



**American Legion  
Palm Valley Post #233  
560 N. Wilderness Trail  
Ponte Vedra Beach , FL 32082  
(904) 285-2484**



*Caroline Merillat, Commander*  
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*Torsak Vimoktayon, Adjutant*  
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[www.AL233FL.org](http://www.AL233FL.org)

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*“Transparency through better communication”*

#### **Executive Committee**

**June 13, 2018**

Meeting called to order 18:03 by Commander Caroline Merillat

Salute to Colors

Prayer by Commander

Executive Board Members present in attendance: Caroline Merillat, Torsak Vimoktayon, Allan Straw, Kevin Terranella, Mike Williams, Ted Veber, Jeff Tuper, Derek Prince, Jeremiah Blocker, Valerie Nordberg, Roy Havekost, Roger Akey, and Howard Shepble.

Minutes from the last meeting were handed out, reviewed by the Board members and accepted.

The meeting was recorded and available.

Finance Report was given by Ted Veber.

- All accounts total of over \$17, 339.
- Net total of over \$16100 once checks from expenses are cleared.

Caroline Merillat, Commander had an open discussion regarding to the post not having a budget and other financial concerns. In addition to an inquiry with the Finance Officer, a formal written report will be provided to document her findings and “red flags.” She is open to have a discussion with him and listen to his explanations.

- Finance Officer provided a cash flow report but declined to provide a budget within 60 days as directed by Post’s Bylaws.
- The intent of commingle accounts between a non-profit e.g. foods and gaming except of 10-15% for overhead and a profit e.g. Canteen account and deposited in the Canteen account are prohibited by law.

- Incomplete financial accountability. Record keeping of receipts and transactions was accounted for 2 months of the Finance Officer appointment. The accountability of the Post's finance report from the last official report was not performed.
- The Finance Officer made a decision absence the authorization from the Post's Commander and/or Executive Board with Coleman to install new gaming machines and ATM.

Additional discussion with members to allow Malcom to comply with our bylaw and a recommendation to hire a CPA to put us in compliance. A motion made, seconded, and approved unanimously.

#### **Old business:**

- Caroline will take the idea of establishing subcommittees (Building, Entertainment, Membership, and Finance) to perform certain tasks to increase in a more expeditious manner as we move forward.
- Mike Williams brought up the bartender's dress code, it is to be discussed in the House Committee meeting.

#### **New Business**

- Valerie Norberg recommended with install a horse shoe pit. She has someone to provide the materials but needs to know the location where it can be placed. Recommendation is the area along the side of the pavilion. It is to be brought to the House for the decision.
- Ted Veber, gaming and ATM machines.
  - o Unauthorized adding gaming machines and replacing existing machine.
  - o A large winning/payout occurred. Paid by existing fund from the machine and Coleman. There is no accountability and documentations with the 60/40 agreement with Coleman. There is not printed documentations/receipts from the instruments or Coleman will provide them. Furthermore, unaccounted income of profit that should be deposit in the Legion's account. The decision strongly recommended by our new Canteen manager, 5<sup>th</sup> District Commander, and other Posts with bad experiences dealing with Coleman's Music and Gaming. Therefore, in our best interest, we will discontinue relationship with Coleman and have the machines remove, agreed by board members pending a full audit.

Nothing further for the good of the post.

Meeting adjourned, 18:54  
 Respectfully Submitted,  
 Torsak Vimoktayon  
 Adjutant Post 233

## **General Meeting Minutes**

**June 13, 2018**

Meeting room secured, meeting was recorded and available.

Meeting called to order 19:15 by Commander Caroline Merillat

Salute to Colors

Prayer by Commander

American Legion Preambles of the Constitution recited

Rereport of sick and distress: Caroline Merillat report the Burt... is having surgery, keep him in your thoughts.

Minutes of the meet was reported. Motion to accept, seconded, and approved.

Entity Report:

ALA report provided by Celeste Sheble, ALA President

SAL report provided by Howard Sheble, SAL Commander

ALR report to be submitted through email

Past Commander's Club report provided by Roy Havekost

House Committee report provided by Roy Havekost

- Changing of sing in sheet to include number and email address
- Cleaning service, cost is to high for cleaning service company. Recommendation to use volunteer and community service person for now.

2 New and 2 Transferred members were accepted.

Financial Report provided by Ted Veber, motion to accept made, seconded, and approved.

### **Unfinished Business**

- Caroline Merillat, Commander appointed Torsak Vimoktayon for Adjutant, Roy Havekost for Judge Advocate, and Mike William for Service Officer, all was voted in by members unanimously.

### **New Business**

- Roy Havekost nominated Jerry Boland as Post's Chaplin, he was voted in by members unanimously.
- Ted Veber motioned to buy 300 AL 233 pens for \$150. Motion made, seconded, and approved.
- Caroline Merillat recommended to form subcommittees to compose of at least 3 members to make decisions within parameter and limitation on the behalves of the Executive Board to expedite approval with the operations of the Post. The subcommittees will have one Executive Board member will chair the subcommittee. They will report monthly to the Executive Board at the monthly meeting.
  - o Entertainment Committee: Valeri (Chair), Christie, and Dawn.
  - o Financial Committee: Commander, Financial Officer (Chair), Adjutant, Canteen Manger, and ?.
  - o Building Committee: Denver, Matt, and Allan (Chair).Motion made, seconded, and approved unanimously.

Nothing further for the good of the post.

Salute to Colors  
Closing Prayer  
Meeting adjourned, 20:15

Respectfully Submitted,  
Torsak Vimoktayon  
Adjutant Post 233