



**AMERICAN LEGION NEWPORT HARBOR POST 291
EXECUTIVE COMMITTEE MINUTES
THURSDAY, 06 JAN 2022**

CALL TO ORDER: Appx. 1810 hrs.

INVOCATION: Ken Wilson

PLEDGE OF ALLEGIANCE: Commander, Evin Planto

ROLL CALL:

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> Evin Planto, Commander | <input 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 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 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 type="checkbox"/> Mike Schubert, M.a.L. |
| <input type="checkbox"/> David Zamudio, Adjutant | <input type="checkbox"/> Rich Frauentzimmer, Historian | <input checked="" type="checkbox"/> Dennis DeRosia, M.a.L. |

Excused: AMorales, CBaker, DZamudio, EInfante, BGrundmeyer, RFrauentzimmer, KVanOtterloo, ESchroeder, MShubert

MEETING HAS QUORUM

INTRODUCTION OF GUESTS & GUEST COMMENTS:

No Guest

Affiliates and Programs Reports:

- Auxiliary Unit 291 – 2nd Vice, Dana Johnston

American Legion Auxiliary Unit 291

- Kids Christmas Party was very successful.
- Family at Camp Pendleton very happy and got lots of donations.
- Membership renewals are going well.
- Monthly meeting will be virtual this month.
- Raffle sales are off to a great start.
- Excited for Mardi Gras party – Feb. 26th
- Feb. 7th is our blood drive.
- Feb. 19th is our fashion show to benefit cystic fibrosis.

- SAL Squadron 291 – Tim Sullivan, Commander
 - Spoke about upcoming events

- ALYC – Commodore Tommy Wheeler

American Legion Yacht Club
Tommy Wheeler, Commodore

<p>Membership:</p> <ul style="list-style-type: none"> • Up to 894 changing daily. • Managing renewals now. • ALYC memberships expired at year end (with a grace period through Q1) • ALYC 2022 memberships require a 2022 Post membership <p>Financial</p> <ul style="list-style-type: none"> • Bank Balance ~\$175,000 cash • Interviews ongoing for Administration Assistant. 	<p>Events</p> <ul style="list-style-type: none"> • New Board of Directors have taken the reins. • Newport Christmas Parade of Lights- 5 nights - Won 1st place in the "Best Use of Lights" • Harbor Cruise - 4 nights 60 Legionnaires taken around the harbor <p>Events coming up:</p> <ul style="list-style-type: none"> • Saturday Evening Social this weekend 5-7 PM • SCYA installation Dinner scheduled 1/15/22 • ALYC Commodore's Ball and Change of Watch scheduled for 1/22/2022 • SCYA Midwinters Regatta scheduled for 2/19 & 20.
---	--

- Honor Guard – Commander Brian Fleming Jr.



Post 291 Honor Guard / Color Guard

- **76 events completed in 2021**
- **5 additional pending for the month**
- **26 active members**
 - *****1 new recruit*****
- **Averaging approx. 6+ services per month**



Minutes Approval

- All Committee members received copies of the Executive Committee Minutes:
 - Minutes for 02 Dec 21 E Committee Meeting
- The Commander asked for a motion to approve the 02 Dec 2021 E Committee Minutes
 - **M/S/C:** The motion approved unanimously.

Correspondence

- Adjutant David Zamudio – Excused

Committee Reports

- House Committee – Mike Mailman
 - Discussed Draft of Food & Beverage Policy
 - Evin held discussion on key notes for Policy
- Finance Committee – Bob Wine
 - Proposed to change reporting measures for membership dues vs. facilities fees.

- Entertainment Committee- Anthony Morales
 - Excused

- Lease Committee- Commander Evin Planto
 - Committee members will be emails to Adjutant for minutes
 - Committee Members
 - Peter D. Collisson
 - Bob Wine
 - Bob Carolan
 - Robert Bower
 - Ed Infante

- Audit Committee- Bob Wine
 - Member Resignations: Eric S., Chase W.

- Donations Committee – Cory Vigil
 - Discussed donation proposal

OFFICERS' REPORTS

COMMANDER'S COMMENTS/REPORT -Evin Planto

- No Report

ADJUTANT – David Zamudio

- Excused

1ST VICE COMMANDER – Brian Fleming Jr. – Membership

1st Vice Cmdr.- Brian Fleming Jr.

