

**Minutes of S. Gus Alexander, Jr. Memorial American Legion Post 111,
Department of Texas
Meeting**

4 September 2018

Regular meeting called to order at 19:18 by Commander, Jan Cloud. Roll call of officers:

Commander, Jan Cloud---present
Vice Commander, Bob Betik---present
Adjutant, Bob Betik---excused
Judge Advocate, Vacant
Finance Officer, Vacant
Sergeant-at-Arms, Pat McEnroe-present
Chaplain, Charlie Nations---present
Service Officer, Johnny Lewis---present
Historian---vacant
Trustee Chairman (2016) Gary Poplin---excused
Trustee (2017) Pat McEnroe---present
Trustee (2018) Johnny Lewis---Present

Officers present:	4
Other voting members present:	1
Total voting members present	5
Guests present:	1
- Pat Flores, Financial Consultant	
SAL	0
Total present:	6

Commander Jan Cloud conducted the opening of the ceremony. The Colors were posted and the opening prayer was recited by Charlie Nations.

Roll call was held and the results are indicated above and a quorum was established.

A motion to waive the reading of the minutes from the meeting of August 7, 2018 was made by Gary Smith and seconded by Pat McEnroe. The minutes are posted on the Post 111 website. The motion passed.

Finance Report: The Finance Report was presented by Pat Flores. A motion to accept the finance report as presented subject to review was made by Gary Smith and seconded by Charlie Nations. The motion carried. Gary Smith mentioned that 2 past due checks from A&B Delivery Service should be received this week and deposited. Gary also stated that a record of the financial books review that was conducted will be attached to these minutes. Basically, it states that the books were in order and attested to. The Post is in good financial status with over \$17,000 in Checking and Savings accounts.

Membership Report: The membership report was presented by Gary Smith. Post 111 is at 48.2% of our membership goal and in 1st place in District 5 for the 2019 membership year. When the 13 PUFLs are added to the Department membership report, the Post will be at 57.55%. A motion to accept the membership report as presented was made by Charlie Nations and seconded by Pat McEnroe. The motion carried.

Judge Advocate Report: Nothing new to report.

Service Officer Report: Nothing new to report.

Trustee Report: No report given.

Boys/Girls State Report: No report given.

Oratorical Report: It is time to contact local High Schools to submit candidates for the upcoming competition that starts on Oct. 1 at the Post level.

Jr. ROTC report: No report given.

Webmaster Report: Virtual Meeting capability is still a work in progress. David Schneider tested the viability of system, but still need to purchase and test audio equipment.

SAL report: The Squadron has processed 14 membership renewals, which is 66.67% of goal and leads the 5th District SAL.

AL Riders: No report given.

Building Report:

- One office (#104) available for rent at this time. One tenant behind in rent.
- Painting of the building exterior still needs to be completed. Bids have been taken regarding the cost of supplies. Security camera system still needs to be installed.
- Gary Smith reported that we will need to upgrade the lighting in Suite 201 because some of the fixtures lights keep going out. Gary suggested that the old-style light fixtures should be replaced with LED units as they burn out.

Unfinished business:

1. Gary Smith and David Schneider are still working on the virtual meeting capability. Gary recommended that SAL members David Schneider and Ramon DeMaria recommend and price a solution for equipment needed and present the estimates to the Legion membership for acceptance.

2. Gary Smith introduced Pat Flores, accountant and past Post 111 Commander and made a motion that she be hired at \$50 per week to manage the Post books, to include the payment of bills and deposits of funds to the checking and savings accounts. Ms Flores is proficient in Quick Books, our current accounting system and she knows the workings of Post 111. Jan Cloud will be in possession of the debit card for small purchases for the Post. The motion was seconded by Bob Betik and the motion carried. This action was completed.

3. Gary Smith made the motion that Gary Smith be deleted as signatory on the Post Checking and Savings accounts and that Pat Flores and Jan Cloud be added as signatories for the Post's Checking and Savings accounts and that Jan Cloud be given a checking account debit card for small and emergency Post purchases. The motion was seconded by Bob Betik and the motion carried. This action was completed.

4. Gary will meet with Ms. Flores and Jan Cloud next week to officially place them on bank documents as authorized signatures on monetary documents. This action was completed.

5. There should be a vote to select member(s) to fill the positions of Finance Officer and Judge Advocate, with the impending resignation of Gary Smith from those 2 positions. The Post does not have a Building Mgr. as such. Gary Smith has filled that role for several years. The post may consider hiring someone to keep up with building maintenance and supplies.

