



**AMERICAN LEGION NEWPORT HARBOR POST 291
EXECUTIVE COMMITTEE MINUTES
THURSDAY, 04 AUGUST 2022
-- APPROVED--**

CALL TO ORDER: Appx. _1833_HRS

INVOCATION: Ken Wilson

PLEDGE OF ALLEGIANCE: Commander Evin Planto

ROLL CALL:

X Evin Planto, Commander	X Diane Torrianni, Judge Advocate	X Kevin Van Otterloo, M.a.L.
X Brian Fleming Jr., 1 st Vice	E Hal McNaughton, Finance Officer	X Eric Schroeder, M.a.L.
E Ray Ricard, 2 nd Vice	X Skipper Tim Bercovitz, Sgt-at-Arms	E Nick Giordano, M.a.L.
X Cindy Baker, 3 rd Vice	X Cory Vigil, Service Officer	X David Zamudio, M.a.L.
X Jon Reynolds, Jr. Past Comm	X Ken Wilson, Chaplain	X Mike Shubert, M.a.L.
X Richard Reyna, Adjutant	X Gary Mathison, Historian	X Dennis De Rosia, M.a.L.

Excused:

Ray Ricard
Nick Giordano
Hal McNaughton

QUORUM? YES

INTRODUCTION OF GUESTS & GUEST COMMENTS:

Steven Alfano – Vice Commodore ALYC

Affiliates and Programs Reports:

- Auxiliary Unit 291 – Dana Johnston, 2nd Vice & Legislative Chair
Renewals are now available online for 2023 for Aux
General meeting August 17 630pm. First meeting with new Board
Bunco Tournament experiment
- SAL Squadron 291 – Tim Sullivan, SAL Commander
9/11 and Patriot Day Planning Update
SUP event for disabled veterans
Overnight Fishing Planning Report

- ALYC – Commodore Tommy Wheeler –

Membership:

Up to 860 changing daily.

Events

Warrior Harbor Cruise 7/9 – 6 Marines

Sunday Harbor Cruise 7/10—10 attendees

July New Member Orientation- 5 new members

Saturday evening Social Hawaiian Shirts and Hula Hoop contest- approximately 50 members attended

Old Glory Boat Parade Awards Dinner 7/17— 90 attendees

Dive and Snorkel club re engaged

- **Events coming up**

Sundowners Series --continues

Model Yacht Racing Series--continues

Sunday Harbor Cruise 8/7 sold out

Burial at Sea Ceremony 8/9.

ALYC General Membership Meeting 8/11

Saturday Evening Social 8/13 - 5-7 PM West Patio

Ocean Series Race #2 8/14

Cruise Out Emerald Bay 8/26-28—Catalina Island

- Honor Guard – Commander Brian Fleming Jr. –
No Report

Minutes Approval

- All Board members received copies of the 07 July 2022 Executive Committee Minutes
 - The Commander asked for a motion to approve the 07 July 2022 Executive Committee Minutes
 - M/S/C: The motion to approve the 07 July 2022, Executive Committee Minutes was carried.

Correspondence

- Commander Evin –
 - The Commander asked for a Motion to amend 3rd Vice Commander Cindy Baker's yea vote to nay to Bob Wine's May 5th Executive Committee Motion.
 - M/S/C: The motion to change 3rd Vice Commander's vote to no for Bob Wine's May 5th Motion carried.
- Adjutant Richard Reyna –
 - Responded to District 29 request for Post 291 Officer Names

Committee Reports

- House Committee – Richard Reyna
 - Marina –**
Insurance cost summary
Slip 21 rented

ALYC Post Duffy - Insurance discussion postponed

General Discussion - Kitchen and Restaurant Operations

Kitchen progress – Approved to pull permit, walk thru in a week
Tables – New order, total of 3, 1 needed for replacement - damaged
ABC Training Employee Report – 3 more required to complete

Staffing

2 current Worker Comp Case, both on modified duty

Facility

Monthly Post Property Walks – beginning next week
Requested update from the ALYC regarding their progress with the Youth Sailing Program and kayak usage at the Post. ALYC to be invited to the next HC Meeting to address
Dry dock storage contract deliverable plan – processing

- Lease Committee- Evin Planto
Donation to Restricted Account
Lengthy discussion regarding the City and Post Audit and possible Lease issues
- Entertainment Committee – Ray Ricard
Excused – No report
- Finance Committee – Hal McNaughton
Excused – No report
Questions regarding the Finance Office’s future availability
- Audit Committee- Hal McNaughton
Excused -No report
- Donations Committee – Cory Vigil

Monthly Update for Service Officer

	2021 Actuals	2022 Budget	2022 Actual thru July 31	% of 2022 Budget thru July 31
6510 Donations				
6519 Honor Guard	2,842.34	2,500.00	245.39	10%
6521 Unrestricted Service Officer Expense	10,000.00	15,000.00	10,547.81	70%
6522 Restricted VEAF expense	84,573.73	100,000.00	50,579.54	51%
6515 Oratorical	-	-	-	0%

