



## MEETING MINUTES — POST 70

Meeting was held 5/8/2023. All Officers were present – but Chaplain and 1<sup>st</sup> Vice are still open. There was a total of 10 in attendance and one Guest: Thomas Wiley, NH Department Historian.

Our Communication Consultant, Cathie Clark, had submitted her monthly written report on our website status and related work. It is attached to these Minutes. She was available on-site but was not asked to attend the meeting.

The meeting was called to order at 7:00.

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

### **Business Matters:**

**Membership:** There were five (5) new members accepted to Post 70. Guest, Tom Wiley, announced that Post 70 is at 100% for Membership and will be awarded at the Convention the Family Ribbon. Also, SAL and AUX are at 100%.

**Painting the Building:** Rick and Angle (sp?) professional painters who are here almost every day said they could get the paint for free and volunteers could do the painting.

**Pavilion:** We voted to give the bid to Jarrod in the amount of \$47,800 which includes increasing the storage areas 3 feet.

**Security:** Security will cost \$13,000, which includes cards, keys, and improvement on cameras. Motion made and passed.

**Fencing:** We could do the fencing, probably stockade-type, which is easy to work with.



**AED (Automated External Defibrillator) systems:** We talked about having AED installed for both upstairs and Canteen.

**Memorial Day:** The Agenda is all set. Flyers being prepared and will be picked up at the Rec Center and posted on the website.

**Canteen Kitchen:** Ernie reported that the open kitchen on Wed and Fri nights is doing well and making a profit.

Meeting adjourned at 8:00 p.m.

Respectfully submitted,

Ernest Henry, Adjutant

## Cathie M. Clark Consulting, LLC

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### WEBSITE CONTENT MANAGEMENT STATUS REPORT

May 8, 2023

**Contract Status:** From April 10 to May 8, under our Phase 2 Contract, I have performed 23 hours of work. Of that amount, 3.75 was under the scope of our Contract. 4.5 hours related to Out of Scope Election/Installation and 14 hours of Out of Scope Newsletter work I agreed to perform for free this time. An additional 10.25 hours was a special Commander Letter project requested by Jesse. I previously submitted a quarterly bill for the agreed-upon two hours a month (6 hours/quarter) of Contract work, and am paid up through June 15.

**Email Communications:** The Post70NH@gmail.com email account continues to generate activity. From April 10 to May 7, there were 9 website-generated incoming emails. I continue to check it manually at least twice a day then follow up with Ernie.

**Program Group Support.** All Program Group pages have been updated to show 2023-24 Officer Election results. This Installation-related task is not covered in our contract, but it only took 5 minutes each so Ernie authorized it and I did it at no charge. SAL Sr VP Bill Donovan has been very helpful in spotting errors site-wide and reporting them to me for correction. His feedback is appreciated, so I have reciprocated by preparing Meat Raffle flyers for the rest of their sponsorships this year and have them loaded on the Photo Gallery, ready to link to on WHAT'S HAPPENING. Commander Larry Quinn has also been referring members to me for their web-related questions which I think helps promote use of the site, and in return I have loaded their Membership Application document and linked to it on the SAL page. Outgoing AUX President Patty Murphy and 2nd VP Evie Bogash have been very supportive of my work. I have no requests from them about their page, but am looking forward to providing to them the kind of cooperation the Legion is known for. I have received from AUX 30 new names for the Newsletter mailing list.

**Newsletter:** As mentioned above, I am not charging anything for my work on the Q2 Newsletter. What a learning experience it was – described in a separate attached Activity Log. Total hours were 14 = \$1,050 worth of my work for free. The Q2 issue is posted on the NEWSLETTER page and a link is provided to it on WHAT'S HAPPENING, along with correction notes, one such correction was very politely called to my attention by SAL's SAA Ralph Brown and fixed within hours.

As for the future Newsletters, printed-and-mailed Newsletters are expensive and quarterly issues are in many ways obsolete before they reach the recipients. The national trend is to go electronic if possible and Ernie knows all about NH Department and National paving the way on

Website Updates and Document Rescue for Small Businesses

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it. I support that if you are so inclined. However...the Q1 Newsletter mailing list I inherited has not been maintained correctly, and consists of 611 members, only three (3) of which have email addresses. The 30+ new additions yet to be done did not include emails. The Post 70 Roster on the MyLegion website has been maintained by Ernie and the version we downloaded for use on Jesse's "Letter from the Commander" contains 378 addresses, 164 of which have emails.

