



Hopewell Memorial Post 146, The American Legion  
**Summary of Previous Meetings**

**December 15, 2020 General Membership Meeting and  
January 5, 2021 Executive Committee Meeting**

January 15, 2021

The following is a summary of the December 15, 2020 General Membership and the January 5, 2021 Executive Committee Meetings.

**December 15, 2020 General Membership Meeting**

The scheduled General Membership Meeting was not held due to new restrictions imposed by Governor Ralph Northam because of increases in COVID-19 cases across the Commonwealth of Virginia.

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**January 5, 2021 Executive Committee Meeting**

NOTE: Due to changes in COVID-19 restrictions, the January 5, 2021 meeting was conducted remotely (electronically).

1. **Correspondence:** Letter received from **Reachcycles** thanking us for our support last year (through the SAL) and informing us that 25 specially built bicycles were donated to handicapped children this Christmas.
2. **Officer Reports:**
  - Membership (1st Vice):
    - As of Dec 17th, the Post stands at 84.38% of the target (365) for this year
    - Candidates for membership: Because the December and January General Membership meetings were cancelled, request that the Executive Committee conditionally approve candidates for membership (subject to verification when next the General Membership meets).
      - New: Gerald Parker (USN); Mark Lenz (USA)
      - Transfer: Stephen Hutchinson (USN) transfer from Post 141; Nathan Deunk (USN) transfer from Post 141

**ACTION:** A motion was made, seconded and APPROVED which stipulated that during the pandemic emergency, when the General Membership cannot meet, and upon the 1st Vice verifying that a candidate has presented documentation which

validates/affirms the candidate’s standing as a veteran of the U.S. Armed Forces, Coast Guard or Merchant Marine, the Executive Committee may vote to accept the candidate subject to general membership approval when the next full general membership meeting is convened.

- Americanism and Children & Youth (2nd Vice): No report – Schools continuing distance learning. No middle school essay contest will be conducted this year.
- Bingo (3rd Vice):

**End of 2020 Calendar Year BINGO Report**

Month	Gross Income	10% Rqmt.	Actual Donations	Other Uses	Total	Available for Donation
December	0	0	\$1,000.00	\$0	\$1,000	\$0
As of 31 Dec 20	\$328,656.50	\$32,865.65	\$15,956.40	\$20,997.87	<b>\$36,954.27</b>	<b>+/- Target</b> <b>+ \$4,088.62</b>

Although there was no BINGO activity in December, the Post finished out the year with donations and authorized uses totaling 12.4% of gross income; exceeding the 10% target.

ACTION: After discussion, members agreed that until BINGO resumes, it is not possible to fund donations.

- Post Finances (Fin Off): Beginning Balance: \$115,559.39; Gross Deposits for all accounts: \$73,067.98; Expenditures \$88,353.68. Net end of month balance for March was \$100,273.69. (see attached report)
- House Committee: The committee has accomplished or is working on the following:
  - Gift cards for the staff were distributed at a Dec 16th staff meeting.
  - Entertained a group of about 30 patrons at the Christmas Eve day dinner.
  - Installed new counter tops and faucets in Club Room rest rooms.
  - Installed new LED ceiling lights, ceiling tiles and a new eight-speaker sound system in the BINGO Hall replacing old, broken, and unusable material and equipment.
  - BINGO Hall dais redesigned and enlarged to better use available space.
  - Walls repaired and painted in the BINGO Hall.
  - Removed old curtains in BINGO Hall. Plan is to replace with Levelor adjustable blinds.
  - In the process of replacing metal, building entrance doors to strengthen building security.
  - IT System:
    - Upgrading the Post Wi-Fi system to provide stronger and higher quality signal strength to staff and member users; segmenting signal space to separate public and business use; installed a firewall to ensure security for all IT, especially the Club Room’s POS (credit card) system.

- Installed new anti-virus/anti-malware protection (PCmatic) on Administrator, Commander and Facility Manager PCs.
- Installing Microsoft 365 on Administrator, Commander and Facility Manager PCs to provide data back-up protection for Post business data.
- Removed material and equipment from donated (no-cost) storage area (Jim Enoch) and trashed unusable items. Moved serviceable items to temp storage (\$100/month). Marketable items will be advertised for sale in January. All items will be removed from temporary storage not later than 31 March.
- Reduced weekend operating hours. Using Sundays to thoroughly clean and sanitize Club Room area. Hope to return to regular hours in February – subject to new Health Dept directives.
- Actively searching for at least two new bartender/servers. Wilma Turner, Bar Manager, left the Post on 04 Jan 21.
- Studying feasibility of installing new flooring in BINGO Hall.
- Received three bids for installing additional air-conditioning equipment for the kitchen. Unit selected is a 3.5-ton, Mitsubishi duct-less split system. Winning bid of \$6,380 is from Airmaxx Mechanical (Colonial Heights). Bid includes all equipment, labor and materials plus one-year warranty on installation and five-year equipment warranty.

