



POST #216
Ernest F. Oldenburg, The American Legion
510 West Commerce Road, Milford, MI 48381
www.milfordlegion216.org

Adjutant Notes – Regular Membership Meeting – Milford POST 216

Commander Cherf called the meeting to order at 19:07, Tuesday 21-July-2015.

Opening Ceremonies observed.

ROLL CALL OF OFFICERS:

Title	Name	Present	Excused	Absent
Commander	Rich Cherf	X		
Senior Vice Commander	John Schimetz		X	
Junior Vice Commander	Vacant			
Adjutant	Dennis Dobransky	X		
Finance Officer	Ray Williams	X		
Chaplain	Tom Kemper		X	
Historian	Vacant			
Sergeant-at-Arms	Ed Merritt	X		
Exec. Committee	John Robinson	X		
Exec. Committee	Robert Matheson		X	
Exec. Committee	Sam Poel	X		
Exec. Committee Aux	Cathy Merritt	X		
Exec. Committee SAL	Mike McDonnell		X	

Guests: Cathy Merritt, Auxiliary; Mike McDonnell, SAL; Maria Williams, Auxiliary; and Cassidy Basydio, Scholarship recipient.

Motion Robinson to suspend the regular membership meeting so we can hear from our scholarship recipient, Cassidy Basydio; second by Poel. No discussion. Voice vote passes.

Ms. Basydio, Milford High School, read the essay that earned her a \$1,000 scholarship check from Post 216. The \$1,000 check was then presented to Ms. Basydio by Commander Cherf. Ms. Basydio will be attending Michigan State University in the fall, majoring in Animal Science.

Motion by Robinson to resume the regular membership meeting; second by Lloyd. No discussion. Voice vote passes.

Approval of Minutes: Review of **Regular Membership** meeting minutes from 16 June 2015. Motion to accept by Robinson, second by Willihnganz. Corrections: Change Pohl to Poel. No discussion. Voice vote passes.



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Review of **Executive Committee** meeting minutes from 14 July 2015. Motion to accept by Robinson, second by Willihnganz. Discussion. N. Tibbs suggested we review when the newly elected officers take office, which is after the Installation of Officers, according the Department By-Laws. Also, is concerned about AmVets being allowed in Club 216. He says to be allowed in Club 216 you must be a member of the Post (Legion, Auxiliary and SAL). Commander Cherf advises he has researched the liquor laws and they state that any person or group can be allowed entrance by paying an annual membership fee of \$1 per person. Commander Cherf says his research determined we only need to annotate which person or group is allowed to enter the Club Room after paying the \$1 membership fee per person. N. Tibbs asked that his objection be noted in the minutes. Also, Commander Cherf asked Judge Advocate Neff to follow-up to ensure Commander Cherf's research is accurate. No further discussion. The minutes are approved based on a hand vote of (4) no votes, and (9) yes votes.

Reports of Officers:

Sr. Vice Commander: Commander Cherf for Schimetz. Reported to membership that we are in the process of pursuing Legion members belonging to Lansing to transfer to Post 216. This will include a completed transfer form and a copy of the veteran's DD214, or related documented proof of honorable military service. A mass mailing is being reviewed to help achieve this objective.

Jr. Vice Commander: Vacant. No report.

Finance Officer: Williams. For the period ended June 30, 2015, total income was \$27,461; Cost of Goods Sold \$19,879; Gross Profit \$7,582; Expenses \$13,776; Net Loss = (\$6,193). YTD net income \$4,739. The ALR loan balance = \$949. General Fund balance = \$10,737; Special (poppy) Fund balance = \$6,133. All July bills received have been paid to date. Although we had a negative cash flow of (\$6,193), this was not a surprise, as income was down over \$4,000 as compared to the same period of last year. Gaming alone was down \$2,000, and expenses were up by over \$2,600, as the cost of the parade weighed heavily on the results. The YTD cash flow of \$4,739 will likely be gone by the end of July. Williams also informed membership that the Post is projecting upcoming liabilities of \$2,000, so that will reduce the current General Fund balance of \$10,737. Motion to accept subject to future audit by Dobransky; second by Colegrove. Discussion: A member questioned the loan balance to the Riders and Commander Cherf provided an explanation. Also, Commander Cherf reiterated that no expenses will be allowed without first gaining authorization by the General Membership, aside from normal operating expenses. No further discussion. Voice vote passes.

