



**AMERICAN LEGION NEWPORT HARBOR POST 291
EXECUTIVE BOARD MINUTES
THURSDAY, 01 JULY 2021**

CALL TO ORDER: Appx. 1803 HRS

INVOCATION: Ken Wilson

PLEDGE OF ALLEGIANCE: Commander Evin Planto

ROLL CALL:

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> Evin Planto, Commander | <input checked="" type="checkbox"/> Ed Infante, Judge Advocate | <input checked="" type="checkbox"/> Kevin Van Otterloo, M.a.L. |
| <input checked="" type="checkbox"/> Brian Fleming Jr., 1 st Vice | <input checked="" type="checkbox"/> Bob Wine, Finance Officer | <input checked="" type="checkbox"/> Eric Schroeder, M.a.L. |
| <input type="checkbox"/> Anthony Morales, 2 nd Vice | <input checked="" type="checkbox"/> Bob Grundmeyer, Sgt-at-Arms | <input checked="" type="checkbox"/> Nick Giordano, M.a.L. |
| <input checked="" type="checkbox"/> Cindy Baker, 3 rd Vice | <input checked="" type="checkbox"/> Cory Vigil, Service Officer | <input checked="" type="checkbox"/> Wayne Zippi, M.a.L. |
| <input checked="" type="checkbox"/> Jon Reynolds, Jr. Past Comm | <input checked="" type="checkbox"/> Ken Wilson, Chaplain | <input checked="" type="checkbox"/> Mike Schubert, M.a.L. |
| <input checked="" type="checkbox"/> David Zamudio, Adjutant | <input checked="" type="checkbox"/> Rich Frauentzimmer, Historian | <input checked="" type="checkbox"/> Dennis De Rosia, M.a.L. |

Excused:

- Anthony Morales

INTRODUCTION OF GUESTS & GUEST COMMENTS:

- No Guest

Affiliates and Programs Reports:

- Auxiliary Unit 291 – President Cindy Edes
 - Troop Shipping on July 10 due to a request from Afghanistan and Guantanamo Bay.
 - Will support July 4th event at registration table.
- SAL Squadron 291 – Commander Tim Sullivan
 - 500 Flags given during Flag Day to promote Patriotism and Americanism.
 - From Sailing and Golf event, raised approx. \$40k and donated \$19.5k to Wounded Warrior.
- ALYC – Commodore Bruce Batcheller –
 - Members continues to grow and added 12-15 new members for month of June.
 - Bank Account is \$184k.
 - Expect this amount to lessen after Finance Officer sends invoice to be paid.
 - 4th of July Boat Parade current has 56 boats entered
 - Overview of attendees that were invited to ride. 111 people invited.
- Honor Guard – Commander Brian Fleming Jr. –
 - Services completed- 37 (avg. 6 per month)
 - Been missing corporate and public events due to COVID, mostly funeral services
 - Still recruiting since membership is low and making it hard to cover all request for services.
 - Competition Team all set and schedule for Nationals.

Minutes Approval

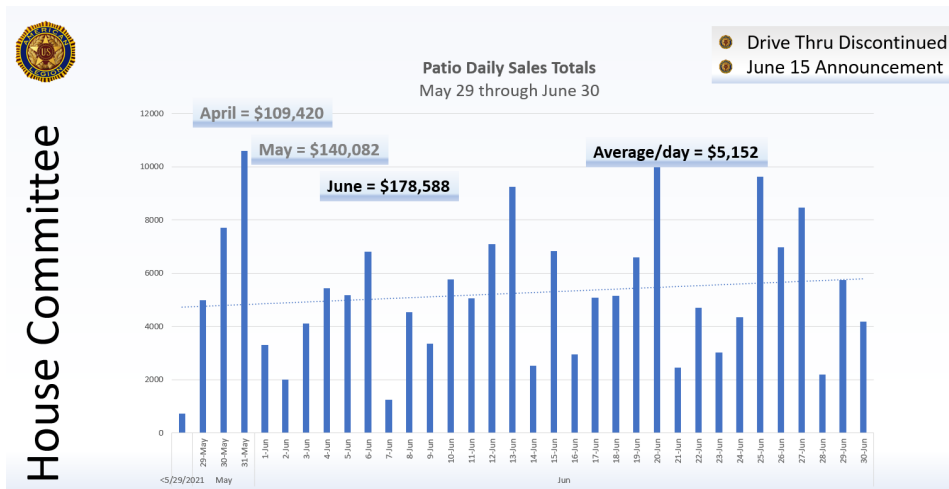
- All Board members received copies of the June 3, 2021 Executive Board Minutes
- The Commander asked for a motion to approve the June 2021 Executive Board Minutes
 - M/S/C: The motion to approve the June 3, 2021, Executive Board Minutes was carried.

