



DEPARTMENT HEADQUARTERS: 60 BIG RUN ROAD, DELAWARE, OHIO 43015-8007
PHONE: 740-362-7478 | FAX: 740-362-1429 | EMAIL: LEGION@OHIOLEGION.COM

DEPARTMENT EXECUTIVE COMMITTEE

Leadership Conference Call

Tuesday, March 31, 2020 – 6:00 PM

1. Call to Order – Roger Friend, Commander
2. Invocation – Melissa Fowle, Chaplain
3. Roll Call – Suzette Heller, Adjutant
 - (a) Also included:
 - (i) SAL: Scott Thornton, Adjutant, Bernie Kessler, Commander
 - (ii) AUX: Kelly Gibson
 - (iii) ALR: Mindy Hinkle
4. Department Commander Update:
 - (a) COVID-19 UPDATE:
 - (i) 2199 Confirmed Cases
 - (ii) 198 ICU Admissions
 - (iii) 585 Hospitalizations
 - (iv) 55 Deaths
 - (b) Amended Order of Closure of all K-12 Schools in Ohio to 1 May 2020
5. Adjutant Update of HQ Status:
 - (a) Department Staff still rotating/2 staff given a COVID-19 Layoff
 - (b) Legion.org has updated COVID-19 Resources/Ohiolegion.com has update to front page
 - (c) Department Convention is still being decided
 - (d) Finance Conference Call Completed – Minutes to follow with DEC Agenda
 - (e) DEC Conference Call 4/4 at 10am
6. 1st Vice Report
7. 2nd Vice Report
8. Treasurer Report
9. Judge Advocate Report
10. Chaplain Report
11. NECMAN Report
12. District Commanders Report by District
13. Unfinished Business
14. New Business
15. Good of the Legion



MINUTES: DEPARTMENT EXECUTIVE COMMITTEE

Leadership Conference Call

Tuesday, March 31, 2020 – 6:00 PM

Call to Order – Roger Friend, Commander

Invocation – Melissa Fowle, Chaplain

Roll Call – Suzette Heller, Adjutant: Attached. Quorum present.

Department Commander Update:

COVID-19 UPDATE: Commander Friend advised that COVID-19 cases are still multiplying across the state of Ohio and that the Governor has extended the stay home directive until April 30, 2020. Commander Friend also asked that all Legionnaires continue with a cautious and careful approach for the next 30 days to better ensure safety of members and families in their communities. Commander Friend advised that the virus peak in Ohio could occur in April instead of May as previously believed. Continued strict adherence to social distancing and eliminating unnecessary travel could conquer the virus sooner than later.

- 2199 Confirmed Cases
- 198 ICU Admissions
- 585 Hospitalizations
- 55 Deaths
- Amended Order of Closure of all K-12 Schools in Ohio to 1 May 2020

Adjutant Heller Update:

Advised that Dept HQ was continuing to operate with reduced staff levels and that employees were rotating shifts between office and home. Refer to Legion.org for COVID-19 resources. The Dept Convention in Toledo in June has been cancelled. A Dept Convention may still occur in July in Cincinnati, Ohio. Dept HQ to advise when details are finalized. The DEC Meeting scheduled for April 4, 2020 will occur as a computer / conference call in lieu of a face-to-face meeting. Adj. Heller will advise of computer and phone connection instructions. The meeting will start at 1000.

1st Vice Jean Wilson Report:

1st Vice Wilson advised DEC members to communicate with the Posts in their Districts regarding ways to reduce Post operating costs during the shutdown of Legion Posts that will continue through April 30th to include: make contact with all service / rental/ mortgage providers to make arrangement with monthly operating / rental / mortgage expenses. Wilson advised it is better to make some payment in lieu of no payment. The key is that each Post must communicate with their contracted providers. Also consider temporarily terminating some contracts during the shutdown like trash collection, cable or satellite TV services, unplugging electrical appliances, reducing the thermostat to a minimum setting to prevent damages from frozen pipes and other damages to the facility.

