



**AMERICAN LEGION NEWPORT HARBOR POST 291  
EXECUTIVE BOARD MINUTES  
THURSDAY, 02 JULY 2024**

**CALL TO ORDER:** Appx. 1830 HRS

**INVOCATION:** Barry Butzloff, Chaplain

**PLEDGE OF ALLEGIANCE:** Commander Brian Fleming Jr.

**ROLL CALL:**

- |  |  |  |
|--|--|--|
| <input checked="" type="checkbox"/> Brian Fleming Jr., Commander         | <input checked="" type="checkbox"/> Lawrence Brown, Judge Advocate | <input checked="" type="checkbox"/> Jon Reynolds, M.a.L.   |
| <input checked="" type="checkbox"/> Ernest Alonso., 1 <sup>st</sup> Vice | <input checked="" type="checkbox"/> Bob Wine, Finance Officer      | <input checked="" type="checkbox"/> Walter Roberts, M.a.L. |
| <input checked="" type="checkbox"/> Ray Richard, 2 <sup>nd</sup> Vice    | <input type="checkbox"/> Mike Mailman, Sgt-at-Arms                 | <input checked="" type="checkbox"/> Mike Berdine, M.a.L.   |
| <input checked="" type="checkbox"/> David Heinle, 3 <sup>rd</sup> Vice   | <input checked="" type="checkbox"/> Cory Vigil, Service Officer    | <input checked="" type="checkbox"/> Mike Schubert, M.a.L.  |
| <input checked="" type="checkbox"/> Evin Planto, Jr. Past Comm           | <input checked="" type="checkbox"/> Barry Butzloff, Chaplain       | <input type="checkbox"/> Nick Giordano, M.a.L.             |
| <input checked="" type="checkbox"/> David Zamudio, Adjutant              | <input type="checkbox"/> Johnny Arganda, Historian                 | <input checked="" type="checkbox"/> David Zamudio, M.a.L.  |

**Excused:** Sgt-at-Arms, Mike Mailman / Historian, Johnny Arganda / Member-at-Large, Nick Giordano

**INTRODUCTION OF GUESTS & GUEST COMMENTS:**

Doug Nye- Past Commander

Jess Lawson- Past Commander

Judy Leonardi / Ray Flores- American Legion Baseball

- Presentation by Judy Leonardi soliciting monetary support for American Legion Baseball.

**Affiliates and Programs Reports:**

- Auxiliary Unit 291 – Mary Beth Martin
  - Presentation on Membership Numbers / Newly Installed Officers / Department Convention and Silent Auction for Fourth of July Celebration.

**American Legion Auxiliary Unit 291**

**1954 Members**

- Seniors 1910
- Juniors 44

**GOAL!**

**American Legion Auxiliary Unit 291**

2024-2025 Auxiliary Officers

A group photo of the 2024-2025 Auxiliary Officers, mostly women in red shirts, standing in a room.

Auxiliary Unit 291 (Cont.)



American Legion Auxiliary Unit 291



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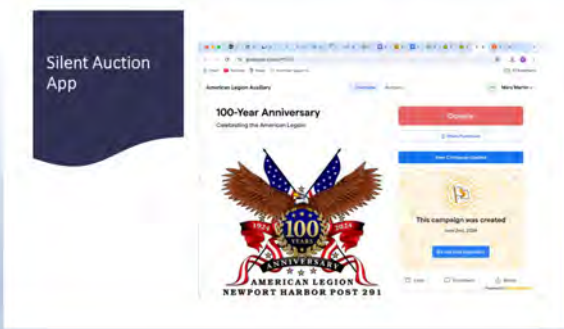
American Legion Auxiliary Unit 291



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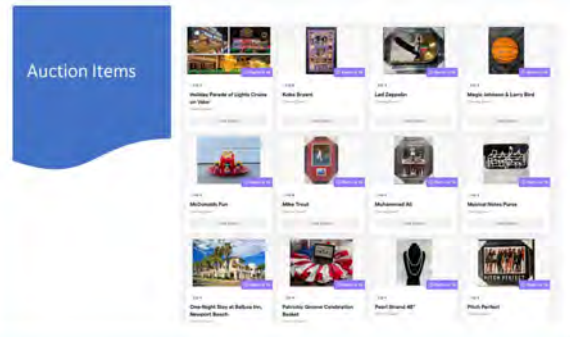
American Legion Auxiliary Unit 291



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American Legion Auxiliary Unit 291



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- SAL Squadron 291 – Tim Sullivan
  - Reach Membership Goal: 100%
  - Discussion on the support SALs will be providing for American Legion Baseball.
  - Flag day 2024: over 200 people attended.
    - 264 Hotdogs / passed our 400 Flags.
  - Sons will offer a Concierge Service during the Fourth of July event.
  