**RECOMMENDATIONS** - Recommend that the Executive Committee accept the Airmaxx Mechanical bid and present the contract to the general membership for approval with a cost not to exceed \$6,500.

**ACTION:** The committee agreed to accept the House Committee recommendation and voted to award the contract for an additional air-conditioning system to Airmaxx Mechanical.

- Service Officer: No report
- Chaplain: Tom Ashworth (SAL) passed away on Dec 21st from complications resulting from back surgery. Family will hold a memorial service at a later date.
- Historian: January events are:
  - January 1, 1776 - During the American Revolution, George Washington unveiled the Grand Union Flag, the first national flag in America.
  - January 18th – Martin Luther King Day (Federal Holiday)
  - January 28, 1915 – Although founded on August 04, 1790 as the Revenue-Marine, on this date an Act of Congress combined the Life Saving Service and the Revenue Cutter Service, creating the Coast Guard.



Grand Union Flag - 1776



- January 28, 1986 – 35th anniversary of Space Shuttle Challenger disaster.

The main stage rocket exploded and broke apart 73 seconds into the flight, killing all seven crew members (five NASA astronauts and two payload specialists) aboard. Notice the apple next to Christa McAuliffe's name – she was a high school teacher and would have had the distinction of being the first teacher in space.



- January 30, 1968 – 53 years since the beginning of the Tet Offensive in Vietnam. North Vietnamese troops attacked 36 provincial capitals and five major cities in South Vietnam, including an attack on the U.S. Embassy in Saigon and the presidential palace. Although U.S. forces eventually repelled the massive surprise attack and achieved a military victory, Tet became a propaganda victory for the Vietnamese due in great part to graphic/biased television news reports which helped turn U.S. public opinion against continuing the war.



- Sgt-at-Arms: No report
- Judge Advocate: No report
- 1st, 2nd, and 3rd Year Executives: No reports

3. **Donation Requests** A draft Donation Plan was provided for committee review. As in the past, the plan is based on previous donations but is presented as a guide, not as a policy or fixed directive. The committee may add, move or delete agencies/organizations and/or amounts depending upon available revenue and requirements.

**ACTION:** The committee agreed to use the Donation Plan as a guide for donation considerations. As was previously mentioned, *no donations will be made until BINGO has returned to full operation.*

4. **Old Business:** None presented

5. **New Business:**

- a. As was mentioned in the House Committee report, there was much discussion concerning possible options for conducting the business of the Post possible options for conducting the business of the Post during the pandemic emergency because of restrictions which do not allow the full general membership to meet. The Post Commander asked members to submit recommendations on how to conduct business in this unprecedented emergency situation.

**ACTION:** Recommendations should be submitted to the commander not later than Monday, January 11th. Recommendations will be discussed at a Special Meeting at a date and time to be announced.

## **SPECIAL FOLLOW-ON – January 14, 2021**

**BACKGROUND:** As stated in the above, the Post Commander tasked all committee members to respond not later than Monday, January 11th concerning possible options for conducting the business of the Post during the pandemic emergency because of restrictions which do not allow the full general membership to meet. The issues surrounding the request are the purchase of new flooring for the BINGO Hall and the purchase of a secondary air-conditioning unit for the Club Room kitchen. Both purchases exceed the \$2,500 limitation imposed by the Post By-Laws, Section 6, Financial Authorities, paragraph a.

- a. New Flooring for the BINGO Hall: The estimated purchase price for BINGO Hall flooring material is \$10,000. Reasons for purchasing the material in January are:
  1. The Post has a unique opportunity to purchase high-quality laminate flooring that is easy to install, highly stain-resistant, durable even with heavy traffic, easy to clean and sanitize, and, perhaps of critical importance, has been offered at a heavily discounted (50%) price [with free delivery] from a highly reputable flooring company. The cost of purchasing sufficient product to cover approximately 4,000 sq. ft. plus good quality carpet tile to cover the rebuilt and expanded stage is approximately \$10,000.
  2. If we do not avail ourselves of this opportunity, the total cost of reflooring the hall increases a minimum of \$1,000 [for lower quality material] and by more than \$2,000 for comparable material.
  3. We are faced with an ever-shrinking window of opportunity to purchase the material, have it delivered, schedule and assemble a group of volunteer workers and install the new material before we resume BINGO operations. Resuming BINGO at the earliest economically feasible opportunity is critical to Post finances as BINGO is the Post's primary source of revenue.
  4. A number of additional, hall-related projects depend on the floor being completed. To not recover the hall at this time would mean that many projects would have to await the installation of a new floor as completing them without having a new floor installed would require deconstructing them (taking them out) and then rebuilding or re-installing them after a new floor was laid.
- b. Air-Conditioner for the Club Room Kitchen: The House Committee recommended purchase of an additional air-conditioning unit for the kitchen.
  1. This past summer, kitchen temperatures reached 120 degrees or more as current equipment cannot adequately compensate for the heat generated by cooking equipment during the summer months.
  2. After entertaining bids from local contractors, the House Committee selected a 3.5-ton, Mitsubishi duct-less split system from Airmaxx Mechanical (Colonial

Heights) at a cost of \$6,380. The price includes all equipment, labor and materials plus one-year warranty on installation and a five-year equipment warranty.

