



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

**April 20, 2021 General Membership Meeting and  
May 4, 2021 Executive Committee Meeting**

May 14, 2021

The following is a summary of the April 20, 2021 General Membership and May 4, 2021 Executive Committee Meetings.

**April 20, 2021 General Membership Meeting**

1. Deputy Wade gave a short presentation about the Law Enforcement Explorer Program. The Post has been in existence for only two years. They now have seven members and are beginning to build the program.
2. The Post Charter was draped in memory of Legionnaire Ronnie Keene who passed away on March 27, 2021.
3. A summary of the March 16th General Membership and April 6th Executive Committee Meetings were provided for member review on the Post website and before the meeting. The meeting summary was approved as presented.
4. Officer Reports:
  - a. Membership (1st Vice):
    - As of April 19th, the Post stood at 95% of the target (365) for this year. The Post has welcomed 24 new members so far this year, more than any other Post in District 4.
    - Candidates for membership: Candidates for membership are:
      - New: Daniel Runnion (USA), Ronald Weatherbee (USA), Jeremy Glasco (USA), William Sculthorpe (Army Nat'l Guard), Bruce Vecchioni (USA), and Beverly Keen (USA)
      - Transfer: Patricia Potts (from Post 141)

ACTION: A motion was made, seconded and APPROVED to accept the above listed candidates as members in the American Legion and Post 146, as appropriate.
  - b. Americanism/ Children & Youth Progs (2nd Vice):
    - Because of COVID restrictions, Boys State will have limited participation this year. The program will only see 245 participants instead of the 750 in previous years. The Post's candidate is Tariq Abdullah, a junior at Hopewell High School. He is a member of the JROTC Program (3 years) and holds a 3.66 GPA.

- Met with the John Randolph Foundation Scholarship Review Committee to review candidates for the Post 146/Daniel Barbee Scholarship. Scholarship awards will probably be announced in late June.
  - Because of the pandemic, we were unable to make special JROTC recognition awards at the end of the 2020 school year. We coordinated with LTC Jeremiah Pray, the Senior Instructor, to belatedly make the awards for Military and Scholastic Excellence. The award winners were Christian Goodman (Military Excellence) and Jamir Sherman (Scholastic Excellence).
- c. Bingo/Gaming (3rd Vice): BINGO resumed April 7th and we've had two very successful evenings (4/7 and 4/14). We now have electronic tablet versions of the BINGO games which will generate additional revenue for us and everything is running smoothly.
- d. House Committee:
- New countertops are installed and work is complete in the redesigned bar area in the Legion Hall.
  - We received a bid from Infinity Roofing and Siding to repair the roof by overlaying the current roof with Thermoplastic Polyolefin (TPO) reinforced with one-inch, closed cell foam board (Polyisocyanurate) for structure and strength. The system would be mechanically attached to the perimeter of the roof and welded at the seams. Additionally, all the openings for pipes, vents and drains, and curbs for the HVAC units would be covered with aluminum flashing. The metal coping (capping) around the building exterior would be removed and replaced with high-grade aluminum capping to protect against leaks. Estimated cost is \$87,795.00. We are pursuing other vendor solutions and bids.
  - We submitted a grant application Lowe's 100 Hometowns Project on April 16th to obtain funds to fix the roof. Closing date for applications is April 19th. Lowe's hasn't announced an award date, but it looks like sometime before summer.
  - The ALA Dice/Poker Run is scheduled for May 8th. A buffet breakfast will be served from 8 to 11 am. Registration is from 9 to 11 am. The "run" is scheduled for 10 am to noon. The run starts and ends at the Post. Lunch will be available from the regular menu..
  - Mother's Day is Sunday, May 9th. We will have a Mother's Day breakfast at the Post.
  - Saturday, May 15th is Armed Forces Day and the Club Room will offer special beer prices from 11:00 am till 2:00 pm. Club Room closes at 2:00pm.
  - On Sunday, May 16th, the Post will host an Open House and Volunteer "Salute". The event will be held in the Main Activity Room and begin at 4:00 pm. During the event, we will recognize all those who volunteered to work on the building renovation. We will serve BBQ chicken, hot dogs and hamburgers; plus, iced tea, coffee, and water. Beer and soda will be available for purchase. This is a Pot Luck event with food donations requested.