- ALYC – Commodore– Dave Campagnari (Continued on next page)

- ALYC – Commodore– Dave Campagnari
  - Spoke on Membership and Upcoming Events



## American Legion Yacht Club



- Active Members - 986
  - Creation of ALYC Ambassador program – ALYC volunteers on-site Saturdays and Sundays to host reciprocal yacht club visitors
- Events last month**
- 6/9/2024 Summer Sunday Harbor cruises on Valor & Liberty
  - 6/8/2024 ALYC Members Sail & Power Harbor Cruise
  - 6/8/2024 ALYC Raft-up in Newport – shuttle to/from Valor
  - 6/8/2024 ALYC BBQ & Social
  - 6/9/2024 Summer Sunday Harbor cruises on Valor & Liberty – Two afternoon cruises
  - 6/10/2024 Sundowners Racing Series
  - 6/13/2024 New Member Orientation
  - 6/13/2024 ALYC General Membership Meeting
  - 6/17/2024 Sundowners Racing Series
  - 6/23/2024 Summer Sunday Harbor cruises on Valor & Liberty
  - 6/24/2024 Sundowners Racing Series
  - 6/27/2024 ALYC Bridge meeting
  - 6/28/2024 OGBP Skippers Meeting
  - 6/29/2024 Dive and Snorkel Team meeting (Dive Chair Issac Carreon)

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## American Legion Yacht Club



### UPCOMING EVENTS

7/1/2024	Sundowners Racing Series	7/29-8/1/2024	ALYC Youth Sailing Program
7/4/2024	Old Glory Boat Parade (OGBP)	7/31/2024	Dive and Snorkel Team meeting
7/8/2024	Sundowners Racing Series	8/5/2024	Sundowners Racing Series
7/5/2024	Veterans Outreach Cruises – Valor & Liberty	8/8/2024	ALYC General Membership Meeting
7/13/2024	New Member Orientation	8/10/2024	ALYC Social
7/13/2024	ALYC Social	8/12/2024	Sundowners Racing Series
7/14/2024	Summer Sunday Harbor cruises on Valor & Liberty – Two afternoon cruises	8/12-8/15	ALYC Youth Sailing Program (Fleet Captain and Berkeley Green)
7/15/2024	Sundowners Racing Series	8/18/2024	Summer Sunday Harbor cruises on Valor & Liberty
7/21/2024	OGBP Awards Dinner	8/19/2024	Sundowners Racing Series
7/22/2024	Sundowners Racing Series		
7/25/2024	ALYC Bridge meeting		
7/29/2024	Sundowners Racing Series		



## American Legion Yacht Club



**4<sup>th</sup> of July  
Old Glory Boat  
Parade  
Thursday,  
July 4<sup>th</sup>, 2024  
1:00pm**

Theme Stars, Stripes, and Sails

Celebrating the American Legion Newport Harbor Post 291's 100 Year Anniversary with a parade of 100 boats!

Calling all Boats!  
Be part of the ALYC tradition.  
Decorate your boat to compete!  
Awards- Best Decorated, Best Music, Spirit Award, Best Theme, Commodore's Award, and Sweetcakes Grand Prize!

Register at: <https://alyc.com/event-5601364>

- Honor Guard – Commander Brian Fleming Jr.



## Post 291 Honor Guard / Color Guard

- 38 events completed in 2024
- 5 additional pending for the month
  - Dept Convention in Visalia
- 23 active members
- 1 New Recruit

## Minutes Approval

- No Minutes to Approve
  - Minutes missing from January 2023 to June 2024



## Correspondence

- Adjutant David Zamudio – to be discussed during Officer Reports

## OFFICERS' REPORTS

### COMMANDER- Brian Fleming Jr.

- Discussion of vision of reuniting all Post Families.
- Expectations of decorum of meeting.

