Executive Committee (ExCom) Meeting Minutes

Date: 11 August 2026 (Tuesday)

Opening Ceremony: 7:03 pm (1903)
Standard opening ceremony held per Officer's Guide and Manual of Ceremonies.

Adjutant reported a quorum was present.

Guests and Prospective Members Present: None

Reports:

Administrative: Report provided by the Adjutant

Previous month's minutes posted to website on 19 July 2026 at 7:15 pm (1915) www.Post175.org/Meeting-Minutes

Motion to approve meeting minutes properly made, seconded, and approved by a voice vote.

Motion: "That a 'Welcome' message, on behalf of the officers, be sent to all new members upon membership approval providing Post website links, especially a link to the Member Handbook."

Motion properly presented and seconded, discussion followed.

Commander's Comment: Motion is to send out an e-mail to new members with information contained in the website so they know what we do, what their options are, what they are capable on participating in, etc. This will be sent out to all new members as they 'come in' and we get an e-mail address for them after they are accepted as members.

Chaplain's Comment: You said you had a quota. Q: Quota? You said you had a quota for the meeting. A: Do you mean a quorum? A: Yes. Been a long day. Q: What is the quorum for the meeting? How many people? The

Commander of the S.A.L. does not count towards a quorum. A: Either five or six. (Two counts held.) And… we have eight present.

Buildings and Grounds Comment: Q: How will you send this message out? You stated via e-mail. Q: Do they register their e-mail with us when they join? A: Yes.

Commander's Comment: If they do not have an e-mail, we will provide a hard copy (paper) on what is available and… just ask.

Buildings and Grounds Comment: I make a suggestion, and it may cost us a dollar, if we can't contact them via e-mail, send something via mail (postal service) to them. A: Comms and Media would forward hard copy to them.

Comms and Media Comment: In the past, we had a Member's Handbook in the Commander's office and the Commander would hand it out to the members. But, when we started going regularly through two and three reams of paper, along with the ink, etc. we stopped that practice.

Finance Officer Comment: Q: Can we still provide a hard copy to those without e-mail? A: Most definitely.

Comms and Media Comment: It is up to the you, the ExCom, on how you wish to handle this. The issue arose from a new member, contacting Comms and Media, stating that he had not heard about the status of his membership application. (If he had been approved for membership.) He showed up at the Post during coffee and doughnuts, with his wife, and stated he had not heard if he had been accepted for membership, so he was here to check on the status of his application. So, this is an opportunity to inform new members of their acceptance, and also tell them: here is our website address; a link to the Member Handbook; a link to The American Legion training resources; a link to our calendar, etc., etc.

Buildings and Grounds Comment: Q: Do we have to add to the motion that if they do not have an e-mail address, that they be sent a hard copy? A: No. If they do not have e-mail, they will be sent a hard copy of the notification of membership with a Member Handbook.

Adjutant Comment: The Motion, as presented, indicates new members will be sent a “Welcome message”, which could be either e-mail or hard copy. If no e-mail, then the cover letter and Member Handbook is sent via postal service.

Service Officer Comment: Maybe this should be under “New Business”, but maybe it’s time for us to have a New Members Committee.

Commander’s Comment: That would be separate from this motion. You may bring it up later this meeting, possibly under: “For the Good of the Legion”.

Adjutant Comment: One of the duties of a Sergeant-at-Arms is Protocol and they usually head the Post Welcoming Committee - and is supposed to be doing this ‘kind of work’. Myrtle S. used to meet with every new member, walk them around, etc. But, now Myrtle S. is gone from that position. Tom B. has not yet picked-up all the (Sergeant-at-Arms) duties, so whom does it fall upon now? So, it fell upon Communications and Media.

Adjutant Comment: You can establish a “Welcoming Committee”. The ExCom can do that. A Motion can be made, after this one if you wish, to do so and then that Committee would be tasked with sending our the “Welcome” messages to new members. Or… Comms and Media could still do that, and the Committee members would ‘walk them around’, etc. and be their initial point of contact about our programs and operations.

