



**John E. Jacobs American Legion Post 68, Leland, NC**  
**Officers Meeting AGENDA**  
**August 13th, 2020**  
**Virtual on-line meeting using Zoom**

**Call to Order:** at 1300, Commander

**Officers/Chairs Present:**

John Hacker, Commander \_\_\_  
 John Cook, 2<sup>nd</sup> Vice Commander \_\_\_  
 Jim Zelenski, Finance Officer \_\_\_  
 Lou Tranzillo, Chaplain \_\_\_  
 Bill Smith, Sergeant at Arms \_\_\_  
 John Marone, Logistics Officer \_\_\_  
 Herb Moore, Membership \_\_\_

Dan Fortini, 1<sup>st</sup> Vice Commander \_\_\_  
 Dan Dodge, Adjutant \_\_\_  
 Lane Adrian, Service Officer \_\_\_  
 Brian Danielson, Historian \_\_\_  
 Alan Simmons, Judge Advocate \_\_\_  
 Richard Fry, Public Affairs \_\_\_

MEMBERS AT LARGE  
 Dale Todd \_\_\_  
 Mike Conners \_\_\_  
 Elliott Koppel \_\_\_

**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	DONE	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	DONE	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
T11	1st Vice	Done	
T12	New Commander	Done	Dale and John
	(Elections Tracker spreadsheet)		(Updated 7/6/20)

**2. Committees for upcoming year:**

COMMITTEE	CHAIR	CHARTER
Americanism	Dale Todd	Covers most of NBHS, JROTC and other youth programs. Charter received
Publicity / Public Relations	Richard Fry	Combo of 2 committees from by-laws. Charter received
Membership	Dan Fortini	Topics related to membership. Charter?
Service	Lane Adrian	Assistance and Support to fellow veterans. Charter received
Events	John Carter	Review, filter, recommend events and functions for the Post
(Committees folder - Updated 7/6/20)		

- **Americanism Committee** status: Dale
- **\*\*\* Committee to handle Dept Award applications – PEC and Members**

### **OLD BUSINESS:**

1. **BUDDY CHECKS:** Status & reformatting - Dan Fortini
2. **Storage Unit:** John Marone
3. **Storage trailer** – Status / Insurance / Title / License – John Marone
4. **Lou:** Status update
5. **John E Jacobs Scholarship:** Check issued and presented to winner – Dale
6. **Wreaths over America:** Status – John Hacker

### **NEW BUSINESS:**

1. Article to Cape Fear Voices paper: Lane
2. Safe Deposit Box: \$65/year – Dan/Jim
3. Annual donation to VSF (Veterans Service Fund) and USSNC
  - a. 50 cents each based upon number of membership
  - b. July 1 count = 184, minus 4 minus 1 = 179
  - c. Note: We normally pay this in December
4. Dept Committees: Dan and Dale are on Dept Committees
5. Dept Mailings / Newsletter restarted for August - Dan

**STANDARD ITEMS / OFFICERS REPORTS:**

A) Finance Report – Jim Zelenski - JULY 2020

- Budget status updates – Jim
- Financial Review feedback (action items) – Jim

**Checkbook Balance as of 31 Jul 2020** **\$6,872.77**

Projected Income 1 Aug 2020 - 30 Jun 2021	14,695.00	\$21,567.77
Projected General Fund Expenses 1 Aug 2020 - 30 Jun 2021		-13,647.27
Projected Poppy Fund Expenses 1 Aug 2020 - 30 Jun 2021		-2,000.00
Operating Cash		-150.00
Minimum General Fund Balance		-4,000.00

**Contingency Funds Available for Unplanned Expenses** **\$1,770.50**

TRANSACTION TYPE	DATE	TRANSACTION DESCRIPTION	DEBIT	X	CREDIT	BALANCE
	30-Jun-20					7,508.00
Point of Sale	3-Jul-20	Storage Unit Rental	94.99			7,413.01
Check #1136		Dale Todd. Reimbursement of \$35.00 spent to purchase PEC approved Business Card AD to go in June 2020 edition of Cape Fear Voices Newspaper.	35.00			7,378.01
Check #1137	10-Jul-20	John Marone. Logo Shop reimbursement. 24 shirts - \$391.50; 18 post hats - \$256.50	648.00			6,730.01
E-payment	21-Jul-20	American Legion Internet Payment for membership. (28 x \$27.50 = \$770.00)	770.00			5,960.01
Check #1138	21-Jul-20	Dan Dodge. Three (3) Zoom sessions @ \$10.49 = \$31.47; Postage stamps - \$55.00; USPS P.O. Box renewal \$92.00 plus late fee of \$23.00 = \$115.00; UPS Store Eighty (80) color copies of newsletter = \$41.85; UPS Store Thirty (30) copies of April 2020 Newsletter = \$73.66; Staples Newsletter Printing = \$47.76. Actual grand total is: \$364.74, Dan Dodge owes Post \$2.67, addition error caused overpayment.	367.41			5,592.60
DEPOSIT	22-Jul-20	Membership Dues (12 x \$40.00 = \$480.00)			480.00	6,072.60
DEPOSIT	22-Jul-20	Membership Dues (12 x \$40.00 = \$480.00)			480.00	6,552.60
DEPOSIT	22-Jul-20	Membership Dues (4 x \$40.00 = \$160.00). Donation from John Hacker of \$20.00 (\$160.00 + \$20.00 = \$180.00)			180.00	6,732.60
DEPOSIT	27-Jul-20	Reimbursement from Dan Dodge for overpayment to him on 21 Jul 20.			2.67	6,735.27
DEPOSIT	27-Jul-20	Membership Dues (11 x \$40.00 = \$440.00)			440.00	7,175.27
E-payment	28-Jul-20	American Legion Internet Payment for membership. (11 x \$27.50 = \$302.50)	302.50			6,872.77