### ADJUTANT – David Zamudio

- Read correspondence from Bohm Wildish & Matsen LLP



**1ST VICE COMMANDER – Ernest Alonso. – Membership**

- Discussion of Current Membership Numbers and Volunteerism



### 1st Vice Commander

- Current Post Membership = 4,077 Legionnaires**
- Current Membership Numbers for 2025 @ National =277 (6.4%)**
  - 2024-2025 Goal = 4,272 (Pending)
  - 3,995 more needed to reach our goal.
  - Good thru 2024 = 3,902
  - New Members 2025 = 28      2024 = 375
  - 28 more new members this month



### 1st Vice Commander

- We need E-Board Legionnaires to volunteer for the 4<sup>th</sup> of July.**
- Need "Member volunteers for 10<sup>th</sup> of July**
- Invite E-Board to VCT**
- Launch Public Relations Committee**
- Special thanks to Pam Garrett**

**2ND VICE COMMANDER – Ray Richard - Speaking about upcoming events and bands.**

- Discussion on upcoming events and vision for entertainment for 2024.

**3RD VICE COMMANDER – David Heinle - Speaking about Boys State and Americanism.**


- Discussion on Boys Nation and representatives from Post 291.
- Discussion on American Legion Baseball and how it supports our Four Pillars.

**JR. PAST COMMANDER – Evin Planto**

- No Report

**FINANCE OFFICER – Bob Wine**

- Presented Executive Summary of Post 291 Financials




### Finance Officer- Executive Summary

EXECUTIVE SUMMARY  
YEAR TO DATE 2024  
THRU 06/30/2024

	2024		2023		\$ CHG	% CHG	2024 ANNUAL BUDGET	% OF ANNUAL BUDGET
	5/31/2024 YTD	5/31/2024	5/31/2023 YTD	5/31/2023				
<b>MEMBERSHIP</b>								
INCOME	333,629	300,543	133,084	86.4%	925,710	36%		
OTHER INCOME	3,817	2,612	1,805	46.3%	5,000	65%		
<b>TOTAL INCOME</b>	<b>337,446</b>	<b>303,155</b>	<b>134,889</b>	<b>86.6%</b>	<b>930,710</b>	<b>36%</b>		
EXPENSES	374,166	365,392	8,784	2.4%	349,400	35%		
<b>NET INCOME</b>	<b>-36,720</b>	<b>-62,237</b>	<b>126,105</b>	<b>-77.4%</b>	<b>-18,690</b>	<b>203%</b>		
<b>OPERATING</b>								
INCOME								
BAR SALES	322,303	254,462	97,819	38.4%	465,000	43%		
BANQUET SALES	249,798	177,777	72,021	29.3%	600,000	39%		
RESTAURANT SALES	636,241	510,090	126,151	24.7%	1,585,000	41%		
TOTAL FOODSERVICE	1,208,342	942,349	266,992	22.1%	2,650,000	42%		
OTHER INCOME	187,183	159,208	28,977	17.2%	569,500	31%		
<b>GROSS INCOME</b>	<b>1,495,526</b>	<b>1,113,937</b>	<b>294,969</b>	<b>26.4%</b>	<b>3,472,000</b>	<b>40%</b>		
COGS	1,095,740	956,379	187,396	20.6%	2,439,000	45%		
<b>GROSS PROFIT</b>	<b>399,786</b>	<b>157,558</b>	<b>107,573</b>	<b>33.3%</b>	<b>1,033,000</b>	<b>30%</b>		
OTHER REVENUES	486,954	441,094	45,860	10.3%	1,218,700	40%		
<b>TOTAL REVENUES</b>	<b>1,582,454</b>	<b>1,050,086</b>	<b>232,426</b>	<b>17.2%</b>	<b>3,458,500</b>	<b>43%</b>		
NET ORDINARY INCOME	-176,368	-239,511	62,543	-24.3%	-188,250	95%		
OTHER INCOME	20,911	21,187	236	1.1%	85,000	33%		
FACILITY FEE	116,428	90,122	4,296	3.1%	470,000	29%		
OTHER EXPENSE			0	0.0%				
<b>NET INCOME</b>	<b>-30,609</b>	<b>-128,122</b>	<b>107,113</b>	<b>-81.9%</b>	<b>-34,750</b>	<b>-4%</b>		
<b>SUMMARY</b>								
MEMBERSHIP	36,721	37,643	162,825	239,366		28,777		
OPERATING	-30,609	197,529	-136,124	202,727		-30,199		
POSITIVE ACCT		1,293,723	1,419,464	53,271				
<b>TOTAL AL 291</b>	<b>-27,115</b>	<b>1,670,945</b>	<b>-280,900</b>	<b>1,656,497</b>		<b>20,451</b>		

**FINANCE OFFICER – Bob Wine**

- Discussion on Profit and Loss Projections (July – September 2024)



