



MEETING MINUTES — POST 70

Meeting was held 10/9/2023. Eight were present. All Officers were present, except the First Vice who was excused. Chaplain is still open.

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

New Members: Ernie announced three new members: Beth Ann Robichaud, USCG, honorable discharge; Gaten Dotsie, US Army, honorable discharge; and Michael Ricard, honorable discharge from US Army. Motion made to accept all three, motion passed.

Financial Officer Reports: The reports were read and accepted.

Minutes of the September meeting were read and accepted.

Post Service Officer's Report: Still working on the trip. He met with representatives from The Brook. They discussed the apartments they are building and also organizations being accepted to represent The Brook as a non-profit. Post 70 has never been accepted at The Brook as a non-profit. Service Officer is still working on getting Post 70 accepted and will continue to do so.

Old Business:

Building Improvements: Urinals are being replaced. Discussion on what we expect. Air Conditioning: Commander stated that he has received additional bids on installing the A/C which were much higher than the original MacKenzie bid received. Motion made by Ernie to go with the MacKenzie bid. Motion seconded and passed.

Newsletter: Along with Cathie Clark's regular monthly Website Status report, a separate report called POST 70 NEWSLETTER dated October 9 was distributed to each member and read. Ernie responded to questions on annual cost of producing and mailing the Newsletter. After a lengthy discussion on the good points and bad points in our current process, it was suggested we discontinue the print mailed

issues as of the Q4 issue which covers Oct-Nov-Dec. Motion made to discontinue, motion passed unanimously. It was decided how to tell the membership about this cancellation of their newsletter by using a 35 cent postcard purchased at the Post Office to be mailed to each member receiving the newsletter. Motion made, seconded, and passed.

Question raised about Handicap Accessibility to wheelchairs. It was brought out that the door will be fixed with an automatic button to make easy access. Jesse is meeting with Jarrod tomorrow to discuss completion of that and such other details. It was brought up about installing an elevator. Discussion took place, but no action taken.

New Business: None.

Ernie led the group in a closing prayer as acting Chaplain, followed by Jesse's closing.

Meeting adjourned at 8:15 p.m.

Respectfully submitted,

Ernest Henry, Adjutant

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WEBSITE CONTENT MANAGEMENT STATUS REPORT

October 9, 2023

Contract Status: From September 11 to October 9, under our Phase 2 Contract, I have performed 12.5 hours of work. Of that amount, 4.25 was under the scope of our Phase 2 Contract but still over the estimated 2 hours a month. 8.25 hours were Out of Scope related to production of the Q4 Newsletter and one hour in transcribing the September Minutes. I have received payment for my quarterly retainer and on that will be paid through the end of December. I will be submitting my invoice to Ernie for the hourly charges for the Newsletter work at your discounted rate of \$75/hour. My Activity Log printout is attached to this report.

Email Communications: The Post70NH@gmail.com email account continues to generate activity. From September 11 to October 9, there were 7 website-generated incoming emails as follows:

- 2 – Hall Rental
- 3 – Community Involvement
- 1 – Membership
- 1 – AL inquiries about our website

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. I met with AUX Sec/Treasurer Kelly Frenette on August 18 to explore Roster downloads on the AUX system, and we succeeded in generating an Excel data file that will be used for the mailing of the Q4 Newsletter. We will be meeting again, now that their computer has been serviced to improve its performance, to demonstrate what to do with the downloaded data for future mailings and other helpful work.

Newsletter: My contracting Covid-19 prevented me from attending the September meeting to discuss this item. Thank you for agreeing to meet and also to your Sergeant-at-Arms Al Zabriskie for volunteering to help if needed. I am hoping there is room on tonight's agenda for my separate report on the Newsletter. I posted a "Sneak Peek" on WHAT'S HAPPENING of the Q4 Issue on September 28, the day Ernie took the final to Staples for copying.

New 2023 Memorial Day Web Page — This task is unchanged from my last report. Please let me know how and if you want me to do this and how much is the budget for it. There are almost 100 really nice photos to choose from – and a courtesy link from a local professional

Website Updates and Document Rescue for Small Businesses

Your Words are My Business

photographer to the images they took of us. Their reach-out was sent to our Facebook page and is quite hard to find now.

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

Respectfully,

Cathie Clark

Cathie M Clark Consulting LLC
Seabrook Legion Activity Log - September 11 to October 9, 2023