6510 Donations other	21,804.50	20,000.00	26,636.59	133%
Total 6510 expenses	119,220.57	137,500.00	88,009.33	64%
4520 VEAF current balance			83,826.92	
July Donations Out			245.39	
July VEAF Donations Out			5875.71	

OFFICERS' REPORTS

Commander Comments/Announcement

- Marina Signs Improvement project ongoing
- Review parking lot lighting

ADJUTANT –

- No Report

1ST VICE COMMANDER – Brian Fleming Jr. – Membership

- No Report

2ND VICE COMMANDER – Ray Ricard –

- Excused

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

- Boys State Update including new policies

JR. PAST COMMANDER – Jon Reynolds

- No Report

OFFICERS' REPORTS - continued

FINANCE OFFICER – Hal McNaughton – Excused – via phone call

☐ Profit and Loss / Cash Flow Projection

	AL 291 BUSINESS P&L BY CLASS										8/3/2022			
YTD 2022	ADMIN	BAR	RESTAUR	BANQUET	TOT REST BANQ	HALL	CUSTODIAL	MARINA	TOTAL	PYC	DIFF			
TOT INC	3,600	450,002	806,002	285,316	1,091,318	90,055		214,840	1,849,814	1,173,918	675,895.94			
COGS		267,144	786,110	193,390	979,500				1,246,644	899,291	347,353.06			
GP	3,600	182,858	19,892	91,926	111,817	90,055		214,840	603,170	274,627	328,542.88			
GP %		41%	2%	32%	10%									
EXPENSES	99,948	107,224	123,827	4,150	127,977	45,777	72,415	122,024	575,366	441,782	133,584.02			
NET ORD INCOME	-96,348	75,633	-103,936	87,775	-16,160	44,278	-72,415	92,816	27,804	-167,155	194,958.86			
OTHER INC	6,405				0				6,405	8,849	-2,444.15			
FAC FEE	209,045								209,045	179,693	29,352.50			
PPP	254,100								254,100	254,100	0.00			
NET INCOME	373,202	75,633	-103,936	87,775	-16,160	44,278	-72,415	92,816	497,354	275,486	221,867.21			
BANK BALANCES:														
		PYC												
WELLS FARGO	301,788.77	286,870.98												
UNION	219,820.40	246,116.28												
COMERICA	246,976.25	246,763.31												
CHASE	224,023.39	249,023.39												
CDs	300,000.00	-												
B OF A	250,046.00	250,023.00												
FARMERS	250,278.17	250,160.40												
CITY NAT'L	225,000.00	250,000.00												
TOTALS	2,017,932.98	1,778,957.36												

Newport Harbor Post 291							
Cash Flow Projection for the Period 8/02/22 - 9/30/2022							
				8/2-8/31	9/1-9/30	10/1-10/31	Totals
Cash: Beginning*				\$ 1,922,074.47	\$ 1,953,468.51	\$ 2,004,317.55	\$ 1,922,074.47
Add: Cash Inflows							
Membership Fees				100,000.00	50,000.00	50,000.00	150,000.00
Marina Rents				26,000.00	26,000.00	26,000.00	52,000.00
Restaurant Sales (\$6500 for Jul, Aug & Sep)\$5500 for Oct				195,000.00	195,000.00	170,500.00	390,000.00
Hall Rentals				1,227.00	6,900.00	6,550.00	14,677.00
Banquet Food				24,995.00	25,620.00	19,500.00	70,115.00
Facility Fees						7,200.00	-
Total Cash Inflows				347,222.00	303,520.00	279,750.00	650,742.00
Deduct: Cash Outflows							-
Food & Beverage Cost @ 38%				83,598.10	83,835.60	72,200.00	167,433.70
Entertainment				8,000.00	8,000.00	8,000.00	16,000.00
Payroll**				110,000.00	110,000.00	110,000.00	220,000.00
Health Insurance				5,500.00	5,500.00	5,500.00	11,000.00
Liability Insurance				8,912.00			8,912.00
Marina Insurance				2,900.00	2,900.00	2,900.00	5,800.00
D&O Insurance						2,887.00	-
JB Cleaning Co.				12,000.00	12,000.00	12,000.00	24,000.00
Repairs & Maintenance				2,500.00	2,500.00	2,500.00	5,000.00
Telephone				450.00	450.00	450.00	900.00
Utilities				5,600.00	5,600.00	5,600.00	11,200.00
Rent					11,500.00	11,500.00	11,500.00
Credit Card				2,500.00	2,500.00	2,500.00	5,000.00
Credit Card Fees				5,067.86	5,085.36	4,365.20	10,153.22
Misc				1,400.00	1,400.00	1,400.00	2,800.00
Mileage				1,400.00	1,400.00	1,400.00	2,800.00
Capital Outlays				66,000.00			66,000.00
Total Cash Outflows				315,827.96	252,670.96	243,202.20	568,498.92
Cash: Ending				\$ 1,953,468.51	\$ 2,004,317.55	\$ 2,040,865.35	\$ 2,004,317.55

