



**AMERICAN LEGION NEWPORT HARBOR POST 291
EXECUTIVE BOARD MINUTES
THURSDAY, 02 SEPT 2021**

CALL TO ORDER: Appx. 1830 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 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 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 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 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 type="checkbox"/> Rich Frauentzimmer, Historian | <input checked="" type="checkbox"/> Dennis DeRosia, M.a.L. |

Excused: Jon Reynolds, Bob Grundmeyer, Rich Frauentzimmer, Eric Schroeder, Nick Giordano

MEETING HAS QUORUM

INTRODUCTION OF GUESTS & GUEST COMMENTS:

M Mailman, R Sandel, R Wright, D Nye, K. McClure – No Comments

Affiliates and Programs Reports:

- Auxiliary Unit 291 – 2nd Vice, Dana Jonston
 - Collecting School Supplies
 - 10/30- Children’s Halloween Party
 - 11/18- Holiday Boutique
 - End of Feb- Sweethearts Ball
- SAL Squadron 291 – No Report
- ALYC – Commodore Bruce Batcheller
 - Membership rose from 855 to 872
 - Forming Membership Renewal Committee
 - D&O renewal rose by 10%
 - Board approved increase to dues for next year
 - \$18k in both accounts, expecting big expense to come out soon
 - Spoke of other upcoming events
- Honor Guard – Commander Brian Fleming Jr.
 - 51 Events completed
 - 3 pending this month
 - 21 active members (6 new recruits)
 - Solicited for more volunteers

Minutes Approval

- All Board members received copies of the Executive Board Minutes:
 - Minutes for 08 August 21 Regular E Board Meeting
- The Commander asked for a motion to approve the 08 August 21 E Board Minutes
 - **M/S/C:** The motion approved unanimously.

Correspondence

- Adjutant David Zamudio – None to report

Committee Reports

- House Committee – David Zamudio
 - Spoke about upcoming projects, Marina, Bar Sales, Kitchen, and staff
- Finance Committee – Bob Wine
 - No Report
- Audit Committee- Chair
 - No Report
- Donations Committee – Cory Vigil
 - Will report during Officer Report

OFFICERS' REPORTS

COMMANDER'S COMMENTS/REPORT -Evin Planto

- Discussion on the National Convention
 - National Directive on Buddy Calls
 - Membership- Reinstatement Charge
- Cancellation of Korean Luncheon
 - Rescheduling WWII Luncheon on 11/12/21 (will have less density at post for health precautions)

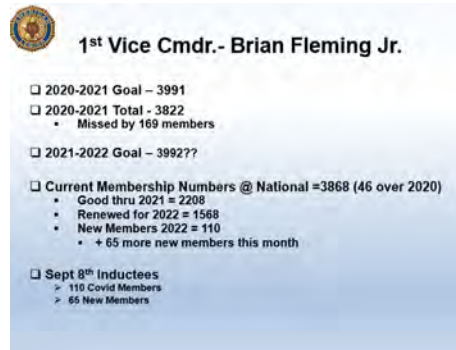
OFFICERS' REPORTS – cont on next page

OFFICERS' REPORTS - continued

ADJUTANT – David Zamudio

- Spoke about Items Committee is working on.

1ST VICE COMMANDER – Brian Fleming Jr. – Membership



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

- Jazz Night a huge Success
 - Members are asking for this to be extended past September.
 - 9/5- Karaoke Starts in main hall
 - Requested that House Committee look at the lighting for Patio
 - Comment made that we need to look at ensuring all the TV's are on for the football games.

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

- Spoke about Boys State Luncheon- 75 ppl attended
 - Parents were very happy
 - One delegate needs service hours for school
 - Possibly use at gate or beach monitor