- e. Finance Officer: Beginning Balance: \$85,807.98. Net end of month balance for March is \$81,083.07.
- f. Service Officer: No Report
- g. Chaplain: Dept. of Veterans Services Offices are now open at Ft. Lee, McGuire VA Hospital and Petersburg.
- h. Historian: We have six special days this month
  - May 5th: Cinco de Mayo
  - May 6th: National Day of Prayer
  - May 9th: Mothers' Day
  - May 9th - 15th: Armed Forces Week ending with Armed Forces Day, Saturday the 15th
  - May 31st: Memorial Day
- i. Judge Advocate: No report
- j. Sgt.-at-Arms: New Member Orientation is scheduled for the June General membership Meeting. Dinner begins at 6:00 pm with the orientation starting at 7:00 pm.
- k. 1st, 2nd, & 3rd Executives: No report

5. Correspondence: The Post received a note of thanks and a donation from the family of Legionnaire Ronnie Keene for providing the hall for the funeral reception.

6. Old Business (Cdr): Old Business (Cdr): The Executive Committee referred proposed changes to the Post By-Laws for General Membership review and adoption. The changes grew out of two issues: 1) the By-Laws do not specify or assign responsibility for employee management and 2) the Executive Committee had to approve purchases which exceeded the authorized \$2,500 ceiling to ensure that the Post kept operating during the pandemic. The general membership could not meet because of government imposed restrictions of people gathering.

Proposed changes are:

- a. As the Post By-Laws do not address the question of responsibility for personnel actions (including pay). In view of this shortcoming, recommend that Art III, *Duties of Officers*, Sec.13, *House Committee* be changed to add a sub para c. which would read:

**c. The House Committee shall have the primary responsibility to oversee all employee personnel policies and procedures to include setting salaries and wages; and the employment, evaluation, discipline, and separation of Post staff members.**

Paragraphs c and d would be redesignated as paras d and e, respectively with their content unchanged.

ACTION: A motion was made, seconded and APPROVED to adopt the suggested paragraph as part of Art III, *Duties of Officers*, Sec.13, *House Committee* of the Post By-Laws to wit:

“c. The House Committee shall have the primary responsibility to oversee all employee personnel policies and procedures to include setting salaries and wages; and the employment, evaluation, discipline, and separation of Post staff members.” ...and to redesignate current subparagraphs c. and d. as paras d. and e., respectively with their content unchanged.

- b. As restrictions initiated because of the COVID pandemic required the cancellation of General Membership meetings for periods greater than 30 days, the Executive Committee found itself in the unprecedented position of having to approve expenditures, purchases or allocations in excess of the \$2,500.00 authorized in the By-Laws. To correct this shortcoming, recommend that By-Laws Art. II, Management, Section 6, Financial Authorities, sub para. a., be changed to read: [addition highlighted in blue]

a. After consultation with the Budget, Finance and Audit Committee, the Executive Committee may authorize and approve normal expenditures of Post funds in an amount not to exceed twenty-five hundred dollars (\$2,500.00) in the normal operation of the Post. Any and all expenditures authorized by the Executive Committee shall be reported to the Post membership at the next regular meeting. Any expenditure exceeding twenty-five hundred dollars (\$2,500.00) shall be referred to the Post membership for a vote at a regularly scheduled meeting. **Should an emergency occur in which the full Post membership is not be able to meet for a period of more than 30 days, the Executive Committee may obligate and expend the funds necessary to initiate and/or maintain Post operations (i.e., pay staff salaries/wages, make operations-related expenditures, purchase expendable and non-expendable supplies and equipment, make necessary repairs and improvements, and pay other bills, taxes and fees required to keep the Post operating.**

A recommendation to change the proposed change was received from the membership. That recommendation proposed the addition be changed to read: **.Should an emergency occur during which the full Post membership is not be able to meet for a period of more than 30 days, the Executive Committee may obligate and expend the funds necessary to initiate and/or maintain Post operations (i.e., pay staff salaries/wages, ~~make operations-related expenditures~~, purchase expendable and non-expendable supplies and equipment, make necessary repairs and improvements, and pay other bills, taxes and fees required to keep the Post operating. All spending made under this emergency authority shall be reported at the next convened General membership Meeting.** [new changes shown in red]