HISTORIAN – Gary Mathison

- Working with Urban Valor to solicit veteran’s stories
- Working with Cannon to assist Urban Valor

SERGEANT AT ARMS – “Skipper Tim” Bercovitz

- Check OD Duty Schedule and hours 6 – 10pm Fridays, Sat/Sun 12:30 – 5pm

CHAPLAIN – Ken Wilson

- Report at Burial at Sea
- Rescheduling upcoming Coffee Talk

OFFICERS' REPORTS - continued

SERVICE OFFICER – Cory Vigil

Veterans Served in June:

A. Items approved or rejected:

1. **USMC veteran**, Carla Wilkerson requested assistance with auto repair for \$800.00 as two agencies covered another \$1600.00. Referral from the Tierney Center and Dana Point VFW.
2. **ARMY veteran**, Michael McGuinn requested \$640.00 for deep clean on apartment requested by the Santa Ana VA.
3. **NAVY veteran**, Ricky Miller requested assistance with 5-day motel voucher for \$560.00. Walk in from the Memorial Day BBQ. Referred to Santa ana VA for permanent housing.
4. **NAVY veteran**, Michelle Ybarra requested auto repair for \$1,218.85. Self-referral.
5. **NAVY veteran**, Denice Munder requested medical assistance for service dog in the amount of \$488.62. Referred by the South County Vet Center.
6. **NAVY veteran**, Paul Stanford requested rental assistance for \$50.00. Referred by Santa Ana VA.
7. **ARMY veteran**, Jerry Harp requested assistance with rent and utilities in the amount of \$498.50 and \$38.32.
8. **USMC veteran**, Stephanie Holloway requested assistance for dental emergency for \$692.10. Referred by multiple agencies.
9. **ARMY veteran**, Jim Dingh requested motel voucher for 3 days at \$408.43. Referred by Coastline Community College Garden Grove Campus.
10. **NAVY veteran**, David Padilla requested assistance with utility bill for \$531.33.

\$7,488.60

Ordered 3 DD-214's

Assisted 7 student veterans with gas or food cards.

3 burial referrals.

Utilized a congressional investigation for 1 veteran.

Assisted 3 homeless veterans in shelter.

Assisted 2 veterans with dental emergencies.

Assisted with 2 auto repairs.

Assisted 2 veterans with Lyft rides.

Referred 3 veterans for employment to VetNet.

\$500.00 Shell/Lyft Cards

\$200.00 Home Depot to Santa Ana Veterans Village

\$300.00 Shell Cards

Donated \$1000.00 in grocery cards to Coastline Community Colleges (3)

JUDGE ADVOCATE – Diane Torrianni

- ❑ Two Closed Session Items

MEMBERS AT LARGE

- ❑ Kevin Van Otterloo – No Report
- ❑ Dennis de Rosia –
Working on Freedom Medal process & presenting
- ❑ Mike Schubert - Excused
- ❑ Eric Schroeder - Excused
- ❑ David Zamudio.- No Report
- ❑ Nick Giordano - No Report - Excused

UNFINISHED BUSINESS

- ❑ None

NEW BUSINESS

- ❑ Service Office Cory Vigil asked for a Motion for \$1k to provide food at a Veterans event at the Honda Center;
 - M/S/D/C – Motion Carries Unanimously
- ❑ Commander Evin Planto asked for a Motion to approve the Post A/V grade quote of \$8.5k;
 - M/S/D/C – Motion Carries Unanimously
- ❑ Commander Evin Planto asked for a Motion to record Executive Committee Meetings;
 - M/S/D/C – Motion Carries
- ❑ Commander Evin Planto asked for a Motion to delete the Meeting Recordings after the Meeting Minutes are approved;
 - M/S/D/C – Motion Carries Unanimously
- ❑ Asked the AUX and Nick to clarify any gambling profit exposure for their events, must follow up on;
- ❑ MaL Eric Schroeder asked for a Motion to approve up to \$30k to retain Newmyer & Dillion to review and advise regarding the City and Post Audit issue;
 - M/S/D/C – Motion Carries Unanimously
- ❑ MaL Eric Schroeder asked for a Motion that the Lease Committee report upon the findings/recommendations of the meetings with Newmyer & Dillion to the Executive Committee;
 - M/S/D/C – Motion Carries Unanimously
- ❑ Commander Evin Planto appoints David Zamudio to the Lease Committee and David Zamudio accepts;
- ❑ MaL Eric Schroeder asked for a Motion that the Audit Committee meet with Newman & Dillion to City audit issue with Lease Committee;
- ❑ September Executive Committee Meeting rescheduled to September 8th due to National Convention;

GOOD OF THE LEGION

- No Report

Closed Session

- Executive Committee refers 3 Incident Reports of a Legionnaire's misconduct towards another Legionnaire while on Post property to the Judicial Committee for further investigation.
- Judge Advocate presents finding of a Legionnaire's conduct towards another Legionnaire, offering a recommendation.

ADJOURNED: Approximately_2152_ hours.