



Hopewell Memorial Post 146, The American Legion
Consolidated Summaries of Previous Meetings

**June 16th General Membership and
July 7th Executive Committee Meetings**

July 21, 2020

The following is a summary of the June 16, 2020 General Membership and July 7, 2020 Executive Committee Meetings.

June 16, 2020 General Membership Meeting

1. **Summary of Previous Meeting:** (Adj): The regular General Membership Meeting scheduled for May 19th was cancelled in accordance with Commonwealth and City of Hopewell health restrictions..

2. **Correspondence:** None received

3. **Installation of Officers:** Officers for the upcoming Legion Year 2020-2021 were installed by Dennis Hubbes, Past Commander, Hopewell Memorial Post 146. The officers for the 2020-2021 Legion Year are:

Commander: Dave Harless

1st Vice Cdr: Wanda Knight

2nd Vice Cdr: Robert Horneck

3rd Vice Cdr: Robert Stepp

Finance Officer: Mark Mauger

Chaplain: Valerie Keefer

Sgt.-at-Arms: Michael Bonneville

Historian: Robert H. Brown, Jr.

3rd Year Executive: Larry Nesbitt

2nd Year Executive: Ed Sanders

1st Year Executive: Clyde Powers

Judge Advocate: Andrew Pawlowski

Adjutant: Robert H. Brown, Jr.

4. **Officer Reports:**

• Membership (1st Vice):

- The Post now stands at 100.5% of the renewal objective.
- The following persons have applied for membership:

NEW

• Howard Story - Army

• George Powers - Navy

• Richard Huddelston – Air Force

• Shauna Mayo – Army

• Johnny Mullins - Army

TRANSFER

- Eugene Brooks (Post 2, Petersburg) • James Bryant (Post 2, Petersburg)

Action: A motion was made, seconded and APPROVED to accept the above-named applicants as members of Post 146.

- Americanism and Children & Youth (2nd Vice): Denis Confer, Registrar, American Legion of Virginia Boys State Program, informed the Post that the money paid to the program for this year's candidates will be refunded.
- Bingo (3rd Vice): As previously reported to the Executive Committee, BINGO operations were closed by the Charitable Gaming Commission because of the COVID-19 epidemic. It has been reported that BINGO may be allowed to resume when the Commonwealth enters Phase 3 of the process of return to full business operations. A date for Phase 3 has not been established.
- Post Finances (Fin Off): Beginning Balance: \$82,387.03; Gross Deposits for all accounts: \$47,184.26; Expenditures \$55,870.57. Net end of month balance for March was \$73,700.72. Jim Gallagher reported that the Post had originally invested \$75,000 in September 2014. As of June 16, 2020, the investment portfolio has a value of \$90,220. Money donated in 2014 was invested half in stock (U.S. companies) and half in bonds. The Post's investments have realized an annualized rate of return of 3.17% over the life of the account (six years) with 2019 being the best year (14.9% gain) and 2018 being the worst year (5.96% loss).
- House Committee: The committee has accomplished the following:
 - Roof Repairs: Repairs are underway and should be completed when the weather gives the roofers the opportunity to finish. Total cost: \$4,500
 - Club Room Remodeling: Work is nearly complete. A 'punch list' was developed to identify final items, identify who will complete them and for scheduling the work.
 - Patio Fence: Received bids from three contractors. Still researching with contractors to determine which is best way for Post to
 - Patio Furniture: Four sets of patio furniture donated by the SAL. We must obtain patio umbrellas and umbrella anchors.
 - Beer & Wine License: Approved by the Virginia ABC we can now begin serving wine. Researching types available, costs and how best to provide to membership
 - Coffee Island Counter-Top: Top received and installed (temporary) last Thursday. Awaiting decision from Dept of Health concerning the re-initiation self-serve coffee before finalizing installation.
 - Wall decoration (flag shadow boxes): Awaiting receipt of background mounting material. Once received, the boxes will be finalized and mounted.

- Additional electronic gaming machines: Six new electronic machines will be installed in the Club Room gaming area. We will also receive four "game pads" (electronic notebooks) which will allow people to play at tables in the Club Room
- Service Officer: No report
- Chaplain: No new illnesses or deaths to report.
- Historian: No report.
- Sgt-at-Arms: No report
- Judge Advocate: No report
- 1st, 2nd, 3rd Executives: No Reports

5. **Old Business:**

Andy Pawlowski asked about the status of roof repairs. The Commander reported that repairs had started last week but, because of weather, had not yet finished. Total cost for repairs was \$4,500. Roof repairs were undertaken when it was learned that completely replacing the roof would cost anywhere from \$50,000 to \$80,000.