Correspondence

- Adjutant David Zamudio –
 - None to Report

Committee Reports

- House Committee – David Zamudio



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- House Committee**
- ### Issues/Improvements
- Tablesiding ordering
 - Plated service started
 - More help required
 - Marina
 - Main gangway
 - Finger repair
 - Main Hall Building
 - Trim painted
 - White patch painted
 - Big top frame painted
 - Barbeques
 - #1 and #2 replacement

Committee Reports - continued on next page.

Committee Reports - continued

- Finance Committee – Bob Wine
 - Post Condensed

AL 291 BUSINESS P&L BY CLASS											6/30/2021	
YTD 2021	ADMIN	BAR	RESTAUR	BANQUET	TOT REST	HALL	CUSTODIAL	MARINA	TOTAL	PYC	DIFF	
				BANQ								
TOT INC	3,600	127,426	496,826	34,634	531,460	13,690		163,799	839,976	764,293	75,683	
COGS		106,434	499,922	74,850	574,772				681,205	682,050	-844	
GP	3,600	20,993	-3,096	-40,216	-43,312	13,690		163,799	158,770	82,243	76,527	
GP %		16%	-1%	-116%	-8%							
EXPENSES	59,338	34,739	61,097	3,389	64,486	30,785	44,530	88,484	322,363	366,497	-44,134	
NET ORD INCOME	-55,738	-13,746	-64,193	-43,605	-107,798	-17,095	-44,530	75,315	-163,593	-284,254	120,661	
OTHER INC	5,166		489		489				5,655	18,417	-12,762	
FAC FEE	125,938								125,938	62,920	63,018	
NET INCOME BEFORE PPP	75,365	-13,746	-63,704	-43,605	-107,308	-17,095	-44,530	75,315	-32,000	-202,917	170,917	
PPP LOAN FORGIVENESS	254,100								254,100		254,100	
NET INCOME/LOSS	329,465	-13,746	-63,704	-43,605	-107,308	-17,095	-44,530	75,315	222,100	-202,917	425,017	
BANK BALANCES:												
PYC												
WELLS FARGO	\$ 269,393.75	\$ 268,044.97										
UNION	219,254.01	265,928.96										
COMERICA	246,742.69	246,532.89										
CHASE	238,225.96	254,730.35										
CD'S	1.00	302,918.83										
B OF A	250,019.00											
FARMERS	250,126.96											
CITY	210,000.00											
TOTALS	\$1,683,763.37	\$ 1,338,156.00										

- Finance Committee – Bob Wine
 - Cash Flow Statement (Projection- 3 months)

Newport Harbor Post 291			
Cash Flow Projection for the Period 07/01 - 09/30/2021			
	7/1 - 7/31	8/1 - 8/31	9/1 - 9/30
Cash: Beginning*	\$ 1,554,723.00	\$ 1,550,152.15	\$ 1,566,392.30
Add: Cash Inflows			
Membership Fees	60,000.00	60,000.00	60,000.00
Marina Rents	26,000.00	26,000.00	26,000.00
Restaurant Sales @ \$4000/day	124,000.00	124,000.00	120,000.00
Hall Rentals	3,225.00	4,125.00	4,575.00
Banquet Food	19,557.00	16,852.00	28,990.00
Facility Fees	5,302.00		
Event Income (4th of July)	40,000.00		
Total Cash Inflows	278,084.00	230,977.00	239,565.00
Deduct: Cash Outflows			
Food & Beverage Cost @ 45%	64,600.65	63,383.40	67,045.50
Entertainment	8,000.00	8,000.00	8,000.00
Payroll**	150,000.00	100,000.00	100,000.00
Event Expense (4th of July)	20,000.00		
Health Insurance	5,115.00	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	2,225.00		
Covid 19 Cleaning	4,000.00	4,000.00	4,000.00
Repairs & Maintenance	1,000.00	1,000.00	1,000.00
Telephone	675.00	315.00	315.00
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	3,325.20	3,249.46	3,499.72
Misc	1,400.00	1,400.00	1,400.00
Mileage	1,400.00	1,400.00	1,400.00
Capital Outlays (phones)	2,385.00		
Total Cash Outflows	282,654.85	214,736.86	210,304.22
Cash: Ending	\$ 1,550,152.15	\$ 1,566,392.30	\$ 1,595,653.08
Monthly Increase /Decrease	\$ (4,570.85)	\$ 16,240.14	\$ 29,260.78
* Doesn't include VEAf fund			
** Includes P&R taxes & WC			