B) Membership Report - As of 31 July 2020

- New transfers in: 1
- Transfers out: 1
- New members – 0
- Members on books, not renewing - 4
- Members converted to PUFL status – 2
- Transfer to Post Everlasting: 1

Statistical Report for last  days.      Period Start Date   
 During Month of August, 2020      Period End Date

**Total Assigned Members      182**

PUFL Only Members      10  
 PUFL/HLM Members      0  
 HLM Members      1

Total Paid for Life Members      11  
 Other Paid Members      64

**Total Paid Current Members      75**

Unpaid Members      107

North Carolina Dept. Goal      107      Dept. Goal Attained      70.09%  
 Post Number NC0068 Goal      170      Post Goal Attained      44.12%

**Percent Assigned Membership Paid Current**

	Selected Period	Dues Year to Period End
New Members	0	0
Transfer IN	0	1
Transfer OUT	0	1
Post Everlasting	0	1
Resigned	0	0
Dropped	0	0
<b>Net Change</b>	<b>0</b>	<b>-1</b>

Members with Email      169      92.86%

Missing Data

No Current Address	1	0.5%	No DOB	25	13.7%
No Current Phone	14	7.7%	No Service	0	0.0%
No Email Address	13	7.1%	No Era	0	0.0%

MEMBERSHIP GOAL DEADLINES:

Early Bird KICKOFF:	Sept 10 <sup>th</sup>	50%	(Should be Aug 31 <sup>st</sup> for 50%)
Fall Meetings:	Oct 15 <sup>th</sup>	55%	
Veterans Day:	Nov 12 <sup>th</sup>	65%	
Pearl Harbor Day:	Dec 9 <sup>th</sup>	75%	
Mid-Winter:	Jan 21 <sup>st</sup>	80%	
Presidents Day:	Feb 10 <sup>th</sup>	85%	
Legion Birthday:	Mar 10 <sup>th</sup>	90%	
Children & Youth:	Apr 14 <sup>th</sup>	95%	
Armed Forces Day:	May 12 <sup>th</sup>	100%	

## **OFFICER REPORTS:**

C) Vice Commanders:

D) Service Officer:

E) Adjutant:

- Many applications for awards for this coming Fall conference. Plus, more applications for other awards coming up in later months. Plus, several other employer, homeless related awards.

## **Convention Awards to be selected** (separate from Membership Awards) (Consolidated Post Report used for several of these awards)

W. Coburn Alexander (Children & Youth) Award one for each classification A-F

Children and Youth Service Award (Form used)

Post Yearbook Award (Book Entry)

Community Service, W.K. Rhodes, Jr. Award

Legionnaire of the Year (Community Service) (Form used)

William T. Joyner Rehab Award, (VA&R) one for each classification A-F

Service to God and Country (Americanism)

Americanism Award one for each classification A-F

Patriotic School Award (Children & Youth) (Form used)

## **Fall Conference Awards to be selected**

JROTC Cadet of the Year

Colon Furr Nursing Scholarship

Post Newsletter Award - Dodge

Post Adjutant and Post Commander of the Year Awards

Scout Leader of the Year

Scout Units of the Year

Scouter Scholarship

Firefighter of the Year

Law Enforcement Officer of the Year

F) Logistics:

G) Chaplain:

H) Public Affairs:

- I) Judge Advocate:
- J) Members-at-Large:
- K) Web Site:

**EVENTS: (status with any actions or issues here)**

- Completed events: JULY
    - Post Bylaws by all officers – Not Completed
  - Scheduled events: AUGUST
    - Inform Col Baker of JROTC budget for upcoming year
    - Planning for Fall Events
    -
  - Other events:
    - Planning for oratorical – Dale (Contacting schools now?)
    - Planning for JROTC involvement – Dale
    - Post 101 course for this fall?
    - Service Awards – September meeting (Should have started in July)
- Blood Drive: Sept 11<sup>th</sup> - Conners
- Flag Collection: Sept 12<sup>th</sup> - Fortini
- OTHER EVENTS:
- Donation activities
  - Wreaths over America
  - 911 Patriots Day – Sept 11<sup>th</sup>
  - American Legion Day Sep 16<sup>th</sup>
  - SCC – Expo in Oct?
  - Trunk or Treat
  - Founders Day
  - BF Regatta
  - Belk Fall Sale

**Commander status** – John Hacker

**OTHER ITEMS:**

**Officers expected to be absent:**

Officers Meeting: none

Membership Meeting: N/A

**Next Officers Meeting** – Thursday, September 8th, 2020, 1pm. Location - TBD

**Next Post Meeting** – Thursday, September 15<sup>th</sup>, 6pm outside at Blossoms ???

**Meeting Adjourned at \_\_\_\_\_.**