



MEETING MINUTES — POST 70

Meeting was held 4/10/2023. There were 7 present. Chaplain still open.

Our Communication Consultant, Cathie Clark, was present and distributed the first of her monthly written reports on our website status and related work. Copies were distributed prior to the meeting and read individually before the meeting. It is attached to these Minutes. She was excused from attending.

The meeting was called to order at 7:00.

After opening ceremonies, Minutes of the March meeting were read and accepted. The Financial report was read and accepted.

Business Matters:

We talked about reports that a woman in the Canteen was taking pull-tabs off other peoples' canned tonic. She was told to stop doing it or stay out.

The rooms for the Convention: Dick Donahue, Tom Chigas, Ernie Henry, Jesse Brown, and Philip Walsh are taking rooms and are also delegates to the Convention who will vote on Saturday morning, the day of elections.

We are going to get prices on doing over the Pavilion, moving Storage Area 3 feet inward. Also looking into putting a heating system in the ceiling if possible.

Hall Rental: Companies in the area are looking for Halls in which to hold meetings and Conferences. We should have a projector screen.

Motion made to purchase AED (Automated External Defibrillator) systems for both upstairs and Canteen. Motion made by Ernie. Motion passed.

Looking into getting a price for fencing around the back. Chain link, stockade,



etc., were all under consideration.

Going to get Contractor to paint the bad spots on the building. We should be able to get a crew from membership to paint the cinder blocks.

Service Officer arrived late. Stated Article 46 will continue as-is: \$750 rebate on real estate taxes, or \$4,000 if completely disabled.

Meeting adjourned at 8:10 p.m.

Respectfully submitted,

Ernest Henry, Adjutant

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WEBSITE CONTENT MANAGEMENT STATUS REPORT

April 10, 2023

Besides enjoying the affordable wine and supporting your hard-working bartenders as best I can – when you see me sitting there talking to people, I am generally promoting the website. I introduce myself and explain my new connection to the Post, and I often pull out my phone, or ask them to use theirs, to send them for their first-ever visit. I receive very positive reactions! It's been very encouraging.

Contract Status: From March 15 to April 10, under our Phase 2 Contract, I have performed 6.75 hours of work. Attached is my Activity Report for that period. I previously submitted a quarterly bill for the agreed-upon two hours a month of Contract work, and am paid up through June 15. I appreciate your flexibility in handling it this way.

Email Communications: The Post70NH@gmail.com email account Ernie and I set up for website business has generated activity. From March 22 to April 9, there were 8 website-generated emails. Off to a good start but it could be better. Yesterday, the email address was added to the most-visited pages. Emails received are automatically forwarded to Ernie's email account and I continue to check it manually at least twice a day then follow up with him to make sure they don't slip by. Monitoring of the email account is covered in our Contract, but I will not be tracking time on it going forward.

Program Group Support. Both the Canteen and Auxiliary have Facebook pages that they update regularly and links to them have now been added to their respective website pages. The Sons group asks Traci to add their events to the Canteen FB page. Although not specifically covered under our Contract, I have been trolling those sites periodically and borrowing flyers, etc., to enhance the SPECIAL EVENTS page as part of Phase 2 work. Currently, we have the May 6 BREAKOUT RUN flyer from the Riders, stolen off the wall in the Canteen, copied and scanned for website use. I happily will add anything Ernie approves to promote all groups' activities equally but am not confident we have a direct line to all their noteworthy activities. They can email your Communications Team at the aforementioned post70nh@gmail.com. Encourage them please.

Newsletter: Our Contract covers back-up for Kelly Frenette on production of the Newsletter. However, she is now unable to continue doing it, so for Quarter 2, I did assume production of the issue when asked to do so on March 22. I am not charging anything for Q2 because it was a learning experience for me and there was a lot of extra time spent on mailing list improvements/quality control data analysis and trying different methods for creating the

Website Updates and Document Rescue for Small Businesses

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document itself. Total hours were 12.5, but should be fewer as the process is fine-tuned. I will have a report of the experience for your May meeting. In the meantime, the Q2 issue was posted on the NEWSLETTER page on March 31 and a link is provided to it on WHAT'S HAPPENING. I hope it is considered timely.

I will be submitting a Website Content Management Status Report each month for your Meeting, and will make myself available to attend if a discussion is desired. I continue to enjoy the work I do for you.