Commander called the question (the Motion to send a ‘Welcome’ message to all new members with Post information). The motion was unanimously approved by a voice vote.

Note: Comms and Media has been directed to contact 1st Vice Commander (Membership Chair) for a list of those joining the Post since the 01 July start of the Fiscal Year (FY) and send them ‘Welcome’ messages.

Finance / Fiscal: Report provided by the Finance Officer

We had a very good July. Hard copy report presented with Post financial standing, for the month of July as well as the Fiscal Year to date. Mortgage Reduction Donations status as of 11 August 2026 also presented. A portion of the Mortgage Reduction donations have been moved to the Money Market account to accrue interest on the donations. A Certificate of Deposit (CD) matures in September. Also presented were balances on: Breakfast Fund; Coffee Fund; Bar Fund; and Petty Cash.

Motion to accept financial report properly made, seconded, and unanimously approved by a voice vote.

Proposed budget for Fiscal Year (FY) 2026-2027: Requested input from Post officers and Committee Chairs. Not all provided input/response. So, several line items are 'best guess' estimates based on historical information. Budget, as presented, will provide Post with (positive) net income by the end of the Fiscal Year. A couple of months show negative income, but that is due to insurance and other payments being made. Budget is predicated on a specific (baseline) monthly rental income stream.

Motion to accept Fiscal Year (FY) 2026-2027 Budget Proposal properly made and seconded, discussion followed.

Service Officer Comment: I see an entry labeled "Program – VAF", just under the "Shooting" program. And, on the back side I see "Veterans Assistance Fund". Q: Are these the same thing? A: Yes, and the one on the back side is an expense. Expenses list begins around the middle of the first page.

Buildings and Grounds Comment: Under expenses, there is a line item "AL Post 175". Q: What is that number based upon? Where did it come from? A: That number is directly from last years budget. Since I had no input, I used last years number. It is simply a placeholder.

Adjutant Comment: Have you heard back from the company from which you requested an insurance quote/proposal? The one that offers insurance to Legion Posts for buildings and grounds? A: Negative.

Commander called the question (the Motion to approve the 2026-2027 proposed budget). The motion was unanimously approved by a voice vote.

Rentals: Report provided by the 2nd Vice Commander

Commander's Comment: You worked hard for the Post today. Married last week… here today: this morning, this afternoon for three appointments, and now for the ExCom. I appreciate the fact you are here and are a trooper… thank you for that.

2nd Vice Commander: July and August have been the best months of the year. We have eight (8) remaining contracts and hope to get more. I have mentioned several times before that the economy has had an effect on people, and one of the things they are doing here is opting out of using the kitchen to save money. They just put food out just beyond the kitchen.

I'll be gone August 17th through 27th. George B. will be handling the August 22 rental and I'll be back by the end of the month to handle one at the end of the month. I also have money… there are three rental checks here. One is an unusual request… one is a middle of the week rental, so I gave them a discount. It is different. It is money we would not ordinarily have, as it is a middle of the week thing. Middle of the week is very good.

2nd Vice Commander excused to depart early, as he is traveling the next day on his honeymoon.

Membership: Report provided by the Commander

Commander read message from 1st Vice Commander and Membership Chair, as she was excused due to travel requirements.

Membership status: 131 members have affiliated (paid) for 2027 membership year. The first membership goal is to reach 50% by 09 September, however we do not know what our goal is for 2026-2027 yet. Last years (total) goal was 312 and we ended the year with 291. So, we are at 45% of last year's ending number.

There are also some issues with membership cards: the continuous years were not printing on some cards, 51 for our Post. On some, the number of years is short by 2 years. However, they show continuous years (years paid) correctly in the database. I have to manually look at those members to get the correct number of years.

Awaiting DD-214's for three new prospective members for verification of Honorable service. Two are new, one a transfer. Judge Advocate has been working with two of them, Stanley B. and Barbara T., and may have their DD-214 information. The third individual is Harold W. who has mailed his information to the Post. It may be on my desk if it has already arrived. Please let me know if you vote on any of these three this evening.

