



## MEETING MINUTES — POST 70

Meeting was held 01/8/2024. Seven members were present and one guest, Jim Cate, SAL Adjutant. All Officers were present, except the Second Vice who called in sick and was excused and the First Vice who was not excused. The Historian was also excused. Chaplain is still open.

The Website Status Report was distributed to those present. Everyone had time to read it and there were no issues requiring discussion. A copy will be attached to these Minutes when they are posted on MEMBERS ONLY.

The meeting was called to order at 7:00 by the Commander.

**Roll Call of Officers.** The First Vice was again absent. This being the third missed meeting without notification, that Officer position should now be open. After discussion, a vote was taken to replace the First Vice. Second was made and motion passed. The Second Vice was excused. The Historian was excused. The Chaplain is still Open.

**Minutes** of the December meeting were read and accepted.

**New Members:** Two new members applied to be accepted into Post 70. They are both transfers: Louis Dion and Jamie Noone. Both were honorably discharged. Both applications came to us through our website's Membership Application page.

**Financial Officer Reports:** The reports were read and accepted.

**Post Service Officer's Report:** Gave a report that he is focusing on his residential neighborhood. He has passed out applications and will report on results soon.

**New Business:**

**District 3 Meeting** will be held here this Friday.

**Downstairs Men's Room.** Roland brought up the fact that this Men's Room has been out of order for an unreasonable time. Report of the malfunction was not



made to Officers until a few days ago. A plumber has now been called.

**Membership:** Ernie reported for 2024, we are at 87%. We need 39 members for 100%. Discussion ensued about the \$5 increase in dues at National for 2025. Ernie made a motion to go up \$5 (to \$35/year) for 2025. The motion was seconded and passed.

**Junior AUX:** The Commander brought up that the AUX is expanding its Junior AUX which is great for bringing in young people as members. The AUX is doing a great job, and always has, backing up the Veterans of Post 70. Jim Cate also announced that the SAL Squadron membership is increasing at a rapid pace.

**Upstairs PA System.** Ernie announced that Jim Cate is going to install upstairs an audio speaker system that we already have in the Office in time for our District Meeting Friday evening.

**Old Business:** The Commander remarked that old business items had been on the back burner because it's Winter. In particular, the handicap-accessibility of the bathrooms has seen no progress. The Commander will be getting a price that will be voted on at a future meeting. Also, he brought up he is attempting to reduce the smoke that lingers in the patio by putting in a partition with sliding door to act as a smoke wall.

The Commander closed the meeting at 7:50 p.m.

Respectfully submitted,

Ernest Henry, Adjutant

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### WEBSITE CONTENT MANAGEMENT STATUS REPORT

January 8, 2024

**Contract Status:** From December 12, 2023 to January 8, 2024 under our Phase 2 Contract, I have performed 14 hours of work. Of that, 3 hours were out of scope of contract, creating a PHOTOS page and Gallery as approved for SAA Al Zabriskie's use (see "In Closing" section below) and 8 of it was for the Q4 2024 issue of your NEWSLETTER. Since this is the last issue being mailed out, future work on the NEWSLETTER will be for the document only, and minus the 4 hours spent on the mailing list. I have submitted my Invoice to Ernie for payment for this work. All work performed is documented in the attached Activity Log. We have two more months before my contract expires. I look forward to discussing contract renewal when convenient.

**Email Communications:** The Post70NH@gmail.com email account continues to generate activity. From December 12 to January 8 there were 7 website-generated incoming emails as follows:

- 2 – Membership Applications
- 3 - Post 70 Events
- 1 - Veterans Services
- 1 – Advertising/Marketing Inquiries (unfortunately)

I continue to check it manually at least twice a day then follow up with Ernie and/or Traci as appropriate.

**Program Group Support.** I continue to welcome opportunities to provide website and document support to the Post, AUX, SAL, and the ALR whenever requested.

However, recent "disinformation" occurrences have revealed that the Groups prefer to entrust their announcements and event promotion to their Facebook pages, most likely because special knowledge is not required to use it and they may feel they have more control over it than they do in dealing with me. But the truth is: they don't. They risk their events totally slipping by their audience, being difficult to revisit once new comments are added, and requiring quick correction of the aforementioned disinformation posted by well-meaning but uninformed people.

