



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

November 16, 2021 General Membership Meeting and
December 7, 2021 Executive Committee Meeting
December 21, 2021

The following is a summary of the November 16, 2021 General Membership and December 7, 2021 Executive Committee Meetings.

November 16, 2021 General Membership Meeting

1. A summary of the October 19, 2021 General Membership and Nov 2, 2021 Executive Committee Meetings was provided for member review on the Post website and before the meeting. The meeting summary was approved as presented.
2. Officer Reports:
 - a. Membership (1st Vice):
 - Candidates for membership in the Legion and Post 146 were: Randal Haas, USAF; Floyd Frederick, USA; Joseph Borof, USA; James Barton, USAF; Susan Lindsey, USA; Steven Adams, USN; and Joseph Agresta, USA (transferring from Florida)
ACTION: A motion was made, seconded and APPROVED to accept the above listed candidates as members in the American Legion and Post 146.
 - Post now stands at 75% of the renewal goal [277 completed renewals vs. the 369 target]. Everyone urged to renew as soon as possible. Annual dues remain at \$40.00.
 - b. Americanism/ Children & Youth Programs (2nd Vice):
 - Commander Harless stated that retired USN service member Mike Faust is the new Superintendent at City Point National Cemetery and has moved into the caretaker quarters at the cemetery. This past Veterans Day event was one of the most outstanding we've done.
 - LTC Pray is the new Senior Instructor for the Hopewell High School JROTC Program.
 - c. Bingo/Gaming (3rd Vice): Bingo sales hit \$15,000 (net) in October. The Post saw \$18K (almost \$19K) in Club Room sales. We are a little bit down this month over the same time last year because of purchasing new HVAC units. There is a total of \$111,000 in the cash accounts. The Edward Jones investment account is up slightly; making about \$750 over the last month, about \$5K year-to-date.

d. House Committee:

- Roof Repair: *Save More Roofing* is completing additional repairs. We have identified a possible source of continued leaks in the storeroom area.
- HVAC Unit Replacements: New units have been installed on the roof and are operating.
- Walk-In Cooler: The refrigeration system in the Post's 15-year-old cooler broke down and must be repaired or replaced. We are gathering information on repair and replacement costs before presenting a recommendation to the Executive Committee. This is an emergency situation and we are taking action as quickly as possible.
- Staffing: Staffing remains a problem. The NEED IS CRITICAL. Advertisements are running on the Post website and Facebook page. We hired a parttime dishwasher/busser, Searrah Scott.
- Cleaning: Major cleaning in the kitchen and Club Room completed on Oct 17th. Volunteers helped regular staff complete the difficult task. Facility manager worked long hours to ensure the work was completed and the Club Room returned to full operation on Monday, Oct 18th.
- City "Trunk or Treat" Event: City of Hopewell held a "Trunk or Treat" event in the Post main parking lot on Thursday, Oct 28th.
- Veterans Day : Post hosted a luncheon for all participants in this year's Veterans Day Ceremony. The lunch was well attended.

e. Finance Officer: End of month October Total Income: \$70,484.20; Total Expenses: \$68,439.89; Net Income: \$1,619.42. Account Balances: VTAB -\$28,446.98; BINGO - \$22,062.72; Restricted - \$2,746.49; General - \$25,-062.95 [ATM/Kiosk Holdings: \$33,292.00.]

f. Chaplain: Volunteered to be with people who may be suffering at home/etc., and that he would be available for visits. Bible study based on Gospel of Matthew is open to family members as well Post members.

g. Service Officer: Commander Harless reported that Larry Gammon does a lot behind the scenes, working diligently to get a Virginia Veterans Services Dept. representative in the city. These commonwealth service reps can send info directly into the federal VA system, much faster for veterans. Petersburg's Freedom Center is closed, a rep was sent to this Post every Wednesday. That success prompted Hopewell to create space in the Williams Bldg., downtown.

h. Historian: No report

i. Judge Advocate: No report

j. Sgt.-at-Arms: No report

k. 1st, 2nd, & 3rd Executives: No reports

3. Correspondence: Received a "Thank You" card from Crater Community Hospice for the Post's \$500 donation.
4. Old Business:
 - a. Walk-in cooler refrigeration unit is no longer operable and must be replaced. It will cost about \$8K to replace and is money well-spent on critical infrastructure.
 - b. The metal rear emergency door in commander's office has been repaired. It now has an awning to protect against rain and a new lock.
5. New Business: (Cdr):

