



MEETING MINUTES — POST 70

Meeting was held 7/10/2023. 9 were present – 2nd VP was excused and Chaplain is still open.

The meeting was called to order at 7:00.

After opening ceremonies, Minutes of the June meeting were read and accepted.

Financial Officer Report: The report was read and accepted.

Post Service Officer's Report: With increasing membership in mind, he brought up resuming his tour of Washington monuments he had done before Covid. Members present thought it was a good idea, but there was no vote on it.

Pool Table and Shuffleboard: Motion was made to purchase dust-covers for both. Also included in the motion was to re-calibrate the shuffleboard table (\$6000) and resurface the pool table (\$700). Motion passed, estimate of cost \$7,000.

Canteen Walk-in Cooler: Complaint on brightness of door lights have been received so discussion on dimming them. The work can be done by donated labor by

Fence is waiting until after the building is painted. Fence type discussed is stockade. Paint will be done starting in a couple of weeks. Material and work donated by Jarrod Patton and volunteers will do the painting.

Fire Department has advised that we need to obtain an external shed for storage of combustible items including the lawn mower and propane tanks. Motion was made to purchase a shed. Motion was made by Ernie, motion seconded and passed.

Donation: Motion was made by Ernie to donate \$1,000 to the Legion Legacy Run. Motion passed.

Security System/Card Reader: Will be installed next month.



Website: Cathie's Monthly Report was passed out before the meeting to members. In it she discussed the Newsletter and the mailing list. The Commander stated that she spent a lot of time on it. Ernie reports that for Q2, 579 copies were mailed out, for Q3 we mailed 720. Discussion ensued about discontinuing the mailing now that the Newsletter is posted on the website.

Appreciation Night? The Commander mentioned his desire to have a Lobster/Clambake. Ernie suggested a cookout. Discussion took place of possibilities. Everyone has an opinion, September would be the target date. The Commander will do some "due diligence" and bring it up again at the August meeting.

Improvements: The Commander voiced a need for enhancement to the front of the building such as attention to the existing shrubbery, grass, flowers, etc. It was agreed that we have enough projects in motion current that this can wait, so it was tabled until the August meeting.

Membership: Ernie announced that the 2024 cards were in and asked for a volunteer to help him mail them out and to get involved with the MyLegion.org website and learn how to enter new members and maintain the membership records. The Commander volunteered himself. No one else expressed an interest.

Closing prayer by Ernie. Commander read an inspirational text from the book.

Meeting adjourned at 8:00 p.m.

Respectfully submitted,

Ernest Henry, Adjutant

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WEBSITE CONTENT MANAGEMENT STATUS REPORT

July 10, 2023

Contract Status: From June 12 to July 10, under our Phase 2 Contract, I have performed 20.5 hours of work. Of that amount, 11 was under the scope of our Phase 2 Contract. 15.25 hours was related to Out of Scope Newsletter production. I will be submitting a bill for the Newsletter work.

Email Communications: The Post70NH@gmail.com email account continues to generate activity. From June 13 to July 10, there were 8 website-generated incoming emails as follows:

- 3 – Hall Rental
- 2 – Veterans Services
- 1 – Bands Business
- 2 – Membership

I continue to check it manually at least twice a day then follow up with Ernie and/or Traci. I have noticed in the past week a serious delay in receiving messages - sometimes as much as 20 hours. I will start leaving it open while I am at my desk and record log in/log out times starting today.

Program Group Support. I continue to provide website and document support to the Post, SAL, and the Riders as requested. Interaction with AUX is poor, although 1st VP Dawnne Stevens has expressed a commitment to improvement.

Newsletter: Production of the Q3 issue was completed on June 20. There was a delay in getting it before the Commander's eyes, so it didn't go to Staples until June 30 — quantity this time is 705. However, the web version "Sneak Peek" was posted on the NEWSLETTERS and WHAT'S HAPPENING pages timely on June 27. Ernie continues to complain that I charge too much for this work, but it is A LOT of work — and he does acknowledge that he has received NO complaints, NO corrections reported, and NO returns from Q3. Ideally, you should be looking for a member to take this task and run with it. Ernie has an Opportunity Posting that I drafted to see if there is anyone out there who could be trained to do it.