JR. PAST COMMANDER – Jon Reynolds

- No Comment

OFFICERS' REPORTS – continued

FINANCE OFFICER – Bob Wine

- Profit and Loss / Cash Flow Projection



Finance Officer- Bob Wine

Newport Harbor Post 291
Cash Flow Projection for the Period 09/24- 10/31/2021

	9/1- 9/30	10/1 - 10/31	11/1- 11/30
Cash: Beginning*	\$ 1,687,896.20	\$ 1,755,886.78	\$ 1,757,218.56
Add: Cash Inflows			
Membership Fees	100,000.00	30,000.00	20,000.00
Marina Rents	23,200.00	26,000.00	26,000.00
Restaurant Sales @ \$5500/day	165,000.00	170,500.00	165,000.00
Hall Rentals	3,540.00	9,920.00	2,425.00
Banquet Food	21,890.00	39,272.00	12,004.00
Facility Fees	9,000.00		
Total Cash Inflows	322,110.00	275,692.00	225,429.00
Deduct: Cash Outflows			
Food & Beverage Cost @ 45%	83,875.50	94,397.40	79,651.80
Entertainment	8,000.00	6,600.00	6,600.00
Payroll**	100,000.00	100,000.00	100,000.00
Health Insurance	5,425.00	7,000.00	7,000.00
Liability Insurance	-	-	-
Marina Insurance	1,829.00	1,829.00	1,829.00
D&O Insurance	-	-	-
Covid 19 Cleaning	14,000.00	14,000.00	14,000.00
Repairs & Maintenance	1,000.00	20,000.00	1,000.00
Telephone	315.00	315.00	315.00
Utilities	4,200.00	3,500.00	3,500.00
Rent	11,500.00	11,500.00	11,500.00
Credit Card	2,500.00	2,500.00	2,500.00
Credit Card Fees	4,294.92	4,918.82	4,032.11
Misc	1,400.00	1,400.00	1,400.00
Mileage	2,800.00	1,400.00	1,400.00
Capital Outlays	13,000.00	5,000.00	
Total Cash Outflows	254,139.42	274,360.22	234,727.91
Cash: Ending	\$ 1,755,886.78	\$ 1,757,218.56	\$ 1,747,919.65
Monthly Increase /Decrease	\$ 67,990.58	\$ 1,331.78	\$ (9,298.91)

* Doesn't include VFAF fund
** Includes P&R taxes & WC

Finance Officer- Bob Wine

AL 291 BUSINESS P&L BY CLASS										9/1/2021	
YTD 2021	ADMIN	BAR	RESTAUR	BANQUET	TOT REST BANQ	HALL	CUSTODIAL	MARINA	TOTAL	PYC	DIFF
TOT INC	3,600	250,517	775,565	100,549	876,115	31,385		217,570	1,379,186	1,104,877	274,310
COGS		191,131	746,445	156,026	883,471				1,073,602	952,381	121,222
GP	3,600	59,386	29,121	-35,477	-6,356	31,385		217,570	305,584	152,496	153,088
GP %		24%	4%	-35%	-1%						
EXPENSES	79,303	65,751	85,331	4,523	89,854	44,234	103,374	126,034	508,552	514,944	-6,392
NET ORD INCOME/LOSS	-75,703	-6,366	-56,211	-40,000	-96,211	-12,849	-103,374	91,536	-202,967	-362,448	159,480
OTHER INC	7,736		705		705				8,441	22,355	-13,914
FAC FEE	202,963								202,963	213,038	-10,075
NET BEFORE PPP LOAN	134,995	-6,366	-55,505	-40,000	-95,505	-12,849	-103,374	91,536	8,436	-127,055	135,491
PPP LOAN FORGIVENESS	254,000								254,000		254,000
NET INCOME/LOSS	388,995	-6,366	-55,505	-40,000	-95,505	-12,849	-103,374	91,536	262,436	-127,055	389,491
BANK BALANCES:											
		CURRENT								PYC	
WELLS FARGO		299,487.95								942,919.02	
UNION		242,457.03								257,715.79	
COMERICA		246,763.31								246,574.65	
CHASE		249,023.39								247,622.51	
CO'S		1.00								103,170.81	
B OF A		250,023.00								250,004.00	
FARMERS		250,160.00									
CITY		250,000.00									
TOTALS		1,787,915.68								1,448,006.78	

- Discussion of FDIC regulations and totals in bank accounts.

HISTORIAN – Richard Fraenzimmer

- No Comment

SERGEANT AT ARMS – Bob Grundmeyer

- No Comment

OFFICERS' REPORTS – cont on next page

OFFICERS' REPORTS – continued

CHAPLAIN – Ken Wilson

- ❑ Reinstated the Buddy Calls
 - April- reached out to 449
- ❑ Restarting Support Meetings (9am to 10:15am)
- ❑ Two Memorial services scheduled for October.
- ❑ Condolence Cards on hold until we can access the names

