ExCom Meeting Minutes

Date: 08 September 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 15 August 2026 at 2:40 pm (1440) www.Post175.org/Meeting-Minutes

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

Adjutant Comment: Short summary report of the National Convention (held in Louisville, KY) National Leadership:

The American Legion (TAL) National Commander: John William (Jay) Bowen of Colorado, Springs, Colorado. His Project: The Veterans and Children's Foundation (VCF). Motto: BPOTS – Be Part Of The Solution.

National Auxiliary (ALA) President: Dr. Coral May Grout of Unit 193 in Massachusetts.

National Sons of The American Legion (SAL) Commander: Thom Skelley of Squadron 208 in Texas.

Finance / Fiscal: Report provided by the Finance Officer

Hard copy report with Post financial standing, for the month of August as well as Fiscal Year, presented. Mortgage Reduction Donations (Status as of 11 August 2026.) Post finances show an overall net income for the fiscal year. This includes forty one Mortgage Reduction donations.

Bank Certificate of Deposit (CD) was renewed and now has an April 2027 maturity date.

Finance Officer Motion: Mortgage Reduction Donations be placed in the Money Market Savings (MMS) account to earn interest. Mortgage payments will then be made from this account versus the operating account until donations are exhausted or mortgage is paid off.

Quartermaster Comment: Q: Why not just reduce the mortgage now by the amount donated? A: We have not received sufficient donations to date to pay off the entire mortgage. Interest earned will help reduce amount needed to fully pay off our mortgage. Amount received to date will cover several monthly payments while we continue to gather funds to fully pay off the mortgage.

Motion to place Mortgage Donation monies into MMS account and make mortgage payments from that account properly made, seconded, and approved by a voice vote with one member dissenting.

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

Membership: Report provided by the 1st Vice Commander

Membership status: 165 members affiliated for 2027 membership year so far, for a total of 55.74% of a 296 membership goal. October 14th is our next membership milestone.

New Member – Harold (Hal) W., Army veteran. DD-214 verified. A motion for membership acceptance was properly made, seconded, and approved by a voice vote. This is the second vote for Hal W., so he is now a member of our Post.

Rentals: 2nd Vice Commander Excused

Submitted report: Post has three (3) rentals in September: Wednesday the 9th (daytime); Saturday the 12th (evening); and Saturday the 19th (daytime). We also have three (3) rentals in October.

Legal: Report provided by the Judge Advocate

All new candidates for membership: applications should be screened by the Executive Committee (ExCom) first, and then (if approved) presented to the membership for their second vote, instead of the membership first then the ExCom. This way, we ensure all paperwork is complete, records verified, etc. before presenting candidate to the membership for final approval.

Donation letter, regarding the 501(c)3 Charity, is now one page front and back, including the donation form.

Commander's Comment: So, all we need now is a final master for signature so we can get those donation request letters out to potential donors. A: Yes.

Adjutant's Comment: Q: From a letter distribution perspective: Are we sending them out "snail mail" (U.S. Postal Service), electronically, or a combination?

Americanism Chair Comment: I have "snail mail" covered.

Buildings and Grounds Chair Comment: Being a part of the Committee (for this effort) I am willing to personally deliver letters to potential donors.

Commander's Comment: So, I am assuming, and that may not be a good word to use, we have the contact information for these corporations, in that we have a physical address for mail and an electronic address for the same company.

Adjutant's Comment: In a lot of cases, yes. I have assembled three lists, and provided them to the Finance Officer. They are: "groups" of companies, like the Altria Group and all their subordinate companies; Hanover based companies; and national companies. What I have not yet received is the list from the Hanover Chamber of Commerce with all their member companies.

Commander's Comment: I am not going to make this a unilateral decision. I am asking: What is the opinion of the ExCom on contacting these corporations: USPS? Electronically? Both?

General Discussion: Electronically is free. Try that first. Follow-up with 'snail mail'. Then, third contact: hand deliver.

Chaplain Comment: Personally, I prefer electronic delivery (e-mail). Spending a lot of money on mailings seems wasteful and unnecessary.

Commander's Comment: I will sign the 'master' letter, and we will do e-mail (electronically) and let that 'saturate' for a while. Then, within the end of the Quarter (January), take a look at what we've got and start addressing USPS contact and give them another three months to respond.

