



**AMERICAN LEGION NEWPORT HARBOR POST 291
EXECUTIVE BOARD MINUTES
SPECIAL MEETING
MONDAY, 19 JULY 2021**

CALL TO ORDER: Appx. 1830 HRS

PLEDGE OF ALLEGIANCE: Commander Evin Planto

ROLL CALL:

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Evin Planto, Commander | <input checked="" type="checkbox"/> Ed Infante, Judge Advocate | <input 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 checked="" type="checkbox"/> Anthony Morales, 2 nd Vice | <input 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 type="checkbox"/> David Zamudio, Adjutant | <input type="checkbox"/> Rich Frauentzimmer, Historian | <input checked="" type="checkbox"/> Dennis De Rosia, M.a.L. |

Excused: David Zamudio, Bob Grundmeyer, Rich Frauentzimmer, Kevin Van Otterloo

MEETING HAS A QUORUM.

COMMANDER'S COMMENTS

- Commander Evin Planto discussion new options for purchasing four grills.
 - E Board, on 7/1/2021 Meeting had approved the purchase amount of \$10,100.32.
 - Requesting additional \$5,899.68.

Sales Order

AMD Direct, Inc.
AMD Direct, Inc.
17322 Gothard St.
Huntington Beach, CA 92647
Phone: (714) 966-9330
Email: customerservice@summersetgrills.com

Order #	Date
S98259	07/12/2021



Bill To: AMD Direct 17322 Gothard St Huntington Beach, CA 92647 Phone: 949-554-5503	Ship To: The American Legion - Newport Harbor Post 215 15th Street Attn: Bob Wine Newport Beach, CA 92663
Contact: AMD Direct	

Sales Rep	Payment Terms	FOB Point	Carrier	Ship Service	Date Scheduled
House	NET 30	Origin	Delivery		07/12/2021

Item #	Type	Number	Description	Unit Price	Qty Ordered	Total Price
1	Sale	MISC GRILLS	MISC GRILLS	\$16,000.00	1 ea	\$ 16,000.00
2	Sale	ALT36R-NG	Alturi Grill Red Brass Series 36" Natural Gas	\$0.00	4 ea	\$ 0.00
3	Sale	SERVICE	3 Year Service Warranty	\$0.00	1 ea	\$ 0.00

- Commander Evin Planto asks for Motion for the approval of the additional \$5,899.68.
 - M/S/C: The Motion for the approval of the additional \$5,899.68 to purchase four grills was carried.

Commander's Comments – continued on next page

COMMANDER'S COMMENTS – continued

- Commander Evin Planto discussion on ratifying actions from past E Board to secure post voice, video, and data systems.
 - Review of Commander Evin Planto's Cyber Security Testing for Post 291.

Ratify Actions to Secure Post Voice, Video, and Data Systems

Cyber Security for Small Business

1. Train employees in security principles - No

Establish basic security practices and policies for employees, such as requiring strong passwords, and establish appropriate internet use guidelines that detail penalties for violating company cybersecurity policies. Establish rules of behavior describing how to handle and protect customer information and other vital data.

2. Protect information, computers, and networks from cyber attacks - Maybe

Keep clean machines: having the latest security software, web browser, and operating system are the best defenses against viruses, malware, and other online threats. Set antivirus software to run a scan after each update. Install other key software updates as soon as they are available.

3. Provide firewall security for your Internet connection – Yes (Pierson)

A firewall is a set of related programs that prevent outsiders from accessing data on a private network. Make sure the operating system's firewall is enabled or install free firewall software available online. If employees work from home, ensure that their home system(s) are protected by a firewall.

4. Create a mobile device action plan – Maybe an Issue (POS & Video)

Mobile devices can create significant security and management challenges, especially if they hold confidential information or can access the corporate network. Require users to password-protect their devices, encrypt their data, and install security apps to prevent criminals from stealing information while the phone is on public networks. Be sure to set reporting procedures for lost or stolen equipment.

5. Make backup copies of important business data and information – Yes but needs to be validated

Regularly backup the data on all computers. Critical data includes word processing documents, electronic spreadsheets, databases, financial files, human resources files, and accounts receivable/payable files. Backup data automatically if possible, or at least weekly and store the copies either offsite or in the cloud.

Ratify Actions to Secure Post Voice, Video, and Data Systems

Cyber Security for Small Business (cont)

6. Control physical access to your computers and create user accounts for each employee - No

Prevent access or use of business computers by unauthorized individuals. Laptops can be particularly easy targets for theft or can be lost, so lock them up when unattended. Make sure a separate user account is created for each employee and require strong passwords. Administrative privileges should only be given to trusted IT staff and key personnel.

7. Secure your Wi-Fi networks – Maybe, Needs validation

If you have a Wi-Fi network for your workplace, make sure it is secure, encrypted, and hidden. To hide your Wi-Fi network, set up your wireless access point or router, so it does not broadcast the network name, known as the Service Set Identifier (SSID). Password protect access to the router.

