

Meeting Minutes: January 2025 PEC Meeting

Attendees:

Dennis Schmidt (Commander), Sandra Edens (Past Commander), Jim O'Malley (Adjutant), Carl Helton (Sergeant in Arms), Brandon Baker (Service Officer), Josh Harold (Second Vice), Gary Ward (Historian), Mike D'Aurelio (Americanism), Barry Bloch (Judge Advocate), Lashonda Harris (Chaplain), Tim Muhs (Finance Officer, via phone), and other members.

1. Call to Order & Quorum

- Meeting called to order by Dennis Schmidt. Quorum confirmed.

2. Finance Report & Audit

- Tim Muhs reported on the recent audit, noting several missing receipts, most resolved via bank statements. Guidance from incoming finance officer (Mark) indicated donation receipts are not required if reflected in statements. Audit considered complete; no vote required. Barry Bloch adopted the report for submission to the PEC.

3. Budget Discussion & Approval

- Insurance and bonding discussed; \$3,000 allocated in budget. Barry Bloch to research bonding requirements and premiums for officers handling assets. Correction made to the golf tournament budget (should be \$10,000, not \$1,000). Office supplies expense clarified as business cards for new officers and venue changes. Motion made and approved to accept the 2026 budget with the golf tournament correction.

4. Review of Previous Meeting Conduct

- Discussion on handling disruptive behavior and meeting protocol. Suggestions included having Lashonda Harris moderate future discussions and all members re-familiarize themselves with bylaws, officer's guide, and Robert's Rules. Barry Bloch offered to present on meeting procedures. Copies of simplified Robert's Rules to be distributed.

5. Addressing Disruptions & Enforcement

- Clarification on protocol for handling disruptions: point of order can be raised, commander may direct the sergeant at arms to escort disruptive members out. Emphasis on treating all members with respect and following bylaws for misconduct procedures.

6. Minutes & Documentation

- Minutes are recorded and filed, typically distributed only to PEC members. Suggestion to redact sensitive leadership discussions before wider distribution. Official bylaws signed in 2024 to be sent to all members and posted on the website.

7. Committee & Officer Updates

- Website updates ongoing. Color Guard activities reported, including recent events and upcoming commitments. Officer duties and responsibilities distributed; background checks for officers and volunteers discussed.

8. Eagle Scout Project Reimbursement

- Discussion on reimbursing an Eagle Scout for project supplies. Motion passed to reimburse \$173 based on submitted receipts. Future projects to have clear written expectations regarding fundraising responsibilities.

9. Boys State & Oratorical Contest

- Boys State candidate ready; check pending confirmation. Oratorical contest candidate selected; \$1,000 check approved with two required signatures.

10. Veterans Memorial Center Proposal

- Carl Helton updated on efforts to secure a new post home, presenting plans for a Veteran Memorial Center. Town council presentation scheduled for January 27th; members encouraged to attend in uniform.

11. Other Business & Motions

- Approval to purchase additional harness and flag stands for Color Guard. Recognition of XXXXX XXXXX as Legionary of the Quarter for March. Girl Scout cookie sales mentioned. Upcoming awards and nominations discussed.

12. Adjournment & Closing Prayer

- Meeting adjourned. Closing prayer led by Lashonda Harris.

Action Items:

- Distribute Robert's Rules guides and updated bylaws to all members.
- Barry Bloch to research bonding and whistleblower policy requirements.
- Carl Helton to present Veteran Memorial Center proposal to town council.
- Reimburse Eagle Scout for project supplies.
- Prepare checks for Boys State and Oratorical contest.

If you need a more detailed breakdown of any section or want this formatted for a specific template, let me know!

Sources