



**AMERICAN LEGION NEWPORT HARBOR POST 291
EXECUTIVE BOARD MINUTES
VIA GOTOWEBINAR
THURSDAY, MAY 6, 2021**

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 checked="" type="checkbox"/> Kevin Van Otterloo, M.a.L. |
| <input type="checkbox"/> Open 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 Frauentzimmer, Historian | <input type="checkbox"/> Nick Giordano, M.a.L. – exc. |

Excused: Nick Giordano

INTRODUCTION OF GUESTS & GUEST COMMENTS: Bob Brower, Mickey Bennett, Evin Planto

Affiliates and Programs Reports:

- Auxiliary Unit 291 – 2nd Vice President Dana Johnston – Always looking for new members. Poppy fund-raising month. May 15 Troop shipping packing. Janice Flanigan Still accepting donations.
- SAL Squadron 291 – Commander Tim Sullivan – Dropped off call.
- ALYC – Commodore Bruce Batcheller – Membership renewal = 918 Bank balance = \$178,000. Overview of activities.
- Honor Guard – Commander Brian Fleming Jr. – New member added. Eleven services in April. Memorial Day planned for parking lot with vehicle parking in Veterans Park.

Minutes Approval

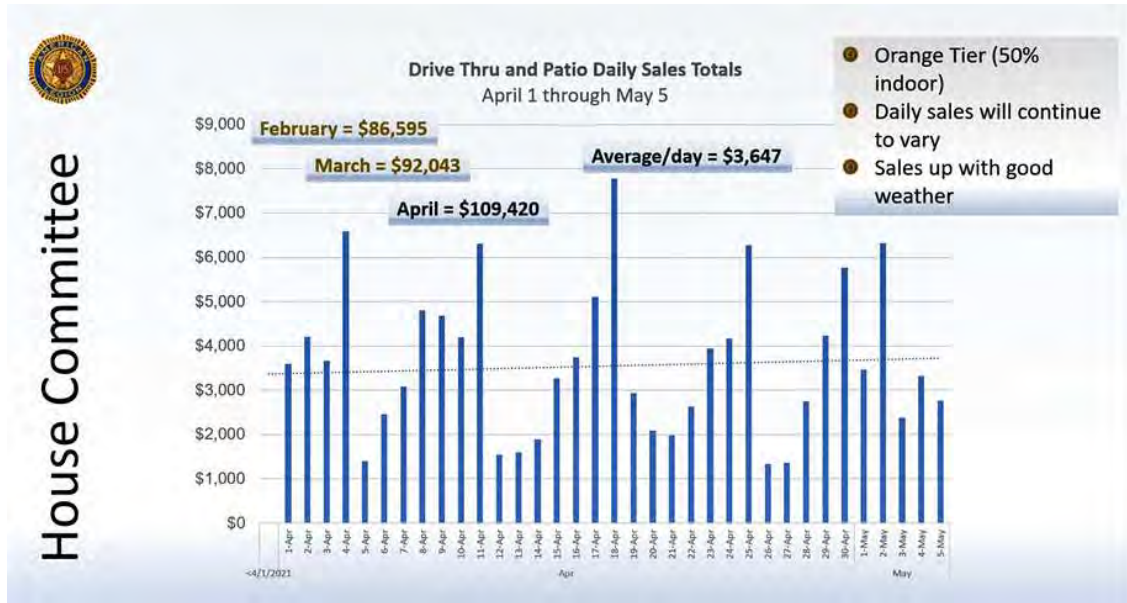
- All Board members received copies of the April 1, 2021 Executive Board Minutes
 - The Commander asked for a motion to approve the April 1, 2021 Executive Board Minutes
 - M/S/C: The motion to approve the April 1, Executive Board Minutes was carried.

