



**AMERICAN LEGION NEWPORT HARBOR POST 291
EXECUTIVE COMMITTEE MINUTES
THURSDAY, 05 JANUARY 2023
--APPROVED--**

CALL TO ORDER: Appx. _1830_HRS
INVOCATION: Brad McDermott
PLEDGE OF ALLEGIANCE: Commander Evin Planto

ROLL CALL:

X Evin Planto, Commander		
V Adjutant	X Diane Torrianni, Judge Advocate	X Kevin Van Otterloo, M.a.L.
X Brian Fleming Jr., 1 st Vice	E E Hal McNaughton, Finance Officer	N Eric Schroeder, M.a.L.
X Ray Ricard, 2 nd Vice	E Skipper Tim Bercovitz, Sgt-at-Arms	X 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 Brad McDermott, Chaplain	X Mike Schubert, M.a.L.
	E Gary Mathison, Historian	X Dennis de Rosia, M.a.L.

Excused:

Skipper Tim Bercovitz
Gary Mathison
Hal McNaughton – Available on phone

Vacant: Adjutant

QUORUM? YES

INTRODUCTION OF GUESTS & GUEST COMMENTS:

Scott MacMaster – Shear Construction
– Project update
– Discussed lighting (High Bay/Metal Lux) for hall recommendations

Bob Wine – Construction Committee Project Manager
– HVAC and Sea Wall Project update

Mike Mailman; District 29 Executive Member
– Provided District and Calendar Update
– Provided comments on incident report

Affiliates and Programs Reports:

AUX – Dana Johnson

- Update on past and future events. No slide provided. Dana Johnson was expressing her displeasure with the executive committee members about their lack of attendance on volunteer events. She mentioned that for the Tree Trimming event the Commander was the only one from the Committee who attended.

- She recommended that the 2nd Vices have a meeting to discuss and solve the post volunteer issue and all post events as a committee.

SAL Squadron 291 – Tim Sullivan - Commander

- Boat parade did really well with \$30K revenue. \$3700 sold hats and blankets.
- Overflow area will be providing the post \$3400. Very well liked.
- Golf tournament coming up in May – Fairways of Honor.
- Received a donation for \$25,000 from a member.

ALYC – David Campagnari – Vice Commodore

- Membership is up over last year.
- Provided update on past and upcoming events (Employee Appreciation Dinner Cruise).
- Requested post participation on summer cruises.
- New initiative to take veterans out on Valor during four events.
- Budget and Bridge meeting coming up.
- Social event being planned for February (NASCAR event).
- Appreciate support on Duffy initiative.

Post 291 Honor Guard/Color Guard

- 1st Vice Commander Fleming –

The graphic features two circular American Legion emblems on either side of the title "AMERICAN LEGION POST 291 HONOR GUARD REPORT" in red. Below the title is a small icon of a color guard. The main text, in yellow, lists the following statistics:

- **Post 291 Honor Guard / Color Guard**
 - 74 events completed in 2022
 - 1 pending for the month
 - 22 active members
 - 3 potential new recruits
 - Averaging approx 6+ services per month

Minutes Approval

- All Board members received copies of the 01 December 2022 Executive Committee Minutes
 - The Commander asked for a motion to approve the 01 December 2022 Executive Committee Minutes as amended
 - M/S/C: The motion to approve the as amended 01 December 2022, Executive Committee Minutes was carried.

Correspondence

- None

Committee Reports

- House Committee – Evin Planto



Due to holidays two meetings conducted virtually via email.

Committee Additions: Jon Reynolds and Chase Wickersham added to Committee

Marina –

***Seawall Project - Coordinating a Phase 2 planning meeting with the City/contractor preparing for January**

Boat move postponed until next week.

General Discussion –

VBN will be requested to have \$5 donations for meeting meals

Southern California Yachting Association will need to pay for hall rental.

Reviewed Draft Capital Budget

Facility

Working on formal proposals for lighting, acoustics, and audio for hall.

Need to stop female bartenders from using men's bathroom as a corridor.

