

DEPARTMENT OF PENNSYLVANIA MARINE COPRS LEAGUE
Board of Trustees Meeting - January 2024
MCLPA HQ Building 3-95 Board Room
Ft. Indiantown Gap, Pennsylvania

19 January 2024

1700 – Opening Ceremony

Meeting was called to order at 1700 by Commandant Henry with the assistance of SAA Sundling and Chaplain Schreiber in the Board Room at MCLPA Headquarters Building.

Roll Call of Board of Trustees Members – Chief of Staff McIntosh

Name		Present	Comment
Commandant Diana Henry	*	Y	
Sr. Vice G. Victoria McCoy	*	N	Excused
Jr. Vice Jim Diamond	*	Y	
J.A. Joel Sofranko	*	N	Excused -Appoint Bob Ziltz for this meeting
Paymaster Stephen H Smalley	#R	Y	
Adjutant Sarah Cook	#R	N	Excused
Chaplain Jim Schreiber	#R	Y	
Jr. PDC Dave Brady	*	Y	
D1 Vice Dennis Brown	*	N	Excused
D2 Vice Gene Irvin	*	N	Excused
D3 Vice Colyer James	*	Y	
D4 Vice Scot Hartman	*	N	Excused
D5 Vice Gary Anspach	*	Y	
			Excused -Appoint Stephen Smalley for this mtg
D6 Vice Dean Van Zanardi	*	N	
D7 Vice Thomas Brown	*	N	Excused
D8 Vice VACANT	*		No Acting VC
D9 Vice VACANT	*		No Acting VC
D10 Vice Matt Popovich	*	Y	
Sgt. at Arms Robert Sundling	#R	Y	
Public Affairs Ofc. John Taylor	#R	N	Excused
Newsletter Editor Doug Graves	#R	N	Excused
Quartermaster Mike Mastriana		N	Excused
Armorer Philip McCoy	#	N	Excused
Historian (Photographer) Joe Pokojni	#	N	Excused
Chief of Staff Carol McIntosh	#R	Y	

Quorum - Eight voting members are present.

If at least eight are present, in accordance with Article VI, Section 635 of the Bylaws of the Department of Pennsylvania, Marine Corps League, the Commandant declares that a quorum is present for the conduct of official business. (Quorum is met with appointments.)

Notes regarding attendance

- The low temperatures and snowstorm have kept many from attending and are excused.
- Several members are ill and are excused.
- The Auxiliary cancelled their in-person meeting and will hold their meeting(s) via Zoom.
- The Devil Dogs have postponed their Growl due to the unfavorable travel conditions.

Minutes of Previous Meeting

- A motion was made to accept the minutes of the 20 October 2023 Board of Trustees meeting with corrections as noted. Motion was made by Jr. PDC Dave Brady and seconded by Appointed D6VC Smalley. Motion carried.

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- A motion was made to accept the minutes of the 4 June 2023 Board of Trustees meeting (after convention) with corrections as noted. Motion was made by Appointed D6VC Smalley and seconded by D3VC James. Motion carried.
- A question was asked about whether the 31 May 2023 Minutes were approved. Commandant Henry will check into this.

Report on online votes by the Board of Trustees since the last meeting. There were none.

Reports of Elected Officers

- **Rosters** were distributed to the three District Vice Commandants present. All others will be mailed.