6. Bob Betik made a motion to schedule an audit of the Post books. The Post by-laws state that when a Post officer position is vacated, a review of the books must be conducted. The motion was seconded by Gary Smith and the motion carried. The review meeting is scheduled for 8/24/18 at 1100 at Post 111. The review committee is composed of Pat Flores, Pat McEnroe, Johnny Lewis, and Bob Betik. Gary Smith will be present to answer any questions that may arise. Any member is welcome to participate in the review. This action was completed. See attached minutes of the review below.

New business:

1. There was discussions on the Commander's ability to buy a hand lawn mower, since he has been using his own hand mower and on the purchase of a front wheel and tire for the lawn tractor as a spare. The Commander was reminded that he has a discretionary limit of \$400 to purchase necessary items to maintain the Post between meetings. No motions were made.
2. There was also discussion on the purchase of a shed to house the Post's lawn tractor. A cost should be ascertained and presented to the Post members for their approval/disapproval. No motions were made.

Sick Call: Gary Smith discovered that Thomas Farrell passed away in 2015. Information was obtained from the family about his passing and was put on our Post Everlasting webpage.

For the Good of the Legion:

1. Pat Flores (guest) drew the name of Leroy Taylor for the attendance prize of \$125. Leroy was not present; therefore, the prize of \$130 will be drawn for at the next meeting on 02 Oct. (The prize increases by \$5 each month that there is no winner and is capped at \$500).

2. Charlie Nations commented on Gary's service to the Post and their friendship.

Closing ceremonies were conducted and the meeting was adjourned at 2018 hrs.

These meeting minutes were transcribed by Gary Smith, acting Adjutant, and approved by

Commander Jan Cloud: _____ Date: 9/5/2018

Minutes approved by membership: _____

During the regular Post meeting held on 8/7/18, a committee was formed to conduct a review of the Post's financial condition. The review is mandated by the Post's by-laws which state that when a key elected post is vacated, a financial review must be conducted.. With the resignation of Gary Smith as Finance Officer, effective 8/24/18, a books review was therefore needed to comply with the by-laws. The review committee met on 8/24/2018 at 1100 hours.

The review committee consisted of the following individuals:

Jan Cloud—Commander
Bob Betik--Vice Commander & Adjutant
Gary Smith-Finance Officer
Pat McEnroe--Trustee 2017
Johnny Lewis--Trustee 2018
Pat Flores—3rd Party Accountant

As Finance Officer Gary Smith did not have a vote but was present to answer any questions.

Pat Flores examined the balance sheet for the period of 1/1/18 through 8/24/18 and made the following recommendations::

1. Refunds should be accounted for as reduction of expense rather than an income item.
2. Eliminate the petty cash fund, take it to a zero balance, and deposit the \$3.66 into the checking account. With the existence of the debit card in the Commander's possession, there is no longer a need for petty cash.
3. File the paid expense receipts with the bank statements.
4. Remove \$31 from Retained Earnings and take the account to a zero balance. Transfer the money to the general fund after research as to from where the \$31 originated. This is an overage amount from prior year's revenue.
5. Change the wording of the "Uncategorized Expense" to "Miscellaneous Expense."
6. The \$5 in the "Other Income" account should be combined with another income account closest to identifying the account with the source of the income.
7. Reconcile all items on the Balance Sheet to find any discrepancies.

The bank deposits matched the income from rentals and member dues. The expense invoices matched the checks issued for payment. No discrepancies were found and the committee's discussion was to approve the financial review. A motion was made by Bob Betik to accept the findings of the review and was seconded by Pat McEnroe. The motion passed.

The committee thanked Gary Smith for his outstanding service as Finance Officer. Under his direction and leadership, Post 111 has emerged from a Post struggling to meet expenses to a Post that is financially stable to be able to fund the various projects and programs to which the American Legion aspires.

The review meeting was adjourned at 12:49.

Attested and transcribed by:

Bob A. Betik, Date: 8/27/18
Bob Betik, Post 111 Vice Commander/Adjutant

Attested: Jan V. Cloud
Jan V. Cloud, Post 111 Commander

Attested: Pat McEnroe
Pat McEnroe, Post 111 Trustee

Attested: Johnny Lewis
Johnny Lewis, Post 111 Trustee