



American Legion Post 9-11 Board of Trustees 15 Jan 13 Minutes



Members present:

Mike Christensen – Board President (3-year term ends 30 Jun, 2013)
Ed Kinney – (3-year term ends 30 Jun, 2014)
Alicia Gatti – (term ends 30 Jun, 2013)
Dan Beatty – Post Commander (excused absence)
Janet Ferran – Post Finance Officer

Time Started: 6:30 PM

Time Ended: 6:45 PM

Legionnaire present:

Vern Kuykendall

Auxiliary Unit 9-11 present:

Laura Hannon

NOTE: No December meeting was held due to the holidays.

Minutes:

The Board of Trustees (henceforth noted as “the Board”) met in regular session.

First item of business was to define the content of the contract addendum stipulating that Alicia is the Restaurant Manager of the Post Home. **President action to draw up Addendum #2 to Palmer Lake Express, Ltd contract with Tri-Lakes Post 9-11.**

The Board *last item of business* was to discuss open actions from the 18 Nov 12 Board meeting.

- Develop Restaurant Manager Job Description – Alicia to provide draft
- Develop Operating Procedures – Alicia will request assistance from Bill Miller to develop
- Develop Contingency Plan (Backup plan for operation of Restaurant) – Further discussion required on this item. Denise Rose and Laura Hannon (Unit 9-11 Auxiliary members) can be available as backups, but no American Legion member was known. Once drafted, Janet suggested the individuals follow Alicia around to learn/document her daily duties and to set up a practice exercise as a dry run of the Contingency Plan.

The next Board meeting is currently scheduled for 18 February 2013 (third Tuesday of the month) at 6:30 PM at the Depot and is subject to change. Check the Post Web Site calendar. All meetings of the Board are open to members of The American Legion Post 9-11.

Adjournment

Signed Michael Christensen

Board of Trustees President