### Finance Officer- Cash Flow Projections

Newport Harbor Post 291  
Cash Flow Projection for the Period 07/01/2024 - 09/30/24

	07/01-07/31	08/01-08/31	09/01-09/30	Totals
Cash: Beginning*	\$ 1,669,406.00	\$ 1,780,314.40	\$ 1,882,232.26	\$ 1,669,406.00
<b>Add: Cash Inflows</b>				
Membership Fees	114,000.00	80,000.00	10,000.00	204,000.00
Marina Rents	27,000.00	27,000.00	27,000.00	81,000.00
Restaurant Sales	279,000.00	279,000.00	270,000.00	828,000.00
Hall Rentals	3,100.00	8,300.00	5,100.00	16,500.00
Banquet Food	19,000.00	40,555.00	24,700.00	84,255.00
Facility Fees	46,000.00	31,000.00	26,000.00	103,000.00
4th of July/ Centennial Revenue	35,000.00			35,000.00
<b>Total Cash Inflows</b>	<b>523,100.00</b>	<b>465,855.00</b>	<b>362,800.00</b>	<b>1,351,755.00</b>
<b>Deduct: Cash Outflows</b>				
Food & Beverage Cost @ 40%	119,200.00	127,822.00	117,880.00	364,902.00
Entertainment	10,000.00	10,000.00	10,000.00	30,000.00
Payroll**	130,000.00	130,000.00	124,000.00	384,000.00
4th of July/Centennial Expenses	41,300.00			41,300.00
Health Insurance	6,500.00	6,500.00	6,500.00	19,500.00
Liability Insurance		11,020.00		11,020.00
Marina Insurance	3,715.00	3,715.00	3,715.00	11,145.00
D&O Insurance	2,900.00		2,900.00	5,800.00
JB Cleaning Co.	32,000.00	32,000.00	32,000.00	96,000.00
Repairs & Maintenance	5,500.00	5,000.00	5,000.00	15,500.00
Telephone	315.00	315.00	315.00	945.00
Utilities	9,200.00	10,400.00	11,100.00	30,700.00
Rent	13,480.00	13,480.00	18,000.00	44,960.00
Credit Card	3,500.00	3,500.00	3,500.00	10,500.00
Credit Card Fees	6,781.60	7,385.14	6,580.00	20,746.74
Misc	1,400.00	1,400.00	1,400.00	4,200.00
Mileage	1,400.00	1,400.00	1,400.00	4,200.00
Capital Outlays	25,000.00			25,000.00
<b>Total Cash Outflows</b>	<b>412,191.60</b>	<b>363,937.14</b>	<b>344,290.00</b>	<b>1,120,418.74</b>
<b>Cash: Ending</b>	<b>\$ 1,780,314.40</b>	<b>\$ 1,882,232.26</b>	<b>\$ 1,900,742.26</b>	<b>\$ 1,900,742.26</b>
Monthly Increase /Decrease	\$ 110,908.40	\$ 101,917.86	\$ 18,510.00	\$ 231,336.26

\* Doesn't include VCAF fund  
\*\* Includes P&R taxes & WC

**HISTORIAN – Johnny Arganda**

- Excused- No Report

**SERGEANT AT ARMS – Mike Mailman**


- Excused- No Report

**CHAPLAIN – Barry Butzoff**

- No Report

**SERVICE OFFICER – Cory Vigil**

- Discussion of Donations Committee



### Service Officer- Donations Committee

**Purpose Statement:** The Service Officer will approve grants and financial aid to veterans & military families.

**Donation Committee:** Cory Vigil, Ray Ricard and Barry Butzloff.

**Veterans Served in June 2024: VCAF**

1. ARMY requested motel assistance for 3 days \$330.00.
2. ARMY requested rental assistance for \$1000.00.
3. USMC requested assistance with application and deposit fee for \$348.00.
4. ARMY requested assistance with air mattress, blankets, sheets at Target for \$241.10.
5. ARMY requested \$836.00 for rental assistance.
6. ARMY requested \$150.00 for moving deposit.
7. NAVY requested assistance with bike repair for \$126.05.
8. ARMY requested assistance with cellular phone bill, shoes and bus pass for \$351.65.
9. ARMY requested a motel for 7 days at \$770.00.
10. ARMY requested \$1000.00 for rental assistance.
11. NAVY requested assistance with work clothes, shoes and hygiene for \$175.84.
12. NAVY requested emergency dental for \$1000.00.
13. NAVY requested 7-day motel stay at \$770.00.
14. ARMY requested assistance with oil change for \$128.32.
15. USMC requested rental assistance for \$796.00.
16. USMC requested motel assistance for 7 days at \$770.00.
17. USMC requested motel assistance for 7 days at \$770.00.

