



American Legion Post 68

Blossoms Meeting Room, Magnolia Greens, Leland, NC

Meeting Minutes – August 18th, 2019 at 1800 hours

COMPILED BY: Daniel Dodge, Adjutant
APPROVED BY: Dale Todd, Commander
Convened: 1800
Adjourned: 1938

Total Attendance: 35
Officers and Staff: 10**
Members: 26
Guests: 9

*Concurred

****Officers & Staff Absent:** Art Dietrich, 2nd VC, Lane Adrian-Service Officer, Richard Fry-Public Affairs, Mike Conner-Executive Committee

***Includes Officers and newly signed members

Officers & Staff in Attendance: Dale Todd-Commander; Jim Zelenski-1st Vice, Dan Dodge-Adjutant, Elliott Koppel-Finance Officer; Brian Danielson-Chaplain, Bill Smith-Sergeant at Arms; Dan Fortini-Membership, John Marone-Logistics, Lou Tranzillo-Executive Committee; John Hacker-Executive Committee

REGULAR MONTHLY MEETING

Call to Order: **Commander: Dale Todd, Commander**
Chaplain's Opening Prayer: **Brian Danielson, Chaplain**
POW/MIA Empty Chair Ceremony: **Sergeant at Arms: Bill Smith**
Pledge of Allegiance and Preamble: **All**

Current Business:

Approval of prior meeting minutes: Motion made and seconded to approve July 2019 meeting minutes as published. No comments received, motion made and seconded by membership and minutes approved by all members present via unanimous vote.

Official Visit: Dale Smith, American Legion NC District 9 Commander made his annual visit to our Post this evening. He mentioned that it always seems to rain whenever he visits Post 68! First, he presented greetings from our NC Department Commander James D Moore and Division II Commander Tom Cerniglia. Dale talked about the Department selling their existing building in downtown Raleigh and purchasing another building this year. The new building is undergoing renovation and should be ready in the Spring of 2020. Commander Smith talked a lot about membership and the importance of keeping our membership up which in turn results in members being able to support various programs and events sponsored by our Post. He also mentioned that Post 68 was a very strong Post. Bill Oxford from NC Department will be elected at this year's annual American Legion Convention as the National Commander. Bill will be the 3rd member from North Carolina to hold this honored position. Seating at the convention for representatives from all states will be by % of membership goal obtained. The NC Department wants to ensure that our state is as close as possible to the podium!

Commander Smith was accompanied by his District Vice Commander: Mike Fegan talked about the new Legion Act and what it means to the Legion overall and to membership. An opportunity has opened to those honorably discharged Veterans who were, prior to this Act, precluded from joining our organization. Basically, any veteran who has served since the Vietnam War and was honorably discharged is eligible. National is working on new membership forms which will be distributed when ready. Mike also talked about the Oratorical Contest. He has chaired this event for St James #543 for 5 years and is willing to help out any Post wishing to start up an Oratorical program. He noted that it takes time to develop coaches and mentors.

Guest Speakers: This was an evening by the American Red Cross.

Sharon Burns, Cape Fear Chapter Regional Coordinator for Services to the Armed Forces. Sharon brought along several members of her team as guests. Sharon was actually introduced to the Post by members John Hacker and Alan Simmons. She has worked at the VEAC stand down last year for the Red Cross. Her grandson had also participated in Post 68's flag retirement ceremony as a Boy Scout. Sharon showed Post members a short video from Ft Bliss, TX that talked about the role of the Red Cross with Armed Forces services. The video is called: [A Day in the Life of a Red Cross SAF Station](#) and is available on YouTube.com. Sharon asked the members present if anyone was interested in volunteering to become a case worker to see her after the meeting. She talked about the satisfaction she receives everyday from her volunteer position within the ARC.

Laura and Sharon both talked about another project: The Veterans Historical Project being sponsored by the Library of Congress. Any veteran was invited to participate in an interview to have their military "story" told. This project has not been done in Leland yet. Anyone who participates will have their historical record given back on a CD and will have their interview stored at the Library of Congress.

Our own Alan Simmons (past Commander, Post 68) who is also a member of the Cape Fear Chapter of the ARC gave a presentation regarding storm and bad weather preparedness. Alan is currently the lead for providing hurricane assistance to 13 counties in South East NC. He mentioned that 90% of all monies received for hurricane assistance goes into disaster relief and that 94% of all staff are volunteers. Alan had a presentation that talked about Hurricane Floyd and how to ensure the safety and security of your home and family and how to prepare for an emergency. Much emphasis was placed on having a "bug-out" bag to have when evacuating your home. Alan suggested that everyone have at least 3 maps in their car: North & South Carolina and Virginia as you never know when a road will be closed. The ARC also has several smart-phone apps that anyone can download for free to provide information and assistance to citizens. Alan also suggested that everyone look for an app from their insurance companies to aid in submitting a claim should it ever become necessary. Finally, Alan talked about having a small laminated wallet card with emergency information: Name, address, meds/dosages, location of documents, phone numbers, etc.