Commander's Comment: I recommend we not vote on these without DD-214 verifications. We will send 1st Vice Commander S. a message declining her recommendation for action without verifications.

Legal: No Report. Judge Advocate absent.

Discipline / Protocol: No Report. Sergeant-at-Arms absent.

Historical Documentation: No Report. Historian absent.

Sick (Binnacle) List and Buddy Checks: Report provided by the Chaplain

Other than the report presented at morning coffee and doughnuts, no further information.

Commander's Comment: Presented this morning was a status update on Harold F. He has lost 30 or so pounds, not eating regularly, if at all. He is reaching "dire straits" regarding his health.

Chaplain's Comment: They are considering moving him to a nursing facility closer to home.

Commander's Comment: We also spoke this morning about Liz C. needing assistance in getting her van to Midlothian.

Auxiliary Unit President Comment: Liz C. was here this morning. She indicated she was taking the van to Midlothian this afternoon (1pm?) and that either a sales rep or other company employee would give her a ride home.

Veteran Assistance: Report provided by Service Officer

Nothing significant to report (NSTR).

Communications and Media: Report provided by Committee Chair

As reported at the membership meeting, Post website now has links for those wishing to join the Sons of The American Legion or The American Legion Auxiliary. We also have notification for our next Breakfast posted, Honor/Memorial pavers link, National Convention information, next Honor Flight, and a donation ("zeffe") link. What is not yet posted to the calendar is the next Fish Fry information.

SAL Commander Comment: Fish Fry date is not yet confirmed.

Buildings and Grounds: Report provided by Committee Chair

Nothing significant to report (NSTR).

Special Events: No Report. Committee Chair absent

Commander's Comment: Honor Flight is on 17 October and is on the website calendar.

Color/Honor Guard: No Report. Guard Captain absent.

Sons of the American Legion (SAL): Report provided by Commander, SAL

Our membership renewal rate for 2026 is now at 84%, and we have one (1) member that has already renewed for 2027. Reported net income from the last Fish Fry event, and will provide the information to Post Finance Officer.

The JSSP (Junior Shooting Sports Program) resumes on 30 August, and Rich H. is a certified NRA (National Rifle Association) handgun instructor and agreed to help us get our handgun program ‘off the ground’.

Commander’s Comment: Q; Pistol program? A: Yes. Our NRA Foundation grant last year provided us with five (5) competition grade air pistols, so we are going to get that program started as well.

SAL Commander Comment: And, when ya’ll get the insurance issue figured out, we hope that will cover our liability on our shooting program and we can ‘goodbye’ to 4-H, which has been a real problem.

Adjutant Comment: Americanism, Flag Education, will that be available this year? A: Yes. After the school year gets started, I give them several weeks to get things sorted out, then I reach out to the elementary school Principals offering our Program. Provide we can get materials from Flag and Emblem.

Adjutant Comment: That was leading to my next question… Q: Do you have enough materials to run the Flag Education Program? A: No. I have, maybe, a couple of hundred flags and about 60-80 booklets left over from last year. And, if they continue their programs timing with our Program timing, it’s at the beginning of the school year. Last year their did all their symbols and Americanism in September.

Adjutant Comment: So, there will be several of us attending the National Convention in Louisville at the end of this month… Flag and Emblem has a large area where you can buy a large amount of ‘stuff’, so maybe… Commander, as our Commander and Delegate for our District, you may wish to ask the question of the Flag and Emblem Director, if they have sufficient materials at the Convention for us to purchase and bring home in support of the Program.

SAL Commander Comment: I can get you the number we used last year, but it is in the realm of 800-900 of each. If they have them there, and you can buy them, I can give you the SAL card number and use that to purchase them.

Commander's Comment: I am not sure I have the space to bring back 800 or 900 of each. I can have them shipped back.

SAL Commander Comment: Numbers used last year: 971 books and 895 flags. That was last years' total.

