



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

Sr. Vice Commander Schimetz called the meeting to order at 19:00, Tuesday 18-August-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; Ray Clinard; Dale Feigley; Larry Shaver; Gerald Mantela; Kandy Guest; Scott and Pam Rilett.

Motion by Robinson to suspend the regular membership meeting so we can address three items: Presentation of Certificates of Appreciation to Honor and Color Guard members; to hear from guests Scott & Pam Rilett related to Service Dogs; and election process for the open position of Junior Vice Commander. Second by Colegrove. No discussion. Voice vote passes.

A presentation to membership by Scott & Pam Rilett. They brought with them a service dog. They are a foster family that raises service dogs. They are doing fund raisers in particular for a military veteran, Joe, in need of a service dog, at a cost of upwards of \$20,000. They have rented out the hall on September 27 at a cost of \$200, and are requesting we donate the hall for this fundraiser event, with the understanding they are aware we will need to discuss this further.

A formal presentation took place for the Honor and Color Guard members present at this meeting. Certificates of Appreciation and related coins were presented to each member for their involvement as part of the Honor and Color Guard teams. Members not present will be provided the certificates and coins by the related commanders.



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

An election occurred for the current open position of Junior Vice Commander, as Legion member, Jerry Guest, submitted a letter of intent to assume this position, and being present at this meeting reaffirmed his desire to assume this position. There were no other letters of intent submitted, and no other nominations from the floor. Therefore, Adjutant Dobransky cast a single vote for the entire voting membership present in favor of Jerry Guest to the position of Junior Vice Commander.

Motion by E. Merritt to resume regular membership meeting; second by Poel. No discussion. Voice vote passes.

Approval of Minutes:

Review of Regular Membership meeting minutes from 21 July 2015. Motion to accept by Robinson, second by E. Merritt. No corrections and no discussion. Voice vote passes.

Review of Executive Committee meeting minutes from 12 August 2015. Motion to accept by Robinson, second by Willihnganz. Corrections: N. Tibbs advised the Post picnic bingo will have other prizes handed out to winners other than just a free burger meal at burger night, as is written in the minutes. No further discussion. Motion to accept by Robinson, second by E. Merritt. No corrections and no discussion. Voice vote passes.

Reports of Officers:

Sr. Vice Commander: Schimetz. No report.

Jr. Vice Commander: Vacant. No report.

Finance Officer: Williams. For the period ended July 31, 2015, total income was \$32,286; Cost of Goods Sold \$21,980; Gross Profit \$10,306; Expenses \$10,631; Net Loss = (\$325). YTD net income \$4,414. The ALR loan balance = \$651. General Fund balance = \$11,577; Special (poppy) Fund balance = \$6,203. All August bills received have been paid to date. Despite dealing with some heavy quarterly and annual expenses during July, we ended the month with a very small loss, still maintaining a good YTD net income. Williams also informed membership that the Post is projecting upcoming liabilities of \$1,000. Also, in the 30 months he has been Finance Officer, the services provided by the Honor and Color Guard teams has resulted in donations to the Post in excess of \$4,500. Motion to accept subject to future audit by N. Tibbs; second by Willihnganz. No 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 to include a donation of \$50 from Gerry Radtke. Also, read a letter of appreciation from the Hartland Area Community Council related to the Memorial Day parade fly-over, to include a donation of \$1,200 to help the Post cover the cost of the fly-over. Then read a letter from Robin & LeRoy Puckett, grandparents of National Miss Poppy for 2014-2015 in the 6-12 years of age category, Aleigha Haughton, requesting a donation from the Post to help defray the estimated cost of \$1,400 to send Ms. Haughton to Baltimore, MD, to attend the American Legion Auxiliary National Convention, on August 31, 2015.



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

Motion by N. Tibbs to donate \$200 toward this request. Mr. Tibbs informed membership that Mr. Puckett was a long-time 18th District Commander. Second by J. Moore. Discussion: C. Merritt informed membership of her familiarity with Ms. Haughton, providing examples of her time spent being involved with Legion members and work done in raising Poppy donations in excess of \$4,000. No further discussion. Voice vote passes.

Auxiliary: Cathy Merritt. No report.

SAL: McDonnell. Excused. No report.

Committee Reports:

Membership: Kotas. Advised the 2016 membership goal has been set at 348 members, and we currently have processed 215 renewals, for 62% of goal. Department has set a goal of 50% by September 11, 2015, so we are currently ahead of goal.

Six new members to vote upon, as follows: Jack Mohr, USMC, Vietnam; Norman Mauldin, Navy, Gulf War; Roger Baloai, USMC, Vietnam; James Myrant, Navy, Vietnam; Jorge Otero, Army, Gulf War; and Timothy Tollins, Air Force, Lebanon/Granada. Motion to accept all six as new members by Kotas; second by Poel. No discussion. Voice vote passes.

Color Guard: Robinson. No report.

Honor Guard: Chowaniec. Advised 9 internments were held at the Great Lakes National Cemetery.

Poppy: N. Tibbs. No report.

Honor Walk: Gary Dykstra. Absent. No report.