Committee Reports – continued

- Audit Committee –
 - No Report

- Donations Committee – Cory Vigil
 - Month Financial Update

Monthly Update for Service Officer	for the July 1, 2021 E-Board			
	2020 Actuals	2021 Budget	2021 Actual thru June 30	% of 2021 Budget thru June 30
6510 Donations				
6519 Honor Guard	3,279.98	2,500.00	830.85	33%
6521 Unrestricted Service Officer Expense	13,180.74	10,000.00	6,584.75	66%
6522 Restricted VEAf expense	70,916.34	100,000.00	47,314.12	47%
6515 Oratorical	-	-	-	0%
6510 Donations other	26,171.91	20,000.00	2,786.47	14%
Total 6510 expenses	113,548.97	132,500.00	57,516.19	43%
4520 VEAf current balance			123,332.08	
June Donations Out			366.47	
June VEAf Donations Out			10591.7	

- Donations Committee – Cory Vigil
 - Monthly Financial Update

AL291 Donation Committee Report To the E-Board July 1, 2021

Current Financial Results: 6517 VEAf Restricted expenses is \$47,314.12 for the year 2021.

Current balance in the VEAf restricted account is \$123,332.08

Veterans Served in June:

A. Items approved or rejected:

1. Lopez, *USMC veteran*, requested rental assistance for \$1000.00. Referred by Child Guidance Center. Family had hours cut from employer.
2. Salas, *ARMY veteran*, requested past due vehicle payment for \$1,017.38. Referred by Child Guidance Center. Pregnant with twins. Hours were cut from employer.
3. White, *USMC veteran*, requested rental assistance for \$492.11. Referred by SAL Commander Tim Sullivan. Referred to Santa Ana VA for permanent housing.
4. Cox, *USMC veteran*, requested assistance with public utilities for \$150.63. Referred by the VA Long Beach.
5. Splinter, *NAVY veteran*, requested past due auto for \$1002.96. Referred by Tierney Center. Unemployment maxed out and veteran started new job on June 7th, 2021.
6. Simpson, *ARMY veteran*, requested assistance for motel voucher in the amount of \$625.31 for family of 4. Referred by Volunteers of America – Santa Ana.
7. Machado, *ARMY veteran*, requested assistance for motel voucher in the amount of \$631.64. Referred by the Tierney Center and American Legion Tustin. Secured Hud-Vash voucher.
8. Magallanes, *USMC veteran*, daughter requested financial assistance for funeral arrangements for \$1500.00. Referred by Post member Dennis.
9. Aird, *NAVY veteran*, requested assistance with motel voucher for \$572.39. Referred by SFSC and linked with VA Long Beach.
10. Tapia, *ARMY veteran*, requested assistance with childcare for the summer as both parents got COVID at the same time. The amount was \$2,018.00. Referred by a Post member.
11. Sanchez-Gudino, *USMC veteran*, requested assistance with motel voucher for \$696.81. Referred by Human Options. Veteran lost job and is on unemployment.
12. Ortega, *NAVY veteran*, requested assistance with auto repair for \$582.94. Referred by Santa Ana VA.
13. LaFavre, *ARMY veteran*, requested assistance with past due rent of \$301.53. Referred by Long Beach VA as veteran lives in Orange County.

3 veterans filed disability compensation.
3 homeless veterans were assisted and linked to VA housing.
3 veterans referred for employment services.
1 Burial referral
10 Veterans referred to VBN

Declined 10 applications.

Donation applications or Important Information:

Total is \$10,591.70

Committee Reports - continued on next page

Committee Reports – continued

- Donations Committee – Cory Vigil
 - Spoke about Veteran’s Business Network (VBN) on July 15th.
 - Expecting large attendee turnout.
- 4th of July Committee – Mike Berdine
 - Overview of event and all assistance committee has received.
 - Have approved permit for band with amplified music in the parking lot.
 - Should have enough volunteers
- Bylaws Committee –
 - Commander states that this is still being formed.

Commander Comments/Announcements

- Commander Evin Planto
 - Thanked Jr. Past Commander and Past Adjutant for assistance in transition.
 - House Committee will have larger goals and refocus on completing initiatives to improve the post.
 - Members in this committee will have experience.