Liquor lockers will be cleaned out, repainted, re-numbered, and new locks installed. All locker fees due first of the year, rate \$12/year, prorated (\$1/month).
6. Good of the Legion (Cdr):
 - Commander Harless spoke of The American Legion's new "national system," where this Post has NO CONTROL of the membership process and recommended everyone pay their dues at the Post.
 - Wonder City Garden Club, VFW Post 637 and our Post have joined forces to take care of the WWI Memorial at Washington Circle. Landscaping, weed removal, new flower beds are planned. AdvanSix is going to clean the columns, replace the iron works. Asked city to redo the sidewalk around it. It was the first monument in the Commonwealth of Virginia dedicated to WWI service members.

December 7, 2021 Executive Committee Meeting

1. **Summary of Previous Meeting** (Adj): A Read-Ahead Packet which included a summary of the November 1, 2021 Executive Committee Meeting was provided to all committee members prior to the meeting. The November 1st meeting summary was reviewed and approved.
2. **Officer Reports:**
 - Membership (1st Vice): Post now stands at 75% of the LY 2022 target (369) with 92 members still to renew. There is a lag in reporting the processed renewal actions. The 1st Vice Commander reported that she is receiving a steady flow of renewals, but they have not been processed in the new data system..
 - Americanism and Children & Youth (2nd Vice):

- Received the Third Quarter Fund Statement and Scholarship Guidelines from the John Randolph Foundation. The 3rd quarter (end of Sep) balance stood at \$46,582.01. The committee must also identify the number and value of scholarships the Post wishes to offer in 2022.

ACTION: The committee agreed to continue the scholarship in 2022; offering one scholarship for \$2,000.

- Bingo (3rd Vice):

BINGO MONTHLY RECAP - NOVEMBER

Month	Gross Income	10% Rqmt.	Donations	Other Uses	Total Donations	Available for Donation
November	\$47,321.25	\$4,733.13	\$2,000	\$1,309.02	\$3,309.02	\$4,250.00
As of 30 Nov 21	\$372,407.95	\$37,241.80	\$26,330.00	\$8,118.20	\$34,448.20	+/- Target -\$2,793.60

The Post saw slightly better than average income from Bingo in November. The Post remains about \$3,000 short of the mandated 10 percent annual requirement with approximately \$4,000 available for donations this month.

- Post Finances (Fin Off): For EOM November - Total Income: \$60,653.04; Total Expenses: \$64,460.35 Net Income: -\$3,807.31 Account Balances: VTAB - \$16,136.90; BINGO - \$18,704.18; Restricted - \$2,746.49; General - \$24,680.63 [ATM/Kiosk Holdings: \$31,114.00]. The Edward Jones investment account stands at \$80,788.99.
- House Committee: The committee has accomplished or is working on the following:
 - Sewer Issues: In November we experienced a major back-up in the sewer line serving the Legion Hall. After emergency cleaning, it was discovered that the line to the city's sewer system was not only cracked, but a huge break existed. Repair is required. The committee is awaiting an estimate from the plumber. This is a major job requiring breaking the concrete floor and installing new pipe.
 - Walk-In Cooler: Dutton Equipment Repair Co. replaced the refrigeration unit Nov 29th. Walk-In Cooler is now fully operational
 - Thanksgiving Dinner: The Post's Thanksgiving Dinner was very successful with more than 60 people attending and a number of specially prepared "to-go meals" taken to ill or shut-in members. There were no left-overs!
 - Sanitizer: The kitchen sanitizer unit broke down Nov 26th. Circulation pump was replaced Nov 30th, but the unit remains unusable because the heating element and its mounting equipment must be replaced. Replacement parts are on order. Dishes and kitchen equipment are washed, sanitized and rinsed by hand until the sanitizer can be repaired.

