



John E. Jacobs American Legion Post 68, Leland, NC
Officers Meeting MINUTES
June 11th, 2020
Virtual on-line meeting using Zoom

Call to Order: at 1300, Commander

Officers/Chairs Present:

Dale Todd, Commander <input checked="" type="checkbox"/>	Jim Zelenski, 1 st Vice Commander <input checked="" type="checkbox"/>	<u>MEMBERS AT LARGE</u>
Dan Dodge, Adjutant <input checked="" type="checkbox"/>		Lou Tranzillo <input type="checkbox"/>
Elliott Koppel, Financial Officer <input type="checkbox"/>	Brian Danielson, Chaplain <input checked="" type="checkbox"/>	John Hacker <input checked="" type="checkbox"/>
Lane Adrian, Service Officer <input checked="" type="checkbox"/>	Richard Fry, Public Affairs <input checked="" type="checkbox"/>	Mike Conners <input type="checkbox"/>
John Marone, Logistics Officer <input checked="" type="checkbox"/>	Bill Smith, Sergeant at Arms <input type="checkbox"/>	
Dan Fortini, Membership <input checked="" type="checkbox"/>	Herb Moore, Membership: <input checked="" type="checkbox"/>	Alan Simmons, Judge Advocate <input checked="" type="checkbox"/>

PRIORITY BUSINESS:

1. Transition Meetings Status

MEETING	PURPOSE	STATUS	PARTICIPANTS
T01	Review events with new CDR	DONE	Dale, Dan D, John H, Dan F, Jim Z
T02	Finance turnover	DONE	Elliott, Jim Z, Dan D, John H, Dale
T03	Membership turnover	6/10/2020	Dan D, Dan F, Herb
T04	Chaplain turnover		Brian, Lou
T05	ByLaws review		PEC
T06	Commander to Commander	DONE	Dale, John H
T07	2nd Vice Responsibilities		Dan F, John Cook, Dan D
T08	Historian turnover		Dan D, Brian
T09	Judge Advocate	DONE	Dale, John H, Dan D, Alan Simmons
T10	Budget reviews	DONE	Jim Z, John H, Dan, Dale, etc

Notes: Membership turnover completed 6/10
 1st Vice turnover completed
 Historian scheduled for 6/12/20
 By-Laws will be at the next officers meeting or at a specially convened meeting

2. Financial Plan/Financial Review, new plan status update
 - a. Rick de Moya has info for financial review now. Goes to Brian then to Mike

3. New Budget – Jim Z
 - a. Jim and Elliott have worked together on budget
 - b. Jim reviewed entire new budget for 2020/2021 year
 - i. Storage unit budgeted for 4 months
 - ii. Donation to Battleship is \$.50 with another \$.50 for Emergency Support Fund via NC Dept
 - iii. Several line items to be reconfigured with monies moved per group discussion. Jim to present updated budget soon
 - iv. Reduced amount to JROTC rifle team by \$250 and put towards Veterans assistance with the goal of balancing our donations evenly

- v. Alan asked about a contingency fund. We do have a minimum checking account balance of \$4000 that only a vote by the PEC can breach
- vi. Added expense line of Printing Costs to Admin costs of \$400
- vii. Question was asked about reimbursing expenses for conferences and conventions. Not at this time we do not

4. Committees for upcoming year: (preliminary list to get started with)
- Goal is to get more members involved in Post activities and functions

COMMITTEE	CHAIR	CHARTER
Americanism	Dale Todd	Covers most of NBHS, JROTC and other youth programs
Publicity / Public Relations	Richard Fry	Combo of 2 committees from by-laws
Membership	Dan Fortini	
Service	Lane Adrian	
Events	John Carter	Review, filter, recommend events and functions for the Post

- Notes:
- There is a little carry over between Publicity/PR, Membership and Events
 - We will create another committee called EVENTS Chaired by the 2nd Vice which will Be a clearing house for all events for the Post and will work with membership and PR
 - The Chair of each committee will be responsible for defining the scope, mission and definition of the committee in a document to be provided to the PEC for review & approval. The due date for providing the document to the PEC is **Tuesday, June 30**, so that the PEC can consider those documents at the /July PEC meeting.
 - PEC voted to establish and maintain these committees
 - Reference Officers Guide: Pages 18 & 19

OLD BUSINESS:

1. **JROTC Awards Ceremony:** Awards have been presented. Waiting for school info from winner
2. **BUDDY CHECKS:** Status - Dan Fortini:
 - a. Have been making calls to members. Have not heard from other officers on their calling status.
 - b. Members have appreciated the calls.
 - c. Adjutant to republish calling list with new officers
3. **John Cook storage trailer** – Status
 - a. Trailer is in John Cook’s driveway. Next is painting.
 - b. John Marone to follow up and get sample pictures of other organization’s trailers
 - c. Concern over the Legion Symbol, making sure it is painted properly

4. **Post Newsletter** – Comments / feedback
 - a. Positive feedback from PEC.
 - b. PEC agrees to publish monthly
 - c. We also discussed the possibility of having an ad or a business card on the newsletter Also what about ads on the website? Task for Publicity committee. IE: Josh London-State Farm
 - d. How do we find out about businesses in our area who are Veteran friendly?