Note: Links to Red Cross resources will be posed on the Post 68 website..... Several handouts were provided to membership

<https://www.redcross.org/local/california/desert-to-the-sea/about-us/our-work/service-to-the-armed-forces.html>

https://www.redcross.org/content/dam/redcross/atg/PDF_s/Preparedness__Disaster_Recovery/Disaster_Preparedness/Hurricane/Hurricane.pdf

<https://www.redcross.org/get-help/how-to-prepare-for-emergencies/types-of-emergencies/hurricane.html>

<https://www.redcross.org/about-us/news-and-events/news/Use-Red-Cross-Safety-Tips-during-Hurricane-Season.html>

Other ARC staff in attendance included: Kathern Crocker (volunteer services), Laura Hunter, Diane Frappier (division lead & SAF caseworker), David Frappier, Eddie Korinca

Introduction of New Members and Guests: Dan Fortini-Membership Chair

- We had 1 new member this evening: Tom Willis – Army

- Some potential new members included: Stan Scott, Jerry Frappier, David Boysen, Mike Mabee

OLD BUSINESS:

1. Installation of Officers: None this evening
2. Constitution and By-Laws update: Commander
 - The Department of NC JAG will review our submission after the National Convention. We have however received a supplemental charter.

3. Membership Report: Membership Chair, **Dan Fortini**

Prior Month Membership:	121
New Members:	0
Transfers in:	+2
Transfers out:	0
Resignations:	-2
Dropped:	0
Active members as of August 1st	121

6 membership renewals received at tonight's meeting

4. Financial Report: Finance Officer – **Elliott Koppel**

MONTH	July 2019
BANK	
BEGINNING BALANCE	\$ 9,661.25
INCOME	\$ 1,145.00
DISBURSEMENTS	\$ 1,241.62
ENDING BALANCE	\$ 9,564.63
CASH BOX 1	\$ 95.00
Cash Box 2	\$ 50.00
GRAND TOTAL	\$ 9,709.63

BALANCES PER ACCOUNT FOR THE MONTH	
General Fund	\$ (361.62)
50/50	\$ 40.00
Poppy Fund	\$ -
Dues	\$ (40.00)
Donation	\$ 100.00
Clothing	\$ 165.00
BALANCES PER ACCOUNT	
General Fund	\$ 3,904.39
50/50	\$ 294.00
Poppy Fund	\$ 1,500.00
Dues	\$ 532.00
Donation	\$ 3,585.17
Clothing	\$ 72.25

DAY	General Fund		50/50		POPPY FUND		DUES		DONATION		CLOTHING / LOGO ITEMS	
	INCOME	DISBURSMENT	INCOME	DISBURSMENT	INCOME	DISBURSMENT	INCOME	DISBURSMENT	INCOME	DISBURSMENT	INCOME	DISBURSMENT
1-Jul		\$ 90.00										
5-Jul		\$ 61.40										
8-Jul							\$ 27.50					
10-Jul									\$ 100.00			
11-Jul		\$ 21.35										
11-Jul		\$ 98.19										
11-Jul		\$ 40.68										
17-Jul		\$ 50.00									\$ 165.00	
19-Jul			\$ 40.00				\$ 840.00					
23-Jul								\$ 632.50				
31-Jul								\$ 220.00				

5. Concerns and Sick Call: **Brian Danielson** None reported

6. Service Officer Update: **Lane Adrian** None reported

7. Financial Review: Review for 2018/2019 year completed by Rick de Moya and Brian Danielson. Nothing out of the ordinary found outside of some accounting irregularities resulting from Finance officer transitions. Complete letter to be found at end of meeting minutes

NEW BUSINESS:

1. Buddy Call / Phone Tree: Commander
 - Will be exercised for first time ~ 1 week prior to September meeting
2. Membership Service Awards presentation in September: Commander
3. Legion Act signed!
4. Visit by VA Secretary Willis to Wilmington: Attended by members Lou and Lane
5. Post 68 to host October District 9 meeting
6. NBHS has new principle: Dr Sullivan
7. Leland street names for veterans: Looking at street name change for area around the Leland town hall