- Staffing: Staffing remains a problem. The NEED IS CRITICAL. Advertisements are running on the Post website and Facebook page. We hired a second parttime dishwasher/busser, Trey Payne.
- National Guard Birthday: We will celebrate the National Guard's 385th birthday on Mon, Dec 13th at noon in the Club Room. SFC Richard Chumley, senior area National Guard Recruiter, and two fellow recruiters are slated to be at the Post for the cake-cutting ceremony.
- Entertainment: Live entertainment returns to the Post on Fri, Dec 17th with the Mockingbird Hill Band. Music begins at 7:00 pm.
- Club Room Supplies: We have been alerted that a projected aluminum shortage will impact the cost of all goods stored in aluminum cans (beer, soda, etc.). We have also been alerted that this year's coffee crop was affected by unseasonable weather and shipping/distribution issues which may impact availability and cost. We have purchased ahead' in an effort to ensure sufficient supply and mitigate a spike in cost.
- Liquor Locker Refurbishing: Work to refurbish liquor lockers is scheduled to begin on or about Dec 18th. Annual rental will be \$12.00 (\$1.00/month) which is consistent with other private organizations (VFW, Eagles, Moose). Lockers must be cleared not later than COB Dec 15th. Lockers will be cleaned, repaired, painted, numbered and new locks installed. Work is scheduled to be completed by Jan 1st. Members may rent lockers beginning Jan 1st and may begin using the lockers on Monday, Jan 3rd.
- Christmas Eve Dinner: Dinner is scheduled from noon until 2:00 pm with the same traditional menu as Thanksgiving. The Post will open at 11:00 am and close at 5:00 pm. Covered dish and dessert donations are welcome and encouraged.
- New Year's Eve: The Post will open at 8:00 am and close at 5:00 pm on Friday, Dec 31st. The Legion Hall will open at 7:00 pm for a New Year's Eve Party featuring the Donnie Barber Project. Cost is \$25.00 per person at the door.
- Service Officer:
- Chaplain:
 - **Helen Hipps**, wife of **Legionnaire Arthur Hipps** passed away in November. Arthur later fell and was injured, but is recovering. He was contacted but has chosen to receive support through the Hopewell Moose.
 - **Legionnaire Joseph Orlando**, a Korean War veteran, passed away on December 4th. Visitation is scheduled for December 10th at J.T. Morriss & Son Funeral Home.
 - A bible study on the Gospel of Matthew is planned. The chaplain will work with 1st Vice Cdr Wanda Knight to present this study. The study is

tentatively set to begin in February, possibly on two Monday evenings each month beginning at 6:00 pm.

- Chaplain led a prayer in memory of the 80th anniversary of the attack on Pearl Harbor. The Historian led a toast in remembrance of all those who lost their lives that day.
- Historian: Special dates/events:
 - December 7, 1941 - The U.S. Naval base at **Pearl Harbor**, Hawaii, was attacked by nearly 200 Japanese aircraft in a raid that lasted just over one hour and left nearly 3,000 Americans dead.
 - December 16, 1773 - The **Boston Tea Party** occurred as colonial activists disguised as Mohawk Indians boarded British ships anchored in Boston Harbor and dumped 342 containers of expensive tea into the water.
 - December 25, 1776 - During the American Revolution, **George Washington took 2,400 men across the Delaware River** and conducted a surprise raid on 1,500 British-Hessians (German mercenaries) at Trenton, New Jersey. The Hessians surrendered after an hour with nearly 1,000 taken prisoner by Washington's Continentals who suffered only six wounded (including future president Lt. James Monroe). The victory provided a much-needed boost to American morale.
- Sergeant-at-Arms: Quarterly Initiation Ceremony will be conducted at the January 18th General Membership Meeting.
- Judge Advocate:
 - Reviewed the Post's insurance policy with Mr. Lee Mahaney, Ford Insurance Agency. The policy is scheduled for renewal in February and no changes are necessary at this time.
 - Plan to schedule a special Lunch and Learn session concerning money management on a Wednesday in February.
- 1st, 2nd and 3rd Year Executives: No reports

3. Correspondence:

- Thank you letter from Hopewell/Prince George Friends of the Library for the Post's donation towards new carpeting for the Hopewell library's main conference room.
- Acknowledgement of The Post's \$2,500 addition to the Hopewell Memorial Post 146/ Daniel Barbee Memorial Scholarship from the John Randolph Foundation.

4. **Donation Requests** (Donation Coordinator): As it is the end of the year, a wrap-up of donations was necessary to ensure the Post would meet the 10% donation target required by Virginia Charitable Gaming Regulations. The Post had not donated to

the following organizations in 2021, all of which were supported in the past. The recommendation was based on previous donations. Recommended donations were:

- Tech for Troops, (\$1,000)
 - the Four Chaplains Memorial Foundation (\$ 525)
 - Crater Community Hospice (\$ 500)
 - U.S. Army Women's Museum (\$ 250)
 - Virginia War Memorial Foundation (\$ 250)
- Total Amount Suggested for Donation: (\$2,525)

The Post also received a number of other requests, but many did not meet established donation criteria. Received requests were:

- a. Stafford Post 290, The American Legion: A donation was requested to support their Junior Shooters Sports Program which provides gun safety and marksmanship training, education and competition for young people ages 12 through 18 in Stafford, VA.