Commander’s Comments / Report

- Transition
- New Officer Support
- Looking Forward

2021-2022 Goals and Objectives for Post 291:

1. To call upon my business experience to make the post as profitable as it can be
2. To work with our talented legionnaires who know how to conduct fundraising and get more donations for our post.
3. With the increased donations do more for those in need.
4. To improve and expand the image of Post 291 in our community. Our post needs to be more involved with the city as well as the 120 local veteran organizations.
5. **And most importantly, to improve the Post 291 membership experience!**

- Raised approx. \$60k for Memorial Day Event
 - Looking to Identify donations to assist in paying for events rather than funds coming directly from the post if possible.
- Looking to expand the image of Post 291 to the community and raise the awareness to veterans outside of our Post.
- Enhance the member experience.

OFFICERS' REPORTS

ADJUTANT – David Zamudio

- ☐ No Report

1ST VICE COMMANDER – Brian Fleming Jr. – Membership

- ☐ Working on familiarizing on the membership system.
 - 3818 members at the Post
 - Next GMM will have first Induction of New Members since COVID closed the Post.
 - All new members during this period received their membership and parking card but not their covers.
 - All these new members will be invited to the GMM, over a 3-month period of time. 330 new members have joined during COVID.
 - For July GMM, hoping to have about 60 new members attend of who have invited to attend.

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

- ☐ Excused- No Report

3RD VICE COMMANDER – Cindy Baker - Speaking about Boys State and Americanism.

- ☐ Spoke about Boys State.
 - Received several emails of the delegates thanking for supporting them.
- ☐ Reaching out to the Boys Scouts and local baseball teams to sponsor.
- ☐ August 29th will be working with Girls State person from the Auxiliary to have a joint luncheon.

JR. PAST COMMANDER – Jon Reynolds

- ☐ No Report

FINANCE OFFICER – Bob Wine

- ☐ Next Finance Committee meeting will be in July.

OFFICERS' REPORTS - continued

HISTORIAN – Richard Frauenzimmer

- No Report

SERGEANT AT ARMS – Bob Grundmeyer

- Requested support for OD for 4th of July. Volunteers are starting to come forward.
 - Member brought up a situation on Paddle Boards and parking. Discussion on if allowed. Parking has limited spaces.
 - Commander Evin Planto states all points are great, but we need to look at this in more depth and will not be able to solve this evening. Mentioned to have these rules in the OD standard operating procedures.

CHAPLAIN – Ken Wilson

-

Chaplain

Chaplain Report: July 1st, 2021

1. Buddy Calls: Mike Berdine sent out approx. 440 names to 11 volunteers.
(Information still being collected to update membership data.)
2. Did 2 Memorials and 1 Wedding week of June 19 – 25.
3. Collected Raffle prizes from Avila's, Applied Medical and awaiting Poster from Memorial Care.
4. Donation Comm. Continue to discuss and review with Cory.
5. Plan to help with July 4th as needed.

SERVICE OFFICER – Cory Vigil

- Raised awareness that we may to run into a Veteran who is running into hard times or is looking for membership.
 - One of the staff who may engage with a Veteran will direct them to services that are needed. They will contact Cory to speak with the Veteran in need.
 - Don't want to put any of the staff in a situation of an unstable Veteran.

Officers' Reports - continued on next page

OFFICERS' REPORTS - continued

JUDGE ADVOCATE – Ed Infante

- Gave introduction and overview of military and professional legal career.
- Judge Advocate spoke about the Fiduciary Duties for Officers and Board Members.
 - We must have “dis-interest”.
 - When taking actions, we must use care and diligence.
 - We must all disclose our own interest (conflict of interest) to disqualify ourselves from a vote.
 - Duty of obedience- our actions must be in accordance with the mission statement, and we have taken an oath.

MEMBERS AT LARGE

- Commander Evin Planto called each M.a.L and asked for any comments or reports.
 - Kevin Van Otterloo- raised the question if we still need to continue paying the \$4k per month for the COVID cleaning.
 - Commander Evin Planto moved this question to House Committee to review this cost.
 - Mike Shubert, M.a.L.- spoke about a plaque give from the Swift Boat Sailors Association in appreciation to Post 291.
 - Dennis De Rosia, M.a.L.- No Report
 - Eric Schroeder, M.a.L.- Reiterated the Judge Advocate’s statement on Fiduciary Duties and Conflict of Interest.
 - Wayne Zippi, M.a.L.- No Report

UNFINISHED BUSINESS

- Spoke of By Law Committee starting to meet and will have more information in the coming weeks.