ACTION: A motion was made, seconded and APPROVED to amend Art. II, *Management*, Section 6, *Financial Authorities*, of the Post By-Laws with the revised suggested addition to wit: “Should an emergency occur during which the full Post membership is not be able to meet for

a period of more than 30 days, the Executive Committee may obligate and expend the funds necessary to initiate and/or maintain Post operations (i.e., pay staff salaries/wages, purchase expendable and non-expendable supplies and equipment, make necessary repairs and improvements, and pay other bills, taxes and fees required to keep the Post operating. All spending made under this emergency authority shall be reported at the next convened General Membership Meeting”.

7. New Business: (Cdr): Officer elections for the upcoming Legion Year (2021-2022)

The Nominating Committee proposed the following slate of officers:

<b>Position</b>	<b>Name</b>	<b>Position</b>	<b>Name</b>
Commander .....	David Harless	Service Officer* .....	Larry Gammon
1st Vice Cdr .....	Wanda Knight	Historian .....	Robert Brown, Jr.
2nd Vice Cdr .....	Robert Horneck	Chaplain .....	Fred Sissan
3rd Vice Cdr .....	Mark Mauger	Sgt-at-Arms .....	Michael Bonneville
Finance Officer ..	Rob Stepp	3rd Yr Executive* ..	Clyde Powers

\* Indicates a three-year term

ACTION: Commander Harless made a call for nominations from the floor for each position. There were no nominations from the floor. A motion was made, seconded and APPROVED to close the nominations.

8. Good of the Legion (Cdr):

- Charters for the Post, ALA, SAL, and Legion Riders were recently remounted and reframed.
- Commander Harless introduced Fred Sissan the nominee for Post Chaplain.

\*\*\*\*\*

**May 4, 2021 Executive Committee Meeting**

1. **Summary of Previous Meeting** (Adj): A Read-Ahead Packet which included a summary of the April 6, 2021 Executive Committee meeting was provided to all committee members and acted as the basis for the meeting. The summary of the April 6, 2021 meeting was reviewed and approved.
2. **Correspondence:** Received a ‘Thank You’ note from Ms. Irma Gail and the Board of Trustees of the Historic Hopewell Foundation in appreciation of the luncheon hosted at the Post for Foundation volunteers.

**3. Officer Reports:**

- Membership (1st Vice):
  - As of April 28th, the Post stands at 97.8% of the target (365) for this year, which means there are 8 members still left to renew.
- Americanism and Children & Youth (2nd Vice):
  - Tariq Abdullah is the Hopewell High School junior selected and sponsored by Post 146 to be our Boys State Delegate this year.
  - Represented the Post at the John Randolph Scholarship Candidate Review meeting. Scholarship winners will probably be announced in June.
  - As we could not present American Legion awards to Hopewell High School JROTC Cadets last year, a meeting is in coordination with the JROTC Senior Instructor to present the awards. The Military Excellence medal is presented to **Christian Goodwin**. He plans to pursue a career in the United States Navy. The Scholastic Excellence medal is presented to **Jahmere Sherman**. He has accepted an appointment to attend the United States Military Academy in the fall of 2021.
- Bingo (3rd Vice):

**BINGO MONTHLY RECAP - APRIL**

Month	Gross Income	10% Rqmt.	Actual Donations	Other Uses	Total	Available for Donation
April	\$49,478.70	\$4,947.87	\$1,100.00	0	\$1,100.00	\$4,005.98
As of 30 Apr 21	\$49,478.70	\$4,947.87	\$1,100.00	0	\$1,100.00	<b>+/- Target</b> <b>- \$3,847.87</b>

BINGO resumed Wednesday, April 7th and we had a good start getting back to regular operations. The new “tablet” versions have been very well received.

Recommendation: That the \$4,000.00 available for donation be transferred to the Restricted Fund.