Mailing List: As last reported, the Q3 mailing was supposed to be distributed to a newly created list generated from Roster downloads. Better management of the growing list was the intention. The AUX refused to comply with Ernie's email request, indicating the belief that it came from ME, not Ernie, ("he sure didn't write that!") and they would not release "confidential" information to me for possible mis-use. Ernie can provide details of his conversation with Kelly

Website Updates and Document Rescue for Small Businesses

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and Peg. The end result is that we did not get new data from AUX, although there was a promise to supply it for Q4. The additional work involved in blending the new list with the old list and search/removal for duplicates is described in the Activity Report accompanying this report.

2023 Memorial Day — This task is unchanged from my last report, so repeated here: I have taken and collected from other sources 90+ images of this event. I am proposing that we create a page, similar to that done for the Installations, which can serve as a template for future years. Since it is out of scope, the variables (number of pictures, etc.) allow for proceeding under an established budget for this page. The Installations page took 4.5 hours and many of the photos taken were unused. **Please let me know how and if you want me to do this and how much is the budget for it.**

Facebook/Queen of Hearts – This item is unchanged since my last report, so repeated here: The Queen game is generating a lot of buzz on your Facebook page. Questions about Rules, procedures, etc., are being posted and answered by non-authorized people, therefore misleading the public. As a solution, I have created a Queen of Hearts website page (content approved by Ernie) and propose the following statement be posted by your Facebook Admin and placed at the permanent top of posts:

From Our Commander, Jesse Brown Jr.

This Facebook page is intended as a tool for our members and the general public to use to interact with each other about our Post. Occasionally we use it for announcements to those users. It is NOT, however, our official tool for disseminating information on Post activities, rules, processes, and the like. Our website, post70nh.org IS where you should go for official information – which is evaluated frequently and updated often. Questions about our processes, events, and general feedback is encouraged using our email post70nh@gmail.com. If you email a question, you will receive an answer from someone AUTHORIZED to supply that information to you, and you will receive it promptly. We discourage calling our on-duty bartenders with questions – they are working hard to serve our patrons.

Many recent questions have been about our QUEEN OF HEARTS game. We now have created a special web page for that purpose. Please check it out at <https://post70nh.org/index.php?id=117>.

I continue to enjoy the work I do for you.

Respectfully,

Cathie Clark

Cathie M Clark Consulting LLC
 Seabrook Legion Activity Log - June 12 to July 11, 2023

Journal Type	Subject	Start Date	Start Time	Minutes	Hours	OOS	Body
Task	Phase 2 - Site Updates	6/12/2023	8:30:00 PM	15	0.25		QUEEN page: Add \$150,000 cap statement to Rules List Word doc/PDF and web page content. Upload Revised 6/12/2023 PDF. Add link to new Rules doc.
Document	Out of Scope - Newsletter	6/13/2023	4:51:00 AM	120	2	2	Create Calendar inserts in Excel. Create Q3 Issue Draft
Document	Out of Scope - June Minutes Draft	6/13/2023	4:53:00 AM	180	3		Transcribe recording of Meeting for Ernie. 3 pages of text total. Investigate transcription apps for iPhone memo recordings.
Document	Out of Scope - Newsletter	6/14/2023	4:51:00 AM	60	1	1	1 Insert 2022 content into Q3 2023 Draft in Word, with tracked changes enabled..
Task	Phase 2 - Site Updates	6/14/2023	7:25:00 AM	15	0.25		MEMBERS ONLY page: Combine approved May Minutes with CMC May Web status report in PDF file. Post to page.
Task	Phase 2 - Site Updates	6/14/2023	2:30:00 PM	30	0.5		EVENTS CALENDAR: Add Band Listings July through December (still two dates open)
Task	Phase 2 - Site Updates	6/14/2023	6:28:00 PM	5	0.08333		WHAT'S HAPPENING page. JACKPOT ON 6/14: \$2,679.00 == No Winner