1st Vice Wilson also advised that all posts need to submit their Officer Certifications, Consolidated Post Reports and Post Information Forms in early May. If current Post Officers continue in their positions for another year, a new Off Cert form for 2020-21 is still required

2nd Vice Brad Teis Report:

Brad advised that all schedule Post Activities are still on hold and some events may be rescheduled. Zanesville Post is still interested in hosting the Pool Tournament. PDC Wilson chimed in to mention that he is working on a Golf Tournament bid.

Treasurer Charles Stennis Report: Not Present

Judge Advocate Doug Whitney Report:

Judge Adv advised that the Dept of Ohio is not permitted to use its operating funds for assistance option to Posts concerned about meeting financial obligations.

Chaplain Melissa Fowle Report:

Melissa Fowle requested names for prayer.

NECMAN Bob Klostermeier Report: Unable to hear.

District Commanders Report by District:

- 1stD: Jason Rue: Moved District eBoard from 4/5 to 4/18 and will conference call. Cancelled all events.
- 2nd D: Walter Meharg: Spot checking Posts. New Bremen Post has carry out. Ensuring Posts not violating orders from Governor DeWine. Working with 1st Vice about Convention early part of May. Requesting direction from JA and Commander as to convention should be in June.
- 3rdD: Joe Law: Making sure Posts stay closed. Distributed information to Posts.
- 4thD: Jim Jennings: Checking on Posts consistently. April eBoard will still be conducted via alternative methods.
- 5th D: Al Beyer: Helping Posts curb costs of operations. Pushing Buddy Checks and 888 member rosters with each of Posts. Reminding Posts of what they can do. All Posts in District have cancelled events through to June 1st. Deciding whether to cancel 5/3 District Convention.
- 6th D: Stephen Thorp: Sending information to Post Commanders via email. Executive Meeting is May and 1st Vice is working on how to conduct. Grateful for monies saved on travel expense for meetings.
- 7thD: Ken Crawford: Buddy Checks are being promoted and encouraged. May 3rd District meeting is being reconsidered. Once eBoard decides they will communicate to the Department.
- 8thD: Skipped.
- 9thD: Frank Adley: Cancelled Spring Conference and considering the summer conference now. Convention. Calling Posts to ensure membership and Post Consolidation is done.
- 10th D: Gary Ickes: Working 888's and making decision on conference set for 5/9.
- 11th D: Joe Peters: Spoken with Posts and Summer Conference 5/3 will be rescheduled. Will inform HQ when decision is made.
- 12th D: Rick Garren: Summer Conference 5/3 is cancelled and will be rescheduled. Possibly 5/17. Encouraging Posts to get forms in and doing Buddy Checks. Now that Department Convention is later, they are relieved. Called 200 people on Buddy Checks and so far, nobody needs anything. A few Posts are doing carry out and most are doing deep cleaning.
- 13th D: Joe Ruland: Virtual Council meeting is this week. Using flow chart to determine whether they can conference for Summer Convention. Moving Convention from May to June.
- 14th D: Bob Carson: Talked with most Posts regarding Buddy Checks. Have not cancelled anything recently but also haven't scheduled anything.

Commander Roger Friend:

Department Commander recognized PDC's and thanked them for being on the call. Requested that if they had anything they wanted to contribute to go ahead. Nothing said.

Unfinished Business:

Adjutant Heller mentioned the District Commander training to be hosted after the 15th of April. Department is working on a power point presentation that will include training for all District Commanders, 1st Vice, and 2nd Vice in order to be transparent and the most educated about all information. Any requirements from Department will be communicated at this time for all levels of District Commanders.

PDC Jerry Wilson: Question regarding how many Posts with Post homes. Adjutant Heller mentioned that this can be acquired through the Post Inspection forms and will be communicated to him shortly.