8. Employ best practices on payment cards – Weak yes – Needs validation

Work with banks or processors to ensure the most trusted and validated tools and anti-fraud services are being used. You may also have additional security obligations pursuant to agreements with your bank or processor. Isolate payment systems from other, less secure programs and don't use the same computer to process payments and surf the Internet.

9. Limit employee access to data and information, limit authority to install software - No

Do not provide any one employee with access to all data systems. Employees should only be given access to the specific data systems that they need for their jobs and should not be able to install any software without permission.

10. Passwords and authentication - NO

Require employees to use unique passwords and change passwords every three months. Consider implementing multi-factor authentication that requires additional information beyond a password to gain entry. Check with your vendors that handle sensitive data, especially financial institutions, to see if they offer multi-factor authentication for your account.

- Commander Evin Planto begins discussion on the next steps to ensure the Post has proper security.

Ratify Actions to Secure Post Voice, Video, and Data Systems

- **Steps Taken:**

- **Applied for administrative access from Network Solutions for email and domain**
- **Applied for administrative access from Contact Contact**
- **Now have administrative control over video system, POS, Wild Apricot, and VoIP System.**

- **Need to ratify steps and continued effort**

- Commander Evin Planto makes motion to ratify his actions to acquire administrative rights and his continuing efforts in acquiring administrative rights to the Post voice, video, and data systems. As part of this motion Commander Planto will provide the Executive Board a Post Voice, Video, and Data systems security update.
- M/S/C- Motion to ratify Commander Evin Planto's efforts to date and future is carried unanimously.

- Commander Evin Planto brings forward a discussion for a motion on the attendance of weekly staff meetings.

Motion on Attendance of Weekly Staff Meetings

- **Weekly Staff meeting is held to discuss:**
 - **Previous Events and Activities**
 - **Scheduled Events**
 - **Personnel and Equipment Resources**
 - **Other Topics**
- **Some topics deal with items not for the general membership**
- **To prevent the need to have closed sessions access to the meetings need to be limited to "need to know"**

- Discussion on limiting who can attend meeting. No motion was made. Decision to allow Executive Board member to meeting and exclude general membership was discussed and determined to be the proper course of action.

Commander's Comments – continued on next page

COMMANDER'S COMMENTS – continued

- Commander Evin Planto begins discussion for clarification and ratification of expenditures.
 - On Sunday, 27 June 2021, a second band was scheduled to play.
 - Due to miscommunication, the band was turned away as they were setting up.
 - 2nd Vice Commander, Anthony Morales, had paid the band \$400 and requested reimburse.
 - Finance Officer, Bob Wine, was directed to not reimburse Anthony due to the cancellation obligation of the contract not being met.
 - Commander Evin Planto directed and authorized the Finance Officer to reimburse Anthony Morales the \$400.00.

- Commander Evin Planto begins discussion on invoice received by Sheppard Mullin Richter & Hampton LLP.
 - The professional services were for “Tax and Corporate advice”. Up to May 31, 2021 in the amount of \$2,796.50

SheppardMullin

Sheppard Mullin Richter & Hampton LLP
333 South Hope Street 43rd Floor
Los Angeles, CA 90071-1422
213-620-1780 main
213-620-1398 main fax

Remittance Copy

Please return this page with your payment.

Commander Jon F. Reynolds
Newport Harbor Post 291 of The American Legion
215 15th Street
Newport Beach, CA 92663-4556

SMRH Tax ID 95-1463164
June 10, 2021
Invoice 300135366

Our Matter No. 70CT-304994
Newport Harbor Post 291 of The American Legion - Tax and Corporate advice
Billing Atty: David C. Ulich

INVOICE SUMMARY

FOR PROFESSIONAL SERVICES THROUGH MAY 31, 2021

Current Fees	\$ 2,796.50
Total Current Activity	<u>\$ 2,796.50</u>
Total Due for This Invoice	<u>\$ 2,796.50</u>

- Motion was made to pay Sheppard Mullin Richter & Hampton LLP invoice in the amount of \$2,796.50.
- M/S/C- Motion to pay Sheppard Mullin Richter & Hampton LLL invoice in the amount of \$2,796.50 was carried.

Commander's Comments – continued on next page

COMMANDER'S COMMENTS – continued

- ❑ Commander Evin Planto moves Special E Board meeting to “closed session” to discuss Incident Report.
 - Discussion of process presented by Judge Advocate Ed Infante.
 - Date of Incident: 29 June 2021
 - Location: Post 291 Bar
 - Allegation: Violation of Bylaw 14.4.2

Preliminary E-Board Evaluation of an Incident Report (cont)

- **Preliminary Board Evaluation**
 - The Board shall evaluate the Incident Report to determine its seriousness. If the Incident Report is determined to be trivial the Board will issue a letter to the complainant explaining its decision to halt proceedings. If the Incident Report is not trivial the Board shall ask the Judicial Committee to investigate the charges and recommend further action.
- **Judicial Committee Investigation**
- **Board Decision**
- **Judicial Committee Hearing**
- **Hearing Based Penalties**
- **Post Trial**

- Judge Advocate Ed Infante will review all documentation, video and correspondence received by claimant will make recommendations to Commander Evin Planto.

ADJOURNED: Approximately 2000 hours.