Commander's Comment: So, if we can get 1,000 of each, that'll get us through the year. Hopefully, we can get into more schools this year than last year. Q; How many did we visit last year? A: Ten (10) schools visited and one (1) school information and materials provided. There are 14 brick and mortar elementary schools on Hanover County. Pearson's Corner and Beaverdam are two that I know we have never visited. Mechanicsville we visited once four or five years ago.

Riders (ALR): Report provided by Chapter Director

Nothing significant to report (NSTR).

Commander's Comment: One question for the Riders… We need to have your officers sworn-in (installed)… Q: Can you have the slate of officers in-place where we can hold the ceremony next general Membership Meeting? A: Yes. Q: Can the Sons also be ready for installations next membership meeting? A: Yes. We can do it tonight if you wish, as we are both here. (Laughter) Okay… we will then plan on installations (ALR and Sons) next Membership Meeting in a couple of weeks. (Note: Meeting date is Tuesday, 25 August at 7:00 pm.)

Chapter Director's Comment: We are in the process of forming a Bylaws Committee and rewriting our Bylaws. There are a few flaws in them and we are trying to get those straightened out. As soon as we finish them, we will bring them to the ExCom and let ya'll read through them.

The American Legion Auxiliary: Report provided by Unit President

We delivered the August signs and flags to Ralph K., a member of our Post that never seems to come, but he attends our church. Also to: Steve M. Steve M. and Jean M. were very happy to see us.

We also have Pot Luck tomorrow. And… The Auxiliary announced this morning we are collecting school supplies, and we have actually done a very good job. We have received a very short list from Mechanicsville Elementary and a quite extensive list from Washington Henry. Washington Henry gave us a list for every grade. We've gotten for K through three (3), we're missing four (4), we've got five (5), but we've got someone shopping for the fourth (4) grade. So, we've got K through five (5) at Washington Henry. Mechanicsville didn't specify what grades, they just gave us a list of some supplies. So… we are going to try and have it all together by next Tuesday as school starts on the 24th. We hope to deliver all supplies by that next week. That's all for right now.

Redirect: Other than that… you know that for September the 11th, the only thing the Auxiliary has planned… I have bought the "Freedom Flag" and I want to put that up, want to have it up by September 11th and it can 'hang' the rest of the month, or… it could 'hang' indefinitely. The protocol states to have it up by September the 11th and leave it up for the whole month. And we are also going to honor some of our First Responders, and I've been in contact with a Battalion Chief for Hanover County so we can take some 'goodies', just snacks and 'goodie bags' of snacks… And I am going to print some certificates for the First Responders that would come to us if we called them, the Rescue Squad and Fire Department. There's just two or three of them. I e-mailed him back today, as I think I know who they are, but want him to make sure. That's all I have that the Auxiliary will be doing for nine-eleven (9-11), and it will be the 25th anniversary.

Adjutant Comment: Motion: "That the Post accept the donation of a 'Freedom Flag' from the Auxiliary and fly the flag from our flagpole for the month of September."

Motion to accept the 'Freedom Flag' properly made, seconded, and unanimously approved by a voice vote.

Auxiliary Unit President Comment: I hope I got the right size this time. I showed it to Warren R. the other week and he assured me it was the right size. One other thing I forgot to say since Doug S. is not here tonight but

he knows about this: Girls State and Boys State family reception is on September the 20th at 3:00 pm. That is a Sunday.

Finance Officer Comment: Q: Should we invite the sponsors here for that? United Bank sponsored Boys State and Girls State.

Commander's Comment: We have in the past, so we probably will.

Auxiliary Unit President Comment: We probably will. I received an e-mail from Patsy L., who is taking over our Girls State program from Elizabeth N. Patsy has sent an e-mail to the girls about when the reception is being held and inviting their parents. Elizabeth talked to Doug today and he will do the same for the boys.

Unfinished (Old) Business: None

New Business and Correspondence:

Service Officer Comment: New business – Q: How do we go about starting a new members committee or team with members from all segments of the Legion Family to orient new members until the Sergent-at Arms can take that function over?

