

MINUTES
DEPARTMENT FINANCE COMMITTEE
ONLINE GO-TO-MEETING
TUESDAY, SEPTEMBER 10, 2024
DEPARTMENT HEADQUARTERS
DELAWARE, OHIO

Call to Order

Chairman Ken LaVoy called the Department Finance Committee meeting to order at 5:30 pm Tuesday, September 10, 2024.

Salute to the Colors

Chairman Ken LaVoy led the Pledge of Allegiance.

Adjutant John Robinson gave the invocation.

Roll Call

Members present:

Arnold Whatley, Department Commander, Department Treasurer, Holly Lewis, Finance Chairman, Ken LaVoy, Dean Boyers, Member, John Life, Member

Guests Present:

John Robinson, Department Adjutant; Gary Cox Jr, 2nd Vice; Rebecca Corbin, Fiscal Secretary

Reading of Previous Minutes

Holly Lewis, the Treasurer, motioned to accept the previous finance minute dated July 24, 2024, as printed and seconded by a John Life member.

MOTION PASSED

Unfinished Business

Adjutant Robinson updated the Committee Life Membership project on the steps to audit the life membership for all the posts. The 10th district was very diligent, and their posts are updated on their status. The 3rd and 4th districts have passed information on to us, but we have not heard from the other district officers. The adjutant office is going to spam them several times tomorrow to find out what is going on through the membership report.

Holly Lewis, Treasurer, gave an update on Buckeye Boys State. Adjutant Robinson will forward Holly the spreadsheet of information requested, which will be reviewed and sent to Steve Masowick and Ken LaVoy.

Dean Boyers gave an update on V360. Dean received from Joe Castle from V360 and discussed opportunities at the National Convention. Dean and Holly spoke to Joe, and Adjutant Robinson was able to chat with him.

Dean and the Adjutant stated that they were excited about some of the stuff they offer, which will help increase our membership with some of the things they do and improve our financial status, such as raffles and grant writing. Speaking with Pennsylvania and New Jersey has been very successful. Washington State, having a smaller membership base, is making between \$140,000 and \$150,000 per year.

The Committee will need questions answered before presenting to the DEC. Adjutant Robinson suggested we pursue using V630 quickly so we can create revenue for this year. He will contact V-360 to get all questions answered and will keep the Finance committee updated.

Adjutant Robinson updated the Committee on the plans for the 50/50 raffle to help raise funds. The Attorney General's office stated that we do not have to report to them because it is a raffle. Adjutant Robinson is gathering all the information needed to provide the Committee.

Adjutant Robinson is working on employee reviews and will submit them to the finance Committee upon completion.

The Finance Committee will have an in-person meeting to review the quarterly budget. The Committee will check their schedules to be able to have this meeting at the Department before the December Department Executive Committee as a working lunch.

Rebecca Corbin is waiting for approval from the Charity Board to submit the list of contributions to Treasurer Holly Lewis and Chairman Ken LaVoy.

The Department administrator will be replacing older computers. Three staff computers will be made this year. JD and Holly are creating an SOP to replace computers based on their life cycles.

The equipment purchased will stay within the budget.

Spectrum will provide the new phones and service. New fiber optic lines are being run into the building. All the water and gas lines are marked, and they've started marking where the cable will run through the yard and into the building. The new equipment will be installed after the lines are finished. It will be roughly three weeks before we get the internet into the building.

Cassie Lee will move to finance to assist Rebecca Corbin in her weekly duties. She is helping Becky a lot, but she is still the administrative assistant. We've been conducting interviews for a legislative coordinator for two weeks. Once we get that person hired, we'll start looking for another administrative assistant.

New Business

The Finance Committee discussed future Salary increases.

The Committee reviewed the Budget vs. Actual Report and asked Becky and JD to review the entries, making sure everything seemed to be in the accounts.

The Committee discussed End-of-year building maintenance. The building has not been pressure-washed since the fire. Estimates still need to be presented, and the Adjutant will gather quotes.

Chairman LaVoy discussed the allowance for the Commander's car—the budgeted amount set at \$25,000.00, which is needed to purchase a vehicle. The Committee discussed options. We are reaching out to other states for ideas. The Department of Kansas alternates purchasing a new car yearly for the Commander and the opposite year for the Adjutant. South Dakota has a vehicle that is transferred to the next Commander every year. The Committee will discuss further the future purchase of the Commander's car for the best cost-saving measures.

The Adjutant also discussed getting a vehicle that can tow the trailer to Department events. This will be discussed more as the Committee reviews the cost and all options.

Good of the Legion

The following online Finance meeting will be held Tuesday, October 15, 2024 @ 6:00 pm.

Meeting Adjourn- Salute colors @ 6:50 pm