- Post Finances (Fin Off): Post Finances (Fin Off): Beginning Balance: \$\$81,083.07; Gross Deposits for all accounts: \$114,998.81; Expenditures \$104,655.31. Net end of month balance for April is \$82,587.10. (see attached report)
- House Committee: The committee has accomplished or is working on the following:
  - Historic Hopewell's Lunch 'n Learn lecture series begins on May 12th and will continue through the summer months. A special menu may be offered for those participating.
  - The committee is reviewing the Post House Rules as they were published in 2017 and are due for an update.
  - To end confusion in identifying rooms in the building, the Main Activity Room (BINGO Hall) is now 'officially' referred to as the Legion Hall. The Club Room designation remains the same.

- Having some difficulty with consistency in the Cleaning Contractor's performance. Committee is monitoring. If the performance doesn't improve, committee will seek a new vendor.
- As announced at the General Membership Meeting, the roof continues to have issues. Repair cost estimates range from \$80,00 to nearly \$100,000. Committee is exploring alternatives. We submitted an application for a grant through the Lowe's 100 Hometowns Program. Results may be received sometime in June or July.
- Post will host an Open House and Volunteer Salute on Sunday, May 16th from 4:00 pm onwards. We will serve BBQ chicken, hot dogs and hamburgers, plus coffee, iced tea and water at no charge. Beer and soft drinks may be purchased. Pot luck food donations are encouraged.
- Service Officer: No report
- Chaplain: No report
- Historian: May events are:
  - May 1, 1960 - Russia shoots down a U-2 spy plane (plane was flying at 70,000 ft) and captured the pilot, Francis Gary Powers. The Soviets convicted Powers on espionage charges and sentenced him to 10 years in prison. However, after serving less than two years, he was released in exchange for a captured Soviet agent in the first-ever US-USSR "spy swap."
  - May 2, 2011 - U.S. Special Operations Forces killed Osama bin Laden during a raid on his secret compound in Abbottabad, Pakistan. The raid marked the culmination of a decade-long manhunt for the elusive leader of the al-Qaeda terrorist organization.
  - May 7, 1945 - "VE-Day" In a small, red brick schoolhouse in Reims, Germany, General Alfred Jodl signed the unconditional surrender of all German fighting forces thus ending World War II in Europe.
  - May 14, 1607 - The first permanent English settlement in America was established at Jamestown, Virginia, by a group of royally chartered Virginia Company settlers from Plymouth, England.
  - May 31st - "Memorial Day" First celebrated on May 5, 1865 as "Decoration Day" with a tradition of decorating Civil War soldiers' graves with flowers, the observance date was later moved to May 30th and expanded to include American military dead from the Spanish-American War, World War I, World War II, and Korea. It became more commonly known as Memorial Day after World War II, but wasn't officially termed as such by Congress until 1967. In 1971, Congress moved Memorial Day to the last Monday in May, thus creating a three-day holiday weekend.
- Sergeant-at-Arms: Reminded everyone that New Member Orientation will be conducted at the June 22nd General Membership Meeting.

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

4. **Donation Requests** (Donation Coordinator):

- Children's Hospital of Richmond requests a donation to their Annual Fund Drive. Historically, the Post donates \$500 annually.
- Wonder City Garden Club requests a donation of \$250 for the upkeep and maintenance of the grounds around the Washington Circle Veterans Memorial Park.
- Historic Hopewell Foundation requests the Post furnish a 4 ft x 6 ft. U.S. National flag to replace the one regularly flown at Westin Manor.

ACTIONS: A motion was made seconded and APPROVED to donate \$500 to the Richmond Children's Hospital; to donate \$250 to the Wonder City Garden Club for the upkeep of the Washington Circle Veterans Memorial Park; and to purchase a new flag for the Historic Hopewell Foundation (est. cost: \$60.00). Additionally, the committee directed that \$3,000 be transferred from the BINGO Account to the Restricted Funds Account.

5. **Old Business:** None presented

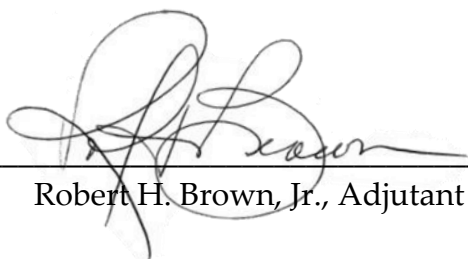
6. **New Business:**

Legion Hall Rental Policy: The House Committee referred a draft revised edition of the Post's Hall Rental Policy for the committee's review. The copy was presented for members to study and be prepared to discuss at the June 1st meeting. The draft policy is attached at Enclosure 1.