Chaplain: T. Kemper. Excused. No report.

Service Officer: Reddeman. Absent. No report.

Historian: Vacant. No report.

Adjutant: Dobransky. Read a letter of thanks from a young man the Post sent to Boys State, Mr. William Burke, Milford High School.



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Auxiliary: Cathy Merritt. Reported that at the Department convention at the end of June the Auxiliary had two entrants into a Poppy contest, and Jody Dowd took 3rd place for the most creative and unique Poppy contest.

SAL: McDonnell. Excused. No report.

Committee Reports:

Membership: Kotas. Advised current membership is at 386 members for 2015. Also, he has processed 100 renewals for 2016. No new members to process this month. Introduced one new transfer member, Patrick Bryant, Army, Vietnam era.

Color Guard: Robinson. Did one event this past month in addition to the July 4 parade. Also, anyone desiring to be a member of the Color Guard, contact Mr. Robinson.

Honor Guard: Robinson for Chowaniec. Advised 7 internments were held at the Great Lakes National Cemetery.

Poppy: N. Tibbs. Assisted (2) veterans the past month, one that had no hot water for several weeks, so we paid for a plumber to assist. The other veteran we assisted with help to in transferring from Florida to Michigan, but his car broke down and he had no money for food or gas.

Commander Cherf asked N. Tibbs to outline how the Poppy Fund will be managed. Basically, if a veteran in need is a Legion member then N. Tibbs will be the primary contact; if it is an Auxiliary member, the contact person is Linda Maxwell. If it is a veteran that is neither Legion or Auxiliary, then they go to the Service Officer, D. Reddeman, who would then discuss with N. Tibbs.

Honor Walk: Gary Dykstra. Absent. No report.

Memorial Day Parade: Joe Salvia. Absent. No report.

Education and Scholarship: Davison. Absent. However, we did present a check this evening for \$1,000 to the Milford High School candidate. Williams advises that Davison has not been able to make contact with the candidate from Lakeland High School.

Bingo: Commander Cherf for McDonnell. June 2015: Gross Bingo \$7,718; Gross tickets \$9,771; Ticket Prizes \$7,739; Bingo Prizes \$6,792; Gross Profit \$2,637; Deposit tickets \$2,032. Deposit Bingo \$596. Beginning check book balance \$1,324. Ending check book balance \$496. Bingo turned over \$1,500 to the Post. Motion to accept pending any corrections by Robinson, second by Lloyd. No discussion. Voice Vote passes.

Club Room: McDonnell. June 2015: Gross Income \$7,128. Cost of Goods Sold \$2,112; Gross Profit \$5,016; Expenses \$4,380. Net Income = \$635. Motion to accept pending any corrections by Neff, second by Colegrove. No discussion. Voice Vote passes.

Charitable Gaming Tickets: McDonnell. June 2015: Beginning checkbook balance \$1,102; Ending balance \$402. A check for \$1,000 was provided to the Post. Motion to accept pending any corrections by Lloyd, second by Robinson. No discussion. Voice vote passes.



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American Legion Riders: Cherf. Advised the Riders attended a Grab & Run banquet at the Battle Creek Post. Also, held a flag retirement event, along with the Cub Scouts, and retired 1,822 flags over a 4 hour period. Thank you to John and Claudia Schimetz for the use of their yard to hold the event. The Riders also participated in the July 4 Milford parade. The Riders are also doing dinner rides and visiting other Post's to put our faces and Post name out in the public.

House & Building: N. Tibbs. Reported the gutters on the building have been replaced. New flags have been installed outdoors. LED bulbs have been installed outdoors. DTE installed new bulbs in the parking lot. Ice machine has been repaired. The garage has been cleaned, and several wheelchairs and walkers are being set aside for donation.

