

PALM VALLEY POST 233

MAY 9, 2018 MEETING MINUTES

Executive Committee

Meeting called to order 18:03 by Commander Caroline Merillat

Salute to Colors

Prayer by Commander

Minutes from the last meeting were read and accepted. Comment made to have it email out prior to meeting, an effort will be made once I have all the members email addresses.

The meeting was recorded and available.

Finance Report was given by Malcom Marvin, Financial Officer. He handed out the report for the Executive Board members to review. Caroline Merillat, Commander requested for a copy, he did not provide one for her.

- The Post took \$1966 loss last month according to the cash flow report. A monthly report provided the expenditure of funds.
- Open discussion with the following issues: management of the food and beverages; using the POS to account for payroll, credit card taxes from tips, and documenting employees hours; hiring a canteen manager; reporting of post financial report; paying for other entities food events; maintenance cost questions; and of the alcohol with percentage of sale to profit (38:62). Nothing was voted by the committee members to or how it should be handled. Hear recording for details.
- Caroline Merillat, Commander commented to hold off on how to handle the employees payroll until we have a Canteen Manager and per Post's job descriptions, to be completed by that person and oversee by the Financial Officer. Adding, it should be a joint effort and if it needs to change, it needs to be brought up to the committee and there is a process. Furthermore, although the POS system could generate the time card/payroll report, but the payroll needs to be prepared by the Canteen Manager for the reasons: she is responsible for the employees and makes the schedule; in an event that the employee time card card needs correction, it needs to be correct; and she needs input and verify for accuracy prior to approval, the Financial Officer would have this insight.
- We have been making big payouts on games, Ted and Malcom commented, our gaming process works.
- Caroline Merillat, Commander requesting the Financial Officer to provide a budget at the next meeting. Roy Havekost, Judge Advocate mentioned as a directive prescribed from the post constitution and our Post bylaws one must be provided within 60 days of taking office. Caroline further explained some of the reasons why we need a Budget: to review expenses consistency, to plan for shortfalls and upcoming expenses, where we can adjust costs to save, and make projection. Extensive discussion from the E-Board members with understanding of the Financial Officer cash flow report versus the Commander request for a budget. Melcom Marvin, Financial Officer objected and declined to providing a budget and the we should use his cash flow report as the budget to run Post business.

- Motion was made to accept the cash flow report as provided, seconded and approved.

Old business

- Ted Veber, burger for lunch is every other Friday will continue, Dan Wortmann will continue to help if he can.
- Ted Veber, Memorial Day plates reveal confirmed by Caroline to happen.
- Caroline Merillat had an open discussion in regards to a candidate (Dawn Parker) that had been approved by the House Committee. She will be on a 90 days probation period where the decision she made has to be reviewed by Caroline Merillat, Commander, Roy Havekost, House Chair, and financial decisions also Malcom Marvin, Finance Officer. She will be paid \$250 per week for 20 hours of work, to be discussed prior to her 90 days probation to negotiate her salary. Motion was made, seconded, and approved unanimously.

New Business

- American Legion convention in July 2018, we are sending BJ Atkins. The hotel will be paid by membership account for 2 nights. Financial Officer will coordinate with him.

Nothing further for the good of the post.

Salute to Colors

Closing Prayer

Meeting adjourned, 18:54

Respectfully Submitted,

Torsak Vimoktayon

Adjutant Post 233

Supplemental meeting minutes

Special Executive Committee Meeting on May 23, 2018

New ideas and direction of the Post were discussed with ideas to consider.

Special Committees; 1) Finance Committee, 2) Entertainment Committee, 3) Committees assigned to each event that requires planning and coordination

The installation ceremony to be held on July 21st at 13:00. Discussion about making it a big event and have activities and food and invite the public as a membership drive. We voted on using funds from the membership account to fund the event. Only Malcom opposed so the motion was passed. The amount of money is to be discussed and decided at the June Executive Committee Meeting.

Respectfully Submitted,

Torsak Vimoktayon, Adjutant Post 233

General Meeting Minutes

May 9th, 2018

Elections

Meeting room secured with 30 members in attendance.

Meeting called to order 1910 by Commander Caroline Merillat

Salute to Colors

Prayer by Commander

American Legion Preambles Constitution recited

- Minutes posted on website, motion made, seconded, and approved
- Application for transferred and new members made, seconded and approved.
- No report from ALA,
- SAL reported by Howard Sheble, SAL Commander
- No report from ALR
- Social Media reported by Roy Havekost
- House Committee report by Roy Havekost
 - Kathy Church resigned as Kitchen Manager but will stay as interim Events Coordinator.

-Septic Tank needs service.

-\$150 check sent out for hospitality room for AL Convention 2018.

-Cleaning of the Post, no service at this time. Motion made to temporarily let Charlie Walker to clean 3 times per week for \$30, seconded and approved.

Unfinished Business

- Dawn Parker was recommended by The House Committee and Executive Board to be hired for the Canteen Manager position, motion made, seconded and approved.

New Business

- Dress code for bartender tabled until new officers and Canteen Manger are in place.
- Financial Officer gave his report.

Post 233 Election 2018-2019 Officers and Executive Committee members

Officers voted in are:

Commander: Caroline Merillat

1st Vice Commander: Alan Straw

2nd Vice Commander: Chip Robinson

3rd Vice Commander: Josh Wathen

4th Vice Commander: Kevin Terranella

Sergeant at Arms: Mike Williams

Chaplain, open

Finance Officer: Malcolm Marvin

Executive Committee Members voted in are:

Ted Veber

Jeff Tupper

Jeremiah Blocker

Derek Prince

Valerie Nordberg

Nothing further for the good of the post.

Salute to Colors

Closing Prayer

Meeting adjourned, 20:15

Respectfully Submitted,

Torsak Vimoktayon

Adjutant Post 233