Correspondence

- Adjutant Mike Berdine – None to report

Committee Reports

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



Issues/Improvements

- Orange Tier to Yellow
 - No practical effect
- Tableside ordering
 - As of May 3
- Patio activities
 - Gatherings
- Marina
 - Electrical panel cable
- Continuing Menu Testing
 - Daily value specials
 - Higher priced items

- Finance Committee – Bob Wine
 - Met April 21
 - Followed routine agenda
 - Reviewed Post and SAL financial statements
 - New PayPal account approved for donations
- Voting Process Committee – Mike Berdine
 - Some improvements being made
 - Registration communication

Committee Reports - continued

- Voting Process Committee – continued
 - Comment - Process needs to be clarified
- Election Committee – no report
- Donations Committee – Cory Vigil

Current Financial Results: 6517 VEOF Restricted expenses is \$30,002.86 for the year 2021-

Current balance in the VEOF restricted account is \$115,014.05

Veterans Served in April:

A. Items approved or rejected:

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1. Martin, **ARMY veteran**, requested rental assistance for \$1,887.00. Referred by Santa Ana VA.
2. Jaber, **AIR FORCE veteran**, requested assistance with motel voucher for \$327.05, referred by Battle Buddies Bridge VOA. Veteran was linked to housing at Villages of Cabrillo in Long Beach.
3. Rowland, **ARMY veteran**, requested assistance with motel voucher for \$460.00. Referred by the HB American Legion to cover second week.
4. Hernandez, **USMC veteran**, requested assistance with motel voucher for \$522.85. Referred by Jamboree Housing and has been linked to 1736 Family Crisis Center for Hud-Vash voucher.
5. Willard, **USMC veteran** family, requested assistance with mortgage and HOA fees for \$1,409.72. Self-referral.
6. Brown, **AIR FORCE veteran**, requested rental assistance for \$1995.00 and \$318.40 for Edison bill. Newport Beach resident self-referral.
7. Ramon, **AIR FORCE veteran**, requested motel voucher for \$506.77 and has been referred to Tierney Center and Families Forward for permanent housing.
8. Ornellas, **ARMY veteran**, requested motel voucher for \$454.18 and linked to Santa Ana VA for housing. Referred by Tierney Center.
9. Hullzar, **NAVY veteran**, requested motel voucher for \$400.00. Referred by Humvee program and linked with Santa Ana VA and Tierney Center for ID.
10. Evans, **USMC veteran**, requested assistance with internet bill for \$149.98 and \$100.00 Walmart card. Referred by the Tom Boscamp from the Region 8 meeting. Student Veteran.
11. Amber Gonzalez, **ARMY spouse**, requested \$200 Walmart and \$50 TI Maxx cards.

Total is \$8780.95

- 1 veteran referred to Veteran Service Officer for Fee Waiver.
- 4 homeless veterans were assisted and linked to VA housing.
- 2 veterans linked to legal services with Veteran's Legal Institute.
- 10 veterans referred for employment services.
- 2 student veterans were assisted with financial assistance.

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Donation applications or Important Information:

Donated \$800 to the Tustin Resource Fair on 4/10/2021. 15 military families attended and were given gift cards as they are seeking services for transition.

\$500.00 for The Life Aid Connecting Women Retreat to feed 20 women veterans.

Committee Reports - continued

- Constitution and Bylaws Committee – no report

Commander Comments/Announcements

Commander's Comments / Report

• Recent Activities

- GMM [Second Nominations] Wednesday 14 April
- Parking Lot Slurry Seal Coating Tuesday 27 April
- ALYC Sundowner Monday Night Races Monday 3 May
- Seawall Cap discussion with City Officials Tuesday 4 May
- Cinco de Mayo Wednesday 5 May

Revised City Plan for Seawall

- Existing concrete seawall cap will not be replaced
 - Spalling areas will be filled and cosmetically smoothed
- Wale Beam across the length of the seawall will be used with tiebacks to reinforce and strengthen seawall
- Expected to result in ≈ \$1 million saving for the project
- Amendments to Permits will be requested
 - California Coastal Commission
 - US Army Corps of Engineers
 - Santa Ana Regional Water Control District
- Redesign will be requested from Moffat & Nichol
- Anticipate RFP release ≈ October 2021
- Revised Plan deletes requirements for and avoids:
 - Raising seawall height by 18 inches
 - New gangway
 - New drains
 - New water standpipe

Commander's Comments / Report (cont)

• Upcoming Events / Meetings

- E-Board Meeting 6:30 pm Thursday 6 May
- Mothers Day Sunday 9 May
- GMM [Election] 1:45 pm Wednesday 12 May
- Armed Forces Day Saturday 15 May
- Troop Shipping — Auxiliary 10:00 am Saturday 15 May
- Fins and Fairways — SAL 8:00 am Friday 28 May
- Memorial Day Ceremony 10:30 am Monday 31 May
- E-Board Meeting 6:30 pm Thursday 3 June
- GMM 7:00 pm Wednesday 9 June
- Installation of Officers 4:00 pm Sunday 13 June
- Flag Day Monday 14 June
- Independence Day Sunday 4 July

