291 BUSINESS P&L BY CLASS					2/3/2021			
YTD 2020		ADMIN	BAR	RESTAUR	BANQUET	TOT REST BANQ	HALL	CUSTODIAL	MARINA	TOTAL	PYC	DIFF
TOT INC		3,600	2,151	49,241	0	49,241	0		57,596	112,588	201,911	-89,323
COGS			8,891	65,380	9,311	74,691				83,582	128,995	-45,414
GP		3,600	-6,740	-16,139	-9,311	-25,450	0		57,596	29,006	72,915	-43,909
	GP %		-313%	-33%		-52%						
EXPENSES		6,326	1,927	6,414		6,414	8,204	4,957	23,234	51,062	79,036	-27,974
NET ORD INCOME		-2,726	-8,667	-22,553	-9,311	-31,864	-8,204	-4,957	34,362	-22,056	-6,121	-15,935
OTHER INC		12,391		33		33				12,424	27,756	-15,332
OTHER EX											0	
NET INCOME		9,664	-8,667	-22,520	-9,311	-31,831	-8,204	-4,957	34,362	-9,632	21,635	-31,268
BANK BALANCE												
			PYC									
WELLS FARGO		220,832.69	255,672.49									
UNION		198,951.83	215,732.74									
COMERICA		246,656.85	246,391.73									
CHASE		216,979.30	200,001.00									
CD'S		1.23	359,207.78									
B OF A		250,009.00										
FARMERS		250,044.19										
		1,383,475.09	1,277,005.74									

**OFFICERS' REPORTS** - continued☐ **FINANCE OFFICER – Bob Wine**☐ **Cashflow**

Newport Harbor Post 291							
Cash Flow projection for the Period 02/02 - 04/30/2021							
				2/2-2/28	3/1-3/31	4/1-3/30	
Cash: Beginning *				\$ 1,280,017.82	\$ 1,247,806.12	\$ 1,182,633.81	
Add: Cash Inflows-							
Membership fees				25,000.00	3,000.00	3,000.00	
Marina rents				28,176.71	26,000.00	26,000.00	
Curbside/Rest sales @ \$2000/day				52,000.00	62,000.00	60,000.00	
Facility fees				-	-	10,000.00	
ALYC Rent							
Total Cash Inflows				105,176.71	91,000.00	99,000.00	
Deduct: Cash Outflows-							
Food & bev. Cost @ 50%				26,000.00	31,000.00	30,000.00	
Payroll**				72,000.00	80,000.00	80,000.00	
Health insurance				3,923.61	4,683.01	4,683.01	
Liability insurance					8,762.50		
Marina Ins				5,947.00	1,829.00	1,829.00	
Officers Ins				-	2,109.00	-	
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	
Credit Card				2,500.00	2,500.00	2,500.00	
Credit Card Fees				1,164.80	1,388.80	1,344.00	
Misc				1,400.00	1,400.00	1,400.00	
Capital Expenditures				3,453.00	-	-	
Property Tax						10,393.07	
Mileage				1,400.00	1,400.00	1,400.00	
Total Cash Outflows				137,388.41	156,172.31	154,649.08	
Cash: Ending				\$ 1,247,806.12	\$ 1,182,633.81	\$ 1,126,984.73	
Monthly Increase (decrease)				\$ (32,211.70)	\$ (65,172.31)	\$ (55,649.08)	
Cumulative Increase (Decrease) from 3/24				\$ 7,401.12	\$ (57,771.19)	\$ (113,420.27)	
*Doesn't include VEAF fund							
** Includes P/R taxes & WC							

**HISTORIAN – Richard Frauenzimmer**☐ No report**SERGEANT AT ARMS – Bob Grundmeyer**☐ Excused - No report



## **OFFICERS' REPORTS** - continued

### **CHAPLAIN – Ken Wilson**

- ☐ New members were contacted
- ☐ Condolence cards were sent
- ☐ Renewal member call project
- ☐ Presented Marketing and Communications Committee Report



### **AL291 Marketing & Communications Committee (MCC) Report to the E-Board Minutes**

Meeting held on Monday, January 25, 2021

5:00 p.m. – 6:05 p.m.

ZOOM meeting hosted by Chase

- A. In attendance were Ken Wilson, John Wakeham, Nick Giordano, Anthony Morales, Jeff Pagano, Bob Wine, and Chase Wickersham
- B. Discussed "planned giving" with Bob Wine. The MCC asked for a new "donation" landing page with links to other pages for planned giving, VEAF and procedures for stock and asset gifts. It was suggested that a draft page be designed by Mizka.
- C. Discussed membership issues including the large number of members who have not renewed and the drop in new members. MCC offered to make calls. MCC suggested that calls from a veteran would be most effective. Bob reported that Nina in the front office would begin making calls. A script was offered for volunteers and Nina which will be prepared by Chase and John Wakeham. The script was delivered the next day to Mike Berdine.
- D. Report by Ken Wilson on the "welcome to the Post" calls with 9 calls made in the last month. New members are down from last year so the 7-8 volunteers are only asked to make one or two calls.
- E. Ken Wilson asked about a "text" to give program.
- F. The 4<sup>th</sup> of July fund raising program was discussed. It includes the raffle campaign that was cancelled in 2020, the promotion of the breakfast which is open to the public and the need for sponsors to cover costs. The MCC offered to take over the fund raising and sponsorship parts of the program.
- G. The database project and the letter to membership was reviewed by Bob and he said that 200-300 cards were returned for input to the database. Mike Berdine is handling this.
- H. Next meeting will be in February on the 15<sup>th</sup> at 5PM. Meeting was adjourned about 6:05PM

### **SERVICE OFFICER – Cory Vigil**

- ☐ No report

### **JUDGE ADVOCATE – Burt McChesney**

- ☐ No Judge Advocate report
- ☐ Security Committee update
  - Hard to secure perimeter
  - No serious issues over last several months
  - Security cameras system recording
  - Recommendations include signage, motion activated lighting and additional Seaport Security service



## **OFFICERS' REPORTS** - continued

### **MEMBERS AT LARGE**

- ☐ No report

### **UNFINISHED BUSINESS**

- ☐ None

### **NEW BUSINESS**

- ☐ Memorial Day Campaign for VEAF
  - ☐ Need project plan
- ☐ A motion was made to approve recommendations of the Election Voting Committee including the one-year subscription purchase of \$3,450 of Wild Apricot for, if required, online voting at the May General Membership Meeting
  - ☐ M/S/C: The motion to approve recommendations of the Election Voting Committee including the one-year subscription purchase of \$3,450 of Wild Apricot for, if required, online voting at the May General Membership Meeting carried.

### **GOOD OF THE LEGION**

- ☐ Bruce Batcheller advised that an ALYC member is willing to do on-site COVID testing at the Post
  - ☐ Bruce will forward information for consideration

**ADJOURNED: Approximately 2055 hours.**