\$10,062.96



## Service Officer- Donations Comm (cont.)

Service Officer Account- 20 gas cards and 20 grocery cards distributed. \$50 increments.

Service Officer Account - \$187.91 LYFT

### Service Officer Account

\$1000.00 Santa Ana Elks Golf Tournament  
 \$100.37 Veterans Legal Institution presentation  
 \$158.15 Gaming Night  
 \$500.00 Joseph Lopez rental assistance  
 \$428.67 Seal Beach Installation Dinner – VEAFF Donor  
 \$200.12 Lunch for Blind Veterans Group VA  
 \$1000.00 Arco Gas Cards  
 \$725.81 Coffee Talk  
 \$1000.00 Grocery Cards  
 \$1000.00 Project Healing Waters  
 \$288.42 Seal Beach Rotary Raffles  
 \$70.00 Army Ball Sponsorship  
 \$231.80 USS Iowa Fundraiser

\$6,342.26

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## Service Officer June Report

### Monthly Update for Service Officer

for the July 1, 2024 E-Board

6510 Donations	2023 Actuals	2024 Budget	2024 Actual thru June 30	% of 2024 Budget thru Dec 31
6519 Honor Guard	7,478.36	2,500.00	1,310.99	52%
6521 Unrestricted Service Officer Expense	114,718.13	78,000.00	23,259.84	30%
6523- SO Discretionary		2,000.00	8,999.41	450%
6522 Restricted VEAFF expense	129,645.07	65,000.00	60,275.88	93%
6515 Oratorical	-	-	-	0%
6510 Donations other	60,978.76	50,000.00	6,500.00	13%
<b>Total 6510 expenses</b>	<b>312,820.32</b>	<b>197,500.00</b>	<b>100,346.12</b>	<b>51%</b>
4520 VEAFF current balance			45,929.97	
<b>June Donations Out</b>			<b>4342.26</b>	
<b>June VEAFF Donations Out</b>			<b>12062.96</b>	

### JUDGE ADVOCATE- Lawrence Brown

- No Report

### MEMBERS AT LARGE

- Jon Reynold- No Report
- Walter Roberts- No Report
- Mike Berdine- No Report
- Mike Schubert- No Report
- David Zamudio- No Report

### UNFINISHED BUSINESS

Stephanie Wade- Nylon Project Discussion

- Discussion of original ask for \$5k.
- MOTION: Mike Schubert
  - "Motion to pledge \$1000.00, from the 6510 General Account to the Nylon Flag Project, but not until the other \$3500.00 is raised by Stephanie Wade."
  - Seconded: Numerous Members
  - M/S/D (none) / MC- Unanimously

## Kelley Bennett- Media Package Discussion

- Discussion on use of vendor and effectiveness.
- Discussion present by Commander Brian Fleming Jr., on discussion with Kelley Bennett and the need for a contract.
  - Kelley Stated that she would not continue for another 30 days and would need a year contract.
  - Discussion on presenting the option of 30 days to give the Executive Committee time to undertake a needs assessment of the media package for the post.
- MOTION: Mike Schubert
  - “ I move that we keep Kelley Bennett for another 30 days.”
    - Seconded: Evin Planto
    - Discussion by members on concerns on the need for this contract.
    - M/S/D/Move to Vote
      - Yay- 3
      - Nay- 8
      - Motion Fails

## NEW BUSINESS

- Commander Brian Fleming Jr., present appointments and committees for approval by Executive Committee.



### New Business

- **Approval of Appointments**
  - **Adjutant - David Zamudio**
  - **Service Officer - Cory Vigil**
  - **Judge Advocate - Lawrence “LB” Brown**
- **Approval of Post 291 Bank Signatories and Check Signers.**
  - **Commander - Brian Fleming Jr.**
  - **Finance Officer - Bob Wine**
  - **Adjutant - David Zamudio**
  - **3<sup>rd</sup> Vice Cmdr. - David Heinle**

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- Adjutant- David Zamudio
  - M/S/D (none)/ MC- Unanimously.
- Service Officer- Cory Vigil
  - M/S/D(none)/ MC- Unanimously.
- Judge Advocate- Lawrence Brown
  - M/S/D(none)/ MC- Unanimously
- Approval of Post 291 Bank Signatories and Check Signers.
  - Commander Brian Fleming Jr.
  - Finance Officer, Bob Wine
  - Adjutant- David Zamudio
  - 3<sup>Rd</sup>. Vice Cmdr.- David Heinle
    - M/S/D(none)/ MC- Unanimously.





