



MEETING MINUTES — POST 70

Meeting was held 11/13/2023. Seven were present. All Officers were present, except the First Vice who was not excused. Chaplain is still open.

The meeting was called to order at 7:00 by Commander Jesse Brown Jr.

Minutes of the October meeting were read and accepted.

Financial Officer Reports: The reports were read and accepted.

New Members: Ernie announced three new members. Motion made to accept all three, motion passed.

Post Service Officer's Report: Gave a report on the Post attending a ceremony at the Elementary School in Seabrook. The place was packed, the kids did a great job recognizing the Veterans on Veterans Day. Question by the Commander whether a space in the new donated pegboard to post Veterans Services would be beneficial. Response was positive.

Old Business: Handicap-door – no price info from Jarred yet. We'll have the number by the next meeting. Draft beer – will be investigated after bathrooms are done. Fencing – before Winter. The Commander remarked that a member of the Patriot Riders (Dick Nelson Jr) who is a "fence guy" will install a stockade fence at his expense. He is an experienced fence installer. 2 Gates - one a double gate. Elevator – investigating it as a good idea for the future. The Commander will ask for numbers on the project.

Newsletter: Ernie asked that we-visit October vote to. Motion made and seconded to send one more issue (Jan 2024) at the same cost. Motion passed. Discussion about multiple copies to one household. This last mailing list will be pruned accordingly. Question raised about why upcoming issues do not contain new events, only long-established yearly scheduled events. Ernie's answer was that the event coordinators have not been requesting that the events be included specifically in the Newsletter. Such events ARE already on the website (SPECIAL



EVENTS, WHAT'S HAPPENING, and the Home pages of the sponsoring Program Group).

Bingo: Question asked to clarify start date (now Nov. 21) and whether it's costing the Post money (no, it's not).

Kitchen: Julie can no longer run the kitchen on Wed & Friday nights. Jesse has a possible person. For Fri Nov 17 there will be no kitchen because of the prep for the Thanksgiving meal on Sunday the 19th and none on Wed the 22nd

New Business: Postage for Care Packages sent by the AUX. Motion made to pay for it, motion seconded and passed.

Queen Winner: Ernie reported that the Nov 8 Winner of \$200 asked that the Post accept it as a donation toward the Care Packages. He gratefully accepted.

Chaplain led the group in a closing prayer as acting Chaplain, followed by the Commander closing of the meeting at 7:45 p.m.

Respectfully submitted,

Ernest Henry, Adjutant

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WEBSITE CONTENT MANAGEMENT STATUS REPORT

November 13, 2023

Contract Status: From October 10 to November 13, under our Phase 2 Contract, I have performed 12 hours of work. Of that amount, 9 hours were under the scope of our Phase 2 Contract but still over the estimated 2 hours a month. 3 hours were Out of Scope related to correction of the Q4 Newsletter and 2 hours updating the Legion.org profile of Post 70. I have received payment for my quarterly retainer and am paid through December 15. My Activity Log printout is attached to this report.

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

- 1 – Hall Rental
- 2 – Community Involvement
- 2 – Membership
- 5 – Post 70 Events
- 3 – Veterans Services

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 provide website and document support to the Post, SAL, and the Riders whenever requested. Most recently, I was introduced by Patty Murphy to the AUX member who produces the handsome flyers I've been seeing on the Post's FB page. We are now connected so I will be able to use them all! Very happy about that! Check out [SPECIAL EVENTS](#) to see what I do with them.

Newsletter: I was informed by the Commander and Adjutant that it was voted at the October meeting to discontinue mailing of the printed Newsletter immediately, since the Q4 had been mailed. The notice to the members of this was proposed to be via postcard. I expressed my disagreement with this idea to the Commander and hope I will have an opportunity to present an alternative at the November meeting. I have been asked to continue producing the issues and posting to the website and have agreed to do that at \$75 per hour until my contract is renegotiated in the Feb/March 2024 timeframe.