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Seabrook Legion Activity Log - June 12 to July 11, 2023

Task	Phase 2 - Site Updates	6/18/2023	1:00:00 PM	10	0.16667	Ernie-observed/directed changes: WHAT'S HAPPENING: Band listing for June 24 – Scofield Road Correction to SAL Sin Cycle Raffle (no split sponsorship, per Bill Donovan) Wed/Fri food – update to Summer items
						MEMBERSHIP MATTERS: 2023 Membership Drive numbers update to 108%
Document	Out of Scope - Newsletter	6/20/2023	2:00:00 AM	120	2	2 Add Ernie's edits to Word draft. Insert Draft content into DRAFT Publisher file. Create resized Calendar entries in Excel, snap them into JPG. Insert Calendars into Publisher DRAFT. Make 3 copies for Ernie, Traci, and Jesse. Route to Bill Donovan as final proofreader.
Document	Out of Scope - Newsletter	6/22/2023	3:00:00 PM	120	2	2 Make corrections to Publisher file as identified by Bill Donovan. Email Traci with revisions to Hall Rental section. Approved by return email. Gave final to Ernie to take to the print house. Create online PDF with live links.

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Seabrook Legion Activity Log - June 12 to July 11, 2023

Microsoft Excel	Out of Scope - Newsletter	6/26/2023	3:00:00 AM	480	8	8	New Mailing List creation. Due to refusal and ultimately inability of AUX to download their roster into an Excel file, much time was spent proceeding without this information. Roster downloads had been obtained from the SAL and the Post without a problem. It takes 5 minutes max for them to download and email the file. Ernie can supply details.
							Instead of creating an all-new vastly improved list, we had to combine the old poorly-maintained list used for Q2, add 124 new 2023 members, delete 10 deceased, manually search to eliminate duplicates, and correct obvious errors. Final count for this issue is 705.
							AUX has agreed to provide the needed file for the Q4 issue.
Task	Phase 2 - Site Updates	6/27/2023	8:00:00 AM	5	0.08333		NEWSLETTER page – Uploaded Q3 PDF, added link
Microsoft Excel	Out of Scope - Newsletter	6/27/2023	9:00:00 AM	15	0.25	0.25	Mailmerge of 06262023 Excel datafile to Word document for Avery 5160 label stock (supplied by Ernie)

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Seabrook Legion Activity Log - June 12 to July 11, 2023

Task	Phase 2 - Site Updates	6/27/2023	1:00:00 PM	30	0.5	Ernie-observed/directed changes: WHAT'S HAPPENING: Band listing for July 1 – Chuck D (not the rapper). Wed/Fri food – Kitchen closed July and August June 30 Post-sponsored Meat Raffle. Queen of Hearts – Revised rules link QUEEN OF HEARTS: 6/26 Rules Revisions- Upload new document, edit link NEWSLETTERS; Q3 Web Version uploaded and link added
Task	Phase 2 - Site Updates	7/2/2023	12:00:00 PM	10	0.16667	WHAT'S HAPPENING: Band listing for July 8 – Ghost Riderz NEWSLETTER: Remove postage permit indicia from webPDF and repost. SPECIAL EVENTS: Upload Ghost Riderz flyer jpg, create PDF. Link to both.
Task	Phase 2 - Site Updates	7/6/2023	6:00:00 AM	5	0.08333	WHAT'S HAPPENING page. JACKPOT ON 7/5: \$8,862.00 == No Winner

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 Seabrook Legion Activity Log - June 12 to July 11, 2023

Task	7/9/2023	4:00:00 AM	10	0.16667	WHAT'S HAPPENING:
Phase 2 - Site Updates					Band listing for July 15 – Joe Mack Solo (searched for and added link to his website with music videos)
					Meat Raffle for July 14 – SAL and attach link to Game Sheet
			1230	20.5	
				-15.25	
					11 TOTAL HOURS WORKED