Commander Cherf asked if N. Tibbs had received an email from him regarding procedures for rental of the hall. N. Tibbs is working with M. McDonnell and Butch Maxwell, and will present findings at the next Executive Committee meeting.

Scouts: Chris Cook. Absent. No report.

Old Business: Dobransky. Reported there have been no volunteers to run for the open officer positions of Jr. Vice Commander or Historian.

Commander Cherf advised the Post picnic is set for August 22 at Camp Dearborn. Also, officer installation occurred on July 22. Also, the SAL is looking for volunteers to assist with their golf outing on July 29. Also, a WWII veteran lunch will occur on December 7. Meijer may donate items toward the luncheon. Also, the YMCA had its local salute to veterans outing.

New Business: Commander Cherf advised based on the success the recent raffle, a new raffle is being pursued for a drawing on New Year's Eve, but increasing the prize from \$500 to \$1,000. Requested a motion to authorize the Post to provide up to \$500 in start-up money for the raffle, Motion made by Neff; second by Kotas. Discussion: M. Kotas asked if the ticket cost will be the same. Yes, (1) for \$5, or (5) for \$20. Lloyd asked if there is a limit per year as to how many licenses can be obtained in a year, with the answer being (3) per year. No further discussion. Voice vote passes. Also, the name plate for Past-Commander Puente has been ordered. Also, the Oxford Post had a recent incident wherein a supposed veteran touted several medals and ribbons that were not earned. Only those ribbons and medals that are reflected on a DD214 can be worn by a veteran. R. Williams advised of an upcoming contract he received from Flagpoles, Etc. to maintain the Post flags, with the contract price for the next year being \$662.50. Past research shows this is the lowest price in the area. Motion by Neff to agree to and pay for the contract of \$662.50; second by Dobransky. No discussion. Voice vote passes.



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Good of the Legion: Williams advised he attended the Department convention and attended finance classes and other classes. Also, annual dues may increase by \$5. This will need to be reflected by a dues increase by the Post; otherwise membership would cost the Post. E. Merritt discussed his attendance and advised several awards are given out to Posts each year, such as Americanism, Website of the year, Boy Scouts; Teacher of the year; Firefighter of the year; etc. Also, it is being suggested that our zone vote NO on a dues increase. Also, Boys State will be moving to Grand Valley after next year. Also, talk about raising the cost of Boys State from \$325 to \$350 for attendance due to rising paper and ink costs. E. Merritt is still expanding information related to the Post's history to be entered on the National website.

Closing: Commander Cherf: There being no further business to come before the membership the meeting was adjourned at 20:35, with the proper closing ceremonies being observed.

The next meeting is 18 August, 2015, 19:00.

Prepared and submitted by: Dennis Dobransky, Adjutant



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Adjutant Notes – Executive Committee Meeting – Milford POST 216

Commander Cherf called the meeting to order at 19:00 on Wednesday, 12-August-2015.

ROLL CALL OF MEMBERS:

Title	Name	Present	Excused	Absent
Commander	Rich Cherf	X		
Senior Vice Commander	John Schimetz	X		
Junior Vice Commander	Vacant			
Adjutant	Dennis Dobransky	X		
Finance Officer	Ray Williams	X		
Chaplain	Tom Kemper			X
Historian	Vacant			
Sergeant-at-Arms	Ed Merritt	X		
Exec. Committee	John Robinson	X		
Exec. Committee	Robert Matheson	X		
Exec. Committee	Sam Poel			X
Exec. Committee Aux	Cathy Merritt	X		
Exec. Committee SAL	Mike McDonnell		X	

Guests in Attendance: Butch Maxwell, SAL; N. Tibbs, Legion; Mike Kotas, Legion; and Bill Colegrove, Legion.