New Business - continued on next page

NEW BUSINESS

- Commander Evin Planto speaks about estimate on repair of dock fingers.
 - Requested Jr. Past Commander Jon Reynolds to speak on this estimate.
 - Gave background on reasons for maintenance and how it has been a safety issue. New dock fingers are plastic rather than wood and will not rot. This estimate is for two new ones and this estimate is a good. It is also recommended for approval by the House Committee.



Dock and Pier Builders, Inc.
Contractor's License 797052 A
www.swiftslipdocks.com
6351 Industry Way – Westminster, CA 92683
Telephone (949) 631-3121 - Fax (714) 509-0618

American Legion Post 291 Newport Beach
Attn: Mark Ayers
215 E. 15th Street
Newport Beach, CA 92663
Office: 949-307-6297
Email: marina@al291

6/22/2021

ESTIMATE

Remove and replace fingers 5 + 35 with the following:

- 1) Super float pontoons.
 - 2) 4x6 framing with 5x5 angel clips and 1/2" bolt, throughout.
 - 3) 2 1/2" diameter steel torsion tubes build into finger for long term stability.
 - 4) 1 x6 AZEK slate grey decking attached with stainless steel screws.
 - 5) 4-14" cleats and steel pile guides with 4 polyurethane rollers.
 - 6) 2x 12 fascia with white rub strip and corners.
- Finger 5 4' x 30'(12" pile) No knees, 28'3" to pile, 2 Electrical posts **\$10,850**
- Finger 35 3' x 23'10" No Pile, 5' x 5' Knees, 2 Electrical posts **\$8,980**
- \$19,830**

- Commander Evin Planto asks for a motion to approve the purchase of the two Dock Fingers in the amount of \$19,830.00.
- M/S/C: The Motion to approve the expenditure of \$19,830.00 to replace the two Dock Fingers was carried.

NEW BUSINESS- continued

- Commander Evin Planto speaks about estimate on replacing two Barbeque Grill on Patio.



Estimate

Grill Masters
383 W Wilson St #6
Costa Mesa, CA 92627
Mobile Phone: (949) 698-8040
grillmasters.info@gmail.com

Estimate Number: E210608606
Estimate Date: Jun 08, 2021
Payment Terms: Due On Receipt
Estimate Amount: 10,100.32
Created By: John Cross

Bill To
American Legion 291
215 15th St
Newport Beach, CA 92663
Mobile Phone: 909-938-3717
dennis@goodsamnow.com

Ship To
American Legion 291
215 15th St
Newport Beach, CA 92663
Mobile Phone: 909-938-3717
dennis@goodsamnow.com

Item Name	Quantity	Unit Price	Taxable	Total
Barbeque Crown Verity IBI36NG Infinite Series Natural Gas 36" Built-In Grill	2.00	3,800.00	X	7,600.00
Installation Grill installation including new flex line, fittings, leak test, ignition test, and demonstration.	2.00	200.00		400.00
Cutout Modification Adjusting the cutout dimensions to fit new cutout requirements	2.00	400.00		800.00
Shipping	1.00	711.32		711.32

Comments:
Lead time is 6-8 weeks

Subtotal: \$ 9,511.32
Newport Beach, CA Rate: 7.75%
Newport Beach, CA Amount: 589.00
Estimate Amount \$ 10,100.32

- Jr. Past Commander Jon Reynolds speaks on the condition of all grill and supports the estimate and need to replace two grills. It is also recommended for approval by the House Committee.
 - Commander Evin Planto asks for a motion to approve the purchase of the two barbeque grills in the amount of \$10,100.32.
 - M/S/C: The Motion to approve the expenditure of \$10,100.32 to replace the two barbeque grills was carried.
- Rich Frauzenzimmer, Historian- was recognized and addressed concern of behavior, involving alcohol during the last E Board meeting.
 - Motion is made by Rich Frauzenzimmer to omit alcoholic beverages during an E Board meeting.
 - Commander Evin Planto ask if there is a second to this motion, it is and moved to vote.
 - Vote is split, move to count. Sgt.-at-Arms asked to count the vote.
 - Aye- 6
 - Nay-7
 - M/S/NC- Motion to omit alcoholic beverages during E Board is not carried.
 - Commander Evin Planto states that this type of behavior will not be tolerated and ask for us all to control our intake during meetings.

GOOD OF THE LEGION

- None

ADJOURNED: Approximately 1956 hours.