Respectfully,

Cathie Clark

Journal Type	Subject	Start Date	Start Time	Minutes	Hours	Details
Task	Phase 2 - What's Happening Page	3/15/2023	2:02:00 AM	30	0.5	Conflicting Article number on Veterans credit. 45 or 46? Anyway, removed item since election is over.
						Update Band for 3/18. Searched for Granite State Rockers online. Nothing found.
						Updated Post 70 Election statement.
Email Message	Phase 2 - Email Monitoring	3/15/2023	12:00:00 PM	5	0.0833	Updated Newsletter statement. Incoming message from Terri Follansbee-Baillargeon, Jr Miss Seabrook committeeperson, at 9 a.m. inquiring about date(s) of flagging at cemetery.
Meeting	Phase 2 - Site Work	3/20/2023	2:30:00 PM	120		Called Ernie and left message. Acknowledged by return email, saying Ernie will respond later today. Bcc'd Jesse. 2 Discussed updating FLAG ETIQUETTE page with contents from "Flag -- How to Display" sheet. Searched online for it and ordered 10 copies Discussed Work on mailing list Discussed HOME page -- added 2ndQtr Featured Page = FLAG ETIQUETTE Update WHAT'S HAPPENING Typed March Post 70 Meeting Minutes
Document	Phase 2 - March Meeting Minutes - Post 70	3/21/2023	1:46:00 AM	10	0.1667	Tweak formatting, add DRAFT watermark, email back to Ernie.
Task	Phase 2 - Bar Bingo deletion	3/24/2023	11:00:00 AM	15	0.25	Change Bar Bingo to Meat Raffle Games on WHAT'S HAPPENING and CANTEEN pages. Per Ernie's phone call at 10:30 am.
Document	Phase 2 - Post Flyer for Meat Raffle	3/28/2023	1:30:00 PM	10	0.1667	Added logo, tweaked formatting. Saved onto Post computer. Printed out 6 copies for Ernie to hang up. Created PDF. Copied onto thumb drive to post on website from home.

Journal Type	Subject	Start Date	Start Time	Minutes	Hours	Details
Task	Phase 2 - Missing Man page	3/28/2023	2:00:00 PM	120	2	Request from the Commander to take pictures of the newly-revised display and post on the website. Pictures taken and downloaded off camera onto computer. Crop for carousel suitability. Uploaded onto LegionSites Photo Gallery. Replaced existing "slider" photos with these. Slider is inadequate for these pictures. Shadows around an on the table are distracting. Size of thumb photos are too small. Scrapped Slider and set up a table with all five photos. Messed with sizing. Tested on cell phone and they look good. 0.5 Write an explanation.= and publish it. 5 0.0833 Add Installation date announcement. 5 0.0833 Add Ernie's Meat Raffle flyer to page. 5 0.0833 Update to WHAT'S HAPPENING page tonight's increased jackpot \$70,872. 15 0.25 Add Facebook Link to AUX page. Other programs do not seem to have FB. Remove mention of Bar Bingo. 15 0.25 Replaced 3 of existing photos with better ones (no shadows).
Task	Phase 2 - Newsletter Page Update	3/28/2023	10:30:00 PM	30	0.5	
Task	Phase 2 - Officer Elections Page Update	3/28/2023	11:00:00 PM	5	0.0833	
Task	Phase 2 - What's Happening Update	3/28/2023	11:28:00 PM	5	0.0833	
Task	Phase 2 - Queen Updates	3/29/2023	9:00:00 PM	5	0.0833	
Task	Phase 2 - Program Page Updates	3/31/2023	12:00:00 PM	15	0.25	
Task	Phase 2 - Missing Man page	3/31/2023	2:00:00 PM	15	0.25	

Cathie M Clark Consulting LLC
 Post 70 Activity Log - Trial Period: 3/15/2023 to 4/10/2023

Journal Type	Subject	Start Date	Start Time	Minutes	Hours	Details
Task	Phase 2 - Page Updates	4/2/2023	10:02:00 AM	10	0.1667	NEWSLETTER and WHAT'S HAPPENING updates. Added Q2 Newsletter link and tweaked text.
Task	Phase 2 - Page Updates	4/6/2023		5	0.0833	WHAT'S HAPPENING: Tweak Queen with new \$\$\$
Task	Phase 2 - Page Updates	4/10/2023	10:02:00 AM	5	0.0833	WHAT'S HAPPENING updates. Updated Band and Meat Raffle listings Sent text to Kelly asking for Meat Raffle sheet. Updated Band and Meat Raffle listings and Newsletter mention. Sent text to Kelly asking for Meat Raffle sheet. Updated Band and Meat Raffle listings Sent email to Bill Donovan about Meat Raffle flyer
					6.75	Total Hours