- Department Convention [Videoconference] Friday 25 June
- National Convention Phoenix, AZ Friday 27 Aug

Current Post Operations

- Post 291 is partially open — Orange County, Tier 3 (Orange) Rules:
 - 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
 - Indoor dining up to 50 percent of capacity
 - Outdoor gatherings of no more than 50 people
 - 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 still be held by videoconference
- 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

- Alcoholic drinks may now be ordered and served without a meal — and 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!**
- Latest CDC Guidance: Those fully vaccinated may remove masks when interacting among themselves — “Honor System” required
- 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
- Governing Direction: Blueprint for a Safer Economy, www.cdph.ca.gov
Activity and Business Tiers
- Vaccinations available at VA Long Beach for veterans
- Vaccinations in Orange County — now by walk up
- — **Note: Orange County PoDs Closing: Saturday 6 June**
- — Expect current operating mode to continue into June

Commander Comments/Announcements – continued

Reopening Planning

- Reopening Planning Committee:
 - Conducted careful review and analysis of latest direction and guidance — State, County, City, CDC, CDPH
 - Blueprint for a Safer Economy — Activities and Businesses
 - www.cdph.ca.gov —Thursday 15 April 2021
- COVID-19 still here
 - Primarily a respiratory illness
 - Transmitted among humans mostly by airborne particles and aerosols expressed from the lungs, mouth, and nose of infected individuals
 - Continuation of health and safety protocols is essential
 - Appropriate facemask usage
 - Social Distancing
 - Ventilation
 - Sanitation of shared surfaces and equipment

Expanded Reopening of Post

- Outdoor Events

○ Gatherings	[50 people or less]	Thursday	15 April
○ Music			
• Hootenanny		Tuesday	11 May
• Bands — West Patio			
○ Saturday Afternoons — with Dancing		Tuesday	15 June
○ Thursday Evenings — Jazz Nights		Thursday	24 June
○ Burn Your Own		TBD	
- Indoor Events

○ Post Family Organizational Meetings	Tuesday	15 June
○ Banquets and Hall Rentals	Tuesday	15 June
○ Line Dancing	Monday	21 June
○ Popular Music (Tuesday Evenings)	Tuesday	22 June
○ Dinner Dance (Dinner Music)	Friday	25 June
- Health and Safety Protocols

○ Facemasks	— Continuing;modified
○ Social Distancing	— Continuing
○ Ventilation	— Continuing
○ Sanitation of shared surfaces and equipment	— Continuing

GMM and Election Voting Process Wednesday 12 May 2021

- GMM — GoToMeeting Videoconference

○ Convene	1:45 pm	— Open GMM
○ Recess	2:00 pm	— Onsite Voting at Post
○ Reconvene	7:00 pm	— GMM Meeting and Business
○ Recess	≈ 7:45 pm	— Online Voting
○ Recovene	≈ 9:00 pm	— Election Results and Closing
- Voting
 - At the Post 2:00 pm to 7:00 pm
 - Membership Card required
 - Paper Ballot
 - Facemasks and Social Distancing
 - Online ≈ 7:45 pm
 - Attendance at GMM videoconference required
 - Email with link to ballot sent to qualified and eligible Post 291 Members

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 April 2021		
• Membership — Wednesday 31 March 2021		3,709
○ Plus (During April 2021):		
• Member Renewals for 2021	15	
• New Members	24	
• Transfers In	3	
• TOTAL ACCESSIONS during April	42	
○ Minus (During April 2021):		
• Member Deaths	3	
• Transfers Out	Unknown	
• TOTAL ATTRITIONS during April	3	
• Membership — Friday 30 April 2021		3,748
• Membership Goal for 2021:		3,991