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- Lease Committee- Evin Planto
 - Update regarding the City Lease negotiations and business terms – Waiting for the City's response to our request for changes to the Terms of the agreement. City Council closed session next Tuesday.
- Entertainment Committee – Ray Ricard – Would like to see more Executive Committee engagement with the post.
- Audit Committee - No Report
- Finance Committee – Hal McNaughton
 - Report to be provided over phone during Finance Officer report.
- Donations Committee – Cory Vigil – Commander requested and received \$200,000 from the county for ADA post work.



AMERICAN RESCUE PLAN ACT FUNDING

USE OF GRANT AMOUNT

- Grant Amount \$200,000
- Beneficiary Name: Newport Harbor Post No. 291, of the American Legion, Inc.
- Beneficiary Unique Entity Identifier (UEI) DJ74J4FB17N1
- Awarding County Agency County Executive Office
- Coronavirus State and Local Fiscal Recovery Funds Federal Award
- Awarding Federal Agency US Treasury Department
- Beneficiary shall use Grant Amount provided under this agreement in support of its building upgrades and improvements, including costs of design, construction, and maintenance of American with Disabilities Act-compliant facilities.

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OFFICERS' REPORTS

Commander Comments/Announcement

o 501 C(3) Update:

Have been working with Michelle Robinson, Esq., Managing Attorney, Veterans Legal Institute for legal support for the 501C(3). They have connected me with Justin A. Goldberg and Frank Nguyen, ASSOCIATES, ARENTFOX SCHIFF LLP to provide the Post pro bono work to accomplish this effort.

1ST VICE COMMANDER – Brian Fleming Jr. – Membership



AMERICAN LEGION POST 291 1ST VICE REPORT



Current Post Membership = 3,429 Legionnaires

- Current Membership Numbers for 2023@ National =3,429 (81.6%)
 - 2022-2023 Goal = 4,202
 - 773 more needed to reach our goal.
 - Good thru 2022 = 994
 - New Members 2023 = 333 2022 = 468
 - 25 of those are new members this month
 - 194 Post 1000 members within 10 miles from us.
 - PUFL Transfer Renewals

2ND VICE COMMANDER – Ray Ricard – No Report

3RD VICE COMMANDER – Cindy Baker



3rd Vice Cmdr.- Cindy Baker

- Pg 1 - Does everyone know what Post 1000 members mean? Should wording be added to identify what it means.

Post Facilities, Bar and Patio Policy

- Post 1000 members with less than one (1) year of membership are welcome.
- Post 1000 members with more than one (1) year of membership must be signed in by a Post 291 member. All Post 1000 members are expected to affiliate with a California American Legion Post after one (1) year.
- Pg 1 - The copy we received shows up to three guests but the online copy, see below says Legion members can sign in up to five guests. The copy sent to the Exec Committee needs to be updated.

- Guest sign in Policy:
 - Legion members may sign in up to five (5) guests.
 - Auxiliary and Sons may sign up to three (3) guests.
 - The guest number may be added together for couples that each possesses a membership card, not to exceed eight (8) guests.

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3rd Vice Cmdr.- Cindy Baker

- Pg 5 - Bicycles are only allowed – in November 2022, about 15 bikes were chained and leaned on the fence leading to the parking lot entrance. I found the bike riders and told them Post policy says bikes are not allowed there due to possible trip hazard and need to be moved to the outside bike rack. I was told a restaurant/bar staff told them it was okay. They got there check and left. Maybe we need to go over rules with the staff again.
- Pg 4 - Dogs – I have seen Dogs left in cars while the owners are at the Post. Windows were down for air flow. We should add this to the online parking policy and the copy the Exec Committee.
- Pg 5 - Marina Rules – on the copy the Executive Committee received – Guest Dock Policy, second bullet point, last line, the ‘...of the American Legion of the American Legion Yacht Club...’ should read ‘...of the American Legion or the American Legion Yacht Club’.

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Dennis needs to bring this to the staffs attention. Validate the rules and update with any required changes.