My recommendation is to build upon it for Q3, obtain similar downloads from the Program Groups whose members should be included, start brand-new for continued USPS mailing of Q3, creating a list that is more accurate and useful, regardless of future methods of distribution. When you have enough emails that you can start using them for the Newsletter, keep in mind that email "blasts" of more than 100 addresses must be sent using an email communications provider, which will require some investigation and comparison of price.

It was never in my plan to "take charge" of your Newsletter. However, now that Kelly has retired from her role, I have spent many hours thinking about it. I am willing to work with you under a separate contract – either to produce the Newsletter going forward or to train others to do it and provide only the troubleshooting covered under our Phase 2 Contract. This is open to discussion and if you wish me to continue involvement, please schedule a meeting to discuss it.

**The 2023 Election/installation page** has been expanded to include a separate page for selected images from the event. I have given Traci a thumb drive containing images from the after-party for use on the Canteen Facebook page. Total work on this Out-of-Scope project was 4.5 hours, described in a separate Activity log attached. I would appreciate payment for this work and will consider whatever amount you think fair and reasonable.

I continue to enjoy the work I do for you.

Respectfully,



Cathie Clark

Cathie M Clark Consulting LLC  
Activity Log - April 11 to May 7, 2023

Journal Type	Subject	Start Date	Start Time	Duration (Minutes)	Hours	Work Detail
Task	Website Updates - Membership Info Page	4/27/2023	12:00:00 PM	60	1.00	At Ernie's request, added to DD214 step 2 the link to <a href="https://vetrecs.archives.gov/VeteranRequest/home.html">https://vetrecs.archives.gov/VeteranRequest/home.html</a> #BasicInformation < <a href="https://vetrecs.archives.gov/VeteranRequest/home.html">https://vetrecs.archives.gov/VeteranRequest/home.html</a> > . However, the page would not accept the change. Why? Exhausted all possibilities, and ended up creating a new MEMBERSHIP REQUIREMENTS page and substituting it.
Task	Website Updates	4/20/2023	8:13:00 AM	5	0.08	Change Queen number on WHAT'S HAPPENING.
Task	Website Updates	4/26/2023	8:30:00 AM	5	0.08	Change Queen number on WHAT'S HAPPENING.
Task	Phase 2 - Website Updates	4/12/2023	2:00:00 PM	10	0.17	Upload Post March Minutes to Document Gallery. Add link to MEMBERS ONLY for Minutes.
Task	Phase 2 - Website Updates	4/16/2023	3:00:00 PM	10	0.17	Uploaded corrected Newsletter PDF and updated WHAT'S HAPPENING with corrected content. Also updated Band listing.
Task	Phase 2 - Website Updates	4/29/2023	3:30:00 PM	10	0.17	Uploaded ELECTION pages 1&2 and updated WHAT'S HAPPENING with corrected content. Also updated Band listing with video from Patty on Hellraizer.
Task	Phase 2 - Website Updates	5/3/2023	8:34:00 AM	5	0.08	Added Kitchen Closed notice.
Task	Phase 2 - Website Updates	5/4/2023	8:34:00 AM	5	0.08	Removed Kitchen Closed notice. Back to normal on Friday.

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Activity Log - April 11 to May 7, 2023

Journal Type	Subject	Start Date	Start Time	Duration (Minutes)	Hours	Work Detail
Document	Phase 2 - Site Update	5/1/2023	6:00:00 PM	30	0.50	Create "Meat by Larry" SAL Meat Raffle flyers for May through December.
Task	Phase 2 - Site Update	5/7/2023	1:30:00 PM	15	0.25	Update WHAT'S HAPPENING: Band listing – Ghost Riderz Meat Raffle – Add "Meat by Larry" SAL Meat Raffle flyer for 5/12
Task	Phase 2 - Page Updates - SAL	4/13/2023	9:22:00 AM	15	0.25	Go online and connect to SAL national, open Membership Application – it matches what Larry is giving out. Copy link to it. Add link to bottom of SAL Post 70 page.
Document	Phase 2 - Installation Program	4/12/2023	3:00:00 PM	5	0.08	Type Installation Program for Ernie. (attached)
Task	Phase 2 - EVENTS CALENDAR Update	5/1/2023	8:00:00 PM	15	0.25	Edit Detail field on SAL Meat Raffle dates May-Dec to refer back to WHAT'S HAPPENING for link to Game Sheet.
Task	Phase 2 - Calendar Update	4/15/2023	2:15:00 PM	5	0.08	Corrected Poppy Days dates on EVENTS CALENDAR. Need to replace PDF with corrected version. Waiting on Ernie to confirm.
Email Message	Out of Scope - Software Solutions	4/19/2023	6:17:00 AM	0	0.00	Prepare feeler post for FB groups.
Task	Out of Scope - Program Page Update - SAL	5/1/2023	7:30:00 PM	5	0.08	Update Officers for 2023-2024. Three names changed.