- **Current Post Membership = 3,340 Legionnaires**

- **2021-2022 Goal = 4,151**
 - 160 over last years Goal (3991)

- **Current Membership Numbers for 2022@ National = 3,340 (80.4%)**
 - Jan 12th Goal = 80.0% (3,340)
 - Good thru 2021 = 863
 - Good thru 2022 = 3,340 (need 811 to meet goal)
 - New Members 2022 = 342
 - +18 more new members this month

OFFICERS' REPORTS – continued

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

- No Report

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


- No Report

JR. PAST COMMANDER – Jon Reynolds

- No Report

FINANCE OFFICER – Bob Wine

- Profit and Loss / Cash Flow Projection



Finance Officer- Bob Wine

AL 291 BUSINESS P&L BY CLASS											1/5/2022 *	* Reported as thru Dec 2021
YTD 2021	ADMIN	BAR	RESTAUR	BANQUET	TOT REST BANQ	HALL	CUSTODIAL	MARINA	TOTAL	PYC	DIFF	
TOT INC	3,600	481,686	1,168,813	278,216	1,447,029	90,180		322,635	2,345,130	1,588,974	756,156	
COGS		366,199	1,202,922	262,493	1,465,414				1,831,614	1,396,353	435,261	
GP	3,600	115,487	-34,109	15,723	-18,386	90,180		322,635	513,516	192,621	320,894	
GP %		24%	-3%	6%	-1%							
EXPENSES	134,201	145,845	166,588	6,882	173,470	74,569	160,393	181,005	869,483	880,466	-10,983	
NET ORD INCOME	-130,601	-30,358	-200,697	8,842	-191,855	15,611	-160,393	141,629	-355,967	-687,844	331,877	
OTHER INC	14,219		953		953				15,172	32,472	-17,301	
FAC FEE	379,643								379,643	432,485	-52,843	
PPP LOAN FORGIVENESS	254,100								254,100		254,100	
ERTC	114,666								114,666		114,666	
OTHER EX										-6,920	6,920	
NET INCOME	632,026	-30,358	-199,744	8,842	-190,903	15,611	-160,393	141,629	407,613	-229,807	637,420	
BANK BALANCES:												
		PYC										
WELLS FARGO	198,145.66	267,848.05										
UNION	248,976.48	205,357.43										
COMERICA	246,804.55	246,656.85										
CHASE	49,023.39	66,979.30										
CDs	300,001.26	105,784.27										
B OF A	250,031.00	250,009.00										
FARMERS	250,205.50	250,044.19										
CITY NAT'L	225,000.00											
	1,768,187.84	1,392,679.09										



Finance Officer- Bob Wine

Newport Harbor Post 291 Cash Flow Projection for the Period 12/01/21 - 2/28/2022				
	12/1 - 12/31	1/1-1/31	2/1-2/28	Totals
Cash: Beginning*	\$ 1,707,278.09	\$ 1,599,633.34	\$ 1,608,332.40	\$ 1,707,278.09
Add: Cash Inflows				
Membership Fees	26,500.00	26,500.00	26,500.00	79,500.00
Marina Rents	22,714.25	26,000.00	26,000.00	74,714.25
Restaurant Sales ***	155,000.00	139,500.00	126,000.00	420,500.00
Hall Rentals	7,450.00	1,900.00	2,800.00	12,150.00
Banquet Food	42,000.00	10,130.00	5,420.00	57,550.00
Facility Fees		65,640.00		65,640.00
Total Cash Inflows	253,664.25	269,670.00	186,720.00	710,054.25
Deduct: Cash Outflows				
Food & Beverage Cost @ 45%	88,650.00	67,333.50	59,139.00	215,122.50
Entertainment	9,500.00	8,500.00	8,500.00	26,500.00
Payroll**	160,000.00	105,000.00	100,000.00	365,000.00
Health Insurance	6,200.00	6,200.00	6,200.00	18,600.00
Liability Insurance				-
Marina Insurance	1,829.00	1,829.00	1,829.00	5,487.00
D&O Insurance	2,232.00			2,232.00
Covid 19 Cleaning	12,000.00	12,000.00	12,000.00	36,000.00
Repairs & Maintenance	1,000.00	1,000.00	1,000.00	3,000.00
Telephone	450.00	450.00	450.00	1,350.00
Utilities	5,600.00	5,600.00	5,600.00	16,800.00
Rent	-	11,500.00	11,500.00	23,000.00
Credit Card	2,500.00	2,500.00	2,500.00	7,500.00
Credit Card Fees	4,648.00	3,408.44	2,974.16	11,030.60
Misc	1,400.00	1,400.00	1,400.00	4,200.00
Mileage	2,800.00	1,400.00	1,400.00	5,600.00
Capital Outlays	62,500.00	32,850.00		95,350.00
Total Cash Outflows	361,309.00	260,970.94	214,492.16	836,772.10
Cash: Ending	\$ 1,599,633.34	\$ 1,608,332.40	\$ 1,580,560.24	\$ 1,580,560.24
Monthly Increase /Decrease	\$ (107,644.75)	\$ 8,699.06	\$ (27,772.16)	(126,717.85)

