



**AMERICAN LEGION NEWPORT HARBOR POST 291
EXECUTIVE BOARD MINUTES
VIA GoToWEBINAR
THURSDAY, MARCH 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 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 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: Kevin Van Otterloo

INTRODUCTION OF GUESTS & GUEST COMMENTS: Bob Carolan, Dan Ferrari, Evin Planto, John Lindgren, Mike Lipscombe, Chase Wickersham, Tommy Wheeler

Affiliates and Programs Reports:

- ☐ Auxiliary Unit 291 – President Cindy Edes – March 8 poppy stuffing. Collecting for Bags of Love and Troop Shipping. Membership renewals going OK.
- ☐ SAL Squadron 291 – Commander Tim Sullivan – Not shown as attending at start of meeting.
- ☐ ALYC – Commodore Bruce Batcheller – Membership renewal = 765 . Bank balance = \$191,000. Online events held and planned. Hut refresh committee formed.
- ☐ Honor Guard – Commander Brian Fleming Jr. – Steady activity compared to past years. Practices being done. Practice started for Department and National Convention competitions.

Minutes Approval

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

- Red Tier Opening
 - 2 – 4 weeks
 - Plan in place
 - 25% indoor dining
- Umbrellas
 - Bar patio
 - Three additional
- Marina
 - No open issues
- Continuing Menu Testing
 - Daily value specials
 - Higher priced items

House Committee

toast

Home / Reports

Sales Custom Date 02-01-2021 03-03-2021 All Hours

All Employees More Update

Return to Analytics & Reports

Sales Summary Orders **Order Details** Payments Shifts Cash Activity Audit Cas

Order Details

Menu Item Summary

25 Items per page Showing 1 to 24

Menu Item	Menu Group	Menu	Qty	Net Amount
Cheeseburger	Specials (Copy)	SPECIALS	565	\$5,088.00
Well Vodka	Vodka	BAR DRINKS	367	\$1,984.54
Turkey Club	Specials (Copy)	SPECIALS	336	\$4,634.00
Lobster Tail	Specials (Copy)	SPECIALS	241	\$8,025.00
Bloody Mary	Cocktails	BAR DRINKS	238	\$1,307.81

Need OD volunteers

Committee Reports - continued

- ❑ Finance Committee – Bob
 - ❑ Met February 17
 - ❑ Followed routine agenda
 - ❑ Reviewed Post and SAL financial statements
 - ❑ SAL statements are improving
 - ❑ PPP loans – forgiveness and new loan – being processed
 - ❑ Employee tax credits program being explored
 - ❑ Capital budgeting discussed
- ❑ Election Committee – Mike Lipscombe
 - ❑ Direction for voting options (A – in person or B - online) should be made at April meeting
 - ❑ Question and answers about voting process and proposed rules
 - ❑ Concern about length of time for meeting end election process
 - ❑ Concern about low turnout if online
 - ❑ Notification to members
 - ❑ Members to notified both email (if have email) and USPS hard copy (if no email)
 - ❑ Why not have in person voting?
 - ❑ Will explore other options
- ❑ Donations Committee – Cory Vigil
 - ❑ \$16,000 + spent from VEAF account
 - ❑ Balance \$97,000 +
 - ❑ Will cut demand for Post 291 assistance for next 60 days

Current Financial Results: 6517 VEAF Restricted expenses is \$16,152.30 for the year 2021.

