



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

**November 17th General Membership Meeting and
December 1st Executive Committee Meeting**

December 15, 2020

The following is a summary of the November 17th General Membership and the December 1st Committee Meetings.

November 17, 2020 General Membership Meeting

1. **Guest Speaker:** Mr. Donald Vtipil, Military Assistance Program (MAP), talked about the history of MAP and its mission to provide assistance for disabled veterans. The special MAP program usually held in November at the Beacon Theater has been postponed until May 8th because of the pandemic. Mr. Vtipil presented Mr. C. D. Jackson a special gift on behalf of MAP.

The Post Commander presented a Post 146 Challenge Coin to Mr Vtipil in recognition of all he and MAP have done for veterans.

2. **Officer Reports:**

a. Membership (1st Vice):

- Candidates for membership in the American Legion and Post 146 were: Earl North (USA) and Cecil 'Butch' Jackson (USA)

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

- As of November 15, we have received a total of 274 renewals and new members against our goal of 365 members – 75% of target.

b. Americanism/ Children & Youth Progs (2nd Vice):

- The COVID Pandemic continues to effect school-based programs and schools are still conducting classes virtually.
- John Randolph Foundation awards academic scholarships annually and will do so this coming year despite the pandemic. Applications are available on the John Randolph Foundation website. The Post 146 - Daniel Barbee Memorial - scholarship is designed to support students in the local area. The due date for submitting scholarship applications is February 15th.

- c. Bingo/Gaming (3rd Vice): BINGO was doing well with about 80 people attending each week. However, recent changes imposed by the governor cause us to curtail BINGO until further notice.
- d. House Committee:
 - Working on improving the Post IT system to ensure better, more secure Wi-Fi connectivity with new Wi-Fi equipment.
 - Club Room remodeling efforts continue.
 - Taking bids on additional air conditioning for the kitchen.
 - Developing a lighting plan for the main activity (BINGO) hall.
 - Placed a "Job Board" in the administrative spaces which will list tasks/jobs needing doing at the Post.
 - Post will celebrate Thanksgiving with a traditional meal on Thursday Nov 26th. Club opens at 11:00 am, dinner served from 12:00 till 2:00 pm; post closes at 5:00 pm
 - On Christmas Eve day [Thurs, Dec 24th], the Post will open at 11:00 am with Christmas Dinner served from Noon till 2:00 pm. The Post will close at 5:00 pm
 - The Post will be CLOSED on Christmas Day [Fri, Dec 25th]:
 - On New Year's Eve day [Thurs., Dec 31st], the Post is open from 8:00 am till 5:00 pm
 - On New Year's Day [Fri., Jan 1st], the Post returns to Regular Hours
- e. Finance Officer: Financial Report for EOM November: Beginning Balance: \$118,550.15; Gross Deposits for all accounts: \$112,654.03. Expenditures: \$108,505.46. Net end of month balance for October was \$122,698.72.
- f. Service Officer: No Report
- g. Chaplain: Asked everyone to be aware of those who are ill or in the hospital and report that information to the Post. Suggested that all members have or obtain a copy of their DD Form 214, Military Discharge and let their family members and loved ones know where that document is.
- h. Historian:
 - Celebrated the USMC's 245th birthday on Nov 10th with a special ceremony led by Andy Pawlowski and Tony Zevgolis.
 - Honored Veterans Day with a ceremony at the Post. Legionnaire Jon Hatfield, Department of Virginia Historian and former Director of the Virginia War Memorial was the guest speaker.
 - Monday, December 7th marks the 79th anniversary of the attack on Pearl Harbor which drove the United States into World War II.
 - Sunday, December 20th marks the first anniversary of the founding of the U.S. Space Force.

- i. Judge Advocate: No report
 - j. Sgt.-at-Arms: New Member Orientation will be held at the December meeting. All new members will receive an invitation to the orientation. New members may come at 6:00 pm for a meal. Orientation will begin at 7:00 pm as part of the regular meeting.
 - k. 1st, 2nd, & 3rd Executives: No report
3. **Old Business:** None presented
4. **New Business:** None presented
5. **Good of the Legion:** The commander stated that things at the Post have gone very well for the past year. If members can attend or participate in special events, it makes those events even more valuable. "This is your Post and the leadership wants it to be what you, the members, want it to be. Everyone's involvement is critical to the life of the Post."