Buildings and Grounds Chair Comment: So, we are looking at the possibility of this process taking up to six (6) or eight (8) months before they respond? A: Yes, there is that possibility.

Commander's Comment: We should be able to get this letter out by the end of this month.

1st Vice Commander Comment: For USPS, I can do a mail merge and have the letters ready for printing in about 30 seconds.

Commander's Comment: Do we just attach the letter to an e-mail, or do we have an introduction?

Adjutant's Comment: No, we would have an introduction in the body of the e-mail, with The American Legion Logo at the top of the message, the body

of the donation letter following and then direct them to the attached letter for the donation submission form.

Commander's Comment: Okay, then, we should have all this completed by the end of this month, and when our Finance Officer returns at the end of the month we are ready to go.

Finance Officer Comment: Q: Do we (Department) have the ability or capability of accepting electronic donations for the Charity? ("The American Legion, Department of Virginia Charities, Inc." 501(c)3). A: No. Not yet.

Buildings and Grounds Chair Comment: Can we ask for feedback in the message, so we know they are "looking" at our message?

Adjutant Comment: We can send the e-mail with a delivery and/or read receipt. That will tell us if they received and read our message.

Buildings and Grounds Chair Comment: What I meant was: Can we ask them, or have them tell us,: yes, we have your request and will respond in a few weeks, etc.

Commander's Comment: I don't think many of these companies will go into such detail, or have the manpower to be that specific with every donation request, such as: yes, we have your request and will get back to you by "x" date, etc.

1st Vice Commander Comment: I can tell you right now, if you send me a request like that, let me know you got this by a certain date and what your intentions are, it is going in the trash. I can tell you that because I am the one that handles these requests at my company.

Commander's Comment: So, don't send her company a request. (Laughter) So, basically, we send the donation request e-mails and then hope and pray that you are going to get something at some point. We don't want to "pressure" them in that way.

Adjutant's Comment: To be clear, this donation letter is specific to the 501(c)3 Virginia Legion Charity, not in support of the Post as a 501(c)19 entity.

Commander's Comment: So, all we need is a 'master' for signature and the body of the e-mail. So, Adjutant, please prepare the e-mail introduction paragraph for review directing them to look at our donation request letter, and thank them for a gracious and plentiful donation.

1st Vice Commander Comment: (Redirect) On the Judge Advocate's earlier comment, Post Bylaws state: "The application shall be presented at the next regular meeting of the Post and when the applicant has been reported on favorably by the 1st Vice Commander, the Commander shall ask whether there are any known reasons why the applicant shall not be admitted to membership. If no objections are voiced, the Post shall proceed to vote upon them." Bylaws do not say anything about a second vote for membership.

Adjutant Comment: By tradition and practice, we have had one vote for re-affiliations and transfers and two votes for new members. This practice was verified with Department Judge Advocate.

Commander's Comment: Even though it not may be specifically stated, this is how we have historically processed membership requests. There is no order (for processing membership requests) stipulated in the Bylaws.

1st Vice Commander Comment: I agree that all membership requests should come to the ExCom first, but the Bylaws don't state that.

Discipline / Protocol: Sergeant-at-Arms not present. No report provided

Americanism (Children & Youth): Report provided by the Committee Chair

I have invited my three (3) Boys State attendees to participate in the Recognition Ceremony on Sunday, the 20th (of September) at 3:00 pm with the Auxiliary. I sent letter to them, and later this week to the mothers.

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

Nothing significant to report besides the report made this morning. Just so you know: I do call people and I do visit people. Thing is: Tuesdays may not be the day I do this. Last week was on Wednesday, and I rode out to see a member. I wanted to see Charlie B., but does not want people visiting him. I will try again later this week. We all know about Buddy. Joe H. seems to be doing fairly well. He's not listening and doing pretty much what he wants to do. Jimmy L. has some ongoing family issues and stated he'll be back when everything is settled.

Veteran Assistance: Report provided by Service Officer

Nothing significant to report (NSTR).

Communications and Media: Report provided by Committee Chair

Website updated through December 2027 for recurring events: coffee and doughnuts, ExCom and membership meetings and Federal holidays. December 2027 is the furthest date that can be displayed to website visitors, though we have calendar entries through 2030. As we move forward, entries 'further out' will become available/visible.