Rick Garren: Mentioned the Department forms regarding Certification of Post Officers, delegates, and other forms were of a concern. Adjutant Heller assured him that once the date and location for Department Convention is finalized the Convention Call will be distributed with all the documents, forms, and information.

PDC Bob Schmitt: Comments about Corona Virus video from a Dr. Bong on You Tube.

New Business:

NONE

Good of the Legion

PDC Ron Chapman: Conference call with planning committee day previously. Director Jim Koppin and team is working with Miami. BBS website a statement is posted. Go to the BBS website to stay informed. April 30th is date to determine whether the program shall move forward or be cancelled.

PDC Stanley Pleasant: Mentioned receiving information being discussed in call. Adjutant Heller assured him they will be distributed and information is kept brief.

Walter Meharg commended Department and Officers for hosting weekly meetings and staff for being supportive of getting him the information he needs.

Benediction:

Chaplain Melissa Fowle gave benediction.

Adjournment:

Department Commander Roger Friend Adjourned meeting at 7:30PM.

THE AMERICAN LEGION
DEPARTMENT OF



HIO

DEPARTMENT HEADQUARTERS: 60 BIG RUN ROAD, DELAWARE, OHIO 43015-8007
PHONE: 740-362-7478 | FAX: 740-362-1429 | EMAIL: LEGION@OHIOLEGION.COM

March 30, 2020

MEMORANDUM

TO: DEC Members/District Adjutants/Post Adjutants/PDC's
RE: Guidance for Post and District Elections/Flowchart
FROM: Suzette M. Heller, Department Adjutant

Department Officers and Ohio Leadership:

Due to COVID-19 and upcoming Summer elections, the Department Judge Advocate, Doug Whitney, has given an opinion below regarding guidance for Post and District Elections. Mr. Whitney also supports the attached flow chart that may help Posts and Districts to resolve the matter of elections.

"The Department Constitution, specifically Article VIII: The Districts, provides that:

Each District Convention shall be held at least thirty (30) days prior the Department Convention. The voting members at that District Convention are only the delegates (or alternates) from each post in the District. The time, place, and manner of holding the District Convention shall be as determined in the District Constitution.

OPINION: There is no provision in the Department Constitution permitting cancellation of the District Conventions. When civil authorities prohibit meetings such as these conventions in person, it is my opinion that they may be held by electronic means or balloting by mail, as the civil law supersedes the Legion constitutional provisions. However, the District Conventions must be held by one of these alternate means, rather than canceling them. Certainly, if the entire State of Ohio can eliminate in-person voting in its primary elections, the Legion Districts, with the limited number of voting delegates, should not be permitted to cancel their summer conventions.

Also, in Article VI: Department Officers, Section 2., provides that:

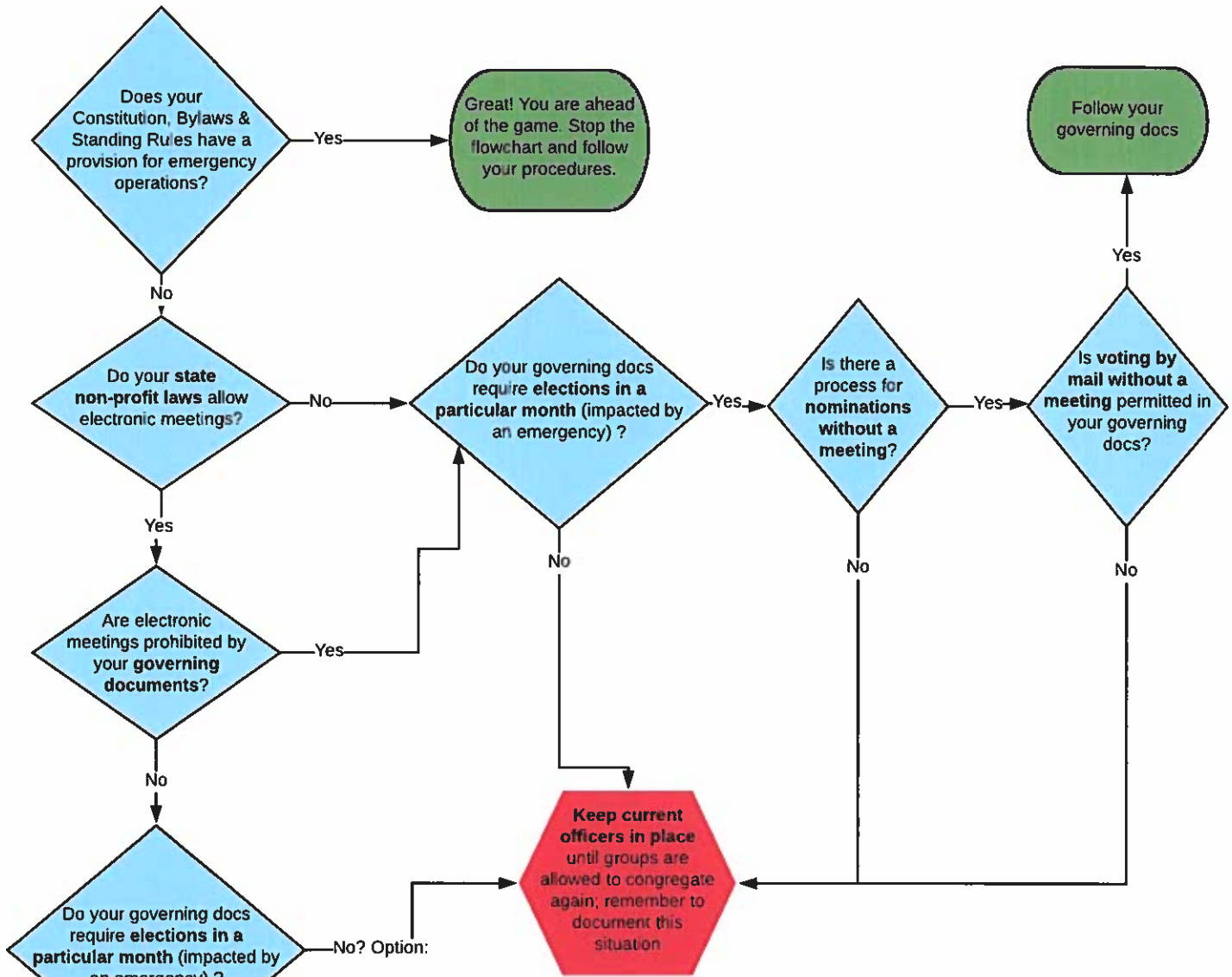
Such officers shall take office and be installed immediately before the adjournment of that session of the Convention at which they are elected and shall serve until the next Convention or until their successors are elected and qualified."

It seems, that the above may also apply to District and Post Officers, should they choose not to have elections. If the same Post and District Officers, to include, Chairpersons of Department Committees decide to remain in place, this information **MUST** be communicated to Department Headquarters on the proper forms provided by HQ. Should these positions change during the 2021 membership year, Post and District Adjutants **MUST** update records with Department Headquarters to ensure the National database is kept most current.

Thank you for all you are doing to work through these conditions that are not easy, but temporary.

SMH

MEETINGS, ELECTIONS, AND EMERGENCIES



EXPLORE ELECTRONIC MEETING OPTIONS

- Give notice in accordance with constitution/bylaws
- Set up a couple of practice sessions
- Prepared an agenda: limit meeting to the most pressing business
- Distribute agenda & officer/committee reports in advance
- Do a roll call/check for quorum at start of meeting
- Pass standing rules first thing
- Be patient and courteous
- Record the meeting
- Send out the minutes as soon as possible after the meeting.