District Vice Commandant	Officer Name	Issue(s)
District 1	Dennis Brown	Excused Absence-Commandant noted the transfer of member Richard Corbit
District 2	Gene Irvin	Excused Absence
District 3	Colyer James	ROI submitted for Russel M. Butterweck Det. No word on Coal Cracker but will advise at next meeting.
District 4	Scot Hartman	Excused Absence
District 5	Gary Anspach	ROI's submitted for Penn York, Deer X-ing, Williamsport, and Susquehanna Valley.
District 6	Dean Van Zanardi	Excused Absence-Some have held elections. Report posted. Asst. John McQuain will be the contact for the foreseeable future.
District 7	Thomas Brown	Excused Absence
District 8	Vacant	
District 9	Vacant	
District 10	Matt Popovich	Installations are on-going. Question: Do installations have to happen if it is a 2-year term. JA says, "Yes." This will force a change to their bylaws. JA Ziltz noted in NBL Art. 9 Sec. 920 Para A "elect each year."
Jr. Past Commandant	PDC Dave Brady	All assignments are completed.
Judge Advocate	Joel Sofranko	Excused Absence-Commandant noted that letters for administrative expulsion of two Delaware County Det. members are being reviewed. Commandant sending to National JA for review before submitting to appropriate National officer(s).
Jr. Vice Commandant	Jim Diamond	Problem getting calendar cards back. Sending emails but not getting answers and getting cards but not money. If one wins, the Dept. will hold the prize money until receive the money for the calendar.
Sr. Vice Commandant	Victoria McCoy	Excused Absence
Commandant	Diana Henry	Report is written and submitted. Getting a lot of phone calls directly from Detachments. DVC's need to tell Detachments to ask their DVC first.

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Reports of Appointed Officers

Office	Officer Name	Issue(s)
Paymaster	Stephen Smalley	Continues to have Detachments in violation of NBL & AP. They have not changed fiscal year dates. This affects the filing of 990. Still receiving accepted 990's.
Morgan Stanley	Tom McIlwee	Presented the Investment Account Statement. We are where we need to be at this point in time.
Adjutant	Sarah Cook	Excused Absence
Chaplain	James Schreiber	Have been getting NOD's in a timely manner. Marine Gary McCann, a member of Upper Darby Det. Passed away 01-15-24.
Sgt. at Arms	Robert Sundling	About 80 people signed into the meeting in October.

Unfinished Business

- Closing Detachments – JA Sofranko is absent. Commandant Henry briefed on the following:
 - Black Diamond #846 District 5 – There are still members on the roster. Cannot close until all members have been transferred.
 - Juniata #687 (District 6) – Members are being transferred but have not received official notice of the Detachment turning in their Charter. A message will go to D6VC Van Zanardi to check if they have any rifles.
- PA Foundation – President PDC Bob Ziltz was appointed. New Bylaws have been submitted for endorsement. A motion to endorse the new PA Foundation Bylaws was made by D10VC Matt Popovich and seconded by Jr. PDC Brady. Motion carried.
- Gate Access – The gates at Ft. Indiantown Gap are officially secured.
 - The Visitor Center and the guards at the gate apparently do not talk to each other. Some issues have come up about the lists not being at both locations.
 - You must enter your Social Security Number. If a person is only going to have their name on the list at the gate, then they do not need their Social Security number. For the year pass, the number does have to be entered. When it comes up on any computer screen, only x's appear instead of the number.
- IRS 990 Tax Return for FY 2023 (7-1-22 to 6-30-23) was approved and filed by the executives.
- Equipment – A new color printer was purchased for Headquarters. The cost was \$296.79. Toner cartridges were also purchased at a reasonable price through Amazon. Currently looking into keeping the maintenance contract and fee on the black and white printer.

New Business

- The department will be introducing a SOP for a standard report for District Vice Commandants. The purpose is to offer guidance to help with reporting. It will contain the information the Department wants to see in the report. A request for a similar SOP be prepared for Detachment reporting.
- Forms for the convention will be posted and mailed to each Detachment in mid-February.
- In the budget, we have allocated \$1000 to be donated to the Pennsylvania Foundation and \$1000 to be donated to the National Foundation. A motion was made to deviate from the budget and take the \$1000 allocated to the Pennsylvania Foundation and redirect that to the National Foundation, specifically to their Scholarship Fund. Motion was made by Appointed D6VC Smalley and seconded by Jr. Vice Diamond. Motion carried.