3rd Vice Cmdr.- Cindy Baker

Guest Dock Policy

- Guest dock is open every day. Visiting boats are to tie up on west side of dock
- Authorized Users of the Guest Dock
 - American Legion Newport Harbor Post 291
 - American Legion Yacht Club
 - Reciprocating Yacht Clubs (see listing of clubs in addendum)
 - Others may be authorized to use the guest dock if engaged in activities or duties to the betterment of the American Legion of the American Legion Yacht Club
- Pg 6 - Overnight Docking Sun – Thur and Fri – Sat. Do we need to remove the COVID-19 Update warning?

Overnight Docking Sun-Thu (**COVID-19 Update:** Please note that we are currently permitting overnight reservations on the dock across weekends)

Overnight Docking Fri-Sat (**COVID-19 Update:** Please note that we are currently permitting overnight reservations on the dock across weekends)

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COVID19 Update needs to be replaced with CA Department of Health.



3rd Vice Cmdr.- Cindy Baker

- Pg 7 – The first paragraph, line 1, under Reciprocal Yacht Clubs – “...they have a responsibility to not abuse reciprocal...” Would it read better if it stated – “...they have a responsibility not to abuse reciprocal...”

Addendum Reciprocal Yacht Clubs

Protocol, Courtesies and Rules

As a member of a reciprocal yacht club they have a responsibility to not abuse reciprocal privileges when visiting other yacht clubs. A yacht club is no different from a person's home with respect to

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All Executive Committee members need to have Newport Beach nonemergency phone number in their phone. Where is the OD Binder?

Need to address pets in vehicles.

Price increases to Boys and Girls state discussed.

JR. PAST COMMANDER – Jon Reynolds

- No Report

FINANCE OFFICER – Hal McNaughton



January 5, 2023
Eboard
Finance Report

Through November 30, 2022

Membership Income	-
\$171,901	
Operating Income	\$515,256
Net Income	
\$343,354	
Cash in Bank (including CDs)	
\$1,947,185	

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We have liquid assets to pay current and future bills.
Reviewed updated budget. All questions answered. Fixed typo. Sent out without any replies.
2nd Vice questions concerning asset and expenses for dualling pianos.
Approval during Unfinished Business.

HISTORIAN – Gary Mathison



Upcoming Events (presented by CMDR)

- Superbowl
- Fashion Show
- Initial Veteran Interviews – 2 Completed

Access to photos and website provided to Tracey

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SERGEANT AT ARMS – “Skipper Tim” Bercovitz


- Excused - No Report

CHAPLAIN – Brad McDermott

- No Report

SERVICE OFFICER – Cory Vigil

- Reviewed/discussed Veterans Served and Donations for the month of December.



Monthly Service Officer Update

Veterans Served in December:

A. Items approved or rejected:

1. **ARMY Veteran** requested 5-day motel voucher for \$630.00. Referred by US VETS.
2. **AIR FORCE Veteran** requested rental assistance for \$1000.00. Referred by OC211.
3. **ARMY Veteran** requested auto repair for \$1075.35. Referred by El Modena Family Resource Center.
4. **ARMY Veteran** requested rental assistance for \$500.00. Referred by American Legion Cypress.
5. **ARMY Veteran** family requested assistance with cremation for \$1000.00. Referred by OC211.
6. **NAVY Veteran** requested assistance with rental vehicle for \$769.38 Her vehicle is awaiting to get repaired after accident. Family of 7. Referred by OC211.
7. **ARMY Veteran** requested rental assistance for \$1000.00. Referred by VA Long Beach.
8. **ARMY Veteran** requested rental assistance for \$1000.00. Referred by Working Wardrobes VetNet.
9. **AIR FORCE Veteran** requested assistance with phone repair for \$591.71. Referred by GI Forum.
10. **ARMY Veteran** requested assistance with utility bill for \$10.00. Referred by VA Santa Ana CRRC.
11. **NAVY Veteran** requested motel assistance for 378.00. Referred by VA Santa Ana CRRC.
12. **USMC Veteran** requested motel assistance for \$755.00 Referred by VLI.
13. **NAVY Veteran** requested assistance with emergency flight for mother passing at \$269.60. Referred by Santa Ana VA CRRC.