Yelp!: We now have two 5 star reviews. We've had three rental inquiries in last 30 days. Yelp! page had 1,675 views last month. Yelp! picture issue… they want a real person's pic on website to respond publicly to reviews. I'll keep trying to upload an acceptable picture. Three have been rejected so far.

Received inquiry as to: do we wish Post to be listed in an online resource site for non-profits. Welcome message sent via e-mail to all new members joining since 01 July 2025, as directed by membership at last month's meeting. Reminders sent for upcoming Junior Shooting Sports Program (JSSP) competition registrations, and Post Oratorical and Essay Contests.

The message sent announcing today's 9-11 Remembrance Ceremony: we had 52 "bounce backs". This is why we went to web-based announcements versus e-mail for event notifications.

Buildings and Grounds: Report provided by Committee Chair

Nothing significant to report (NSTR)

Special Events: Committee Chair not present. No report provided

Color/Honor Guard: Guard Captain not present. Lieutenant reported

We have a Patriot Day event on Friday, 11 September at 7:00 pm (1900) at Walnut Grove Baptist Church.

There was an e-mail sent about a ride on Saturday, 12 September in support of a children's charity at Richmond Harley Davidson. Two members will be there at 10:15 for presentation of colors.

There was another request for Color Guard support in Glen Allen, but did not provide date, time, or contact information. Believe it to be on Saturday as well.

Sons of the American Legion (SAL): Commander, SAL not present. No report provided

Riders (ALR): Report provided by Chapter Director

Thank you for the cards and phone calls after my procedure last Tuesday, which is why I was not a coffee and doughnuts. My neck is now working without 'grinding'. Otherwise, nothing else to report.

The American Legion Auxiliary: Report provided by Unit President

Pot Luck tomorrow night (Wednesday). Hope many will attend.

The Auxiliary, for 9-11, will be visiting three (3) fire stations: Mechanicsville, Laurel Meadows, and Ashcake. We will provide 'goodies' and Certificates of Appreciation for their service to our community and The American Legion Family.

I have a presentation from the Auxiliary: two checks. One is earmarked for chair replacements and the other is earmarked for your Mortgage Reduction fund.

Commander's Comment: Thank you Auxiliary. That is awesome!

Unfinished (Old) Business:

Buildings and Grounds Committee Chair: As Chair of the Post American Legion Riders Bylaws Committee, we have come to a conclusion. This is the proposed draft of the updated Riders Bylaws for your review. (Copies were provided to: Post Commander, 1st Vice Commander, Judge Advocate, and Adjutant.) There may be a couple of grammatical mistakes, but there should be no controversy in correcting those. Please review, make your comments and corrections, and we will move on from there.

Commander's Comment: We will review and comment and have these back to you by the membership meeting in two weeks. Your Committee can then look at the recommendations and adjust for final review. (Post haste.)

New Business and Correspondence:

Buildings and Grounds Committee Chair:

The 'cooler' (large refrigerator in members quarters) does not work. We spent $865.00 some 14 months ago to repair the current unit. Bert (Quartermaster) and I visited suppliers and obtained three estimates for a new replacement.

Restaurant Depot has a 'no name' brand (Quartermaster: it is a Sir Lawrence, their private brand, but no identification as to the manufacturer).

The one they have is $1,845.79. They do not deliver, but we have Chris, who was here this morning, pricing the removing of the one here and delivering the new purchase. His quote was $450.00. That places that machine at: $2,295.79. That is the cheapest brand new unit.

We also have a used unit from Gusty (?) for $1,900.00 straight up and he will deliver it for that. But that unit was a 2017 and was not placed into a Dollar General Store until 2019, and we know how much those units are used. So, this unit was used from 2019 to present, and the $1,900.00 price is signed, sealed and delivered. I don't know that we want to take this chance for a difference of four (4) or five (5) hundred dollars.

We also had him price a dented one: a dented brand new one brand name of Atosa, which is a good "medium" quality brand (we looked it up). It was $2,512.00, with the dent in the side of it, which is on the side where we have the refrigerator so you wouldn't see the dent.

We went to Crest (?) and priced that same unit without a dent and it was $2,625.00. So, we would get $112/$113 dollars 'off' if we bought the one with the dent.

Commander's Comment: Q: Do those numbers represent the price with delivery? A: Yes. All three of these prices include delivery and removal (of old unit). All three of these are delivery and removal prices.