Conference Calling Best Practices

- Decide whether you will be using a link to connect to the meeting or, simply dialing into the meeting by use of a provided phone number and code
- If you choose to use the “link” to connect to the meeting with your electronic device, there will be options once you connect. Please follow them until you are fully connected
- You may consider a practice run to ensure the settings on your computer are properly set so you won’t have any trouble once the meeting has begun
- The Department will always open the link 15-30 minutes prior to the start of the meeting to give those who need more time to test their equipment to do so
- If you use the link for camera purposes but must dial in due to audio purposes, you must mute one of the devices to prevent feedback
- If given an option once you log in, please type your name so others may see who is on the call
- To help facilitate the call be sure to place yourself on mute and then un-mute when it’s time to address the group or respond to a question
- When speaking, be sure to announce who you are for those who have dialed in because they cannot see you

10 Conference Call Etiquette Tips You Should Strive To Follow

<http://eimage.com/conference-call-etiquette-tips-you-should-strive-to-follow/>

Have you ever been on a conference call where people show up late, become a distraction by forgetting to put their phone on mute, or have sidebar conversations with others not on the call? We all know a few etiquette rules for at the dinner table, but what about etiquette protocol for conference calls?

Here are some guidelines you should strive to follow when attending a conference call:

1. **Keep track of conference call dates/times.** Make sure you know when your conference call is, and be sure to keep the conference call number and pin handy so you are not scrambling to find it at the last minute. Your meeting reminder shouldn’t come from a call or email from someone who is on the meeting when you aren’t.
2. **Call in to the conference line a couple minutes early.** Try to avoid being late, especially if you know you will have to contribute to the discussion. No one wants to be the reason why the conference call discussion is held up, because they are waiting for you to arrive.
3. **Mute your phone when you are not speaking.** To help avoid distracting sounds, conversations, or noises that are not applicable to the conference call, the mute button can be your friend.

Muting your phone will help you avoid embarrassing sighs, munching noises from eating your lunch, or other background noise.

4. **State your name before speaking.** Since the conference call attendees are not all in the same room, it is important for others on the line to know who is speaking so that they can better understand the context of your comments. In some cases you may also want to state your role, company, or location after your name; this is most relevant when your conference call includes people from other groups or organizations that have never met you face-to-face.
5. **Be prepared to discuss the topic at hand.** Like with all meetings, you should do a little prep work or jot down topics or questions that you would like to bring up on the conference call. After all, you want the meeting to be productive and not spawn other meetings because of lack of preparation.
6. **Keep background noise to a minimum.** When you take your phone off mute to speak or to get ready to chime in, make sure that you are not distracting the other callers. This noise may be generated from standing outside in the wind, typing on your computer, kids running around, pets barking, side conversations with people in the office just to name a few. It is best to find a quiet location for the meeting.
7. **Pay attention!** When you call in to a conference call there are a million distractions in front of you: emails in your inbox, coworkers asking questions, work piling up on your desk, office chat programs, etc. If someone asks you a question on a call and you don't realize they are talking to you until the end of their question, it will be obvious that you weren't paying attention. Don't be the one who always has to ask the person to repeat their question, because **SOMEBODY** wasn't paying attention.
8. **Maintain a good cell phone reception.** A bad cell phone connection could cause static or make your voice break up when you speak, making your input to the conference call hard to understand. Sometimes it can even lead to a dropped call, in which you have to call back into the meeting.
9. **Follow an agenda.** An agenda should be provided before the conference call. Be sure to stay on topic (we will hold the leader of the call responsible for keeping everyone on track). If additional items need to be discussed that are unrelated to the reason of the conference call or items need to be discussed in greater detail than the time allots, take the conversation offline. You can call the individuals in which you need a further discussion with following the conference call.

10. **Define a clear leader.** Every conference call should have a clear, defined leader. The leader should be the ones that emails out the agenda ahead of the call, directs the conversation, makes sure everyone sticks to the agenda, pays attention to time, and sends any follow up action item emails or additional meeting invites.