6. **New Business:** None presented

7. **Good of the Legion:**

- Ronnie Waddell and Chris Hacker, Post Facility Manager, were called forward to accept the thanks of the members for the outstanding work done in renovating the Post Club Room. The Commander presented Chris Hacker a Post 146 Challenge Coin in recognition of the extra hours and work he did during the renovation and for overall improvements in Club Room operations.
- Adjutant announced that the Post Service Officer, Larry Gammon, was recently designated as an "accredited representative of The American Legion for the preparation, presentation, and prosecution of claims for veterans' benefits." That means that he may review claims on behalf of veterans and that he has special access to the claims process through the VA's Stakeholder Enterprise Portal (SEP) which provides access to web-based systems that are valuable in assisting claimants. The entire Post congratulates Larry on this special achievement.
- 50/50 Drawing winner (Sgt.-at-Arms): Floyd Moore won \$10.00 in the 50/50 drawing.
- Progressive Attendance Drawing (Sgt.-at-Arms): The jackpot stood at \$320. The name drawn was Member Nr. 110, Wanda Knight. The jackpot will start with \$20 at the July 21, 2020 meeting.

July 7, 2020 Executive Committee Meeting

1. **Summary of Previous Meeting:** (Adj): Summary of the June 2, 2020 meeting was reviewed and approved.
2. **Correspondence:** None received
3. **Officer Reports:**
 - Membership (1st Vice): Fifteen people have renewed their memberships already this year. Annual dues remain at \$40.00
 - Americanism and Children & Youth (2nd Vice):
 - Boys State payment for the 2020 session was returned last month.
 - JROTC awards scheduled for this past May will be presented when school resumes in September
 - LTC Jason Pape is moving from Hopewell High School to take command of the JROTC Program at Prince George High School
 - Bingo (3rd Vice): BINGO will resume on July 15th. Because we are just beginning BINGO, 3rd Vice recommended that no donations be made until we have a better idea of our financial posture.
 - Post Finances (Fin Off):
 - Financial Report: Beginning Balance: \$73,700.72; Gross Deposits for all accounts: \$72,985.13; Expenditures \$80,648.47. Net end of month balance for June was \$66,037.38.
 - Payroll Protection Plan: The Post submitted an application for financial relief through the federal Payroll Protection Plan on March 27th (via BB&T). The Post has been asked to provide additional information concerning the request so the action is still pending.
 - Jim Gallagher presented an update on the Post's Edward Jones Investment Account. A review of the investments and investment strategy will be taken up by the Budget and Finance Committee at a later date.
 - CD Matured: It was reported that a \$10,000 CD held in the Edward Jones account recently matured. Discussion centered on use of the funds.
Action: a motion was made, seconded and approved to cash the CD and use the \$10k to increase the electronic pull tab game kiosk 'float' to ensure there is sufficient money in the kiosk for players to redeem their pay-out coupons. This action was taken especially in light of the fact there the number of machines available for play increased on July 1st.

- House Committee: The committee has accomplished the following:
 - Roof Repairs: Roofers have been working and project is nearly complete. Some minor corrections have been identified and once they have been addressed, roof work will be complete
 - Patio Fence: House Committee recommends that the Executive Committee accept the bid from Jared Bliss of Dark Horse Contracting – details attached
 - Patio Furniture: New furniture has been received and is being assembled. We have new tables, chairs, umbrellas and umbrella stands.
 - ABC Approval for Patio: The Post received approval to serve beer and wine on the patio. Patio will be re-inspected and approval finalized after the permanent fence is constructed.
 - HVAC Maintenance Contract: Contract in place and initial inspection, cleaning and maintenance is scheduled for Thursday, July 9th.
 - Countertop for coffee island: Countertop was installed on June 5th
 - Club Room Redecoration: Major items are complete. Service flags mounted with the US flag to be mounted soon. Still some details to be finished in the rest rooms, for example. House Committee has a punch list and is working it.
 - Beer and Wine License: Request for beer and wine license was approved in late June. We now serve:
 - Cabernet Sauvignon • Moscato • Pinot Grigio
 - Chardonnay • Red Blend • White Zinfandel
 - Choco Vine (dessert wine)

Wines are \$3.00 with the dessert wine at \$4.00

 - New Menu: A new menu becomes effective Monday, July 13th. It includes modest cost increases we must make because of rising prices from distributors. Many distributors are just now coming back on line so draft beer choices, for example, are limited for the near future.
 - Additional Electronic Gaming Machines: Five (5) new machines received and installed on July 1st. We also will receive four (4) “notebooks” which patrons may use to play electronic games at the tables or bar.
- Service Officer: Working with the city on plans for a Veterans Support Center.
- Chaplain: WWII veteran Robert Shaw passed away on July 4th. Dale Barber’s father, Jessie Barber, passed away on June 20th.
- Historian: No report
- Sgt-at-Arms:
 - Working on the Historical Report for 2019-2020