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

Education and Scholarship: Davison. Advised one of the requirements for a recipient of a scholarship check, as instituted several years ago, is to attend one of our meetings to read their scholarship-winning essay to membership. Says he had been in contact with the Lakeland High School recipient, Dave Byrn, and discussed the requirement to attend a meeting. Says he was informed by Mr. Byrn that he would be unable to attend the July meeting and is not sure when his attendance will occur. Davison is now asking that in this case, the requirement of attending a meeting be set aside, and mail the check to Mr. Byrn. The rationale being Mr. Byrn is now busy with school and does not have the time to attend a Post meeting. Therefore, Davison makes a motion to waive the attendance requirement this one time and mail the \$1,000 check to the recipient; second by N. Tibbs. Discussion: Robinson is of the opinion the young man has not satisfied the requirements to receive the check pending attendance by the recipient to one of our upcoming meetings.

Dobrasky suggested a letter be submitted by the recipient being one of thanks. Davison says the letter would be his essay. Williams says the recipient has had all summer to make himself available to a meeting, and an excuse of no time is lame. Kotas says we should not provide an exemption in this case as he can be at any upcoming meeting. It's not that we will not pay, but will only pay once the requirement has been fulfilled. No further discussion. There was a vote cast by a show of hands, with the vote being (7) yes in favor of mailing the check to the recipient, and (16) nays.



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

Therefore, the \$1,000 will not be provided to this young man until such time he makes himself available to one of our meetings to read his essay within the next several months.

Bingo: Dobransky for McDonnell. July 2015: Gross Bingo \$7,352; Gross tickets \$10,634; Ticket Prizes \$7,967; Bingo Prizes \$5,944; Gross Profit \$3,797; Deposit tickets \$2,667. Deposit Bingo \$1,078. Beginning check book balance \$496. Ending check book balance \$1,310. Bingo turned over \$1,500 to the Post. Motion to accept pending any corrections by Robinson, second by Colegrove. No discussion. Voice Vote passes.

Club Room: Dobransky for McDonnell. July 2015: Gross Income \$7,378. Cost of Goods Sold \$2,683; Gross Profit \$4,695; Expenses \$4,868. Net Income = (\$172). Motion to accept pending any corrections by Moore, second by Matheson. No discussion. Voice Vote passes.

Charitable Gaming Tickets: Dobransky for McDonnell. July 2015: Could not find the correct report to read the numbers from. Therefore, will defer this item to the September meeting.

American Legion Riders: Williams for Cherf. No report.

House & Building: N. Tibbs. No report.

Scouts: Chris Cook. Absent. No report.

Old Business: Dobransky. No report.

- New Business:** Schimetz. 1.) Advised that the parking lot was rented out during Milford Memories using volunteers from the Post to park cars, bringing in \$2,300 to the Post over the (2) days.
- 2.) A motion was entertained by Schimetz to allow \$500 to cover the cost of food for the December 7 WWII veterans' dinner. First by Robinson; second by Nevorski. Discussion: Williams asked if this covers the entire cost of food and singers. Yes it does. N. Tibbs suggested it be held during the weekend, as December 7 is on a Monday. The Executive Committee has already picked December 7 as the date. E. Merritt says the motion needs to be amended to have the \$500 include both the food and the singers. No further discussion. Voice vote passes.
- 3.) Schimetz requested a motion be made to cover the cost of a mass mailing to area Legion members that do not belong to Post 216, but are members via Lansing, with the projected cost being \$200 for the mass mailing. Motion by N. Tibbs; Second by Kotas. No discussion. Voice vote passes.
- 4.) Robinson made a motion to donate the hall to the fundraiser people, Mr. & Mrs. Rilett, for the veteran in need of a service dog; second by N. Tibbs. Discussion: Dobransky advised a deposit would still be required to ensure the hall is cleaned up after the fundraiser, and if the hall passes inspection, then provide a refund to the Rilett's. No further discussion. Voice vote passes.
- 5.) Nevorski questioned the need for a prior member to still have to provide a copy of their DD214 to again provide a copy of their DD214. N. Tibbs advised this is Department and not Post policy, that a copy of a DD214 is required for any transfers or new members to an American Legion post. Kotas reiterated this is a requirement to become a member of an American Legion post. Dobransky will make this part of the Rolling Minutes.
- 6.) Williams advised that on October 17, Shepard of the Lakes Lutheran Church, Wolverine Lake, is hosting a packing party to support our troops and military working dogs still serving on the battle fields. A flyer will be posted in the Club Room.



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

7.) C. Merritt advised this year she is the 18th District Junior Vice President for the Auxiliary, and she is also in charge of Girls State for the 18th District, and would like to have use of the hall to host an event for the Girls State, 18th District, for a Sunday in April, depending on availability of the hall. A motion by Robinson to allow use of the hall at no cost for this event, second by Moore. No discussion. Voice vote passes.

Good of the Legion: Robinson advised of an organization called the Daughter's of the American Revolution (DAR) that is holding an event called Silver on Liberty Street, to be held next Thursday, from 3-9pm. Some of the proceeds would come to the Post.

Closing: Senior Vice Commander Schimetz: There being no further business to come before the membership the meeting was adjourned at 20:45, with the proper closing ceremonies being observed.

The next meeting is 15 September, 2015, 19:00.

Prepared and submitted by: Dennis Dobransky, Adjutant



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

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.



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

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



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

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).