CURRENT ACTIVITIES:

Completed events:

1. Vietnam Traveling Wall: 200 motor bikes and other vehicles escorted the monument to Wilmington. Several members told stories of visitors to the Wall while in Wilmington. Very moving...
2. SCC Networking Meeting: We have a Post team to interface with the SCC now

Upcoming Events: July & August

1. BELK sale – Aug 24th. Mayfair Belk Store from now until Aug 23rd – Dale Todd
 - Have been doing in-store and direct sales. Over \$1400 to date against a budgeted goal of \$1000
2. Cars under the lights – Brunswick Forest Aug 17th – Jim Zelenski
3. The Post is participating with the canopy. Giving out waters. Will be selling fish fry tickets and will have membership information available
4. Fish Fry Sep 7th – John Hacker
 - Going well so far. Still needing slaw, water and tea. Fish will be whiting
5. Founders Day Sep 14th – Bea Frost:
 - Will need help, especially for putting up/taking down canopy
 - Will be showing how to fold a flag with other flag related experiences at booth
6. SCC Expo Sep 28th – Lane Adrian

Future Events:

1. Department Fall Conference Oct 18,19
2. Pasta Dinner fundraiser November 21st
3. Post member appreciation picnic – Nov 10 – From 2pm to 6pm FREE!!
4. Veterans Day parade – Nov 9th

MISC. ITEMS:

Commanders Comments:

- We have setup a technology committee to look into being able to take electronic payments from our website or at events. Any members with significant background in those types of technologies and/or risks associated with implementing and managing those types of technology should identify themselves to the Commander and the Adjutant.
- We are planning to participate in an informational session at Brunswick Forest to highlight clubs in the community

Member Comments:

Web Site: We are trying out a new Post calendar format. 3 months of details have been added. Please review the new format and provide your feedback to the Adjutant: <http://www.ncpost68.org/index.php?id=103>

Meeting Wrap-up:

1. Guest Speaker for September meeting: Col Baker with NBHS JROTC will give a briefing on the program. In addition, we will have students who were sponsored for Boys and Girls State speak on their experiences
2. Next Membership Meeting – Blossoms Meeting Room, Magnolia Greens, Leland
September 19th, 2019 at 1800 hours

Please member: We are performing our first ever Service Awards presentation in September!

3. Next Officers meeting: **RESCHEDULED** to 11am on Aug 8th @ Shelmore pool area

Closing Ceremony and Chaplain's Closing Prayer: **Brian Danielson, Chaplain**

Adjourned at: 1938 hours

50/50: Was won by Gordon Armiger Total take was \$90 with \$45 to the Post

Commander Dale Todd
American Legion Post 68
Leland, NC 28451

The purpose of this letter is to provide feedback on a Review of the Financial Condition, performed by the undersigned between May 2, 2019 and July 13, 2019, of the Leland American Legion Post 68 financial procedures and records for the period, January 1, 2018 through June 30, 2019.

To perform the review, we used the following general guidelines for small, non-profit organizations.

1. Compared the detail records of receipts and disbursements with supporting detail from bank statements and electronic recordkeeping tools
2. Reviewed the adequacy of internal controls

Upon review and examination, we found that to the best of our knowledge Post general accounting principles are now sound; reconciliation of receipts and disbursements are accurate (less than \$100 difference with bank balances); and internal controls are consistent with small, non-profit organizations. While our review confirms that no inappropriate actions are evident during the review period, it is acknowledged that there were shortfalls in organizational recordkeeping during Post Financial Officer transitions in 2018 which have now been corrected. Further, the Post checkbook was not being used for documentary evidence of monies received or expended while all three Post Finance Officers used different accounting systems.

We recommend that the Post:

1. create a Post Finance Guidebook/Guidelines to drive policies and procedures to include transition procedures for outgoing Post Finance Officers.
2. consider the purchase of a new checkbook which could serve as a useful tool to supplement current accounting methods.
3. conduct an Annual Review of the Financial Condition of Post financial procedures and records.
4. require two signatures on any expense over \$500.
5. implement a mandatory policy to use check request forms for all expenses.
6. ensure all bills/invoices are forwarded to the Post Finance Officer.
7. establish policies and procedures for the use of cash boxes.
8. begin the 2019-2020 Post Fiscal Year on July 1, 2019 with a confirmed bank balance of \$9,532.65.

Thank you for the opportunity to conduct this Review of the Financial Condition of Post 68 financial procedures and records.

Respectfully submitted,
Brian Danielson

Rick de Moya