## New Business (cont.)

- **Approval of Post 291 Master Administrator Passwords to Commander Brian Fleming Jr.**
- **Post 291 Executive Committee Reconfirmation of Lease Negotiating Team:**
  - Finance Officer- Bob Wine
  - Member at Large- Jon Reynolds
  - Past Commander- Doug Nye
  - Past Commander- Jess Lawson

- Motion to Approve Commander Brian Fleming Jr. as Administrator of Passwords of Post 291.
  - M/S/D(none)/MC- Unanimously.
- Motion to reconfirm Lease Negotiating Team
  - Bob Wine
  - Jon Reynolds
  - Doug Nye
  - Jess Lawson
    - Motion- Member at Large, Walter Roberts
    - Seconded- 3<sup>rd</sup> Vice Cmdr. David Heinle
    - M/S/D(none)/Motion Carries
      - One abstention- Evin Planto

- Commander Brian Fleming Jr. request motion to approve committees and Dock Master appointments.



## New Business (cont.)

- **Approval of Post 291 Committee Appointments**
  - **House Committee**
    - David Zamudio / Bob Wine / Mike Berdine / Nick Giordano / Kevin VanOtterloo / Tommy Wheeler
  - **Finance Committee**
    - Bob Wine / David Zamudio / David Heinle / Cindy Baker / Bob Caroline
  - **Judicial Committee**
    - Lawrence Brown / Cindy Baker / Doug Green / Brandon Reed / Dennis Miller



## New Business (cont.)

- **Approval of Post 291 Committee Appointments (cont.)**
  - **Sons of the American Legion (SAL) Committee**
    - Commander Brian Fleming Jr.
  - **Donations Committee**
    - Cory Vigil / Ray Ricard / Barry Butzloff
- **Approval for Dock Master Appointment**
  - Tommy Wheeler

- MOTION: Member at Large- Walter Roberts
- Seconded: Member at Large- Mike Berdine
  - M/S/D(none)/ MC- Unanimously

- Commander Brian Fleming Jr. presents new House Committee Policy for review and approval.
  - Overall discussion of need for new policy to ensure transparency of purchases to rectify past issues and concerns from previous administration.
  - MOTION to approve new policy: Member at Large, Mike Berdine
    - Seconded: Member at Large, David Zamudio
    - M/S/D(none)/ MC- Unanimously.
- Member at Large, Mike Schubert
  - Discussion on the travel per diem amount (\$50) versus the cost rising and suggest it to be raised to \$75.00 per day.
  - Discussion among committee members to understand the Travel Per Diem process.
    - MOTION: Member at Large, Mike Schubert
    - "I move that we increase the Travel Per Diem daily amount from \$50 to \$75 to take effect within the last week of June 2024."
    - Seconded: 2<sup>nd</sup> Vice Cmdr. Ray Ricard [M/S/D(none)/MC Unanimously]
- American Legion Baseball Sponsorship
  - Discussion on levels of donations
  - Member at Large, Walter Roberts
    - Requests this issue is tabled until more clarification can be given on donations breakdowns.
  - **CLARIFICATION UPDATE**
    - Commander Brian Fleming Jr., sends email on 17 July 2024 (0706 hrs.)
      - Communication give more clarification to the donation aspect and request a vote by email per §8.6.5 of the Bylaws.
      - Motion: Member at Large, David Zamudio
        - "I move that we approve the funding of American Legion Baseball in the amount of \$3000.00 and Post 291 Baseball Team in the amount of \$2000.00, totaling \$5000.00."
        - Seconded: Member at Large, Mike Berdine
          - Yay- 12
          - Nay- 0
          - No Vote: 2
          - MOTION CARRIES

**GOOD OF THE LEGION**

- Member at Large, Mike Schubert and 3<sup>rd</sup> Vice Cmdr. announcements



**Closed Session Called**

- Executive Committee Member presents 4 incident reports on four Legionnaires.
  - Adjutant reads all incident reports to Committee
    - Discussion held on the incidents
    - Executive Committee agrees that all incident reports will be presented to the Judge Advocate for further inquiry.
    - Once findings are complete, Judge Advocate will present these to Executive Committee.

**CLOSING PRAYER- Chaplain Barry Butzloff**

**ADJOURNED: Approximately 2133 hours.**