Commander's Comment: We would assign or have some members volunteer or agree to be part of that and be a new member representative, if you will, until the Sergeant-at-Arms get ahold of the program. Or… if the Sergeant-at-Arms does not do that, we can have a committee or people responsible for 'onboarding' new members to the Post. They can develop a program for onboarding new members to the Post, so when they walk-in, they receive a packet of information, shown the Post facilities, introduced to others, etc. Whatever they decide is appropriate for new members when they walk-in.

Adjutant Comment: Post Bylaws allow for the establishment of new committees that are deemed necessary and appropriate to operate the Post. All you need is a Motion, seconded and approved. The issue then

becomes: whomever is the Chair would then be Post ‘liaison’ with the Sons, the Auxiliary, and the Riders to have a “combined” welcoming committee.

Service Officer Comment: Motion: “That the Post establish a ‘Welcoming Committee’ or new members committee.”

Motion was properly made and seconded, comments followed.

Adjutants Comment: Q: Whom is the maker of the motion recommending to Chair this committee on behalf of the Post? Members can be “dual hatted”, such as being the Post Chair and ALR representative to the committee. They could speak to the Post and ALR missions, then refer them to the SAL or Auxiliary member of the committee to learn about their missions. A: I recommend myself (temporarily) until the Sergeant-at-Arms (or other) can assume the position.

Commander’s Comment: Q: So… you would be (temporarily) the Chair of this new committee? A: Yes, if no one objects.

Commander’s Comment: So, as Chair, you can request others to join you on the committee. You will be charged with getting the members for the committee.

Further general discussion followed regarding providing new members with contact information; our efforts at new member retention; providing information about our programs; and trying to get them to visit the Post more often, etc.

Auxiliary Unit President Comment: So this committee would have members from each unit of the Family, yes? What would they do?

Service Officer Comment: They would meet and greet new members, show them around the Post, discuss programs and efforts, and answer their initial questions.

SAL Commander Comment: The idea is to engage new members, and make them feel welcome, and try to encourage their participation in some of our activities. (Make them feel a part of the Family.)

Commander's Comment: One good example is our Korean War veteran that visited this morning. He was honored by our Auxiliary, and when picking up the sign and flags from his yard, had a conversation with him. He is a long-time member of the Post, but had never visited this facility. We invited him to coffee and doughnuts. Today, his son-in-law brought him in, and he was welcomed by all here.

Adjutants Comment: I walked him around the Post today. Showed him the artifact display cases. When I asked him when he was last at our Post, he indicated it was when the Post met in the back room of Johnson's Grocery Store on Atlee Road. (Note: Current Post home was dedicated in October 2011.) He had never, ever been in this building before today.

Commander's Comment: I told the Auxiliary today… your program is working. Not only are veterans being recognized in the communities, but veterans are recognizing their position here… in his Post.

Commander called the question (Motion to establish a 'New Member Welcoming Committee'). Service Officer to take the lead at this point. Motion was approved by voice vote with one dissention.

<u>For the good of The American Legion / Post</u>:

Chaplain Comment: Saw on the Post roster the word "Expired" after some names. Does that mean they are deceased? A: No. If deceased, it would say deceased. Expired means they have not renewed their membership for the current year.

Service Officer Comment: I have been working on the network and have established a shared drive for all Post members: Legionnaires, Riders, Sons and Auxiliary. So, if you have documents you are constantly using, or use for reference, you can store them there. That way, you don't have to depend on thumb drives. If you lose your thumb drive, this could also be a

backup for your documents. It is password protected, and you can also password protect your own, individual folder if you want. It is a one (1) TB (terabyte) drive just for this purpose. If you want the password, or need help setting up your files or folder(s), just let me know.

No further items.

Closing Ceremony:
Standard closing ceremony held per Officer's Guide and Manual of Ceremonies.

Meeting Adjourned: 8:11 pm (2011)

Respectfully submitted: ***George Navas***, Adjutant
Approved for Distribution/Posting: ***Robert (Bob) White***, Commander