



MEETING MINUTES — POST 70

Meeting was held 6/12/2023. All Officers were present – but Chaplain and 1st Vice are still open.

The meeting was called to order at 7:00.

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

Financial Officer Report: The report was read and accepted.

Post Service Officer's Report: Gave a report that at Convention, motion was brought up to increase membership dues. Motion was defeated.

Painting the building. Paint will be donated by Jarrod Patton and volunteers will do the painting.

The fence: Jesse looked into it at Lowe's, you're probably talking for materials a couple thousand dollars for fencing. The commander has guys who know what they are doing. Motion was made to let the Commander continue with the project, motion passed unanimously.

It was found that the electrical work was in bad shape and has to be brought up to code. Motion made to update the electric. Motion passed unanimously.

Windows for the Pavilion: Should be in next week. Also putting in all new cameras.

Vacant 1st VP position: Dana Poirier was nominated to fill the open position. Motion made and seconded to nominate Dana Poirier. Motion passed. Dana was sworn in as First Vice.

Our Communication Consultant, Cathie Clark, had submitted her monthly written report. The report is attached to these Minutes. She was available on-site but was not asked to attend the meeting. Cathie is also in the process of producing the Newsletter for July, August, and September. The previous mailing list had not been



kept up to date. New members were not included, deceased members were not omitted. Post and SAL has been brought up to date for this issue. The Auxiliary did not give us a Roster update so they will do that the next issue. The Newsletter is posted on our website for anyone to read.

Meeting adjourned at 8:15 p.m.

Respectfully submitted,

Ernest Henry, Adjutant

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WEBSITE CONTENT MANAGEMENT STATUS REPORT

June 12, 2023

Contract Status: From May 9 to June 11, under our Phase 2 Contract, I have performed 10 hours of work. Of that amount, 5.83 was under the scope of our Phase 2 Contract. 1.5 hours was related to Out of Scope Queen Winner and 1.75 for Program pages. I am submitting a quarterly bill for the agreed-upon two hours a month (6 hours/quarter) of Contract work, and upon receipt of that will be paid up through September 14.

Email Communications: The Post70NH@gmail.com email account continues to generate activity. From May 7 to June 12, there were 15 website-generated incoming emails as follows:

- 2 – Community Involvement
- 3 – Questions about our Events
- 3 – Hall Rental
- 4 – Veterans Services
- 2 – Bands Business
- 1 – Trash and Recycling

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

Program Group Support. I have been responding to requests from the Sons and Riders groups for updates to their respective pages and they have been very supportive of my work. Communication with the Auxiliary has declined since the new Officers assumed their posts. I have reached out to Peg and Dawnne and hope this will improve.

Newsletter: Since my last report, your Commander decided I should be compensated for my 14 hours of work on the Q2 issue. I appreciate that very much. Q3 should take less time—I am trying to get it down to the 2 hours per issue Ernie thinks it should take. If authorized to do so, I will produce Q3 for you also, with a cap on actual hours to be negotiated. See the Mailing List item that follows for the major contributing factor to past production times. The deadline for production of Q3 is June 30, but I can get it out earlier. 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: Since the Q2 mailing, I have been given names to add to the ancient, separately-maintained “the list”. This is the form of those (show handwritten slips). No emails, no phone numbers, no indication they are members—active or inactive—and subject to incorrect interpretation of others’ handwriting when inputted. Best practices protocol is that inactive

Website Updates and Document Rescue for Small Businesses

Your Words are My Business

members should not be getting the mailed Newsletter. It is now being posted on the website, but if they want to receive it by mail, they should pay their dues. In my last report, my recommendation was to create a new list, building upon the downloaded Post 70 Roster data and that of the Program Groups. Downloads should occur, if not regularly, at least once per calendar quarter. Full disclosure: the MyLegion webtool downloads the separate fields for Address, City, State, and Zipcode into one column, making the data unusable for the mailmerge process and other management purposes. I can and have successfully massaged the data into separate columns. Since then, I have asked for and received from Jim Cate a similar download for SAL and have done the same work on his data. It takes roughly a half hour of my time. I need one from the Auxiliary to make this work. I asked Ernie if we can request MyLegion improve the downloaded product and he is thinking about it.

