

The American Legion Post 164

Minutes of Executive Committee Meeting on August 01, 2023

1. Executive Committee Meeting called to order by Commander Batura at 7:00pm
2. Invocation by Post Chaplain
3. Officer Installation for those who were missing at the previous meeting.
4. Minutes of last Executive Committee meeting (7-05-2023) were read.
5. Committee Members; Needed are, Communications, Flag Retirement, Training, Welcome/Mentoring.
6. Reports that are available;
Make them verbal, and submit them for record keeping using new template;
 - a. Board of Trustees; Exhaust fan assemblies were picked up, Operational permit was submitted to Harris County Fire Marshall office, Building drawings will be signed off by Architect soon, Might be back in our building by October, American Fireworks will be installing a drop down pole for electric power.
 - b. 1st Vice Commander; We are at 44.11% of our goal of 331 members, off to a great start.
 - c. 2nd Vice Commander; Events; September 16th is Safety Fest, October 13 to 15th is Katy Rice Festival.
 - d. Finance; We have \$16,507 dollars in the Bank. Harry Woodstrom Motioned to remove former Finance Officer, Jody Castro, from signature card at our bank. Motion was 2nd by Phil Malsbary, no discussion, Motion passed. Harry Woodstrom Motioned to add Adjutant, William Kennison, to signature card at our bank. Motion was 2nd by James McGuire, no discussion, Motion passed. Butch Sparks amended that Motion to add Commander, Peter Batura, to the signature card at our bank. Motion was 2nd by James McGuire, no discussion, Motion passed. The following will be on the Post 164 Bank Account Signature Card at our bank; Finance Officer, Harry Woodstrom, Board of Trustees Chairman, James McGuire, Commander, Peter Batura, and Adjutant William Kennison.
 - e. Judge Advocate; No Report, but a final report on Financial Records will be at Membership meeting.
 - f. Service Officer; No Report, Not Here
 - g. Chaplain; No Report
 - h. Historian; Completed scanning old documents into 2 thumb drives. Need a backdrop for photographing new officers for newspaper. Michael Callahan will assist with this project.
 - i. Sergeant at arms: No Report, but will start on Key Collection project.
 - J. Auxiliary; We are assembling school back packs and our Unit 164 received several awards at Department of Texas conference.
 - k. SAL; We are now getting reorganized and preparing reports that were late.
 - L. Legion Riders; We are planning new motorcycle rides and considering on a type of event for all motorized vehicles for the whole family to take part in. Maybe a scavenger hunt. Need fun stuff.
 - m. Communications; Vacant
 - n. JSSP; Reminder that the Background check must be renewed.
 - o. Flag Retirement; Vacant
 - p. Honor Guard; No Report, Not Here.
 - q. Training; Vacant
 - r. Welcome/Mentoring; Vacant
 - s. Graves Registration; Still cleaning old grave stones and getting a listing of Veterans Graves locations.

Unfinished Business;

- a. Building Red Tag – A discussion was conducted by Post Commander to update what was sent to the Fire Marshall and what was still being prepared by the MUD board. Soon we hope to get a return inspection to show the investigator what was fixed and learn what still needs to be done.
- b. “Sense of the Post: This is being conducted by the newest members of the executive committee at large and is not ready to report yet.

New Business

- a. Post Budget; Harry Woodstrom gave a great discussion on this budget, copy on file. Butch Sparks Motioned that we accept this budget and bring it to the Membership at our next meeting. Motion was 2nd by James McGuire, no discussion, Motion passed.
- b. Post Phone; It seems that there are some calls that are missed and maybe we need a recorder or an answering service for our post. Commander asked Harry Woodstrom to check on this and get costs for our next meeting.
- c. Emergency Response Plan; This plan was sent to all Executive Committee members for their review. This plan must be adopted and a practice run done to show that it will work. It is a requirement for us to obtain the occupancy permit at our building.
- d. Past Commander Council; This will be a meeting of former Post Commanders who can offer their guidance to a newly elected Commander. What worked or failed to materialize during their time.

Upcoming Events

- a. Calendar Review; All members are encouraged to look at our Post 164 front page on the web-site for activities the Post is doing within our community.

If no further business, Post Chaplain will offer a closing prayer.

Executive Committee adjourned at 8:45pm

William Kennison
Adjutant

Peter Batura
Commander