

American Legion Post 49 Special Executive Committee Meeting Minutes

Post Commander Jason Turner opened the 2 April 2020 American Legion Post 49 Special Exec. Com. Meeting with the Pledge of Allegiance and followed with a roll call.

Roll Call: **Cmdr. Jason Turner, 1st Vice Cmdr. John Barkley, 2nd Vice Cmdr Sean Russell, Adjutant Tom Breen, Chaplain Larry Girard, Finance Officer Chuck Aubrey, Sgt. at Arms and SAL Cmdr. Earl Lash, Judge Advocate Stan Wakild, Trustee Tom Dryer, Trustee Glen Higgs, Club Manager Heather Hahn, Chaplain and Service Officer Larry Girard, Service Officer Steve Hamilton, Historian (Art) Sergio Orozco, Ordnance Officer Mike Andruch, Auxiliary Pres. Billie Coone, Auxiliary Sgt at Arms Linda Teeter,**
A quorum (of at least 5 legion members) **present.**

New Business

-Bar foot rest completed as approved previously.

-Coronavirus closure until 13 Apr 20, extension probable.

-Legionnaire Buddy Checks successful. 136 members of 517 total 2019 members in good standing contacted. Nearly all welcomed the call. Need Tom's help to ID plan/process to obtain/update phone numbers for other members. It was suggested that we schedule a regular (TBD) frequency/cadence of calls and assign a smaller number of calls to more officers/trustees that are willing to support the Buddy Check process. It was also suggested that a similar process could be developed for both SAL and Aux. organizations.

-Current employees completed cleaning and reorganization of storage room, cleaning kitchen, racks cookware, stove, oven and deep fryer and, cleaning/sanitizing bar area. Flower bed also prepped for spring plantings.

Heather met with five part time employees to lead them through the unemployment process. Three (3) of five completed process and two (2) of five are still in process.

-Chuck and Sean identified total account balance of approximately \$50,000 and suggested that we could draw down to approximately \$30,000 (including \$5,000 CD) without jeopardizing our mission of supporting veterans and families. There was further discussion of what our monthly minimum burn rate is for one full time employee and fixed costs, estimated to be approx \$7,000. Sean will continue to monitor with Heather's help.

-Line of credit vs bridge loan. A motion to move forward with the Gov. funded SBA bridge loan, as a first priority, was approved. John will support Sean in scheduling a conference call with Stephanie Timmer at the Sturgis bank next week to start the process. Accounting support has been recommended to complete process. Can Heather provide at least some of the support for application process ?

It was also approved that the legion can move forward with a \$50,000 line of credit and authorizing Sean Russell and Jason Turner to borrow on behalf of American Legion Post 59, if and when required. This motion was approved due to SBA bridge loan process uncertainty.

-Preparation for opening. Breakfasts, Friday dinners, normal operations take literally 2 days. Food order placed Tuesday can normally be filled Thursday. Optimistically we could be open as early as 24April for dinner and will have time to develop a “disinfecting” strategy to support.

-2020 Election Process was approved as described below:

Nominations. It was approved that current officers/trustees be nominated for continued service with the exception of Finance Officer Chuck Aubrey and Trustee Glen Higgs who had previously announced their intention not to serve in those roles for 2020. Jason Turner will also send an Email to solicit further member interest ASAP with suggested completion of 30April 2020.

Separating the Trustee positions from club officer responsibility was also suggested as a way to build and train our leadership team and could happen for some as soon as this election cycle.

Election. The annual election will take place at the 7May Membership Meeting. We will again rely primarily on in-person voting but will supplement that process with email voting capability, in anticipation that the current Corid 19 pandemic could prevent some in-person people voting. This requires that a list of nominees, including incumbents, be emailed prior to 7May to allow time for absentee voters to cast their ballot via email.

Installation. Will continue to plan for 4June Membership Meeting. Backup plan not discussed.

Other

-Bank credited account for prior check fraud loss.

-Heather asked to develop a quick summary of part time employee salary prior pay vs unemployment pay to help determine the gap and strategy to fill.

-Aux making masks and has delivered 40 to Bronson Hospital to date.

-Linda noted that the Aux organization may be willing to identify additional funding at a later date.

-Historian (Art) Sergio Orozco advised the committee that he would prefer to stay in his current position but the drive from Holland may preclude attending some winter meetings. Art received full support from the Committee to be the 2020 incumbent nominee and ongoing audio conference capability could also support Art and others to participate in winter meetings.

-The audio conference was effective in running a productive meeting !

Next meeting Planned for 5PM (1700) 30April. May want to also plan a conference audio link for the meeting.

Respectfully,
John Barkley for
Tom Breen, Adjutant
American Legion Post 49