Journal Type	Subject	Start Date	Start Time	Minutes	Detail
Document	Out of Scope - Newsletter	9/11/2023	4:51:00 AM	15	Insert 2022 content into Q4 2023 Draft in Publisher. Save as DRAFT 1.
Document	Out of Scope - Newsletter	9/13/2023	2:00:00 AM	120	Integrate Ernie's tweaks to UPCOMING POST EVENTS section. Make content fit into text boxes, resize and relocate as necessary.
Task	Phase 2 - Site Updates	9/20/2023	6:30:00 AM	30	EVENTS CALENDAR Meet with Ernie to determine events for Oct-Nov-Dec
Task	Phase 2 - Site Updates	9/20/2023	1:00:00 PM	15	MEMBERS ONLY page: Combine approved August Minutes with CMC August Web status report in PDF file. Post to page.
Task	Phase 2 - Site Updates -	9/20/2023	2:00:00 PM	5	WHAT'S HAPPENING –Add Scofield Road Band for Saturday, Sept 23, Update ALR Meat Raffle on Friday, Sept 11.
Task	Phase 2 - Site Updates	9/20/2023	6:30:00 PM	5	EVENTS CALENDAR – Queen of Hearts Update
Document	Out of Scope - Newsletter	9/22/2023	6:00:00 AM	68	Create Oct-Nov-Dec Calendar inserts from Q3 inserts in Excel. Renumber days, and revise recurrent events as necessary.
Task	Phase 2 - Site Updates	9/22/2023	5:00:00 PM	60	EVENTS CALENDAR – 4th Qtr events. Drafted them in 30 minutes and saved. Ernie sat for 30 minutes additional to supply more detail.
Document	Out of Scope - Newsletter	9/23/2023	5:30:00 AM	120	Edit Calendar entries from Ernie's input. Insert Calendars into Publisher – resize as necessary. Add Ernie's edits Give Ernie a copy for proofreader Bill Donovan (of SAL). He always catches something

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Document	Out of Scope - Newsletter	9/23/2023	7:30:00 AM	60	Make corrections to DRAFT 1 file. Add DRAFT watermark, save as DRAFT 2 and give to Ernie to get Traci/Jesse's final approval.
Document	Out of Scope - September Minutes Draft	9/25/2023	2:00:00 PM	60	Transcribe recording of Meeting for Ernie. 2 pages of text total.
Microsoft Excel	Out of Scope - Membership Data Management	9/26/2023	9:30:00 AM	30	Roster Download Column Comparison = tweak for better analysis.
Meeting	Out of Scope - Newsletter	9/26/2023	2:00:00 PM	30	<p>Went over the 3 Roster downloads Comparison document for Q4 mailing. Shocking number! Qtr3 was 705, Q4 has increased to 894! Traci verified that all program groups are experiencing healthy increase in new memberships.</p> <p>Discussion with Ernie about eliminating labels time and expense from future mailings. Demonstrated Mailmerge directly to Newsletter PUB file. He liked it, but we have to go to Staples and ask for quote for printing (not copying) from 1788-page PDF file as opposed to printing 894 double-sided copies from hard copy original. Decided not to pursue this for Q4 issue in production now.</p>

Cathie M Clark Consulting LLC
Seabrook Legion Activity Log - September 11 to October 9, 2023

Journal Type	Subject	Start Date	Start Time	Minutes	Detail
Microsoft Excel	Out of Scope - Newsletter	9/27/2023	3:00:00 AM	60	<p>Final Mailing List creation. ombine Roster Downloads from Post 70 (9/26), SAL (9/26), and AUX (8/23) into Excel file. Make columns from each Roster identical in order-placement and verify that info will translate well in Mailmerge.</p> <p>Give Ernie final count for Staples: 894. Breakdown: Post – 369 SAL – 213 AUX – 313</p> <p>Note: There were problems encountered with AUX data that were very vexing and required additional time, but those problems have now been identified and will be avoided in the future. Write-off of troubleshooting time: 2 hours.</p>
Document	Out of Scope - Newsletter	9/27/2023	1:00:00 PM	10	<p>Make corrections to Publisher file as identified by Bill Donovan. Gave final to Ernie to take to the print house. Create online PDF with live links to CALENDAR pages.</p>
Task	Phase 2 - Site Updates	9/28/2023	8:00:00 AM	5	<p>NEWSLETTER page – Uploaded Q4 PDF, added link</p>
Task	Phase 2 - Site Updates -	9/28/2023	10:00:00 AM	10	<p>WHAT'S HAPPENING –Add Granite State Rockers Band for Saturday, Sept 30, Update Post 70 Meat Raffle on Friday, Sept 29. Add Sneak Peek link to Q4 2023 Newsletter online.</p>
Document	Out of Scope - Newsletter	9/29/2023	8:41:00 AM	15	<p>Mailmerge of Combined Excel datafile to Word document for Avery 5160 label stock (to be printed at the Legion by Ernie). Includes removal of duplicates, sorting by Zip. Total number of labels verified: 890</p>

Cathie M Clark Consulting LLC
 Seabrook Legion Activity Log - September 11 to October 9, 2023

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Task	Phase 2 - Site Updates -	10/4/2023	6:30:00 PM	15	WHAT'S HAPPENING –Add Stumpy Joe Band for Saturday, Oct 6, Update AUX Meat Raffle on Friday, Oct 5. Update QUEEN to \$12,850.00.
Task	Phase 2 - Site Updates -	10/8/2023	5:00:00 PM	15	WHAT'S HAPPENING –Add Ghost Riderz Band for Saturday, Oct 14, Update S.A.L. Meat Raffle on Friday, Oct 13 – link to formatted Game Sheet.
				748	Total Minutes
				12.5	Total Hours

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				498	Minutes Total
				8.30	Hours Total