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Journal Type	Subject	Start Date	Start Time	Duration (Minutes)	Hours	Work Detail
Task	Out of Scope - Program Page Update - Post 70, AUX & Riders	5/7/2023	2:30:00 PM	15	0.25	Update Officers for 2023-2024.
Task	Out of Scope - Membership	4/18/2023	11:00:00 AM	60	1.00	Membership Dues reminder emails with Ernie.
Microsoft Excel	Out of Scope - Membership	4/18/2023	12:00:00 PM	15	0.25	Download "Club 200" data, tweak spreadsheet for Ernie's reach-out phone calls.
Task	Out of Scope - Installations	4/21/2023	7:00:00 PM	60	1.00	Attend ceremony, take pictures (coordinating with Marianne Dall photographer).
Task	Out of Scope - Installations	4/23/2023	8:30:00 PM	60	1.00	Download photos from Marianne, download mine from iPhone. Review all.
Task	Out of Scope - Installations	4/24/2023	6:00:00 PM	60	1.00	Go through all 167 photos with Ernie. Who ARE these people?
Task	Out of Scope - Installations	4/28/2023	3:00:00 PM	120	2.00	Selected 10 photos – created Page 2 for OFFICER ELECTIONS page. Looked up Officials names and titles on internet from District, Department, and Auxiliary pages.
Task	Out of Scope - Installations	4/29/2023	11:30:00 AM	180	3.00	Changed layout to Table with images. Added one more image. Worked with sizing of thumbnail photos and full-size for Click to Enlarge function. Could be better, but enough work for today. See what Ernie thinks. Send him an email with a link. Pushed out to the web.

Cathie M Clark Consulting LLC  
Activity Log - April 11 to May 7, 2023

Journal Type	Subject	Start Date	Start Time	Duration (Minutes)	Hours	Work Detail
Task	Out of Scope - Installation	4/27/2023	11:00:00 AM	60	1.00	Show Ernie how to crop images and load into LegionSites PhotoGallery. Consult on placement and order of District Officer photos and Oath Taking.
Document	Out of Scope - Commander Letter	4/12/2023	6:00:00 AM	120	2.00	Write letter requested by Jesse, using notes taken at the Bar.  Search Legion online for Mission and Founding background data.  Write connecting text.  Format, adding masthead and watermark.  Email draft to him at 8:05 AM
Document	Out of Scope - Commander Letter	4/16/2023	4:00:00 PM	30	0.50	Reformatted for one-fold mailer, two-sided content.  Researched Staples online for color vs BW pricing and it's not there. Have to call them tomorrow.
Document	Out of Scope - Commander Letter	4/25/2023	10:00:00 AM	30	0.50	Finalized text in two FINAL versions 5A and 5B, using two different headshots. Print out and leave in Jesse's box. His choice which he wants to use.
Task	Newsletter - Mailing List	4/11/2023	5:00:00 AM	5	0.08	Add 4 names from AUX Correct Bill Donovan's name spelling & address