New Business: Commander Cherf advised of an email he issued regarding what he suggests be the Hall rental procedures, and has received very little feedback. Asked Butch Maxwell and N. Tibbs to expand on the suggested procedures. Butch does not like that the bartenders have access to the calendar to book rental dates. Butch believes, as does N. Tibbs, that no more than (1) person in charge of the calendar. Butch says that Mike McDonnell is familiar with the hall renting procedures and assists Butch. Commander Cherf wants to ensure that the customer is taken care of. The practice of penciling in a date absent a deposit within a short period of time will be discontinued. Once a deposit is received then a signed contract is required. For clarification, Butch reports to N. Tibbs as the Facilities Manager. The rental board should include the event name and who it is that is responsible for the hall set-up. Butch advised this could occur within a week of the event. In regards to free rentals, the person has to write a letter to the Executive Board or attend one of the meetings. Members' funerals needing the hall are free rentals automatically. Also, the Special Olympics and Community Sharing receive free use of the hall. However, a deposit is still required and refundable pending proper clean-up following the event's use of the hall. Commander Cherf advised that anyone wanting to advertise a business or event on Post property will be required to obtain authorization from the Executive Board. We may choose to charge a fee for the use of our property for advertisement purposes.



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Commander Cherf advised he is working on a policy book to be kept in the office, and can be modified as necessary.

The Post picnic is on Saturday, August 22. Bingo winners at the picnic will be awarded a free burger meal at burger night.

Commander Cherf advised the license for the upcoming raffle has been requested. Also, he will want to do a mass mailing in the near future informing members of the raffle along with raffle tickets for purchase. He requested Cathy Merritt to ask the Auxiliary members if they want to be on the mailing list. C. Merritt will ask the members at their next meeting on September 1.

A transfer of membership letter has been circulated to Executive Board members for input and suggested corrections, plus a raffle letter to membership also for input and suggested corrections. A motion to general membership will be required to allow for the expenditure of Post funds to issue the mass mailed letters, as the mailing will run at least \$200. This will be presented to membership at the meeting of August 18.

Commander Cherf advised that Jerry Guest has submitted a letter of intent to fill the Jr. Vice Commander vacancy. This will be voted upon at the next general membership meeting.

The Honor & Color Guard teams will be recognized with a presentation at the next membership meeting.

Commander Cherf wants to discuss at the next membership meeting the WWII veterans dinner to be held on December 7. Also, the Meijer donation request has to be submitted to them within 60 days of the event. A motion will be needed to allow for funding of the lunch to include singers and food, in the amount of \$500. Also, the hall will need to be reserved for December 7 for the WWII veteran luncheon. Also, Mike Kotas will make phone calls to Post WWII veterans inviting them to the luncheon.

Commander Cherf is working on setting up a Gmail account for emailing important news to membership, to be used only for Post business used by select officers only. The mail would come from Milford Michigan Post 216.

The parking lot rental during Milford Memories brought in \$2,316 to the Post's general fund. We will plan to again rent out the parking lot next year.

The next meeting is to be held in September, date and time to be determined.

Prepared and submitted by: Dennis Dobransky, Adjutant



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ROLLING MINUTES (Used to capture significant agreements and/or votes of a permanent nature unless later eliminated or changed by membership or the Executive Committee as is allowed). This document will form a part of each monthly meeting minutes to be used for quick reference as may be needed.

- The Post Commander is granted \$250 in discretionary expense spending per transaction. (From June 16, 2015, General Membership meeting minutes).
- Emergency expense funding, such as the breakdown of the building furnace or A/C unit. As long as the Club Room manager, or the building chairperson, contact the board to advise of the emergency situation, then the emergency funding will be authorized. This is different than say the cost to resurface the parking lot, which is not an emergency situation that would be presented to General Membership for review and approval. (From June 16, 2015, General Membership meeting minutes).
- The AMVets are part of Club 216. Dues are \$1 per member to be used toward the liquor license. (From July 14, 2015, Executive Committee meeting minutes).
- A policy has been implemented that any person that financially obligates the Post for non-emergency related expenses, aside from the Commander's \$250 discretionary expense authorization, without the prior consent of the general membership, can be held personally liable for the expense. (From July 14, 2015, Executive Committee meeting minutes).
- A policy has been implemented putting newly elected officers in place immediately following the general membership meeting held on the day of the annual election of officers. (From July 14, 2015, Executive Committee meeting minutes).