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

- No report

JR. PAST COMMANDER – Doug Nye

- No report

FINANCE OFFICER – Bob Wine

- Cash flow projection

Newport Harbor Post 291			
Cash Flow Projection for the Period 05/04 - 07/31/2021			
	5/4 - 5/31	6/1 - 6/30	7/1 - 7/31
Cash: Beginning*	\$ 1,484,446.90	\$ 1,456,930.66	\$ 1,437,529.91
Add: Cash Inflows			
Membership Fees	3,000.00	3,000.00	3,000.00
Marina Rents	27,187.05	26,000.00	26,000.00
Curbside/Restaurant Sales @ \$3500/day	98,000.00	105,000.00	108,500.00
Hall Rentals	250.00	5,000.00	2,000.00
Banquet Food	840.00	22,625.00	8,600.00
Facility Fees	-	-	60,000.00
Total Cash Inflows	129,277.05	161,625.00	148,100.00
Deduct: Cash Outflows			
Food & Beverage Cost @ 45%	44,478.00	57,431.25	52,695.00
Payroll**	80,000.00	80,000.00	80,000.00
Health Insurance	5,202.57	5,115.00	5,115.00
Liability Insurance		8,345.00	
Marina Insurance	1,829.00	1,829.00	1,829.00
D&O Insurance			2,500.00
Covid 19 Cleaning	4,000.00	4,000.00	2,000.00
Repairs & Maintenance	10,000.00	1,000.00	1,000.00
Telephone	820.00	820.00	675.00
Utilities	2,945.00	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	2,218.72	2,985.50	2,671.20
Misc	1,400.00	1,400.00	1,400.00
Mileage	1,400.00	1,400.00	1,400.00
Total Cash Outflows	156,793.29	181,025.75	167,985.20
Cash: Ending	\$ 1,456,930.66	\$ 1,437,529.91	\$ 1,417,644.71
Monthly Increase (Decrease)	\$ (27,516.24)	\$ (19,400.75)	\$ (19,885.20)
* Doesn't include VEAF fund			
** Includes P&R taxes & WC			

OFFICERS' REPORTS - continued

- **FINANCE OFFICER – Bob Wine**
- Profit and Loss

AL 291 BUSINESS P&L BY CLASS											5/5/2021	
YTD 2021	ADMIN	BAR	RESTAUR	BANQUET	TOT REST BANQ	HALL	CUSTODIAL	MARINA	TOTAL	PYC	DIFF	
TOT INC	3,600	54,459	299,918	0	299,918	850		136,308	495,135	572,340	-77,206	
COGS		55,862	297,012	46,396	343,408				399,271	464,894	-65,623	
GP	3,600	-1,404	2,907	-46,396	-43,490	850		136,308	95,864	107,447	-11,583	
GP %		-3%	1%		-15%							
EXPENSES	38,111	18,349	34,910	2,362	37,272	23,239	26,597	71,181	214,750	261,921	-47,170	
NET ORD INC/LOSS	-34,511	-19,753	-32,004	-48,759	-80,762	-22,389	-26,597	65,126	-118,886	-154,474	35,588	
OTHER INC:												
Facility Fees	71,969								71,969	77,733	-5,764	
PPP	254,100								254,100		254,100	
NET INCOME	291,558	-19,753	-32,004	-48,759	-80,762	-22,389	-26,597	65,126	207,183	-76,741	283,924	
BANK BALANCES:	5/5/2021	5/5/2020										
WELLS FARGO	211,195.14	323,201.81										
UNION	210,923.86	257,024.34										
COMERICA	246,709.70	246,491.80										
CHASE	249,652.63	292,579.33										
CDs	1.26	360,688.51										
B OF A	250,015.00											
FARMERS	250,093.52											
CITY Nat'l	210,000.00											
	1,628,591.11	1,479,985.79										

HISTORIAN – Richard Fraenzimmer

- No report

SERGEANT AT ARMS – Bob Grundmeyer

- Working on ADA allowed questions re: service dogs

CHAPLAIN – Ken Wilson

- Mothers' Day tribute to be sent
- Jim Updike service being planned

SERVICE OFFICER – Cory Vigil

- Memorial Day campaign update

JUDGE ADVOCATE – Burt McChesney

- No report

MEMBERS AT LARGE

- Comment – How is the Marketing Committee being utilized?
 - Being reformed
- Comment – Plan for Election Committee