Current balance in the VEAF restricted account is \$97,494.35

Veterans Served in February:

A. Items approved or rejected:

1. Smith, **ARMY veteran**, requested rental assistance for \$1,000.00. POST 291 active member. Unemployed at the moment and on standby. Fixed income.
2. Ramirez, **ARMY veteran**, requested rental assistance for \$1000.00. Tested positive for COVID and missed 3 weeks of work. FMLA didn't cover. Referral from the Tustin Family Resource Center.
3. McCloskey, **NAVY veteran**, requested motel voucher for a week in the amount of \$423.59. Enrolled in the EHA program with Volunteers of America. Referred by the Santa Ana VA.
4. Campa, **USMC veteran**, requested rental assistance for \$1000.00 and \$100.00 in Walmart cards. Veteran just graduated from Trinity Law School. Studying for bar exam and looking for employment.
5. Tabba, **USMC veteran**, requested rental assistance for the amount of \$1000.00. Student veteran referred by Coastline Community College in Newport Beach.
6. Veteran, **USMC veteran**, requested gift card for food (\$100.00) as veteran has cancer and is on special diet. Referred by Hoag hospital and linked with caretaker.
7. Cunningham, **USMC veteran**, requested motel voucher for the amount of \$. Referred by the VA Long Beach as veteran was homeless. Orientation is February 24th for hud-vash-voucher.
8. Weidenbach, **NAVY veteran**, requested rental assistance for the amount of \$1,725.00. Referred by the Tierney Center as family didn't qualify for the ER Program.

Total is **\$6,866.28**

Committee Reports - continued

□ Donations Committee – continued

Donation applications or Important Information:

Life Aid Las Vegas Retreat – On Thursday, Feb.18, 2021 catered lunch and dinner for 60 Veterans at Post 40 in Henderson, NV. Used unrestricted funds for this. \$600.00

□ Marketing Communications – Chase Wickersham

□ Fourth of July

□ May be able to improve financial results

	Jan - Dec 19	Jan - Dec 18	\$ Change	% Change
4042 · 4th of July Income				
4550 · Combo Breakfast/Lunch	700.00	1,400.00	-700.00	-50.0%
4543 · Lunch	5,206.00	5,698.00	-492.00	-8.64%
4544 · Raffle Tickets	21,343.00	30,985.00	-9,642.00	-31.12%
4545 · Pancake Breakfast	6,198.00	6,603.00	-405.00	-6.13%
4042 · 4th of July - Other	5,192.00	7,216.00	-2,024.00	-28.05%
Total 4042 · 4th of July	38,639.00	51,902.00	-13,263.00	-25.55%
6541 · 4th of July Expenses				
6543 · Lunch Food Cost	3,032.00	2,331.00	701.00	30.07%
6542 · Breakfast Food Cost	1,919.00	2,217.00	-298.00	-13.44%
6541 · 4th of July - Other	16,022.01	19,982.41	-3,960.40	-19.82%
Total 6541 · 4th of July Expenses	20,973.01	24,530.41	-3,557.40	-14.5%
Net Income	17,665.99	27,371.59		

4th of July Income 2021

Combo Breakfast/Lunch	\$1,000	(25 paid guests at \$40 each)
Lunch	\$6,250	(350 served and 250 paid guests at \$25 each)
Raffle Tickets	\$50,000	(10,000 at \$5 each)
Pancake Breakfast	\$12,000	(800 served and 600 paid guests at \$20 each)
Other/Sponsors	\$5,000	
Total Income	\$74,250	

4th of July Expenses 2021

Lunch Food Costs	\$2,500
Breakfast Food Costs	\$3,500
Other	\$17,000
Total Expenses	\$23,000

Net Income \$51,250

Food costs reviewed and accepted by Dennis

□ Need to start contribution solicitations early

Committee Reports - continued

- Marketing Communications Committee – continued
 - Reviewed some activities
 - Chase Wickersham announced his resignation

Commander Comments/Announcements

Commander's Comments / Report

• Recent Activities

- West Patio shade repair completed
- Fourth of July Committee appointed
- Campaign Rules for 2021 and Election Rules for 2021 recommended by Election Committee

Commander's Comments / Report (cont)