SERVICE OFFICER – Cory Vigil

- ❑ Gave Monthly Update

**AL291 Donation Committee Report
To the E-Board September 2, 2021**



Service Officer – Cory Vigil

Monthly Update for Service Officer		for the Sep 2, 2021 E-Board		
6510 Donations	2020 Actuals	2021 Budget	2021 Actual thru Aug 31	% of 2021 Budget thru Aug 31
6519 Honor Guard	3,279.98	2,500.00	830.85	33%
6521 Unrestricted Service Officer Expense	13,180.74	10,000.00	7,277.33	73%
6522 Restricted VEAF expense	70,916.34	100,000.00	60,862.54	61% *includes \$600 gas cards
6515 Oratorical	-	-	-	0%
6510 Donations other	26,171.91	20,000.00	3,098.17	15%
Total 6510 expenses	113,548.97	132,500.00	72,068.89	54%
4520 VEAF current balance			<u>106,525.41</u>	
Aug Donations Out			311.7	
Aug VEAF Donations Out			6822.62 (Includes Gas cards \$600)	

Current Financial Results: 6517 VEAF Restricted expenses is \$60,862.54 for the year 2021.

Current balance in the VEAF restricted account is \$106,525.41

Veterans Served in August:

A. Items approved or rejected:

1. Shimkus, *USMC veteran, post member* requested auto insurance and DMV assistance for \$772.76. Referred by OC 211.
2. Jordan, *ARMY veteran*, requested assistance for auto repair in the amount of \$842.14. Referred by Volunteers of America.
3. Chavez, *NAVY veteran*, requested assistance for past due auto for \$1488.89. Referred by Santa Ana EDD.
4. Decoster, *USMC veteran*, requested motel voucher for \$600.42. Referred by US VETS.
5. Peete, *NAVY veteran*, requested past due vehicle repossession for \$1,517.60. Referred by the Santa Ana VA.
6. Lewis, *ARMY veteran*, requested assistance with motel voucher for \$649.98. Referred by the Santa Ana VA.
7. Thims, *ARMY veteran*, requested assistance with motel voucher for \$668.99. Referred by the Tierney Center.

Total is \$6,540.78

Referred 5 veterans for employment services.
 Referred 5 veterans for disability compensation.
 Referred 1 veterans for legal services.
 Ordered 5 DD-214's.
 Ordered medical records for 2 veterans.

Donation applications or Important Information:

Purchased \$600 of gas and grocery cards from Service Officer account.
 \$1500 donation to Post 568 for the Dixie Fire Catastrophe.

4 Declined Applications

JUDGE ADVOCATE – Ed Infante

- ❑ Requested the Commander to appoint one more member to the Judicial Committee.
- ❑ Presented outside legal service provider for consideration- Neumeier & Dillian
 - Bill rate: \$305
 - Veteran owned
 - Presented Motion to consider Neumeier & Dillian as Post 291 preferred legal counsel.
 - M/S/C- Motion carried unanimously

MEMBERS AT LARGE

- ❑ No Reports

UNFINISHED BUSINESS

- Finance Officer, Bob Wine
 - Discussion on Resolutions needed to complete the bank signatories accounts.
 - Reviewed Post Banking Resolution
 - Reviewed Post Corporate Resolution

Post Corporate Resolution

BOARD OF DIRECTORS' CORPORATE RESOLUTION OF NEWPORT HARBOR POST 291, OF THE AMERICAN LEGION

215 15th Street, Newport Beach, CA 92627

We, the undersigned, constituting the Members of the Board of Directors of Newport Harbor Post 291, of the American Legion (the "Corporation") and consenting at a meeting held at Newport Beach, CA on September 2, 2021, where notice was proper and quorum was met, **THEREFORE RESOLVE AS FOLLOWS:**

1. An election was held by the general membership of the Corporation on May 12, 2021, at which new members of the Executive Board were elected for the fiscal year beginning July 1, 2021, and ending June 30, 2022.
2. Members elected for the new term are as follows: Evin Planto, Commander; Brian Flemming, Jr, 1st Vice Commander; Anthony Morales, 2nd Vice Commander; Cindy Baker, 3rd Vice Commander; Robert Wine, Finance Officer; Robert Grundmeyer, Sgt.-at-Arms; Cory Vigil, Service Officer; Ken Wilson, Chaplain; Rich Frauentzimmer, Historian; Kevin Van Otterloo, Member at Large; Mike Schubert, Member at Large; Dennis De Rosia, Member at Large.
3. The following members who left the Board are: Jon Reynolds, Commander; Doug Nye, Jr, Past Commander; Bob Breunan, 1st Vice Commander; James Updike, 3rd Vice Commander; Robert Wright, Member at Large.
4. The following Corporation agents (the "Authorized Agents") are authorized to endorse and make deposits, sign checks, withdraw funds, and otherwise operate such accounts on behalf of the Corporation: Evin Planto; Brian Flemming, Jr.; David Zamudio; Robert Wine
5. The authorized agents may not borrow money or obtain credit on the Corporation's behalf. However, such authority may be granted to the Authorized Agents by resolution at a later date.
6. The Secretary is directed to update the corporate records with this resolution, as appropriate.
7. This resolution may be executed in counterparts. Facsimile or scanned signatures are binding and are considered to be original signatures.
8. This resolution is adopted on September 2, 2021.