Additional Services: There is a provision in our contract for me to provide "updates of any kind, Document creation/revising (contracts, forms, flyers, correspondence, etc.), including

Website Updates and Document Rescue for Small Businesses

Your Words are My Business

straight typing and proofreading.” The rejected Lottery Commission Application for Bingo was brought to me to fix and I was happy to do so. I have software specifically designed to fill out forms so there is no need to hand-write these things anymore. Conversion of handwritten drafts to final PDFs is my specialty. I encourage you to take advantage of this provision in our contract.

I continue to take pride in the work I do for you.

Respectfully,

Cathie Clark

Cathie M Clark Consulting LLC
Seabrook Legion Activity Log - October 10 to November 13, 2023

Journal Type	Subject	Start Date	Start Time	Duration	Detail
Task	Phase 2 - Site Updates	10/10/2023	6:30:00 PM	15	MEMBERS ONLY page: Combine approved September Minutes with CMC September Web status report in PDF file. Post to page.
Task	Phase 2 - Site Updates -	10/12/2023	12:00:00 PM	15	Just received Ghost Riderz's flyer for Saturday, Oct 14. They have a guest appearing with them: Lead Guitarist Rich Gordon. Create PDF of the JPG and load into Photo/Documents Library. Post to WHAT'S HAPPENING AND SPECIAL EVENTS.
Task	Phase 2 - Site Updates -	10/12/2023	2:30:00 PM	30	Just ran across ALR flyer for Oct 21 charity ride. Create PDF of the JPG and load both into Photo/Documents Library. Post to CHAPTER 70 RIDERS, WHAT'S HAPPENING AND SPECIAL EVENTS.
Task	Phase 2 - Site Updates -	10/13/2023	12:00:00 PM	15	Just ran across FB post of SAL Comedy Night – online ticket sales. Added link to WHAT'S HAPPENING AND event itself to SAL page.
Task	Phase 2 - Site Updates -	10/13/2023	6:00:00 PM	90	Populated EVENTS CALENDAR for Q1 2024. All regularly-scheduled events.
Document	Out of Scope - Newsletter	10/17/2023	8:41:00 AM	60	Errors reported in UPCOMING EVENTS section. Staff review of the DRAFT had not been done and Ernie requested watermark removed for publication before it was properly examined. Mailing has already occurred. Going forward, it is agreed the DRAFT will require actual signature sign-off before publishing. We will not be remailing, so corrected version will appear on website only. Lemonade Angle: This allows for use of mailing panel space for additional details. Expanded Children's Christmas Party description – content approved by Traci via email ("I love it"). Added IN MEMORIAM per Ernie for Harold "Al" Schrempf.

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Seabrook Legion Activity Log - October 10 to November 13, 2023

Journal Type	Subject	Start Date	Start Time	Duration	Detail
Task	Phase 2 - Site Updates -	10/17/2023	6:00:00 PM	15	NEWSLETTER page updated with link to corrected PDF. WHAT'S HAPPENING updated with explanation of errors in Newsletter and link to "revised 10/17" version
Task	Phase 2 - Site Updates -	10/18/2023	5:00:00 AM	60	Populated EVENTS CALENDAR details for Q4 2023 from Newsletter. * Halloween Dance * Veterans Flags * Veterans Luncheon * Thanksgiving Dinner * Children's Christmas Party * New Year's Eve Update SPECIAL EVENTS page. Tweak and re-post NEWSLETTER revision.
Task	Phase 2 - Site Updates -	10/18/2023	1:00:00 PM	10	WHAT'S HAPPENING –Add Stonebroke Band for Saturday, Oct 21, Update AUX Meat Raffle on Friday, Oct 20.
Task	Phase 2 - Site Updates -	10/22/2023	4:30:00 AM	30	Find Halloween Dance video on FB (it was posted there on 10/16). Scan it as an image, create a PDF. SPECIAL EVENTS – Remove expired events. Upload JPG and PDF of Halloween Dance into Photo and File Galleries, add image and link to PDF. WHAT'S HAPPENING –Add Halloween Dance with Granite State Rockers for Saturday, Oct 28. Update ALR Meat Raffle on Friday, Oct 27. Update past events with thank you.
Task	Phase 2 - Site Updates -	10/24/2023	1:00:00 PM	10	WHAT'S HAPPENING –Add Halloween Dance with Granite State Rockers Band for Saturday, Oct 28, Update Riders Meat Raffle on Friday, Oct 27.