2023 Memorial Day: 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: 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 - May 8 to June 11, 2023

Journal Type	Subject	Start Date	Start Time	Minutes	Hours	Detail
Task	OUT OF SCOPE - Create Queen Info Page	6/7/2023	1:30:00 PM	15	0.25	Create new page, inactive status. Import email status statement from FB, previously approved by Ernie.
Task	OUT OF SCOPE - Create Queen Info Page	6/10/2023	2:30:00 AM	30	0.50	Re-create Queen of Hearts Rules document. Insert Rules text in new web page. Push out to web – difficulties encountered. Something wrong with MenuBuilder function. Maybe they are doing overnight server maintenance. Try again tomorrow.
Task	OUT OF SCOPE - Create Queen Info Page	6/11/2023	8:00:00 AM	15	0.25	Attempt publishing again. Again failure. Email LegionSites support and report problem.
Document	Out of Scope - Queen of Hearts Winner Processing	6/8/2023	10:00:00 AM	30	0.50	Access IRS form W2-G, save, and populate with Legion info in advance of Winner Peter Meyer's arrival.
Document	Out of Scope - Queen of Hearts Winner Processing	6/8/2023	12:30:00 PM	60	1.00	Winner Peter Meyer's arrival. Ernie validates his ID info and I populate all 6 pages of the W2-G with Meyer's details. Proofread, get Meyer approval that all info is correct, print out necessary copies.
Task	OUT OF SCOPE - SAL page	6/11/2023	9:00:00 AM	15	0.25	Scan flyer for Sin City Cycle Swag Raffle. Save as PDF and JPG. Post on WHAT'S HAPPENING, SAL page, and EVENTS CALENDAR

Cathie M. Clark Consulting LLC
Seabrook Legion Activity Log - May 8 to June 11, 2023

Journal Type	Subject	Start Date	Start Time	Minutes	Hours	Detail
Task	Out of Scope = Membership	5/22/2023	6:30:00 PM	30	0.50	Download current Roster from MyLegion.com into Excel file. Sort data to determine how many new memberships were added since January. Download reveals that although there is a field called "Member Since" containing a creation date in the Member's profile, it does not export into the download data of 400 total members. Tried to customize the download, using filters to include it but the option does not exist. Re-sorted data many different ways using the "Paid Through" year date and "Continuous Years" fields to determine 42 Members added in 2023.
Task	Out of Scope = Program Group Page Changes	5/27/2023	10:00:00 AM	30	0.50	Updated ALR page with link to ALR Facebook page. Emailed Tom to notify work was done.
Task	Out of Scope = Program Group Page Changes	5/27/2023	10:00:00 AM	30	0.50	Request from Tom Chigas to change name of Riders page from Post 70 to Chapter 70. System will not allow simply changing name, so created new page and retired the old one. Tested Menu order to make sure it took correctly. Updated ALR and WHAT'S HAPPENING pages Singo item to June 18. No flyer available yet. Updated EVENTS CALENDAR with June 18 date. Emailed Tom to notify work was done.
Document	Phase 2 - Documents	5/31/2023	1:30:00 PM	15	0.25	Scan Scholarship Award sample. Save as editable PDF. Save as JPG. Print for evaluation.

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Seabrook Legion Activity Log - May 8 to June 11, 2023

Journal Type	Subject	Start Date	Start Time	Minutes	Hours	Detail
Task	Phase 2 - Site Update	5/10/2023	1:00:00 PM	15	0.25	Upload April Minutes to DocGallery, add April Minutes document to MEMBERS ONLY page.
Document	Phase 2 - Site Updates	5/9/2023	12:00:00 PM	15	0.25	Re-create ALR Homeless Vets Ride Raffle flyer.
Phone call	Phase 2 - site updates	5/9/2023	12:30:00 PM	30	0.50	Upload ALR and Epping Flyers to Photo Gallery. Update EVENTS CALENDAR with June 24 ALR Homeless Vets Ride. Update WHAT'S HAPPENING with both events.
Task	Phase 2 - Site Updates	5/10/2023	9:30:00 AM	15	0.25	Update ALR program page with info on June 3 and June 24 rides. Add links to flyers.
Document	Phase 2 - Site Updates	5/10/2023	12:30:00 PM	15	0.25	Remove DRAFT watermark from April Minutes, create PDF, add CMC Website report to file.
Task	Phase 2 - Site Updates	5/10/2023	6:28:00 PM	5	0.08	Update Queen Jackpot to \$188,579
Task	Phase 2 - Site Updates	5/14/2023	9:30:00 AM	10	0.17	Update WHAT'S HAPPENING: Band Listing updated to Spoke & Throttle. Added Mother's Day Breakfast SPECIAL EVENTS: Removed SAL Meat Raffle Flyer for May. Added SAL Meat Raffle Flyer for June
Task	Phase 2 - Site Updates	5/14/2023	1:00:00 PM	5	0.08	Update WHAT'S HAPPENING: Volunteers Needed for Flag Replacement, per Ernie