• Upcoming Events / Meetings

- | | | | | |
|-------------------------|----------------------|---------|-----------|-----------|
| ○ GMM | [First Nominations] | 7:00 pm | Wednesday | 10 March |
| ○ Pacific Daylight Time | | 2:00 am | Sunday | 14 March |
| ○ St. Patrick's Day | | | Wednesday | 17 March |
| ○ Next E-Board Meeting | | 6:30 pm | Thursday | 1 April |
| ○ Easter | | | Sunday | 4 April |
| ○ GMM | [Second Nominations] | 7:00 pm | Wednesday | 14 April |
| ○ E-Board Meeting | | 6:30 pm | Thursday | 6 May |
| ○ GMM | [Election] | 7:00 pm | Wednesday | 12 May |
| ○ Department Convention | [Videoconference] | | | June |
| ○ National Convention | Phoenix, AZ | | Friday | 27 August |

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

Commander Comments/Announcements – continued

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

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 February 2021		
• Membership — Saturday 31 January 2021		3,517
◦ Plus (During February 2021):		
• Member Renewals for 2021	137	
• New Members	16	
• Transfers In	11	
• TOTAL ACCESSIONS during February	166	
◦ Minus (During February 2021):		
• Member Deaths	22	
• Transfers Out	6	
• TOTAL ATTRITIONS during February	28	
• Membership — Sunday 28 February 2021		3,655
• Membership Goal for 2021:		3,991

OFFICERS' REPORTS - continued

1ST VICE COMMANDER – Bob Brennen– Membership

- ❑ No report
- ❑ The Commander spoke about a membership promotion going to Drive Thru customers



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

- ❑ Alerting bands may open in May or June

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

- ❑ Boys State
 - ❑ 25 candidates selected out of a field of 30
 - ❑ Recognized committee members
 - ❑ To be held virtually
- ❑ Election Voting Committee
 - ❑ Outlined process
 - ❑ Test with E-Board members planned

JR. PAST COMMANDER – Doug Nye

- ❑ House Committee needs to consider staying open later
- ❑ Gene Anderson illness

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OFFICERS' REPORTS - continued

FINANCE OFFICER – Bob Wine

☐ Cash flow projection

Newport Harbor Post 291					
Cash Flow projection for the Period 03/2 - 5/31/2021					
			3/2-3/31	4/1-4/30	5/1-5/31
Cash: Beginning *			\$ 1,288,517.49	\$ 1,255,737.49	\$ 1,205,320.42
Add: Cash Inflows-					
Membership fees			12,000.00	6,000.00	3,000.00
Marina rents			25,248.00	26,000.00	26,000.00
Curbside/Rest sales @ \$2500/day			75,000.00	75,000.00	77,500.00
Facility fees			4,940.00	10,000.00	-
Total Cash Inflows			117,188.00	117,000.00	106,500.00
Deduct: Cash Outflows-					
Food & bev. Cost @ 50%			37,500.00	37,500.00	38,750.00
Payroll**			80,000.00	85,000.00	80,000.00
Health insurance			-	5,115.00	5,115.00
Liability insurance			-	-	-
Marina Ins			1,829.00	1,829.00	1,829.00
Officers Ins			2,109.00	-	-
Covid-19 Cleaning			4,000.00	5,000.00	4,000.00
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			1,680.00	1,680.00	1,736.00
Misc			1,400.00	1,400.00	1,400.00
Capital Expenditures			3,450.00	-	-
Property Tax				10,393.07	-
Mileage			1,400.00	1,400.00	1,400.00
Total Cash Outflows			149,968.00	167,417.07	152,330.00
Cash: Ending			\$ 1,255,737.49	\$ 1,205,320.42	\$ 1,159,490.42
Monthly Increase (decrease)			\$ (32,780.00)	\$ (50,417.07)	\$ (45,830.00)
Cumulative Increase (Decrease) from 3/24			\$ 15,332.49	\$ (35,084.58)	\$ (80,914.58)
*Doesn't include VEAF fund					
** Includes P/R taxes & WC					

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OFFICERS' REPORTS - continued

