

Meeting Minutes: Apex American Legion Post 124 Membership Meeting

Date: February 16, 2026

Location: Apex, North Carolina

Attendance: 25 members present, 1 distinguished guest (Patty Goodheart)

Opening

- **Call to Order:** Dennis Schmidt opened the meeting with ceremonial instructions, including the POW/MIA ceremony and the Pledge of Allegiance. \
- **Opening Prayer:** Offered by Lashonda Harris.

Roll Call

- Officers present: Commander, First Vice, Second Vice, Adjutant, Finance Officer, Judge Advocate (excused), First and Second Sergeant at Arms, Chaplain, Service Officer, Americanism.
- Quorum confirmed.

Meeting Format

- Regular business was dispensed with; focus shifted to education about meeting procedures and officer roles.
- Members were encouraged to take American Legion basic training.

Educational Presentation: Media Organization & Robert's Rules

- Lashonda Harris presented on meeting organization and Robert's Rules of Order, emphasizing:
 - The importance of preparation ("Proper preparation prevents poor performance")
 - Officer responsibilities and the value of pre-meeting communication
 - Procedures for motions, debate, and voting
 - The role of the chair (commander) in setting agendas, maintaining order, and summarizing discussions
 - Parliamentary procedure as a guide for orderly business.

Officer Responsibilities & Training

- Jim O'Malley discussed officer duties, resources, and training:

- Constitution and bylaws (national, state, post)
- Manuals and annual training
- Requirements for officers (integrity, leadership, initiative)
- Specific duties for Commander, First Vice, Second Vice, Adjutant, Finance Officer, Service Officer, Chaplain, Judge Advocate, Sergeant at Arms, and Historian
- Officer elections timeline: March (nomination), April (slate), May (vote), June (installation), July (takeover).

Communications & Technology

- Updates on MailChimp for distributing information, tracking email opens, and attachments
- Discussion on alternative communication methods (SMS/texting) and member preferences
- Emphasis on timely sharing of meeting minutes, agendas, and reports.

Comments & Member Feedback

- Members discussed communication effectiveness and the need for more volunteers for officer roles
- Appreciation expressed for the Judge Advocate's legal expertise.

AI & Meeting Minutes

- Dennis Schmidt explained the use of AI (Microsoft Word Copilot) to transcribe meetings and generate concise minutes, streamlining the process for future adjutants.

Upcoming Events

- Next Membership Meeting: March 2
- PEC Meeting: February 23
- Flag Retirement: February 21 (at Apex Fire Station 2, 3045 New Hollamen Rd, New Hill NC 27562)
- Adopt-A-Highway: February 14.

Department Updates

- Lashonda Harris reported on the Midwinter Conference, department finances, upcoming budgets, and department fundraisers (North Carolina history book).
- Announcements about candidates for National Commander and Division Commander.
- Reminder to participate in department events at North Raleigh Hilton.

Personal Announcements

- Update on Dave Lopez's family situation; members asked to keep him in their thoughts.

Closing

- **Closing Prayer:** Offered by Lashonda Harris.
 - **Adjournment:** Meeting adjourned by Dennis Schmidt.
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