Recommendation: This request does not meet the Post's donation criteria as it involves a Legion Post well outside our local area. However, the committee may make an exception and donate to this Post's program, if it so chooses.

- b. The Post received donation requests from the following organizations which meet the minimum criteria:

- Children's Hospital of Richmond [donated \$500 in October of this year]
- Virginia Veterans Services Foundation [not donated to this organization in the past]

- c. The Post received donation requests from the following organizations which do not meet established criteria:

- The Salvation Army
- Wounded Warrior Project
- American Cancer Society
- United Services Organization (USO)
- St. Joseph's Addiction Treatment & Recovery Centers (Saranac Lake, NY)

It was also recommended that, barring donations beyond those suggested, \$1,500 be transferred to the Restricted Fund.

➔ Total Amount Recommended for Donations: \$4,025.

ACTIONS:

- a. A motion was made, seconded and approved to make the following donations:

- Tech for Troops, \$ 500
- the Four Chaplains Memorial Foundation \$ 525
- Crater Community Hospice \$ 500
- U.S. Army Women's Museum \$ 250

• Virginia War Memorial Foundation	\$ 250
• Prince George H.S. JROTC Program	\$ 250
• Troop 922b, Boy Scouts of America (Enon)	\$ 250
• Troop 585, Girl Scouts of America (Hopewell)	\$ 250
• West End Christian School (Hopewell)	\$ 250
• Post 146 Restricted Account	\$1,500
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	Total \$4,525

- b. The committee further stipulated that the Post Finance Officer, together with the Post Adjutant, are empowered to make further donations to either the Bingo Restricted Fund and/or the John Randolph Foundation (Post 146/ Daniel Barbee Memorial Scholarship Fund) as required to ensure the Post meets or exceeds the Virginia Charitable Gaming Regulations' annual donation requirement.

6. **Old Business:** None presented

7. **New Business:** None presented

- a. Christmas Gifts for Staff: For the past three years, the Post has given employees gift cards in lieu of a Christmas bonus. The gift card is not taxable so the recipient receives the full value of the gift.

House Committee Recommendation: that the Post continue the past practice and give the staff gift cards for Christmas. Cost for 13 employees is approximately \$1,500.

ACTION: A motion was made, seconded and APPROVED to purchase Christmas Gift Cards for the staff at a cost not to exceed \$1,500.

- b. Organizational Functional Alignment and Wage Increases:

1. The House Committee proposed a functional alignment of duties and responsibilities which better reflect the realities of operating the Post. [Encl 1]

House Committee Recommendation: that the Executive Committee approve the proposed functional realignment and standardization of duties.

2. The House Committee recommends increases in wage rates (effective 01 Jan 2022) which reflect the realities of the current marketplace. [Specifics were presented in a separate handout at the meeting]. A recent wage survey and articles in the press and electronic media point to significant wage increases across businesses, and especially in the restaurant and hospitality industries. The Post's current wage rates are well below local area industry averages (and the local VFW, Eagles, and Moose). It is increasingly difficult to attract and retain qualified, reliable staff.

House Committee Recommendation: that, after review, the Executive Committee approve the proposed wage increases and that the increases take effect on 01 Jan 2022.


ACTION: After review of the proposed wage structure and discussion about affordability, competitiveness and compliance with Virginia Minimum Wage requirements, a motion was made, seconded and APPROVED to:

- a. accept the proposed functional realignment and standardization of duties
and
- b. make changes to staff wages as recommended by the House Committee with an effective date of Monday, 03 January 2022.