\$9,979.04

Tierney Center Holiday Christmas Party - \$1350.00
 Diamond 9 Veterans Christmas Fundraiser - \$1500.00
 40th Annual Tree Fantasy - \$2,000.00
 VLI Christmas Party - 714.60
 Tierney Center Gift Cards - \$800
 Strong Families Strong Children gift cards - \$800
 Boat Parade veteran family's dinner - \$860.40

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Questions about item 6 and insurance reimbursements. Service officer uses Enterprise to avoid double dipping. All requests for more than \$1000 will trigger notification to the board via email. Inflation is increasing request amounts. Developing connections to receive additional funds.

Monthly Service Officer Update

	2021 Actuals	2022 Budget	2022 Actual thru Dec 31	% of 2022 Budget thru Dec 31
6510 Donations				
6519 Honor Guard	2,842.34	2,500.00	3,325.98	133%
6521 Unrestricted Service Officer Expense	10,000.00	25,000.00	25,996.34	104%
6522 Restricted VEAF expense	84,573.73	100,000.00	93,811.21	94%
6515 Oratorical	-	-	-	0%
6510 Donations other	21,804.50	20,000.00	46,772.60	234%
Total 6510 expenses	119,220.57	147,500.00	169,906.13	115%
4520 VEAF current balance			87,108.05	
Dec Donations Out			1829.45	
Dec VEAF Donations Out			9979.04	

V 01.0 1230 Wed 9 Jun 21 49

Working on grant from Post 283. Asking for \$100,000. Member donated \$5000 for work accomplished with needing veterans.

JUDGE ADVOCATE – Diane Torrianni

- Bylaws
- Policies and Procedures
- Judge advocate Manual

Discussions were had about documentation on individual incidents/accidents (behavioral vs incidents) and how much documentation the post needs to create and maintain. David Zamudio will provide the post examples from his work and we will request information from BBSI.

We need to maintain accident areas to determine if the post needs to take action to remediate.

MEMBERS AT LARGE

- Kevin Van Otterloo –
 - Mentioned new Veteran Shadow images for flagpole.
- Dennis de Rosia –
 - Provided update on work with Korean Counselet. Working to get 5 to 7 Korean War Veterans their medals. Should be presented at luncheon. Cory recommended having a state or federal representative there to expedite medals if needed.
- Mike Schubert –
 - Discussed upcoming 100th anniversary planning. Kickoff meeting in February to organize subcommittees and planning. Discussed working capital.
 - Provided emergency numbers to committee members to put in the OD Book and on their phones (Sgt-at-Arms).
- Eric Schroeder – Absent - No Report
- David Zamudio - No Report
- Nick Giordano – Recommended “post cleanup” while we have the dumpster for the hall and kitchen projects.

UNFINISHED BUSINESS

- Commander Planto – Motion to Approve Updated 2023 Budget with discussion – copies distributed.
 - M/S/C: The motion to approve was carried.
- David Zamudio will send OD Word Document to all members. Kevin Van Otterloo will head up update effort.
- Cindy Baker provided update on sexual misconduct training. Tracey was to contact BBSI for training materials on Dec 6th. Training will go to a vote in February.
- Picture of Committee Members needs to be update. Commander will arrange for new pictures to be taken to update website.
- Unfinished incident reports being completed.

NEW BUSINESS

- Need to get out election guidelines for 2023 in February for review and updating.
- Need parameters for National Convention attendance. Delegates will be only those attending and not the 83 we are allowed.
- Dennis De Rosia recommended that the Cory request a \$100K grant from the Palisades Post.

GOOD OF THE LEGION

- Election Committee to be voted on in February.
- Working on new Adjutants.
- Richard Reyna needs to be removed from post legal documents.

ADJOURNED: Approximately_2205_ hours.