- Working on biographies for deceased members
 - New Member Initiation will be held at the August 18th General Membership Meeting. Recognition pins for 5, 10, 15 and 25 years of consecutive membership will also be awarded
 - Physical Security Assessment: Information briefing was presented detailing the results of a recent physical security assessment. Recommendations were presented to the House Committee for action.
 - Judge Advocate: No report
 - 1st, 3rd Executives: No Reports
4. **Donation Requests (Donation Coordinator)**: Suspended until BINGO resumes. Draft Donations Budget Plan was presented to the committee. Plan is based on past donations and will act as a guide for donations for LY 2020-2021. Adjutant will provide a list of past donation recipients which the committee will prioritize at the August meeting.
5. **Old Business**:
- a. Current Business/Operating Restrictions (Cdr): As of 01 July, the Commonwealth is in Phase 3 of recovery from the COVID-19 Epidemic. Update on latest guidance from the City of Hopewell on Club Room operations is confusing, but social distancing remains in effect. BINGO players must observe social distancing requirements and wear masks.
 - b. Status of application for Federal Payroll Protection Program (Cdr) [See Finance Officer report]
 - c. ABC License Application:
 - License to serve beer and wine approved on June 10, 2020. First wine supply order received on July 2nd.
 - Request for permanent approval to serve alcoholic beverages on the patio conditionally approved. Final approval upon re-inspection after fence is installed and furniture is in place.
 - d. Change to Room Rental Contract Form (Adj): Form updated to include the following paragraph:

"6. Rental Agreement must be completed and submitted at least 14 calendar days before the requested event date unless specifically waived by the Facility Manager/Rental Coordinator."

- e. Post Web Domain Name (Adj): Discussions with Legionsites.com, our website provider, confirm that they maintain registry of our domain name as part of the annual subscription/service contract. No further action required.

6. **New Business:**

- a. Resignation of Clyde Powers: Clyde recently resigned from his office as 1st Year Executive and House Committee Chair. Commander will nominate a replacement to complete the unexpired term. Commander has nominated Dale Barber to fill the unexpired term. Legionnaire Barber's name will be placed in nomination for the position at the next General Membership Meeting.
- b. Permanent Patio Fence: The House Committee received three bids for work to install a permanent patio fence. The bidders were: The Fence Company, Russel Fencing, and Dark Horse Contracting. The House Committee recommends Dark Horse Contracting with a bid of \$2,992.00. As the cost exceeds Executive Committee approval authority, this contract action must be brought before the membership for approval. (details attached)
- c. Proposal for a Membership Appreciation Day vs. Early Bird Dinner: It has been suggested that the Post 'reward' all members with a Member Appreciation Day at which time members would be encouraged to renew their membership. It has also been suggested that the Post might hold such an event jointly with the VFW at an off-site location such as a park or lake side, keeping the food to hamburgers and hot dogs, special salads, snacks, desserts with beer, soft drinks and water. Cost shared with the VFW, should they agree to the project.

Action: After discussion, members concurred that the "Early Bird" should be continued as a traditional event because it acts as an incentive for members to renew the membership.

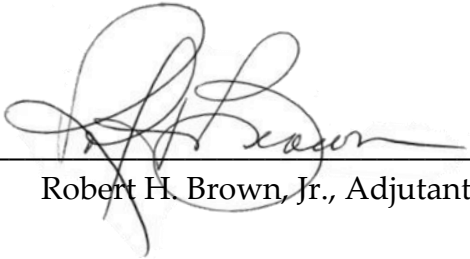
- d. Use of Credit Cards in the Club Room: The House Committee recently met with Adam Walker, a representative of First Data Corporation, to discuss the possibility of processing credit cards at the Club Room. The House Committee recommends initiating the use of credit cards as they have become a preferred method of payment for a majority of people. Larry Nesbitt recommended that the Post contact Datalink Bankcard Services as a possible supporting vendor.

Action: Motion made, seconded and approved to direct the House Committee to go forward with plans to implement procedures which will allow members to use credit cards (Master Card and Visa) to pay for food, drinks, and membership dues.

7. **Good of the Legion:**

- a. The Commander requested each member contact him before the next regular committee meeting with answers to the following questions:
 1. What needs to be done right now?
 2. What needs to be done?
 3. What would you like to be done?
- b. The commander recognized Legionnaire Larry Gammon with the presentation of a Post 146 Challenge Coin. Larry was cited for his outstanding work as Post Service Officer and for recently obtaining official American Legion Service Officer Certification.

Official Summaries of Meetings/Conduct of Business is attested by the undersigned.



Robert H. Brown, Jr., Adjutant

PATIO FENCE RECOMMENDATION

**Bid from Dark Horse Contracting
(Jared Bliss)**

Design Details

- Uses square heavy wall, carbon-steel tubing
- 2" square vertical posts on 6' centers for strength and stability
- 1-1/2" square tube top and bottom rails
- 5/8" square spindles on 4" centers to meet code requirements
- Top rail continues at the same elevation (40" high) across the entire fence line
- 40" entrance opening, no gate
- 4" x 4" x 3/16" baseplates drilled to accept 3/8" stainless steel hardware to anchor vertical posts
- Black finish



Total price for work: \$2,992.00

Design for Patio and Patio Fence