7. **Good of the Legion:**

- a. District 4 Leaders Meeting: The District meeting will be held on Sunday, June 6th at Post 146. Lunch will be offered from 12:30 and the meeting will begin promptly at 2:00 pm. The main agenda item is election of District 4 officers.
- b. Officer Installation for the 2021-22 Legion Year: The Post will conduct Installation of Officers Ceremonies for all Post 146 organizations (Legion, SAL, ALA, and Riders) beginning at 5:00 pm on Thursday, June 10th.

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



---

Robert H. Brown, Jr., Adjutant





# Hopewell Memorial Post 146 Legion Hall Rental Policy

<date>

## 1. General

- a. The Hopewell Memorial Post 146 building is a Smoke-Free facility. The use of cigarettes, cigars, pipes, vaping apparatus or any other type of smoking material in any portion of the building is strictly forbidden.
- b. The Hall cannot be rented for public events where guests/participants are charged admission.
- c. Rentals may be made for either a half day or full day. The half day rental covers the period 8:00 am until 3:00 pm or 4:00 pm until 11:00 pm. The full day rental covers the period 8:00 am until 11:00 pm.
- d. The Renting Party shall indemnify, defend, and hold harmless the American Legion, its Post Officers, and Post Members against any and all demands, causes of action, or any other claim of the Renting Party, its members, agents, employees, subcontractors, patrons, guests, or invitees arising out of or related to the Renting Party's rental of the Hall.
- e. A Post Representative is permitted to be present on the premises at any time during the event rental period.

## 2. Availability

- a. The renter must first complete a Room Rental Request Form
- b. The Event Coordinator or other Post Representative will determine Legion Hall (further described as the 'Hall') availability for the planned date.
- c. The Hall is available from 8:00 AM until 11:00 PM. All morning rental events must be concluded, and the Hall cleaned and vacated by 3:00 pm or the security deposit is forfeit. For full day rentals, the Hall must be vacated, cleaned and locked by 12:00 AM (midnight) or the security deposit is forfeit.
- d. Outside events must end before 11:00 PM.

### Rates / Payments

Duration	Post 146 Member	Standard
Half Day	\$100	\$500
Full Day	\$250	\$800

- e. Each year, a Post 146 Family Member is eligible for the Post 146 Member rate for the first function booked. Second and subsequent bookings will be made at the Standard rate. Standard rates apply to all others wishing to rent the Hall.
- f. Funeral receptions for Post 146 Legion, Post 146 Legion Family members or their immediate family members are not subject to rental fees.

- g. All payments must be made by check, credit card, cash, or money order. Returned checks are subject to a charge of \$50.00 plus all legal costs of collection. Payment may be sent/delivered to:  
**American Legion Post 146, 217 East City Point Road, Hopewell, VA 23860**
- h. The Renting Party must show a state issued identification document or U.S. Passport at the time of booking for verification purposes.
- i. A Security Deposit of \$500.00 (\$100.00 for Post 146 Legion Family members) is required at booking to confirm the reservation. If the event is cancelled within seven (7) calendar days of the scheduled event, the security deposit is forfeited; and if the event is catered, renter will be billed for obligated catering costs.
- j. The Renting Party is responsible for and agrees to pay American Legion Post 146 for any and all damage to the Hall that may arise from or is related to the rental of the Hall. This includes, but is not limited to, damage to the restrooms, tables, chairs, lights, or any other property or asset owned by American Legion Post 146. If the renter leaves the Hall or restrooms damaged, the security deposit is forfeited.
- k. If cleaning is not included in the contract, i.e., the renter is responsible for post-event cleaning, and the Hall, including rest rooms, is not cleaned, the renter will be charged \$300.
- l. If, upon inspection, the Post Representative determines that the Hall is in the condition in which it was presented to the renter, then the security deposit will be refunded not later than seven (7) days after the event.
- m. Full payment for the reservation must be received by Post 146 at least fourteen (14) calendar days in advance of the event unless specifically waived by the Post Representative.

