

ALR Department of Oklahoma State Legacy Run

Zoom Meeting Notes — February 5, 2026 (CST)

Prepared from notes provided by: Monica Poindexter

Next meeting: February 11, 2026 @ 6:00 PM

1) Forms, Documentation, and Binder

- Discussed forms needed for the State Run and tweaks to existing forms to fit our needs.
- Dave will build a Legacy Run binder using the information Mike Harris sent via email so we have a “ready-to-go” package for future years.
- Stadler attempted to download Harris’ documents but had issues; requested Harris adjust the files for easier use.
- Medical + Waiver forms come from National.
- Certificates of Appreciation need additional adjustment/customization.

2) Branding, Registration, and Forms Platform

- Brett Martin stated we will use last year’s logo.
- We will use the “Butter” site for forms/registration.
- Over the next two weeks, lots of information will be pushed out.

3) Communications and Planning Improvements

- Discussion about starting communications earlier in the year to strengthen future planning.
- Stadler will coordinate with Harris for advice and planning support.
- Archie will serve as Safety Officer.
- Comms plan discussed: possibly three comms positions (front / back / Road Captain).

4) Route Planning, Pre-Run, and Stops

- Discussed stops and Taps options.
- PGR may have auto trumpets for Taps; potential resource for ceremony support.
- Pre-run discussion: February 28 (tentative).
 - Bullock is willing to do the pre-run solo to check roads and map route.
- Possible meet-up location: McLoud / I-40 (Bullock familiar with area; may not need Archie).
- Gas stops: confirm stations are suitable; Bullock to annotate and double-check.

5) Lodging / Hotel Blocks (Vickie Barbour Report)

Thursday Stop – Duncan

- Duncan hotel will book 20 rooms at \$109–\$119/night (King & Queen).
- Cutoff date: April 20

- Booking language: “American Legion Legacy Ride”
- Hotel will provide a QR code to book.

Friday Stop – McAlester

- Hampton Inn quoted \$119/night
- Cutoff date: May 8
- Hotel will provide a QR code to book.

Saturday Stop – Hard Rock Area

- Spark Hotel (next to Hard Rock) quoted \$102 + tax
- All hotels include breakfast options.
- Room blocks will remain open.

Action

- Barbour to call Tom to see if Duncan can match the May 8 cutoff date.

6) Donations, Water, Hydration, and Trailer Support

- Discussed hydration and donations for water.
- Stadler’s wife will drive the trailer to pull coolers.
- Historically, Legions along the route have provided drinks as well.
- Idea: each Post contributes 1–2 cases of water to load in the trailer.
- Harris has a large cooler donated from Sam’s.
- Poindexter will bring a 5-gallon Yeti bucket for ice.

7) Sponsorships, Shirts, and Donation Tiers

- Discussion on donation totals for t-shirts; concern that current amount may be too high.
- Bullock suggested donation tiers of \$100 / \$250 / \$500.
- Shirt sleeve recognition could be reserved for a special higher donation amount.
- When registration goes live, sponsorships will be available.
- Brett Martin requested tabling t-shirt decisions until next Thursday.
- Discussed what each tier includes (examples mentioned: 2x2, 3x3, 4x4).
- Action: talk to the t-shirt company for a format/layout.

8) Tax Letter / Donation Receipts

- Harris mentioned a tax letter for donation write-offs and will send to Barbour to adjust for the 2026 Legacy Run.
- Poindexter will print letters with QR codes for Stadler and Barbour.

9) Ceremonies / Wreath Laying / Honor Guard / Taps

- Wreath laying discussion:
 - Fort Gibson on Saturday (tentative) — possibility to meet at cemetery or follow to cemetery.
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- No honor guard currently confirmed.
 - Brett to ask/coordinate or potentially fill role himself as needed.
- - Taps/trumpet:
Potential contact with PGR for trumpet/auto trumpet support.
- Poindexter to obtain a wreath-laying ceremony script in McCloud.

10) Concerns / Risk Items

- Harris expressed concern about the speed of completion for this year's run planning and deliverables.

Action Items Summary

- Dave: Create/maintain annual binder using Harris email contents.
- Harris: Adjust documents for download/usability; send tax letter template to Barbour.
- Stadler: Coordinate with Harris for planning support; continue trailer/logistics coordination.
- Barbour: Confirm if Duncan can match May 8 cutoff; begin donation outreach; engage Auxiliaries.
- Poindexter: Print letters with QR for Stadler/Barbour; bring 5-gal Yeti bucket; obtain wreath-laying ceremony script for McCloud.
- Bullock: Conduct tentative pre-run Feb 28; annotate route and gas stops.
- Brett Martin: Confirm logo usage; proceed with Butter forms; follow up on honor guard/