5. **Lou:** Status update

NEW BUSINESS:

1. Bringing items into meetings for donations / Charitable committee – John Hacker
 - a. Need to organize, add reminder to meeting notices

2. Cape Fear Voices support and providing of content. June 15th deadline
 - a. Publication is non-political. Focuses on community and the arts
 - b. Richard prepared article on JRTOC winners for publication
 - c. PEC voted to include ad using our business card for \$35

3. Wreathes over American – Suggestion by Bob Penwell
 - a. Need to get Penwell on events committee.
 - b. Dan F and Lane have participated in the past
 - c. Alan suggested that 50/50 proceeds should go to fund wreath purchases

4. Survey status (as of 6/8/20) – Dan
 - a. 59 responses from members
 - b. View results: <https://www.surveymonkey.com/stories/SM-P3TKXB9D/>
 - c. Survey have been closed out

	As of 6/8/20 - 59 responses	YES %	NO %	MAYBE %	Not good
Q1	In-person meeting in June?	51	14	39	
Q2	Hand sanitizer at meeting?	80	20		
Q3	Dinner in June?	19	46	36	
Q4	Cocktail in June	36	36	29	
Q5	Concerns - yes to in-person meeting June				
Q6	Concerns - no to in-person meeting June				
Q7	Virtual meeting in June	61	8	24	8
Q8	Read April newsletter?	83	17		
Q9	Was newsletter valuable	98	2		
Q10	Newsletter comments				

Q5	Social Distancing	Q6	I am a caregiver
	Getting infected from others		Not ready for large groups yet
	Masks		Not safe to leave home
	Hold meeting outside		Don't put ourselves in danger
	Common sense to attending		Spreading virus

Q10	Have not joined yet
	Live meetings best
	Great first edition
	Good source of info
	Did not read but dissapointed in cancellations
	With meeting attendance at 30, newsletter is a way to connect with members
	I am interested in getting more involved
	Thank you

5. June meeting status – Cancellation? Yes!

STANDARD ITEMS / OFFICERS REPORTS:

A) Finance Report – Jim Zelenski / Elliott Koppel

MAY 2020 Numbers

BANK		
BEGINNING BALANCE		\$ 7,857.78
INCOME		\$ 40.00
DISBURSEMENTS		\$ (294.99)
ENDING BALANCE		\$ 7,602.79
CASH BOX 1		\$ 90.00
CASH BOX 2		\$ 50.00
GRAND TOTAL		\$ 7,742.79

BALANCES PER ACCOUNT FOR MONTH		
General Fund		\$ (234.99)
50/50		\$ -
Poppy Fund		\$ 40.00
Donation		\$ -
Dues		\$ -
Clothing		\$ -
BALANCES PER ACCOUNT		
General Fund		\$ 6,179.19
50/50		\$ 356.00
Poppy Fund		\$ 691.10
Clothing		\$ 436.50

DATE	General Fund		50/50		POPPY FUND	
	INCOME	DISBURSMENT	INCOME	DISBURSMENT	INCOME	DISBURSMENT
1-May		\$ 94.99				
6-May		\$ 200.00				
26-May					\$ 40.00	

B) Membership Report - As of 31 May 2020

- New transfers - 0
- New members - 0
- Members who last paid in 2018 will be dropped from official roster in July
-
- Total PAID membership: 172 (per online reports)
- Total assigned membership: 201 (per online reports) (2018 & 2019)
- Expected to be dropped: 17 (17 from 2018, 12 from 2019)

OFFICER REPORTS:

C) Vice Commanders: Dan F and Jim Z have met and have performed turnover

D) Service Officer:

- a. Mrs Tadem got ramp built and work done for safety in bathroom and smoke alarm installed. Lane to get pictures. Wants someone to accompany him.
- b. Last Sat: Riders went to funeral in Fayetteville. 300 bikes
- c. Veteran with dental expenses still waiting on paperwork

E) Adjutant:

- a. Many items emailed to membership and posted on website (see list)

F) Logistics:

- a. John has ordered more new hats and shirts
- b. He has the older items for sale at a discount w/o Jacobs name on them

G) Chaplain: Nothing at this time

H) Public Affairs: Richard will send out cancellation notices to media for June

I) Web Site:

- Lots of updates to home page over past month with elections, cancellations and info
- New Post roster uploaded

EVENTS: (status with any actions or issues here)

- Completed events: MAY
 - Awards to JROTC & Jacobs Scholarship award – Col Baker
- Scheduled events: JUNE/JULY
 - None

Commander status – Dale:

- Alan Simmons and Herb Moore now officially part of the PEC

- Rest of appointed officers take over 1 July

OTHER ITEMS:

- Info sent to members / put on website
 - o Hurricane info from Red Cross via Alan Simmons
 - o Newsletter for May
 - o MOAA info on relief grants
 - o VA Emergency care payments
 - o Request for membership survey
 - o AARP myths about stimulus checks
 - o May 25th – Never Forget night
 - o VA urgent care info
 - o Info on VA virtual meetings
 - o Coast Guard Cutter sendoff

Officers expected to be absent:

Officers Meeting: none

Membership Meeting: N/A

Next Officers Meeting – Thursday, July 9th, 2020, 1pm. Location - TBD

Next Post Meeting – TBD

Meeting Adjourned at __1430 hours__