

MINUTES
DEPARTMENT FINANCE COMMITTEE
ONLINE GO-TO-MEETING
TUESDAY, NOVEMBER 15, 2022
DEPARTMENT HEADQUARTERS
DELAWARE, OHIO

Call to Order

Treasurer Savage called the Department Finance Committee meeting to order at 6:01 pm Tuesday, November 15, 2022.

Salute to the Colors

Chairman Jose Rivera led the Pledge of Allegiance.

Interim Adjutant John Robinson gave the invocation.

Roll Call

Members present:

Charles Stennis Department Commander (9), Department Treasurer, Harold Savage (1), Finance Chairman, Jose Rivera (9), Holly Lewis, Member (10), Ken Lavoy @ 6:32 pm, Member (3)

Guests Present:

John Robinson, Interim Department Adjutant; Jason Rue Department 1st Vice; Rebecca Corbin, Fiscal Secretary; Ben Antonelli, Rea, and Associates

Reading of Previous Minutes

Holly Lewis motioned to accept the previous finance minute dated September 26, 2022, printed and seconded by Treasurer Harold Savage.

MOTION PASSED

Rea & Associates

Ben from Rea & Associates discussed the Profit and Loss for July through October, which he provided in summary, and the original report also noted the investment activity still needs to be reconciled. Ben described the P/L and asked the Committee if they commented on the report format and information. Treasurer Savage asked about the \$150,000 transferred from the reserve fund to the General Fund. Ben explained the money is sitting on the balance sheet and wouldn't show on P/L until spent. Treasurer Savage expressed that Buckeye Boys State

and Gift for Yanks still need to be removed from the P/L and Baseball program. Ben stated Rea & Associates would show the amounts after pulling BBS & GFY and baseball totals. Baseball being a program, needs to be moved from the P/L. Commander Stennis requested a copy of a balance sheet so money coming in/out can be tracked better and help with future budgets. Treasurer Savage was questioning the amounts regarding Membership totals on P/L; Rebecca Corbin explains when money comes into the Department, the Department and National portion are entered together under membership dues. Savage suggested that for each entry, the National position should be entered into its line account. Ben stated that each month, it can be noted how much is still owed to National.

Unfinished Business

Adjutant Robinson submitted Employee Evaluations to the Committee. Ken Lavoy suggested that a detailed form be used with more detailed questions asking and checking personal goals and improvements.

Commander Stennis reviewed last year's P/L and General Ledger (2021-2022), showing a profit of 170,000.00 dollars along with \$160,000.00 from LIT. He recommended the amount of \$30,000 be divided by the number of employees, including DSO staff.

The Committee agreed not to give pay increases at this time but decided to an end-of-year bonus.

Commander Charles Stennis motioned that \$30,000 be divided by the number of employees, including DSO staff, seconded by Ken Lavoy.

MOTION PASSED

New Business

Adjutant JD Robinson addressed the Committee on unused vacation time. A few employees have yet to be able to use a vacation. Currently, one week is allowed to be rolled over to the New Year. Adjutant Robinson wants to sell a week and roll a week over if employees cannot use all their time earned.

Ken Lavoy motioned that staff may sell a week's vacation if unable to use it, seconded by Jose Rivera.

MOTION PASSED

Adjutant JD Robinson spoke about District 10 Resolution. The Membership Committee passed on Saturday, October 22, 2022, that creates a new membership award in the name of Bradley A. Teis, Sr., for the first district to achieve quota before the last day of March, therefore, qualifying for the National Race to the Top Award. The winning district will receive \$2500.00.

Jose Rivera motioned to pass the Resolution- Bradley A. Teis, Sr. Race to the Top Membership Award, seconded by Harold Savage.

MOTION PASSED

Adjutant Robinson asked when they should pay the 150,000.00 borrowed from the investments. The Finance Committee said since money was still sitting on the balance sheet, this would be tabled until a future meeting.

Department needs to have a policy on how much the adjutant can spend on items needing to be replaced or purchased for the office. Commander Stennis would like to set a policy up to \$1000.00 without finance approval.

Commander Charles Stennis motioned that up to \$1000.00 can be used on items needed for Department without finance approval, seconded by Jose Rivera.

MOTION PASSED

Adjutant Robinson has researched the cost of equipment to provide a better quality of sound and picture when virtual meetings are held at the Department. The cost total is \$917.00; a breakdown of the equipment is attached.

Holly Lewis motioned to approve purchasing new equipment for virtual meetings, seconded by Ken Lavoy.

MOTION PASSED

MIA/POW committee would like to order 500 more pins at the cost of \$910.00 plus tax and shipping, with Department paying for the price and will pay by selling the pins at Mid-Winter, Conventions, and events.

Commander Charles Stennis motioned to pay for the POW/MIA pins at the cost of \$910.00 plus tax and shipping, seconded by Harold Savage.

MOTION PASSED

Treasurer Harold Savage would like to hire a Department Finance Officer. He would like to hire someone with a strong accounting background who can be someone other than a CPA eliminating the need for Rea & Associates weekly. He would like someone to do daily finances and be able to run reports, and keep the Committee and Executive Committee informed of the finances. 1st Vice Jason Rue stated that there should be a Finance Coordinator or Administrator per the Constitution & Bi-Laws. Harold Savage said this would help change the treasurer and any signatory issues. The salary offer would be \$50,000 to \$60,000 per year.

Commander Stennis motioned to start looking for a Finance Administrator with starting pay between 50,000.00 to 60,000.00, seconded by Harold Savage.

MOTION PASSED

Adjutant Robinson wanted to inform the Committee of Hunter Woods would be moving his full-time start date to December 10, 2022. Adjutant Robinson asked the Committee to raise his salary to \$45,000.00 from \$42,000.00.

The Committee agreed to table an increase for at least 90 days of the full-time start date.

Good of the Legion

The next Finance Meeting will be Tuesday, January 3, 2023, @ 6:00 pm. Conference call only.

Benediction – Interim Adjutant John Robinson

Meeting Adjourn- Salute colors @ 7:46 pm