

MINUTES  
DEPARTMENT FINANCE COMMITTEE  
ONLINE GO-TO-MEETING  
WEDNESDAY, JULY 24, 2024  
DEPARTMENT HEADQUARTERS  
DELAWARE, OHIO

Call to Order

Chairman Ken LaVoy called the Department Finance Committee meeting to order at 5:31 pm Wednesday, July 24, 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 (1)

**Guests Present:**

John Robinson, Department Adjutant; Stan Oren, Department 1<sup>st</sup> Vice, Gary Cox Jr, 2<sup>nd</sup> Vice; Rebecca Corbin, Fiscal Secretary

**Reading of Previous Minutes**

John Life, member, motioned to accept the previous finance minute dated June 26, 2024, as printed and seconded by Holly Lewis, Treasurer.

**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 adjutant's office is working on dividing the members by post and then given to districts at the August 3rd DEC meeting.

Buckeye Boys State met with the Finance Committee at the Department Convention to discuss the next step regarding the issues of payment to the Department to cover their expenses. BBS

requested a breakdown to show the costs to be covered.

The Committee discussed the new phone system, which will provide better service. Charities agreed to pay for the cost of the latest phones.

Holly Lewis, the Treasurer, motioned to accept the new phone system for the Department of Ohio; Dean Boyer, member, seconded the motion.

### **MOTION PASSED**

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 reviewing the vendors to host the online raffle.

The " Two Brothers Gutters" will clean the gutters and install guards.

The Treasurer and Chairman requested a report on the finances of Charities Inc. for review before the DEC meeting in August. Rebecca Corbin will gather information from Charities Inc.

### **New Business**

The Finance Committee will review the 2024-2025 budget quarterly. The Committee will review each line item and its status to determine the amount spent and keep each program or Department on track with the allocated budget—the information reported at each Executive meeting.

Adjutant Robinson asked the Committee to move Cassie Lee to finance to assist Rebecca Corbin in her weekly duties. Rebecca Corbin is responsible for different projects throughout the year, which are time-consuming. Cassie would help keep up the daily responsibilities and organization. The adjutant would hire someone to replace Cassie in the Executive Administration position. The budget covers the hiring of a new employee. The Committee agreed to move Cassie into the position.

The Department needs to replace and update existing computers. The Committee agreed to place three staff computers this year. Chairman Lavoy requested that an SOP be written to set a rotation of replacement computers based on the life cycle of the computer to help establish the monies in the IT budget for each year. Adjutant Robinson also requested a Surface Pro when traveling to stay better connected to emails and other business priorities. The Committee agreed to purchase what is needed while staying within budget.

Holly Lewis, the Treasurer, motioned to replace or purchase the needed computers; John Life seconded the motion.

**MOTION PASSED**

The employee reviews were discussed which Adjutant Robinson stated that he will work on getting everything up to date to keep the reviews on time. The Committee discussed the review of Adjutant Robinson to get him caught up with an increase which will be handled by the Commander.

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**Good of the Legion**

The following online Finance meeting will be held Tuesday, September 10, 2024 @ 5:30 pm.

Meeting Adjourn- Salute colors @ 6:27 pm