Cathie M Clark Consulting LLC  
Activity Log - April 11 to May 7, 2023

Journal Type	Subject	Start Date	Start Time	Duration (Minutes)	Hours	Work Detail
Document	Newsletter - Correction	4/15/2023	12:00:00 PM	30	0.50	Poppy Days dates are wrong, per text from Kelly at 6:44 last night. Tried to reach Ernie to confirm, but no luck. Went ahead and made changes to the document and created a PDF.
Document	Newsletter - Correction	4/29/2023	12:00:00 PM	30	0.50	SAL 2nd Vice is wrong – still carrying Brousseau. Changed to Bradbury -- made changes to the document and created a PDF. Loaded onto DocGallery, edited NEWSLETTER page and added link. Emailed Ernie with corrected document attached.
Microsoft Excel	Commander Letter Mailing List	4/20/2023	6:14:00 AM	180	3.00	Data Analysis of 4/19/2023 Member Roster download. Work included:  <ol style="list-style-type: none"> <li>1. Correct obvious misspellings of names.</li> <li>2. Converted Name and Address columns into standard best practice separate columns for First, Last, Address1, Address2, City, State, Zip.</li> <li>3. Converted names and addresses entered as ALL CAPS to Upper and Lower case.</li> <li>4. Audited results and corrected outlaw entries.</li> <li>5. Formatted and printed 8-page list for review pre-mailing.</li> </ol> <p>Total count: 381 names – 216 do not have email addresses.</p> <p>Create separate lists for email, USPS, Deceased (only 3 out of this download batch)</p>

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 Activity Log - April 11 to May 7, 2023

Journal Type	Subject	Start Date	Start Time	Duration (Minutes)	Hours	Work Detail
Document	Commander Letter	4/18/2023	7:00:00 AM	120	2.00	Completely revised Draft 4 – intended for both email and USPS, timing after Installations.
Document	Commander Letter	5/2/2023	10:00:00 AM	15	0.25	Mailing List – Label file generation. 378 names, sorted by zipcode.  Sent email with files attached.
					<b>23.166667</b>	<b>Total Hours</b>

Cathie M Clark Consulting LLC  
 Activity Log  
 Seabrook Legion Newsletter

Journal Type	Subject	Start Date	Contract Hours	OOS Hours	Volunteer Hours	Work Detail
Document	Troubleshooting - Under Contract	1/31/2023	1	0.00	0.00	Test both Word and Publisher with Newsletter content. Created one of each, integrating the LegionSites Calendar. Wanted to link live to screenshots (which I will provide as part of Phase 2 each quarter) of JPG to be inserted. Continue to develop both.
Document	Troubleshooting - Under Contract	2/1/2023	2	0.00	0.00	Continue to mock-up the Word version. Work with Snip function to create JPGs of the Calendar months.
Document	Troubleshooting - Under Contract	2/2/2023	2	0.00	0.00	Edited Adjutant's Statement as instructed by Ernie in his 2/1 10pm email. Calendar image entries' font size is too small. Went on LegionSites Admin and tried to see if there's a way to increase and there isn't. On the site itself, <ctrl>+ will increase display. Played with Word doc image sizing to maximize use of space, but they are very small. As a workaround, I created PDF version, loaded it on new site, and built in hotlinks so anyone with the electronic version can connect with Calendar pages on the site and resize larger as desired. Added Newsletter to old site also and emailed Ernie to let him know. Also asked permission to send to Kelly.
Email Message	Troubleshooting - Under Contract	2/3/2023	0.25	0.00	0.00	Emailed Kelly the Word doc. Cc'd Ernie.
Email Message	Troubleshooting - Under Contract	2/9/2023	0.08	0.00	0.00	Sent follow up email to Kelly with Word attachment. Cc'd Ernie.

Journal Type	Subject	Start Date	Contract Hours	OOS Hours	Volunteer Hours	Work Detail
Meeting	Q2 Issue Production - Out of Scope (OOS)	3/22/2023	0	3.00	3.00	Opened Word template, Excel file from last year. Copied and pasted into this year's. Started formatting for this year and ran into difficulties with columns and rows and mailing panel. Probably better to use Publisher instead of Word. Ernie doesn't care.
Document	Q2 Issue Production - Out of Scope (OOS)	3/24/2023	0	1.00	1.00	Create screenshots of April, May, and June Calendars. Crop as needed. Insert into Publisher draft. Create PDF and print out to give Ernie today.
Document	Q2 Issue Production - Out of Scope (OOS)	3/27/2023	0	3.00	3.00	Screenshots of Calendar are too small. Used Excel from 2022. Fleshed out with new content for this year. Insert into Publisher file and print out for Ernie/Jesse tomorrow.
Task	Mailing List - Out of Scope (OOS)	3/28/2023	0	2.00	2.00	Clean up List: 1. Take City/State/Zip column and convert to three columns so each one carries one piece of address info for easier sorting. Process data (600+ addresses) into the 3 columns. 2. Verify data, correcting improper spellings. 3. Remove duplicates. 4. Added 21 new names. 5. Created columns for phone and email info and Add Date 6. Created column for Removals. Marked 4 names for removal before this mailing. 7. Created Worksheet for Removals. Moved 2/7 and 3/28 removals off All Members list to Removals (13 total)