☐ **FINANCE OFFICER – Bob Wine**

☐ Profit and Loss

AL 291 BUSINESS P&L BY CLASS								3/3/2021				
YTD 2021	ADMIN	BAR	RESTAUR	BANQUET	TOT REST BANQ	HALL	CUSTODIAL	MARINA	TOTAL	PYC	DIFF	
TOT INC	3,602	13,662	124,679		124,679			83,233	225,176	360,058	-134,882	
COGS		24,134	130,943	17,878	148,821				172,955	242,810	-69,855	
GP	3,602	-10,472	-6,265	-17,878	-24,142	0		83,233	52,221	117,248	-65,027	
GP %		-77%	-5%		-19%							
EXPENSES	18,230	8,628	15,919	435	16,353	14,233	11,808	43,927	113,179	149,524	-36,345	
NET ORD INCOME	-14,628	-19,100	-22,183	-18,312	-40,495	-14,233	-11,808	39,306	-60,958	-32,276	-28,682	
OTHER INC	30,868		74		74				30,942	48,547	-17,605	
OTHER EX										0		
NET INCOME/-LOSS	16,240	-19,100	-22,109	-18,312	-40,421	-14,233	-11,808	39,306	-30,016	16,271	-46,288	

☐ PPP loan update

☐ Loan forgiveness in process

☐ New loan

☐ Bank requested some documents that are not used by Post

☐ Other documents requested

☐ In process

HISTORIAN – Richard Fraenzimmer

☐ No report

SERGEANT AT ARMS – Bob Grundmeyer

☐ No report

CHAPLAIN – Ken Wilson

☐ New members were contacted

☐ Calls being made to members

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OFFICERS' REPORTS - continued

SERVICE OFFICER – Cory Vigil

- ☐ VEAF Memorial Day Campaign being planned
- ☐ VEAF report

Veteran Emergency Assistance Fund (VEAF)

During 2020, the VEAF provided these services:

- 153 motel nights for 34 individual homeless veterans or veteran families.
- 47 individual veterans or veteran families received rental assistance to keep them housed.
- 16 vehicles owned by veterans were repaired.
- 26 gas cards were distributed.
- 35 Walmart gift cards were distributed for emergency food or baby supplies.
- 41 veterans were given financial support for special needs such as:
 - Medical deductibles
 - Dental costs
 - Emergency clothing
 - Utility bills
 - Bus passes
 - Emergency airline tickets
 - Moving expenses
 - Cemetery charges for placing a grave marker for a Korean war veteran
 - Cremation costs for a veteran's parent

In 2020, the Veteran Emergency Assistance Fund (VEAF) granted applications for **\$84,096** in emergency services to local veterans and veteran families. We expect \$120,000 in 2021.

In addition, the Service Officer, Cory Vigil, negotiated numerous times with 25 other local veteran service providers to share costs so that a veteran's application for assistance would not be rejected.

All donations to the VEAF are considered "restricted" and are maintained in a separate bank account to ensure that they are only used to help veterans in need. Veterans apply with an application so that their veteran status can be verified and their needs and current financial situation can be reviewed by the Service Officer. The VEAF has become an important resource because it is able to respond quickly and will partner with all local service providers.

Your generous donations will allow this program to continue helping our local veterans.

JUDGE ADVOCATE – Burt McChesney

- ☐ No report

MEMBERS AT LARGE

- ☐ Comment was made to be positive and move forward

Affiliates and Programs Reports: (late admission to webinar).

- ☐ SAL Squadron 291 – Commander Tim Sullivan – Presented with Largest Squadron Award. Membership up. \$137,000 in bank. All board members rerunning. May 28 and 29 Golf and fishing tournament moving forward. Art Jimenez condition is improving.

UNFINISHED BUSINESS

- ☐ None

NEW BUSINESS

- ☐ A motion was made to approve the 2021 Election Rules and Election Campaign Rules as presented
 - ☐ M/S/C: The motion to approve the 2021 Election Rules and Election Campaign Rules as presented carried.

GOOD OF THE LEGION

- ☐ None

ADJOURNED: Approximately 2115 hours.