Post Banking Resolution

BOARD OF DIRECTORS' BANKING RESOLUTION OF NEWPORT HARBOR POST 291, OF THE AMERICAN LEGION

WHEREAS, the Corporation is legally organized in and pursuant to the laws of California.

WHEREAS, the address of the corporation is 215 15th Street, Newport Beach, CA 62663

WHEREAS, the Board of Directors of Newport Harbor Post 291, of the American Legion (the "Corporation"), by agreement at a meeting where notice was proper and quorum was met in accordance with all Corporation bylaws and all applicable law, have determined that opening one or more bank accounts is in the Corporation's best interests.

NOW, THEREFORE, THE FOLLOWING IS RESOLVED:

1. The Corporation is authorized to establish one or more accounts with any reputable financial institution (the "Institution"), which includes, but is not limited to, maintaining and funding savings, checking, and other financial accounts.
2. The following Corporation agents (the "Authorized Agents") are authorized to endorse and make deposits, sign checks, withdraw funds, and otherwise operate such account on behalf of the Corporation:
 - a. Evin Planto
 - b. Brian Flemming, Jr.
 - c. David Zamudio
 - d. Robert Wine
3. The Authorized Agents may not borrow money or obtain credit on the Corporation's behalf. However, such authority may be granted to the Authorized Agents by resolution at a later date.
4. The Secretary is directed to update the corporate records with this resolution, as appropriate.
5. This resolution may be executed in counterparts. Facsimile or scanned signatures are binding and are considered to be original signatures.
6. This resolution is adopted on September 2, 2021.

ISIGNATURE PAGE TO FOLLOW!

- Motion presented to for the E Board to adopt both Resolutions to allow Finance Officer to complete bank signatory process.
 - M/S/C- Motion carries unanimously

New Business- Cont. on next page

NEW BUSINESS

- Commander Evin Planto
 - Public Magazine option to replace current outdated one.
 - Will bring more information to next meeting
 - Cost is \$500 per month

- Service Officer, Cory Vigil
 - Motion presented:

September 1, 2021

Motion to the E-Board

Motion: An eight-week campaign to raise restricted donations for the Veteran Emergency Assistance Fund (VEAF) starting on September 7th 2021 & ending on Veteran's Day November 11th, 2021. **Plan:** This will be an identical campaign to the previous campaigns approved by the E-Board. The VEAF utilizes campaigning during Veterans and Memorial Day. The last campaign collectively raised up to \$60,000. Since timing is critical, this campaign must be approved respectively.

Project Manager will be the service officer, Cory Vigil.

This campaign will consist of one email blast every Tuesday prepared by the Service Officer and approved by Tracey for distribution by Constant Contact and addressed to Legionnaires only. Tracey will approve and Mirka will create and utilize social media.

This campaign requires a VEAF introduction page on the AL291 website as a link to the "donation" landing page which currently exist.

Donor lists will be maintained by Tracey and Cory as we have done previously to ensure that all donors receive a thank note from the Post. Thank you notes will be handled by the Cory.

Goal for this campaign will be \$40,000.

- M/S/C- Motion carried unanimously
- 1st Vice, Brian Fleming Jr.
 - Request \$1700 to supply the Honor Guard, new members with uniforms and also the cost for more rifles.
 - Discussion on matter, asking if that is enough if new members join.
 - Presents motion to be approved for \$2500 to supply the new honor guard members uniforms and also to obtain more rifles.
 - M/S/C- Motion carries unanimously

GOOD OF THE LEGION

- Commander, Evin Planto
 - Discussion on Employee Holiday Dinner
 - Possibly have Board Members serve employees
 - Will have follow up discussions

Closed Session

- Judge Advocate, Ed Infante
 - Discussion of August 12, 2021 Incident Report
 - Against Post Legionnaire, driving intoxicated
 - After discussion on matter, motion presented to have incident referred to Judicial Committee for further review and present findings and recommendation in next meeting
 - M/S/C- Motion carried unanimously

ADJOURNED: 2132 hours.