Cathie M Clark Consulting LLC  
 Activity Log  
 Seabrook Legion Newsletter

Journal Type	Subject	Start Date	Contract Hours	OOS Hours	Volunteer Hours	Work Detail
Document	Q2 Issue Production - Out of Scope (OOS)	3/28/2023	0	2.00	2.00	Went over Mailmerge method of addressing as opposed to printing labels and manually affixing them. Showed Ernie the 1200-page PDF file. He authorized calling Staples to discuss. He says they don't process the Newsletter in-house – they farm it out to someone else for legal-size, two-sided B&W copying and a quad-fold for 30 cents/each. I mentioned ZipType in Newburyport. Staples took forever to answer the phone, said they will have “someone” call me back. They didn't. Verified Calendar entries. 2 Tweaks necessary. Ran draft by Jesse. He approves. Copied my files off thumb drive onto Post computer. Their version of Publisher is different from mine. I'd rather work from the home office anyway. Brought marked up draft home for finalization, re-creation of Mailmerge and PDF. Plan is to bring the FINAL tomorrow morning.
Document	Q2 Issue Production - Out of Scope (OOS)	3/28/2023	0	0.50	0.50	Proofreading final Q2 Publisher File. Found a bunch of tiny errors. Corrected them all. Then did a test Mailmerge, sorted by Zip, then Last Name. Looks ok. Proceed to create PDF.
Document	Mailing List - Out of Scope (OOS)	3/29/2023	0	1.00	1.00	Mailing Label document. Mailmerge 608-name list to Avery 5160 (provided by Ernie), save file. Print out labels.

Cathie M Clark Consulting LLC  
 Activity Log  
 Seabrook Legion Newsletter

Journal Type	Subject	Start Date	Contract Hours	OOS Hours	Volunteer Hours	Work Detail
Task	Mailing List - Out of Scope (OOS)	4/11/2023	0	0.08	0.08	Add 4 names from AUX Correct Bill Donovan's name spelling & address
Document	Q2 Issue Production - Out of Scope (OOS)	4/15/2023	0	0.50	0.50	Poppy Days dates are wrong, per text from Kelly at 6:44 last night. Tried to reach Ernie to confirm, but no luck. Went ahead and made changes to the document and created a PDF.
Document	Q2 Issue Correction - Out of Scope (OOS)	4/29/2023	0	0.50	0.50	SAL 2nd Vice is wrong -- still carrying Brousseau. Changed to Bradbury -- made changes to the document and created a PDF. Loaded onto DocGallery, edited NEWSLETTER page and added link. Emailed Ernie with corrected document attached.
			<b>5.33</b>	<b>13.58</b>	<b>13.58</b>	<b>Total Hours Performed at No Charge. \$1050 Value</b>

Journal Type	Subject	Start Date	Start Time	Minutes	Billable Hours	Volunteer Hours	Work Detail
Document	Installation Program	4/12/2023	3:00:00 PM	5			Type Installation Program for Ernie. (attached)
Task	Meeting	4/21/2023	7:00:00 PM	60			Attend ceremony, take pictures (coordinating with Marianne Dall photographer).
Task	Photo files	4/23/2023	8:30:00 PM	60	1		Download photos from Marianne, download mine from iPhone. Review all.
Task	Photo files	4/24/2023	6:00:00 PM	60	1		Go through all 167 photos with Ernie. Who ARE these people? How many photos to use? How to handle individual names in Captions.
Task	Load Photos onto PHOTO GALLERY	4/27/2023	11:00:00 AM	60			Show Ernie how to crop images and load into LegionSites PhotoGallery. Consult on placement and order of District Officer photos and Oath Taking.
Task	Create new Website Page	4/28/2023	3:00:00 PM	120	1		Selected 10 photos – created Page 2 for OFFICER ELECTIONS page. Looked up Officials names and titles on internet from District, Department, and Auxiliary pages.
Task	Edit website page	4/29/2023	11:30:00 AM	180	1.5		Changed layout to Table with images. Added one more image. Worked with sizing of thumbnail photos and full-size for Click to Enlarge function. Could be better, but enough work for today. See what Ernie thinks. Send him an email with a link. Pushed out to the web.
					4.5	0.00	<b>Total Hours</b>