UNFINISHED BUSINESS

- Bylaws updates
- First recommendation

Richard Fraenzimmer

No comment

Suggested Change

5.8.2. Recall. All officers, including the Junior Past Commander, can be recalled (relieved from responsibility and authority of an Executive Committee member) by majority vote of members in good standing present and voting at a General Meeting following the recall announcement at a previous General Meeting. A petition signed by 5 % of Post members, or by at least two-thirds of all voting-eligible elected officers, can initiate a recall. After the Executive Committee receives the petition, the subject officer must be notified and offered an opportunity to resign. If the officer resigns, the recall is terminated. If the officer does not resign, then the Executive Committee must schedule a recall election at a General Meeting. If the recall passes, the officer is no longer on the Executive Committee; and a search for a replacement officer commences. If the recall fails, then the officer retains the office. The Executive Committee cannot obstruct a recall petition.

- A motion was made to approve the change of the second sentence of 5.8.2 from “A petition signed by 200 members ...” to “A petition signed by 5% of members ...”
 - Discussion
 - Maybe too many signatures as a percentage required
 - M/S/C: The motion to approve the change of the second sentence of 5.8.2 from “A petition signed by 200 members ...” to “A petition signed by 5% of members ...” carried.

- Second recommendation

Burt McChesney

Comment:

Since we create an Audit Committee, I recommend that we delete the language making the Judge Advocate responsible for an annual financial audit but remain responsible for the Performance Audit.

Judge Advocate. The Judge Advocate duties shall be to: advise the Post Commander on the interpretation or modifications of the Post's Bylaws and Rules, Regulations and Policies; and to be responsible for the annual financial audit required by the Department of California of The American Legion, and for the annual Post Responsibility Audit.

- A motion was made to approve the change of the Judge Advocate duties, removing “responsible for the annual financial audit required by the Department of California of The American Legion and”
 - Discussion
 - Conversation about the scope of the Department audit
 - M/S/C: The motion to approve the change of the Judge Advocate duties, removing “responsible for the annual financial audit required by the Department of California of The American Legion and” carried.

UNFINISHED BUSINESS

- Bylaws updates - continued
- Third recommendation

Jon Reynolds

Comment

Current text in Article XII, Delegates, was carried over from current Post 291 Bylaws approved in 2009. However, portions of this text now conflict with Department Bylaws dated June 2020.

Suggested Change

12.2. Number of Delegates. The number of Delegates and Alternates for Post 291 are determined by Department Bylaws. Post 291 has two (2) Delegates, plus one (1) additional Delegate for each fifty (50) members or major fraction thereof, along with an equivalent number of Alternates.

12.5. Selection of Delegates and Alternates. The process for selection and certification of Post 291 Delegates and Alternates is directed by Department Bylaws. Post 291 Delegates and Alternates will be nominated by the Executive Committee and approved and elected by the Post membership by a majority vote of those present and voting at a regular General Meeting of the Post.

- A motion was made to approve changing 12.2 Number of Delegates and 12.5 Selection of Delegates and Alternates to the above verbiage.
 - M/S/C: The motion to approve changing 12.2 Number of Delegates and 12.5 Selection of Delegates and Alternates to the above verbiage carried.
- A motion was made to approve the proposed bylaws update as amended by the above three motions.
 - M/S/C: The motion to approve the proposed bylaws update as amended by the above three motions carried.

NEW BUSINESS

- Field of Honor – Cory Vigil
 - A motion was made to approve a donation of \$1,800 to Fields of Honor.
 - M/S/C: The motion to approve a donation of \$1,800 to Fields of Honor carried.
- Single Mother Veteran Mother’s Day Meal – Cory Vigil
 - A motion was made to approve a donation of up to \$1,000 to pay for Mothers Days meals for ten mothers and their families
 - M/S/C: The motion to approve a donation of up to \$1,000 to pay for Mothers Days meals for ten mothers and their families carried.
- A motion was made to send a very simply worded description of the 2021 onsite and online election process via email blasts to Post 291 Legionnaires this coming Friday, Monday and Tuesday
 - M/S/C: The motion to send a very simply worded description of the 2021 onsite and online election process via email blasts to Post 291 Legionnaires this coming Friday, Monday and Tuesday carried.
- A motion was made to confirm the ability of Post members to contact other Post members and encourage them to vote
 - Discussion
 - After discussion, the motion was withdrawn

GOOD OF THE LEGION

- None

ADJOURNED: Approximately 2200 hours.