Cathie M Clark Consulting LLC
Seabrook Legion Activity Log - October 10 to November 13, 2023

Journal Type	Subject	Start Date	Start Time	Duration	Detail
Meeting	Phase 2 - Site Updates	10/26/2023	11:00:00 AM	60	MEMBERSHIP MATTERS: Sit with Ernie and create information sheet from NH Department newsletter about free life insurance. Save as PDF, upload to Document Gallery on website. Add as "Did You Know" on MIM page. WHAT'S HAPPENING: Add teaser with link to MEMBERSHIP MATTERS.
Document	Phase 2 - Additional Services	10/26/2023	12:00:00 PM	120	DOCUMENTS, FORMS: Presented by Ernie with rejected NH Lottery application for BINGO resumption. What a mess! Beyond the embarrassment of such a poor submittal, it was missing the required second page with Officer info and signature! Went on Lottery website and obtained blank form. Started completing the form in PDF Edit mode, referring to Ernie's reference numbers where noted. Came to "Charitable Purposes" section. Went to IRS Charitable Organizations webpage to see what verbiage they use. Wrote a paragraph, approved by Ernie, incorporating key words from IRS. Wrote a cover letter for the re-submittal, confirming that our check was not returned to us.

Journal Type	Subject	Start Date	Start Time	Duration	Detail
Task	Out of Scope - National Profile Update	10/29/2023	11:00:00 AM	120	Legion.org site's "Find a Post" function results in Post 70 profile carrying old website link and email. Ernie authorized updating. Logged into MyLegion.com, using Ernie's credentials. Browsed the whole site to see where we update link to our website. It's nowhere, seemingly. Accessed HELP link, ask question and follow instructions for edits to Group Contact Info. There it is! Updated accordingly.
Document	Phase 2 - Additional Services	10/30/2023	2:00:00 PM	5	Create 2 flyers: Veterans Day Luncheon Flag replacement
Task	Phase 2 - Site Updates -	11/6/2023	3:00:00 PM	10	WHAT'S HAPPENING –Save GhostRiderz flyer for Saturday, Nov 11, create jpg and PDF, upload and update listing, Update Sons Meat Raffle on Friday, Nov 10.
Task	Phase 2 - Site Updates -	11/9/2023	8:30:00 AM	30	Saw Patty Murphy's post of a fabulous Thanksgiving Dinner flyer on FB. Copied the jpg, created a PDF, posted on SPECIAL EVENTS...then reached out to ask who had created it. Went back & forth on whether it was ok for us to use it for the website. Finally received approval from "Kathleen Mary", AUX member who does this stuff for free as her contribution to Post 70. Sent her a friend request. Then finished posting on WHAT'S HAPPENING.
Task	Phase 2 - Site Updates -	11/9/2023	2:00:00 PM	10	SPECIAL EVENTS –Obtained from Kathleen Mary's posts her flyer for the Children's Christmas Party. Saved jpg, created PDF. Uploaded onto website Photo Gallery. Added to Special Events.
Task	Phase 2 - Site Updates -	11/10/2023	3:30:00 AM	15	Got via email from Diane Chigas her flyer for the ALR Dec 7 TV Raffle. Saved Word doc, created PDF and jpg. Uploaded onto website Photo Gallery. Added to Special Events. ALR page and WHAT'S HAPPENING.

Journal Type	Subject	Start Date	Start Time	Duration	Detail
Task	Phase 2 - Site Updates -	11/12/2023	12:00:00 PM	10	WHAT'S HAPPENING --Revised BINGO to indicate postponement to Nov 21. MEMBERSHIP MATTERS -- Updated Membership numbers, dictated by Ernie.
Task	Phase 2 - Site Updates -	11/13/2023	10:00:00 AM	10	WHAT'S HAPPENING --Add Granite State Rockers Band and flyer for Saturday, Nov 18, Update AUX Raffle on Friday, Nov 17.
				740	Minutes
				12.33	Hours