



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

May 18, 2021 General Membership Meeting and  
June 1, 2021 Executive Committee Meeting  
June 10, 2021

The following is a summary of the May 18, 2021 General Membership and June 1, 2021 Executive Committee Meetings.

**April 20, 2021 General Membership Meeting**

1. Presentations:
  - a. Pat Stivers presented a check for \$1,200 to Commander Harless. The donation was part of the proceeds from the Dice/Poker Run fundraiser which took place on May 8th.
  - b. Warren J McCrickard, Development Coordinator for the Boys to Men Mentoring Network of Virginia, gave a short presentation about the program.
  - c. The 4th District Commander, Joe Garlitz, and District 1st Vice Commander Jim Knowlton spoke to members about 4th District's outstanding performance in this year's membership drive. The 4th District has ranked Nr 1 in renewals for the past 20 weeks. Of the 17 Districts in Virginia, 4th District is ranked Nr 1 for membership. Post 146 is tops for new members, gaining 39 new members in this Legion Year.
  
2. A summary of the April 20th General Membership and May 4th Executive Committee Meetings were provided for member review on the Post website and before the meeting. The meeting summary was approved as presented.
  
3. Officer Reports:
  - a. Membership (1st Vice):
    - As of May 18th, the Post stood at 98.8% of the target (365) for this year. The Post needs just four people to renew to reach 100%.
    - Candidates for membership: Candidates for membership are:
      - New: Steven Hunter (USA), Tracey Accord (USA), J.B. Armstrong ( )
      - Transfer: John Whitehead (USA) from Post 120 [Disputanta, VA] and Robert Mauger from Post 662 [New Holland, PA]

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): Tariq Abdullah is the Hopewell High School junior selected and sponsored by Post 146 to be our Boys State Delegate this year. The Post was only allocated on spot for this year's Boys State Program.

- c. Bingo/Gaming (3rd Vice): BINGO resumed April 7th and the game nights have been successful. The electronic tablet versions of the BINGO games have generated nearly \$6,000 in revenue for us since we began offering them.
- d. House Committee:
  - Rated "Excellent" in recent Health Department and ABC Inspections
  - More than 80 people attended the Open House and Volunteer "Salute" on Sunday, May 16th. During the event, the commander recognized all those who voluntarily worked on the building renovation. The dinner was excellent with many people bringing food donations.
  - Remember when bring guests to the Club Room, please sign them in on the guest book. The same holds true for special events in the Legion Hall.
  - On Sunday June 6th, the Post will host the quarterly 4th District Meeting. The Club Room will close at 1:00 pm. Lunch will be provided for those attending the District meeting. Lunch: \$7.00 District Meeting: \$3.00 Lunch will begin at 12:30 pm. The District meeting begins promptly at 2:00 pm. Main item on the agenda is election of District Officers for the 2021-22 Legion year.
  - On Thursday, June 10th, we will hold a Combined Installation of Officers Ceremony for all organizations in the Post 146 Family. The ceremony begins at 5:00 pm. Dinner will be served.
- e. Finance Officer: Beginning Balance: \$\$81,083.07; Gross Deposits for all accounts: \$114,998.81; Expenditures \$104,655.31. Net end of month balance for April was \$82,587.10
- f. Service Officer: No report
- g. Chaplain: No report
- h. Historian: this month
  - Susanna Bolling's midnight ride took place on May 24 and 25, 1781. That makes this year the 240th anniversary of her spectacular ride!
  - May 31st: Memorial Day – Ceremony begins at 10:00 am at City Point National Cemetery 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.
  - Sunday, June 6th, 77th Anniversary of D-Day
  - Monday June 14, 1775 - The first U.S. Military service, the Continental Army consisting of six companies of riflemen, was established by the Second Continental

Congress. The next day, George Washington was appointed by unanimous vote to command the new Continental Army.

- Monday, June 14th Flag Day
- June 20th – Father’s 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 reports

4. Correspondence: None received

5. Old Business (Cdr): None presented

6. New Business (Cdr): Officer elections for the upcoming Legion Year (2021-2022). The Nominating Committee proposed a slate of officers at the April meeting and there were no nominations from the floor. In accordance with Post By-Laws, ballots were circulated and members asked to vote for the candidates presented for each officer position. It was noted that the Service Officer and 3rd Executive Officer were for a three-year term while all other positions involved a one-year term of office.

Candidates for officer position were:

<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: Members received individual, anonymous ballots and were asked to cast their vote. When votes were tallied, all candidates were elected to their respective positions.

7. Good of the Legion (Cdr):

- Question was raised about the Hometown Heroes Program. The commander reported that the program was still on-going and that banners will be displayed from Memorial Day through Veterans Day this year. We are currently trying to identify a new vendor to produce the banner. More information will be forthcoming.
- 50/50 Drawing winner (Sgt.-at-Arms): Wanda Knight won \$8.50 in the 50/50 drawing and donated the winnings to the Post.

Progressive Attendance Drawing (Sgt.-at-Arms): The jackpot stood at \$180. The name drawn was Member Nr. 420, Robert Schultz. As Legionnaire Schultz was not present, the jackpot will be \$200 at the June 15th, 2021 meeting.

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**June 1, 2021 Executive Committee Meeting**

1. **Summary of Previous Meeting (Adj):** A Read-Ahead Packet which included a summary of the May 4, 2021 Executive Committee meeting was provided to all committee members and acted as the basis for the meeting. The summary of the May 4, 2021 meeting was reviewed and approved.
  