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- Commandant will authorize the bookkeeper to cut this check to the National Foundation. In the next six to eight weeks, the Commandant will be authorizing the bookkeeper to cut checks for the budgeted contributions to the National Cemeteries, Auxiliary, and some of the other donations the Department traditionally makes.
- Foundation President Bob Ziltz discussed appointments to the Foundation Board. Commandant appointed PNC Paul Hastings, PDC Tony Degregorio, and the Department Bookkeeper Cathy Kolakowski as Directors to the Foundation. A motion was made to approve the appointments as presented. Motion made by D10VC Matt Popovich and seconded by D3VC Colyer James. Motion carried.
- Northeast Division Vice Commandant Mike Waluk
 - TACOM rifles – make sure we get those done by the close of the year
 - Division Conference – April 12 and 13. Get people to come. \$115 per night is the reduced rate and with taxes and fees about \$138 a night. All personnel must be registered to attend.
 - Costs have gone up, but they have managed to keep the costs down. Commandant Henry stated that last year, the budget item for this donation was increased to \$300.
 - Scouting – Need the mid-year numbers for Scouting.
 - Division MOY and AOY – Nominations must be in by March 1
 - Issue that came up at National last year. Seems the rotation between the three states (NJ, NY, PA) is presenting issues. There needs to be a serious discussion between the Department Commandants about whether we keep this rotation or do away with it. This will have an effect on the Division from 2025 forward. The rationale from National is that you are never sure you are going to get the best qualified person through the rotation. However, voting does not always ensure that the best qualified person is elected. There will be a Division meeting that the Commandants will be invited to and this will be up for discussion. This will be prior to the Conference. Whatever is decided, there will be a SOP.
- ROI's being submitted, but website is incorrect. This is because the information on the ROI is wrong.

Correspondence

- All correspondence received has been forwarded by email. All snail mail was junk or was forwarded.

Good of the League

- When corresponding, add the Department website. Commandant will revise the letterhead template. Please add the web address to your signature in emails.
- Social Media – Take it seriously. There is a Detachment in Florida that is potentially losing their Charter over this. Inappropriate images on their page with a link to the Detachment website. When asked to remove either the pictures or the link to the website, the Detachment made a rude response.
- Political ads/endorsements cannot be on the Detachment Facebook page or website. You can put political statements on a personal page, but no pictures of you wearing MCL apparel.
- Recent email from National JA prohibiting Zoom for meetings. A question came up about how the National BOT is going to conduct business if they cannot hold their meetings by Zoom. NEDVC Waluk stated that you can hold a Zoom meeting with permission and the request goes up through the chain of command. There needs to be a discussion about extenuating circumstances.

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Announcements

- Next BOT meeting will be 1700 on Friday, 15 March 2024, at Department Headquarters.
- Reports are due to the Adjutant by 1 March 2024.
- Mailing prep will happen mid-February. That mailing will include convention forms. If you have something you want to send out to all Detachments in the Commonwealth, let the Commandant know.
- Keystone Leatherneck – The next publication will be out around 1 March. The January issue was just published and posted to the website. It is sad that the editor had to use most of the information from his own Detachment because the only ones who submitted anything information wise was the Commandant and Sr. Vice. Legislative officer sent a story. We need information from all the Pennsylvania Detachments. DVC's, go to your Detachments and ask them to submit an article. All programs should be submitting information. Examples include Marksmanship, Toys 4 Toys, Americanism, VVS, Scouting, etc. Submissions need to be at least one week prior to publication so the deadline is 22 February. Question about what space is available? The answer is that this is posted electronically on the website so there is unlimited space.
- The Quartermaster gave a list to the Commandant for items to order from the Semper Fi store. The order still has not arrived.

Closing Ceremony

The meeting of the MCLPA BOT was closed by Commandant Henry with the assistance of SAA Sundling and Chaplain Schreiber.

The meeting was adjourned at 1856 and will reopen on 15 March 2024.

Respectfully submitted by Chief of Staff Carol McIntosh.