8. Good of the Legion:

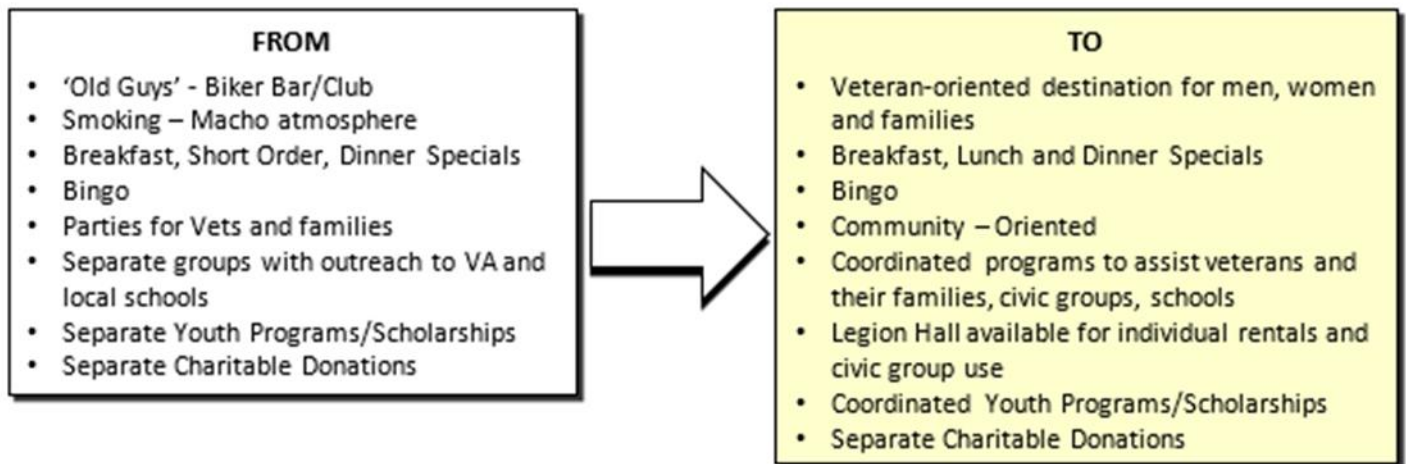
- Commander: In February, an officer nominations committee will be formed as required by the by-laws. We have to develop a new slate of officers for the 2022-23 Legion year. New people must be incentivized to participate in the business side of the Post. Others must become involved so they understand what goes into running the Post. If members have any suggestions of possible future officers, please contact the commander.
- Commander: Many people do not understand the difference between 501c.(3) and 501c.(19) nonprofit organizations. The only difference is that the 501c(19) is specifically identified as a veterans 501c(3) organization. There is some confusion in the public and even in the business community over that difference and we often lose out in receiving donations because of that misunderstanding.

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



Robert H. Brown, Jr., Adjutant

FUNCTIONAL ASSESSMENT AND POSSIBLE ORGANIZATIONAL STRUCTURE



✓ **Our success caused a change in 'culture', 'identity' and participation which brought with it a host of new issues and challenges.**

✓ **Leadership is key – without 'drivers' and 'visionaries' the Post will stagnate**

Current Post Operations fall into two distinct functional categories

BUSINESS FUNCTIONS

- **Kitchen Operations**
 - Menu Development
 - Staff Supervision/Training
 - Set-up & Clean-up
 - Meal Prep
 - Supplies & Equipment Purchasing
- **Bar Operations**
 - Bar and Table Service
 - Staff Supervision/Training
 - Purchasing Supplies
 - Food/drink orders and payments
 - V-Tabs Machines
 - Other gaming
 - Membership/FOBs/etc., payments
- **Building Maintenance**
 - Cleaning
 - Equipment Servicing/Repair/Upgrades
 - General Maintenance
 - Property Inventory/Control
 - Contracts
- **Event Coordination**
 - Hall Events (contracts)
 - Catering (contracts)
 - Fundraisers
- **Gaming (Bingo/Pull-Tabs/Raffles)**
- **Business Administration**
 - Bookkeeping/Employee Payroll
 - Banking/Bill Paying
 - V-Tab Machines/Kiosk
 - Correspondence/Filing/Admin Supplies

ORGANIZATIONAL FUNCTIONS

- **Business Oversight**
[Executive Committee - House Committee]
- **Membership**
- **Four Pillars Programs**
- **Community Outreach**
- **Administration**
 - Financial Management (Oversight/Planning)
 - Policies (Operational/Personnel)
 - Plans (Mission, Vision, Goals & Objectives)
 - Member Activities

POST OPERATIONS

Business Hours

- * Mon-Fri: 8:00 am – 9:00 pm [65 hrs]
 - * Sat & Sun: 8:00 am – 5:00 pm [18 hrs]
- Total Hrs: 83 hrs/week**

Staff Hours

- * Mon-Fri: 6:00 am – 10:00 pm [80 hrs]
 - * Sat & Sun: 6:00 am – 6:00 pm [24 hrs]
- Total Hrs: 104 hrs/week**