3. The price quoted is good for not more than 30 days. Discussions with Airmaxx Mechanical revealed that the price would most probably increase about \$100 if the Post did not agree to the work until after February 1, 2021.
4. The House Committee stipulated that the new system must be installed not later than sometime in the early spring.

ACTIONS: Executive Committee members replied to the Post Commander in person; by telephone or e-mail on or before the January 11th deadline. Eleven of the twelve voting members responded. Respondents were unanimous in recommending the emergency situation caused by the COVID-19 pandemic (and resulting restrictions on gatherings) required the following:

- a. that the Post Commander temporarily suspend the financial limitations set by the Post By-Laws and authorize the use of Post funds to purchase necessary materials and equipment until such time as the general membership can reconvene.
- b. that the House Committee is authorized to purchase floor covering materials to be used in the BINGO Hall at a total cost not to exceed \$10,000.
- c. that the House Committee is authorized to contract with Airmaxx Mechanical for the purchase and installation of a new Mitsubishi duct-less split system air conditioner with the stipulations that: 1) the cost does not exceed \$6,750 and 2) if possible, the purchase of the air-conditioning system not be made until the recommendation is presented to the general membership for approval if the next general membership meeting occurs on or before March 16, 2021.
- b. The commander reported that Mr. Delmer Farmer, a WWII veteran, recently celebrated his 100th birthday. The Post sent him a card congratulating him on his centennial. The commander further reported that as Mr. Farmer, a veteran of the Utah Beach D-Day assault, was never a member of any veterans' organization, he recommended that the Post honor him with a membership in the American Legion and Post 146.

ACTION: A motion was made, seconded and PASSED that the Post honor Mr. Delmer Farmer with a membership in the American Legion and Post 146 with dues paid by the Post.

- c. As it has been three years since the Post Vision and Mission Statements were reviewed, the committee was asked to review both statements (Encl 1) and determine if changes were necessary.

ACTION: After discussion, the committee agreed that both statements be amended. The revised statements are:

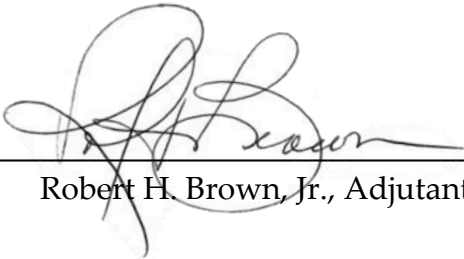
VISION -

Post 146 welcomes military veterans, active-duty military, and their families and provides an environment and opportunity for building and strengthening friendships. The Post works to build meaningful support for and partnerships with organizations, programs and activities which support those residing in Hopewell and surrounding communities: Americanism, self-reliance, and duty to God, Family, and Country.

MISSION -

The members of American Legion Post 146 partner with others in Hopewell and surrounding Virginia communities to support a strong national security; provide for the care of veterans and their families; mentor youth; and promote patriotism and honor.

Official Summary of the Meeting/Conduct of Business is attested by the undersigned.



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Robert H. Brown, Jr., Adjutant

## Post 146 Vision and Mission Statements

Vision and Mission statements were developed during a series of workshops in January 2018. As we enter 2021, it is time to review how far the Post has come in fulfilling the vision and mission, and determine if the statements developed three years ago remain an accurate reflection of what the Post strives to become and what it strives to achieve.

### Review

To ensure members share a common understanding of the purpose of a vision and mission statement, definitions are necessary:

Vision: *A Vision Statement is a narrative description of an organization as that organization would like to be in the future. It can be in the form of an image or words. A vision statement is goal oriented and mentions things such as how an organization 'sees' their future, and what their plans are.*

Mission: *A Mission Statement describes the purpose the organization; its reason for existing. The mission statement should guide the actions of the organization, spell out its overall goal(s), provide a path, and guide decision-making. It provides the framework or context within which the organization's strategies are formulated. It's like a goal for what the organization wants to do for the world. Effective mission statements start by cogently articulating the organization's purpose for existing. A mission should:*

- *Define what the organization is*
- *Be limited/focused, but broad enough to allow for creative growth*
- *Distinguish the organization from others*
- *Serve as framework for evaluating current activities*
- *Be stated clearly so that it is understood by all*

The current Post 146 Vision and Mission Statements are:

#### VISION -

Post 146 welcomes military veterans, active military, and their families to provide an environment and opportunity for building and strengthening friendships; and works to build meaningful support for and partnerships with organizations, programs and activities which further the Hopewell community, Americanism, self-reliance, and duty to God, Family, and Country.

#### MISSION -

The members of American Legion Post 146 partner with others in the Hopewell, VA community to support a strong national security; provide for the care of veterans and their families; mentor youth; and promote patriotism and honor.