I do receive notifications from Post 70 and AUX Facebook accounts and have tried to challenge such disinformation when I see it, but I do not do 24-hour surveillance of those pages and quite often the disinformation has been "out there" and seen by many people before I can direct them to the true facts on the website. For the record, my position is that Facebook is intended for

Website Updates and Document Rescue for Small Businesses

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family and friends interaction, not business promotion, and I don't like communication methods that I can't control for quality and objective dissemination of reliable, accurate information. It is simply impossible to control what is said on a Facebook page and once a negative comment appears, it is impossible to remove it without the permission of the angry or spiteful person who put it there. Ernie and I have talked about Facebook many times and I have demonstrated to him its shortcomings on Post 70-specific incidents. I am happy to talk to any and all of you about this in the hope of finding a solution.

**Newsletter:** The Q1 2024 Newsletter was finished and posted on the website on December 25. The mailed version is on its way now.

**In Closing:** I want to thank SAA Al Zabriskie for coming forward with interest in helping with a website photos page. We do not have such a page and creating new pages is out of scope of our contract (who knew 37 pages would not be enough?). I have set him up on Legionsites as a User and look forward to sitting down with him and getting him ready for the work. I hope he enjoys it as I do mine.

I continue to try to make things better and take pride in the work I do for you.

***Happy New Year!***

Respectfully,

Cathie Clark

**CATHIE M CLARK CONSULTING LLC**  
**Seabrook Legion Activity Log - December 12, 2023 to January 8, 2024**

Journal Type	Subject	Start Date	Start Time	Duration	Detail
Meeting	Out of Scope - New Page	12/11/2023	8:00:00 PM	15	<p>PHOTOS: On Monday evening, after the December meeting, SAA Al Zabriskie approached and asked if he could become involved with adding content to the website, in particular for addition of pictures. Request approved by Ernie on the spot.</p> <p>Work to be Done:</p> <ol style="list-style-type: none"> <li>1. Set him up with a User Account (need his email address and choice of password)</li> <li>2. Create new web page with HTML code embedded for pictures and captions and separate Gallery for Al's photos.</li> <li>3. Arrange a meeting to introduce him to the site and teach him how to use it.</li> </ol>
Task	Out of Scope - New Page	12/16/2023	11:30:00 AM	120	<p>Created new page: POST 70 PHOTOS. Populated with HTML code for six pictures and captions. It is in inactive page listing under URL  <a href="https://post70nh.org/admin/page_writer.php?page_id=189">https://post70nh.org/admin/page_writer.php?page_id=189</a>.  Set up a new Gallery for Al's photos: AlZs Photo Gallery.</p>
Task	Out of Scope - New Page	12/17/2023	3:00:00 PM	30	<p>Set up a User Account for Al Zabriskie. Emailed Legionsites.com Tech Support about specializing Al's account to specific pages he needs and adding a Login Date/Time so I can keep track of who has been working on the site and when.</p>
Microsoft Excel	Out of Scope - Newsletter	12/17/2023	5:30:00 AM	120	<p>Create new Excel file for Q1 2024. Populate Calendar entries into Excel, snap them into JPG image files.  Insert Calendar images into Publisher DRAFT 1 – resize as necessary.</p>

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Journal Type	Subject	Start Date	Start Time	Duration	Detail
Meeting	Out of Scope - Newsletter	12/19/2023	9:00:00 AM	60	Creation of DRAFT 2 of Qtr 1 2024 Newsletter. Give to Ernie to read and supply additional/edited content.
Document	Out of Scope - Newsletter	12/22/2023	9:00:00 AM	10	Creation of FINAL of Qtr 1 2024 Newsletter. Added Happy Easter, which falls on March 31 this year. Give to Ernie to read and supply additional/edited text for Adjutant message. Gave to Commander at Meat Raffle and received sign-off.
Microsoft Excel	Out of Scope - Newsletter	12/23/2023	4:00:00 AM	30	Downloaded Post and SAL Rosters, saved to Membership folder. Created "Combined Roster Excel file.
Document	Out of Scope - Newsletter	12/23/2023	11:00:00 AM	15	Tweaks to FINAL of Qtr 1 2024 Newsletter. From Traci: correction of Valentine Dance start time to 7:00. Addition of Member Cost for Hall Rental. Added "general public" clarification. Traci is leaving the wording up to me. Received her sign-off pending those corrections. Ready for Ernie's sign-off.
Document	Out of Scope - Newsletter	12/23/2023	5:00:00 PM	15	Received additional text from Ernie for Adjutant Message section regarding Membership Dues. Added to FINAL. Ready for Ernie's sign-off.
Microsoft Excel	Out of Scope - Newsletter	12/24/2023	1:30:00 AM	120	Created "Combined Roster Excel file. Saved to Newsletter folder. Added AUX, SAL, and Post names to separate workbooks. Coordinated column headings. Created "Mailing List" workbook and added all 3 groups. Total: 923! Started "scrubbing" of list, removing duplicates to same addresses.