Cathie M. Clark Consulting LLC
Seabrook Legion Activity Log - May 8 to June 11, 2023

Journal Type	Subject	Start Date	Start Time	Minutes	Hours	Detail
Task	Phase 2 - Site Updates	5/14/2023	7:00:00 PM	10	0.17	Update SPECIAL EVENTS: Created links to printable PDFs for the 3 flyers shown (2-ALR) (1-SAL)
Task	Phase 2 - Site Updates	5/15/2023	4:00:00 PM	10	0.17	Photo/Documents :Uploaded Memorial Day Flyer.JPG and printable PDF. Added both to SPECIAL EVENTS
Task	Phase 2 - Site Updates	5/16/2023	6:00:00 PM	30	0.50	ALR Events May 21 Music Singo – downloaded photo off my camera, uploaded JPG onto PhotoGallery, created PDF and uploaded to DocumentGallery. Added to WHAT’S HAPPENING and RIDERS page and linked to PDF. Added to EVENTS CALENDAR and referred to WHAT’S HAPPENING
Task	Phase 2 - Site Updates	5/17/2023	6:28:00 PM	5	0.08	Update Queen Jackpot to \$218,466

Meat Raffle on May 26 is already on EVENTS CALENDAR, as are all of their Meat Raffles for the rest of the year. When they provide a flyer/game sheet document, I will treat them the same as SAL.

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Seabrook Legion Activity Log - May 8 to June 11, 2023

Journal Type	Subject	Start Date	Start Time	Minutes	Hours	Detail
Task	Phase 2 - Site Updates	5/22/2023	9:30:00 AM	30	0.50	Update WHAT'S HAPPENING: Band Listing updated to No Band Added Memorial Day Program Sheet Moved ALR June events to their page. Added link.
						SPECIAL EVENTS: Uploaded Memorial Day Program Sheet
Document	Phase 2 - Site Updates	5/22/2023	11:00:00 AM	15	0.25	Type DRAFT May Minutes from Ernie's notes.
Document	Phase 2 - Site Updates	5/22/2023	1:00:00 PM	60	1.00	Create Memorial Day Remarks for Ernie. 3 pages.
Task	Phase 2 - Site Updates	5/24/2023	6:28:00 PM	5	0.08	Update Queen Jackpot to \$254,254
Task	Phase 2 - Site Updates	5/30/2023	1:48:00 PM	5	0.08	Update MEMBERSHIP MATTERS with winners of Cash Drawing. Update WHAT'S HAPPENING Membership Winners announcement and link to MM page.
Task	Phase 2 - Site Updates	5/30/2023	1:48:00 PM	10	0.17	Update CANTEEN page with Club 70 Rules.
Task	Phase 2 - Site Updates	5/31/2023	6:28:00 PM	5	0.08	Update Queen Jackpot to \$293,698 19 cards left 7 Diamonds drawn. Sonia Driscoll wins \$500

Cathie M. Clark Consulting LLC
Seabrook Legion Activity Log - May 8 to June 11, 2023

Journal Type	Subject	Start Date	Start Time	Minutes	Hours	Detail
Task	Phase 2 - Site Updates	6/2/2023	1:48:00 PM	10	0.17	Update EVENTS CALENDAR with 6/27 Band listing. Search for FB/web page for Friends of Ledge band.
Task	Phase 2 - Site Updates	6/5/2023	5:00:00 AM	5	0.08	Update WHAT'S HAPPENING: Band Listing updated to Friends of Ledge Changed Meat Raffle to AUX
Task	Phase 2 - Site Updates	6/5/2023	5:00:00 AM	15	0.25	Update WHAT'S HAPPENING: Band Listing updated to Ghost Riderz Changed Meat Raffle to SAL, linked to Game Sheet
Task	Phase 2 - Site Updates	6/7/2023	6:28:00 PM	5	0.08	WHAT'S HAPPENING page. JACKPOT ON 6/7: \$341,267.00 == WE HAD A WINNER!!! New Game Starts: June 14 -- Jackpot: \$1,000.00
Task	Phase 2 - Site Update	5/23/2023	8:19:00 AM	5	0.08	Add a countdown sentence to WHAT'S HAPPENING -- Membership Matters item.
				605	10.08	