

MINUTES  
DEPARTMENT FINANCE COMMITTEE  
CONFERENCE CALL  
THURSDAY, OCTOBER 29, 2020  
DEPARTMENT HEADQUARTERS  
DELAWARE, OHIO

Call to Order

Department Treasurer, Robert Wilson, called the Department Finance Committee meeting to order at 6:00 pm Thursday, October 29, 2020, per Conference Call.

Salute to the Colors

Chairman Robert Wilson led the pledge of Allegiance.

Adjutant Heller gave the invocation.

Roll Call

**Members present:**

Charles Stennis (9), Department Treasurer, Robert Wilson (4), Finance Chairman, Harold Savage (1), Jose Rivera (9), Member, Suzette Heller Department Adjutant

Roger Friend (6) Department Commander was not present.

**Guests Present:**

Carol Allen, Rea & Associates, Brad Teis (10) 2<sup>nd</sup> Vice Department Commander, Rebecca Corbin, Fiscal Secretary

Reading of Previous Minutes

A motion was made by Jose Rivera to accept the previous finance minutes as printed seconded by Harold Savage.

**MOTION PASSED**

Carol Allen from Rea & Associates gave an update on Budget vs. Actual, which we are 1/3 of the year. Carol included investment activity monthly to the Committee and also provided September's P&L report. The Committee had no questions for Carol.

Carol updated the Committee on the audit. Alicia, Maloney & Novotny will be providing the information need to enter QuickBooks so balance sheets can be provided monthly.

### Unfinished Business

The only staff update is that Jon Vulgamore has moved to Media, Communication & Marketing Administrator. Jon's duties include OLN, social media, the equipment in the back, plus printing duties, which is a salary position. Adjutant Heller let the Committee know that she has job descriptions for each employee.

The telephone proposal is delayed since the new Mylegion.com may be able to interface with a specific type of phone system. Adjutant Heller will speak with Nationals IT Department.

Rebecca Corbin updated the Committee on Post credit checks and the ACH processes. The last round of Post credits back to the post were 146 printed checks worth \$9,200.00 and 148 ACH worth \$16,000. Carol and Rebecca are working on the outstanding checks from the past year. There are 91 outstanding checks in which ACH can reissue some. We will contact the Posts not set up to have their information sent in, so this will not be a problem in the future.

### New Business

New membership shirts, a blue polo, have been designed with the Department of Ohio Legion emblem. The total cost \$8650.00 to supply for sale by the Mid-Winter Conference. They can also be ordered through Tag Sportswear with their name embroidered on them. The order form is on the Department website. Brad Teis, 2<sup>nd</sup> Vice Commander, also added that shirts ordered with name printed on the would-be at no extra charge.

A motion was made by Treasurer Stennis to buy Department polo shirts at the cost of \$8650.00 for 385 shirts, seconded by Jose Rivera.

**MOTION PASSED**

The Mid-Winter Budget is \$25,000.00, which will include the cost of the leadership breakfast.

Adjutant Heller informed the Committee that she is reviewing to move the 401k to Ohio Society of Association Executives to do the administrative work.

The next Conference Call will be on Thursday, November 19, 2020, at 6:00 pm.

Benediction – Suzette Heller, Adjutant

Meeting Adjourn- Salute colors @ 6:40 pm