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**Seabrook Legion Activity Log - December 12, 2023 to January 8, 2024**

Journal Type	Subject	Start Date	Start Time	Duration	Detail
Document	Out of Scope - Newsletter	12/24/2023	11:00:00 AM	15	Remove FINAL watermark. Remove sign-offs from mailing panel. Do a fold-test to make sure mailing panel is in correct position. Give to Ernie to take to Staples.
Microsoft Excel	Out of Scope - Newsletter	12/25/2023	5:00:00 PM	60	Continued "scrubbing" of list, removing duplicates to same addresses. Scrub count: 22. Demonstrated to Ernie lack of clarity in how to decide which ones to scrub. Asked for decision: "one per household" means senior member (based on Member ID number) of same last name. Same address, different last name does not get scrubbed. More than 2 per address: AUX is first to scrub UNLESS Member ID shows her to be Mother of more recent Members. Otherwise, no more than 2 per household.  Original Count: 923 Final Count: 862 Total Scrubbed: 60
Document	Out of Scope - Newsletter	12/27/2023	8:41:00 AM	30	Mailmerge of Combined Excel datafile to Word document for Avery 5160 label stock (to be printed here by me – stock supplied by Ernie). Includes removal of duplicates, sorting by Zip, manual scanning for omitted info/typos in addresses and names. Total number of labels verified: 862
Task	Phase 2 - Site Updates	12/12/2023	7:00:00 PM	15	MEMBERS ONLY page: Combine approved October Minutes with CMC September Web status report in PDF file. Post to page.

**CATHIE M CLARK CONSULTING LLC**  
**Seabrook Legion Activity Log - December 12, 2023 to January 8, 2024**

Journal Type	Subject	Start Date	Start Time	Duration	Detail
Task	Phase 2 - Site Updates	12/18/2023	5:00:00 PM	60	EVENTS CALENDAR – 1st Qtr 2024 Meetings and events. Drafted them in 30 minutes and saved. Ernie sat for 30 minutes additional to supply more detail.
Task	Phase 2 - Site Updates	12/20/2023	7:00:00 AM	60	EVENTS CALENDAR – 2024 Saturday night Band Listings for Jan-Feb-Mar
Task	Phase 2 - Site Updates -	12/17/2023	3:30:00 PM	5	WHAT'S HAPPENING –Add Stumpy Joe Band for Saturday, Dec 23. Update ALR Meat Raffle on Friday, Dec 22.
Task	Phase 2 - Site Updates -	12/25/2023	11:00:00 AM	30	WHAT'S HAPPENING –Save Frank Crivello jpg for Saturday, Dec 30, create PDF, upload and update listing, Updated all existing items, added District 3 Meeting on January 12 per Ernie. Update Meat Raffle on Friday, Dec 29. Added link to Post 70 Building Fund flyer. MEMBERSHIP MATTERS – Sat with Ernie, looked up updated numbers on MyLegion, posted updated 2024 %. NEWSLETTER: Add Q1 PDF to page
Task	Phase 2 - Site Updates -	1/2/2024	11:00:00 AM	10	WHAT'S HAPPENING – Update Jan 6 Band Listing to Scofield Road. Update Jan 5 Meat Raffle to AUX. Ernie dictated thank-you for NYE celebration EVENTS CALENDAR – Add January 12 “Meat Raffle Cancelled”
Task	Phase 2 - Site Updates -	1/7/2024	11:00:00 AM	10	WHAT'S HAPPENING – Update Jan 11 Band Listing to Ghost Riderz. Update Jan 12 Meat Raffle “cancelled due to District 3 Meeting and Dinner”.
				830	Minutes Total



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**Seabrook Legion Activity Log - December 12, 2023 to January 8, 2024**

Journal Type	Subject	Start Date	Start Time	Duration	Detail
				14	Hours Total
				2	Hours - Phase 2 - covered under Contract
				1	Hour - Phase 2 - over contract allowance of 2 hours/month
				3	Hours - Out of Scope - New Page
				8	Hours - Out of Scope - Newsletter