2. **Correspondence:**
  - Thank You letter from the Richmond Children’s Hospital Foundation for the Post’s recent donation.
  - Thank You letter from Nansemond Post 88 in Suffolk for supporting their recent Golf Tournament [Post 146 team placed 2nd] and our donation to their Post programs.
  - Resolution from Post 89, Halifax, VA endorsing Rev. Frank H. Carr for the office of Department Chaplain for the 2021-22 Legion Year.
  
3. **Officer Reports:**
  - Membership (1st Vice): As of May 27th, the Post hit the 100% renewal target.
  - Americanism and Children & Youth (2nd Vice): No report
  - Bingo (3rd Vice):

**BINGO MONTHLY RECAP - MAY**

Month	Gross Income	10% Rqmt.	Actual Donations	Other Uses	Total	Available for Donation
May	\$42,083.25	\$4,208.33	\$3,875.00	\$2,523.98	\$6,398.98	\$4,005.98
As of 31 May 21	\$91,561.95	\$9,156.20	\$4,975.00	\$2,523.980	\$6,398.98	<b>+/- Target</b> <b>- \$1,657.22</b>

BINGO continues to provide substantial revenue for the Post. The new “tablets” continue to be popular.

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

- Post Finances (Fin Off): Beginning Balance: \$91,426.57; Gross Deposits for all accounts: \$105,899.95; Expenditures \$113,217.11. Net end of month balance for May is \$84,029.41.
- House Committee: The committee accomplished or is working on the following:
  - Still working on a number of small items to finish bringing the Legion Hall renovations to completion (transition strips in doorways, full sink in bar area, etc.).

- Post is now open from 8:00 am until 5:00 pm on both Saturday and Sunday.
- Cost of goods (especially food) has risen dramatically in last three months. Some increases over 200% with other items (would you believe small packages of ketchup!) having very limited availability. Increases prompt an upcoming change in menu item costs reflecting these increases. Increases will most probably come into effect in July.
- Worked with cleaning contractor to improve consistency in performance. Committee continues to monitor.
- Changed HVAC maintenance contract from Midlothian Mechanical to Air Maxx. Air Maxx installed the split-system air conditioner in the kitchen and they have provided excellent service on two trouble calls for other issues when we couldn't contact Midlothian.
- Obtained new 86" 'smart TV' (BINGO purchase) and new podium for the Legion Hall. Podium donated by the ALA.
- Tech for Troops donated a laptop for the Post. Also donated a 42" monitor we might use as in 'information board' to scroll Post information in the Club Room. Looking for ideas on placement and someone to maintain/update information once it's installed.
- Haven't heard anything from Lowe's 100 Hometowns Program concerning a possible grant. Results may be announced sometime in June or July. This is a long shot, but worth taking.
- Open House and Volunteer Salute on Sunday, May 16th went well. About 60 people participated. Pot luck food donations were especially good.
- Recommended changes to Post House Rules are presented as New Business.
- Service Officer: No report
- Chaplain: Clyde Powers father (Clyde Powers, Sr.) passed away on May 22nd. Memorial service was conducted May 26th.
- Historian: May events are: Working with city to re-energize Hometown Heroes Program. Have identified new vendor, Military Tribute Banners (Cape Coral, FL) who offer high quality banners, same size as current, but better price. Requesters order direct through a vendor website. Vendor does the admin/customer interface; city collects the money and pays by invoice. Free banner to Gold Star families.

Special dates/events:

- June 6, 1944 - D-Day 77th Anniversary
- June 9, 1919 - The National Executive Committee adopts the Legion emblem.
- June 14, 1775 - Birth of the U.S. Army (Continental Army) - special birthday celebration at the Post at noon.
- June 22, 1944 - President Franklin D. Roosevelt signs the original GI Bill (Servicemen's Readjustment Act) into law, ushering in monumental changes in U.S.

society. Higher education becomes democratized after 8 million veterans go to school on the GI Bill, get better jobs, buy houses and raise families.

- June 23, 1935 - The first American Legion Boys State convened in Springfield, IL.
- June 25, 2021 - Wreath-Laying at War Memorial on Washington Circle in conjunction with AL Riders Virginia Legacy Ride. All are invited to attend.
- 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):**

- a. Virginia Legacy Ride (sponsored by the American Legion Riders): This year's Ride will donate all money collected to the American Legion program which provides educational scholarship for children of those military members killed in action or died as a result of injuries/illness sustained while on active duty. It was proposed that the Legion donate \$500.00 to this year's Virginia Legacy Ride.

ACTION: A motion was made seconded and APPROVED to donate \$500 to this year's Virginia Legacy Ride.

- b. Virginia Veterans Services Foundation: The Foundation requests an unspecified donation to support on-going programs which address veteran homelessness, behavioral health, education, unemployment, etc.

ACTION: As the Post (through the Two Rivers Chapter, ALR) already supports the Foundation, no action was taken on this request.

**5. Old Business:**

Legion Hall Rental Policy: The proposed rental policy was presented for initial review at the May meeting. Discussion centered on rental fees, especially for members, and the benefits/drawbacks of a full day versus half day rental.

ACTION: A motion was made, seconded and APPROVED to limit member rental to a full day only and to charge members \$150.00 for a full day rental. All other stipulations listed in the proposed policy are APPROVED as presented.

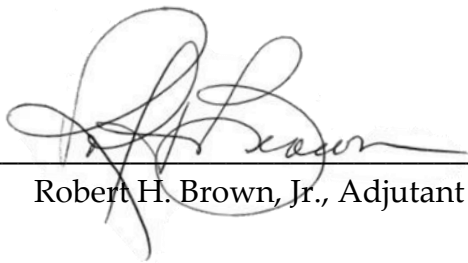
**6. New Business:**

House Rules: The House Committee submitted a revised/updated version of House Rules for the Executive Committee to review. Discussion and vote to approve will be addressed at the July meeting.

**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.



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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.