December 1st Executive Committee Meeting

NOTE: Due to changes in COVID-19 restrictions, the December 1, 2020 meeting was conducted remotely (electronically).

1. **Correspondence:** Received the following -
- a. John Randolph Foundation letter thanking the Post for the donation to the golf tournament and informing us that \$660 of the \$1,000 tournament fee went to the Post-Barbee Memorial Scholarship Fund.
 - b. John Randolph Foundation letter presenting 3rd quarter scholarship fund report which indicates the scholarship fund balance as of 30 September was \$42, 047.60.
 - c. Children's Hospital Foundation letter thanking the Post for a recent \$500 donation.
 - d. Crater Community Hospice letter thanking the Post for a recent \$500 donation.
2. **Officer Reports:** None presented
3. **Donation Requests** (Donation Coordinator): A list of donations made in November is attached at Enclosure 1. The enclosure also includes proposed donations for December, details below.

- a. **Hopewell High School Football Program** requests a donation of \$700 to support next year's football program. Donation will purchase 300 shirts for the 2021-22 football season. Post logo (6" x 6") will be featured in blue and gold on the back of the shirt.
Recommendation: \$700 – But, it seems very early to be purchasing shirts for next year's football season. Recommend tabling until the spring.
- b. Request from **Virginia War Memorial Foundation** for an unspecified donation. The Post has not donated to this foundation in the past.
Recommendation: \$250 donation, but low priority and only if funds available
- c. Request from the **Historic Hopewell Foundation** for an unspecified donation to support their efforts to support local schools, continue programs such as "Lunch and Learn" and a concert series. The Post donated \$500 in 2019, \$500 in 2018, and \$750 in 2017.
Recommendation: \$500 donation, only if funds available
- d. Request from **Virginia Veterans Services Foundation** for an unspecified donation.
Background: The Virginia Veterans Services Foundation is an independent agency of the Commonwealth supporting the interests of veterans and their families through the Secretary of Veterans and Defense Affairs; governed by an appointed Board of Trustees. The Foundation provides supplemental funding when state and federal resources are not available. Donations support selected programs and critical services offered through the Department of Veterans Services. 100% of all contributions provide direct support to our veterans in crisis or in need of assistance. Each dollar raised stays in Virginia.
Recommendation: \$500 donation - Chaplain Valerie Keefer strongly supports.
- e. Suggested end of year donation: **John Randolph Foundation** (Daniel Barbee Memorial Scholarship)
Recommendation: \$1,000, if funds are available
- f. Suggested end of year donation: **Freedom Support Center**
Recommendation: \$500, if funds are available
- g. Suggested end of year donation: **Tech for Troops**
Recommendation: \$500, if funds are available
- h. Suggested end of year donation: **Special Olympics**
Recommendation: \$500, if funds are available

Total of All Donations: \$4,450 [with the caveat that any money remaining available after donations to organizations or agencies, be transferred to the Post Restricted Fund]

Discussion: As BINGO was shut down and funds were limited, it was suggested that the committee only approve donations to primary, previously agreed upon organizations; specifically, Petersburg Freedom Support Center, Tech For Troops, our scholarship (John Randolph Foundation), and the Restricted Fund.

Funds Available: Rob Stepp (3rd Vice Cdr) reported that \$3,000 was available from the BINGO Account, but using all that that would deplete BINGO reserves. As of November 30th, the Post exceeded the required 10% donation target by nearly \$3,100.

Recommendation: In view of the 3rd Vice Cdr's report, the committee considered the following:

Freedom Support Center	\$ 500
Tech For Troops	\$ 500
Restricted Fund	<u>\$1,000</u>
Total	\$2,000

Justification: The \$2,000 donation would be above the 10% required, \$1,000 more would be available for infrastructure repair/improvements and the BINGO account would retain \$1,000 as seed money to help resume operations. All other possible recipients would be pushed to next year for consideration.