* Doesn't include VEAF fund
 ** Includes P&R taxes & WC
 *** Dec \$5k/day, Jan & Feb \$4.5k/day

HISTORIAN – Richard Frauzzimmer

- Excused

SERGEANT AT ARMS – Bob Grundmeyer

- Excused

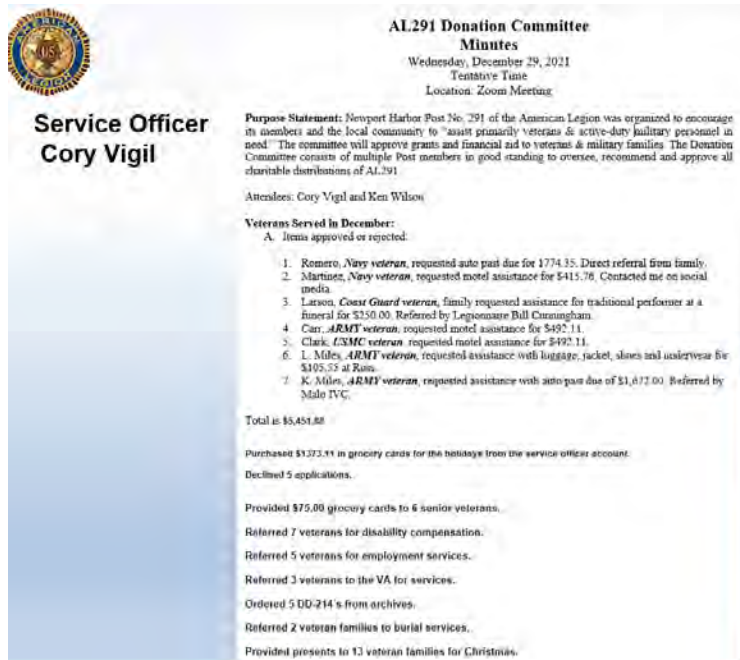
CHAPLAIN – Ken Wilson

- Buddy Calls for Korean Luncheon
 - 22 calls each of 14 callers
 - Coffee Talk has resumed, 20+ interested

OFFICERS' REPORTS – continued

SERVICE OFFICER – Cory Vigil

- Received \$2500 Katrina Foley's office



JUDGE ADVOCATE – Ed Infante

- No Report

MEMBERS AT LARGE

- Dennis DeRosia
 - Spoke about Korean War luncheon and speakers on 11/20.
 - 74+ interested Korean Veterans

UNFINISHED BUSINESS

- Discussion on who has the Admin Passwords.
 - Name requested from Commander Evin

NEW BUSINESS

- Bob Wine, Finance Officer
 - Presents motion
 - To institute Version 3 of the membership budget to super cede the previously approved budget.
 - M/S/C- Motion carries unanimously

- Brian Fleming, Jr. 1st Vice Cmdr.
 - Presents motion
 - To increase the annual membership dues by \$20.00, starting 22-23 Fiscal year.
 - M/S/C- Motion will carried unanimously
- Bob Wine, Finance Officer
 - Motion to approve Version 2 of the business budget to super cede the previously approved budget.
 - M/S/C- motion carries unanimously
- Bob Wine, Finance Officer
 - Motion to approve the 2022 Capital Budget, Version 1.
 - M/S/C- Motion carries unanimously
- Cory Vigil, Service Officer
 - Motion of \$1800.00 to “Heroes Deserve Help”.
 - M/S/C- motion carries unanimously
 - Motion of \$1000.00 donation for “Quilts of Valor”.
 - M/S/C- Motion carries unanimously.
- Brian Fleming Jr.- 1st Vie Commander
 - Requests for Closed Session to discuss incident report.
-

GOOD OF THE LEGION

- None

CLOSED SESSION

- Incident Report Read
 - Brian Fleming Jr. presents motion to turn over the incident report to Judicial Committee for review.
 - M/S/C- Motion Carries Unanimously

ADJOURNED: 1933 hours.