### **3. Catering**

- a. Catering services are available for all events. The hall can hold a maximum of 130 patrons for a “seated event”.
- b. Meal costs include drinking water, coffee or tea. Alcoholic beverages incur a separate charge.
- c. Actual cost will vary depending on the menu items selected.
- d. Final catering cost will include an 18% gratuity for wait staff.

### **4. Rental Process Timeline**

- a. Rental Agreement must be completed and submitted at least 14 calendar days before the requested event date unless specifically waived by the Post Representative.
- b. The Post Representative and the Renting Party will jointly inspect the Hall and its equipment to ensure the Hall is in proper condition for the Renting Party’s use during the rental period.
- c. Full payment must be received not later than fourteen (14) calendar days before the date of the event.

## 5. Setup / Decorations

- a. The Renting Party shall coordinate with the Post Representative to arrange times for setup time and closing.
- b. For events starting before 9:00 am, the Hall may be setup/decorated during the evening of the preceding day, if the Hall is available. For events starting in the afternoon or evening hours, the Hall may be setup/decorated during the morning or afternoon of the event day, if the Hall is available.
- c. Nothing may be attached to the walls.
- d. All decorations must be removed at conclusion of event.
- e. The Renting Party must provide all needed disposable paper products, utensils, etc. Items owned by the post (disposable paper products, utensils, etc.) are not to be used by the Renting Party. Unauthorized use of Post supplies or materials will result in forfeiture of the security deposit.

## 6. Safety

- a. Maximum capacity for the Hall is 200 persons and may not be exceeded at any time.
- b. All exit doors shall remain unlocked and must remain accessible at all times during an event.
- c. Parking is available on the premises. Post 146 assumes no responsibility for any vehicle parked on Post 146 property or any adjacent property in order to attend events held at the Hall.
- d. The Renting Party shall comply with all applicable laws and regulations and shall not use or occupy the Hall for any unlawful purpose or permit others to use or occupy the Hall for any unlawful purpose.
- e. The consumption or possession of illegal drugs or drug paraphernalia is prohibited at all times on any part of the property.
- f. Possession of firearms within the Hall is prohibited unless specifically authorized by law and approved by the Post 146 House Committee. Firearms are expressly prohibited when alcohol is served.
- g. Renting Party is responsible for ensuring that no loud noises come from inside or outside the building after 11:00 PM.

## 7. Flammables

- a. No candles or open flames are permitted inside the Hall at any time.
- b. No fireworks or pyrotechnics of any kind are permitted on any part of the property.

## 8. Cleaning

- a. Renting Party is responsible for Hall clean-up which consists of:
  - 1) All food/beverage spills cleaned up.
  - 2) All tables and chairs wiped clean.
  - 3) All tables and chairs returned to their original locations/positions.
  - 4) Hall and bathroom floors will be clean and free of clutter.

- 5) All trash cans will be emptied.
  - 6) Parking area and other outside areas will be cleaned and litter free.
  - 7) All food brought by the Renting Party will be removed from the premises at the conclusion of the event.
  - 8) Renting Party is responsible to remove and properly dispose of all event trash.
- b. The security/cleaning deposit will be forfeited and an additional cleaning fee may be assessed if more than routine cleaning is required to return the Hall to the condition it was prior to the event.

## **9. Alcoholic Beverages**

- a. Only members in good standing of the Post 146 American Legion Family may contract for alcoholic beverages being served at an event.
- b. No alcoholic beverages may be consumed outside of the Legion Hall.
- c. Renting Party is responsible to ensure the no one under the age of 21 is served or consumes alcoholic beverages.

## **10. Other Spaces within the Post 146 Building**

Only members of any recognized American Legion, Sons of the American Legion (S.A.L.) or American Legion Auxiliary (A.L.A) are allowed in the Post Club Room; and the Club Room may not be used for any other purpose. Use of the Club Room is not included in any Rental Agreement.

## **11. Amendments and Changes**

This policy may be changed, amended or updated at any regular meeting of the Executive Committee. Proposed changes, amendments, or updates must first be presented to the full Executive Committee for review and discussion at least one regular meeting prior to taking a vote on accepting the proposed change, amendment or update.