ACTION: By electronic and telephonic vote, the Committee APPROVED donations to the Freedom Support Center (\$500), Tech For Troops (\$500) and to transfer \$1,000 to the Restricted Account

4. **Old Business:** None presented

5. **New Business:**

a. For the past three years, the committee approved the purchase and presentation of gift cards to the staff in lieu of a Christmas Bonus. As this is a gift, it is not taxable as wages and all of the gift goes to the employee. Total cost with activation fees will not exceed \$1,450. Funds will come from the General Account, not BINGO

ACTION: By electronic and telephonic vote, the Committee APPROVED \$1,450 for the purchase of gift cards for staff Christmas gifts.

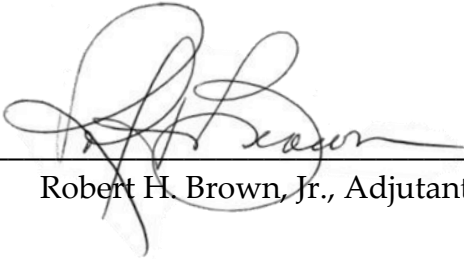
b. Post Wi-Fi System Upgrade: A review conducted by Code Blue Technology revealed that the current wi-fi system is under powered and open to hackers and/or someone using it could inadvertently link into the Post's business applications; especially the new point-of-sale system over which credit card information is passed.

The recommended solution was an equipment purchase which will increase overall signal strength, allow business operations to run separate from public use and include a strong firewall to protect against inadvertent or deliberate attempts at hacking the Post IT systems. Estimated new equipment cost is \$1,950.00. Funds will come from the General Account, not BINGO

House Committee Recommendation: That the Post purchase new w-fi equipment necessary to upgrade and secure the Post system at a cost of not more than \$1,950 from CodeBlue Technology.

ACTION: By electronic and telephonic vote, the Committee APPROVED not more than \$1,950 be authorized for the purchase and installation of new wi-fi hardware and software from CodeBlue Technology.

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



Robert H. Brown, Jr., Adjutant

2020 DONATIONS PLAN

NR	Organization or Planned Event	Proj Payment Date	Cash Donation	Funded From	Amt Spent Prev Year	REMARKS
NOVEMBER 2020- ACTUAL						
1	ALA	Nov-20	\$ 300	bingo	\$ 200	Support for Children's Christmas Party (with Hopewell Police Dept.)
2	Freedom Support Center	Nov-20	\$ 1,500	bingo	\$ 1,800	Provide local veterans assistance programs - have not donated this year - gave \$1,800 in total last year
3	Crater Community Hospice	Nov-20	\$ 500	bingo	N/A	Annual appeal - Haven't donated to them before. Heavily supported by the Riders
4	Richmond Children's Hospital	Nov-20	\$ 500	bingo	\$ 500	Annual Fund Drive - Have contributed \$500 in previous years
5	Hopewell Moose Lodge	Nov-20	\$ 1,000	bingo	N/A	Donation to Family Center Building Fund
6	Restricted Fund	Nov-20	\$ 3,000	bingo	N/A	To support Capital Improvements
	Projected November Sub-total		\$ 6,800			
	Projected Annual Grand Total		\$ 26,614			
DECEMBER 2020- PROJECTED						
					Given in 2020	Open for End of Year Donations [* Indicates possible candidates; not listed in any priority]
1	Hopewell HS Football Program	Dec-20	\$ 700	bingo	0	Donated to this program in 2019
2	Virginia War Memorial Foundation	Dec-20	\$ 250	bingo	0	
3	Historic Hopewell Foundation	Dec-20	\$ 500	bingo	0	Donated \$500 in 2019, 500 in 2018, and \$750 in 2017
4	Virginia Veterans Services Foundation	Dec-20	\$ 500	bingo	\$0	
5	John Randolph Foundation*	Dec-20	\$ 1,000	bingo	\$1,000	Direct contribution to the Barbee Memorial Scholarship Fund
6	Freedom Support Center*	Dec-20	\$ 500	bingo	\$1,500	
7	Tech For Troops*	Dec-20	\$ 500	bingo	\$500	
8	Special Olympics*	Dec-20	\$ 500	bingo	\$0	Donated \$500 in 2019 and \$500 in 2018
9	Restricted Fund*	Dec-20		bingo	\$13,000	
	Projected December Sub-total		\$ 4,450			
	Projected Annual Grand Total		\$ 31,064			