Commander's Comment: Except the one from Restaurant Depot. A: No. The actual cooler, the machine itself, is $1,845. I go over there with the credit card and buy the machine. Then we contract Chris, who owns a shop behind the Dollar Store on 301 and worked on our ice machine, stated he would remove the old unit and install the new one for $450.00. Which would be the total for that unit to: $2,295.79. That is the cheapest brand new unit we could find.

We visited all these appliance stores, tried to get them to donate a unit, we tried everything, and this is the best we could get.

Commander's Comment: Q: Regarding expenditures of this size, is there money in the budget for a purchase?

Finance Officer Comment: Such an expenditure has not been budgeted.

Adjutant's Comment: Based on the expenditure amount, it would have to be approved by the membership.

Commander's Comment: Understood. But, I want to ensure as the whether we (ExCom) support it. Q: Is the one from Restaurant Depot, is it similar to the one we have?

Buildings and Grounds Chairman: They are all, all three, exactly the same as our current unit. Exactly the same size.

Quartermaster Comment: They have swinging doors instead of sliding doors. One, if I remember, may have a sliding door.

Adjutants Comment: If the ExCom wishes to support a purchase, and bring this issue to the membership, we can forward a recommendation that they consider approving up to $2,500.00 for the purchase. Then, our Quartermaster and Buildings and Grounds can decide which is the best to buy. We would need a motion to present this to the membership.

1st Vice Commander: Motion – I make a motion to present to the general membership that we spend up to $2,500.00, and leave it up to Buildings and Grounds and the Quartermaster to choose and purchase the best refrigerator for us.

Chaplain Comment: The best time to vote on the Motion is on a Tuesday morning.

1st Vice Commander Comment: We could have a temporary, special, or ad hoc meeting, but we need to inform the membership at least 15 days in advance and by then it would be regular meeting time. And, many that work cannot make it during the day.

Commander's Comment: I understand… we generally have more people on Tuesday mornings (at coffee and doughnuts) than regular membership meetings… We generally have a quorum on Tuesdays without a problem. We would have to send notifications for a special meeting at least a week before that, and the following week is the regular membership meeting. I hesitate having an Ad Hoc meeting on a Tuesday morning. That is social time.

1st Vice Commander Comment: I can speak for today, because I actually counted… If we'd had our Ad Hoc meeting today, well… we did not have a quorum. We need 23 members for a quorum and there were not 23 Post members here this morning.

Commander's Comment: It is a good thought Art, but I'd rather wait for the regular membership meeting in two weeks.

Adjutant's Comment: Q: Since we are in the discussion phase of the motion… How long is the delay, should membership approve the purchase, before the new unit is in place? A: We purchase next day, then schedule delivery for the earliest opportunity with Chris – if we purchase the one from Restaurant Depot. Chris has stated he can deliver anytime: late afternoons, evenings, whatever. I'll work that out (delivery) with him.

Service Officer Comment: Q: Since he has stated he can deliver anytime, can you get him to "pencil in" the delivery date before the membership meeting so if it is approved there is minimal delay for delivery?

Commander's Comment: So… tell Chris when we are having the membership meeting and schedule delivery 'in advance' of the meeting. If the purchase is approved, we can then tell membership when we can expect the delivery and installation. So… by our Tuesday membership meeting, you will have a date when Chris can deliver and install after purchase approval.

1sr Vice Commander's Comment: Please make sure Chris understands the purchase must be approved first. If not approved, cancel the delivery date.

Judge Advocate Comment: Sir Lawrence (brand) is carried by Restaurant Depot but is from the Legacy Companies in western Florida who manufacture several different brands: Avanti, BevLes, Blakeslee, Chef's Choice, Excalibur, General. Legion, Maxx Cold, Omega, West Bend, and Zeroll among others. They manufacture and distribute nationally and internationally.

Commander called the question: Motion to present to the general membership that we spend up to $2,500.00, and leave it up to Buildings and Grounds and the Quartermaster to choose and purchase the best refrigerator for us.

Motion, being properly made, seconded and discussed was approved by a unanimous voice vote.

For the good of The American Legion / Post:

Adjutant's Comment: Q for Commander: Do you want pictures of today's 9-11 event posted to our website? A: I do not see any problem with that. It was a public event.

President Unit 175 Comment: Our Auxiliary Unit now has a Facebook page and we already have pictures on our Facebook page of the event.

No further business.

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

Meeting Adjourned: 7:57 pm (1957)

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