



DEPARTMENT OF PENNSYLVANIA MARINE CORPS LEAGUE
Board of Trustees Meeting June 2024
Keystone A Room Penn Harris Hotel
Camp Hill, PA

19 June 2024

1800 -Meeting was called to order at 1800 by Commandant Henry with the assistance of Sergeant at Arms Sundling and acting Chaplain McIntosh.

Roll Call of the Officers - Chief of Staff McIntosh

Commandant Henry
SVC McCoy
JVC Diamond
JA Sofranko
Paymaster Smalley
Adjutant Cook
Chaplain Schreiber - excused
JPDC Brady
D1 VC Brown
D2 VC Irvin
D3 VC James
D4 VC Hartman - excused
D5 VC Anspach
D6 VC VanZanardi, excused - Assistant McQuain present
D7 VC Brown
D8 VC - no acting DVC
D9 VC - no acting DVC
D10 VC Popovich
Sgt. at Arms Sundling
Chief of Staff McIntosh

Quorum:

If at least 7 are present :In accordance with Article VI, section 635 of the Bylaws of the Dept. of PA, MCL, the Commandant declares that a quorum is present for the conduct of official business. Commandant Henry declared a quorum was present.

Meeting Appointments:

Appoint Chief of Staff McIntosh to sit in for Chaplain Schreiber.
Motion to appoint Bill Coolbaugh to sit in for Scot Hartman as D4VC.
SVC McCoy made the motion, second by D3 VC James. Motion carried.

Minutes of 15 March 2024 Board of Trustees meeting:

Motion to accept meeting minutes made by SVC McCoy and second by D2 VC Irvin. Motion carried.

Zoom Meeting held on June 2nd.

- Allowed staff to look over meeting minutes. Main point passed was a motion and vote to approve special contribution donations to charities. 4 different Veteran charities approved to give money to for donations. Expense reports due by June 30th. SVC McCoy and Commandant Henry made sure to keep majority of the Board on the room reimbursement. Bylaws coming up. Redistricting. 5 AP changes on the website.



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- Motion made to approve the zoom meeting minutes by Paymaster Smalley and second by D2 VC Irvin. Motion carried.

Elected Officers Reports -

- District 1 VC Brown - report sent in, has money order for \$200 for Wounded Warriors of PA. Will be attending anniversary at Pennedlphia on 29 June. Question of Richard Corbit - issue not resolved yet.
- District 2 VC Irvin - addition - Valley Forge Officer Installation in April - no SVC. ROI Submitted to Adjutant.
- District 3 VC James - written and submitted, posted.
- District 4 VC Hartman - no issues.
- District 5 VC Anspach - Williamsport is updating their bylaws.
- District 6 Assistant VC McQuain - no issues to add.
- District 7 VC Brown - no issues to add.
- District 8 - No DVC.
- District 9 - No DVC.
- District 10 VC Popovich - SVC McCoy sent message about a detachment having an ROI issue. Beginning of September, Commandant Henry will be in Pittsburgh and would like to gather Detachments together around the same time.
- JRPDC Brady - no issues to bring up.
- JA Sofranko - Black Diamond question on transfer of members. Bob Swanson transfers decision deadline coming up. Tun Tavern is on June 24th and Carol McIntosh will work on transfer paperwork for both Detachments.
- JRVC Diamond - additions - under Budget and Audit Committee.
- SRVC McCoy - addition - asked for Detachment reports to be submitted. Some Detachment reports got posted to District website page. Working with D10 VC on finalizing a formal report SOP for Detachment Commandants. Will check Dept. of NC website on their SOP.
- Commandant Henry - need to get members to re-engage. Cannot continue this organization without members offering support.

Appointed Officers Reports -

- Paymaster Smalley - no issues to add.
- Morgan Stanley Representative - gave his brief on our investment portfolio.
- Adjutant Cook - ROI's can be emailed instead of snail mailing, and mentioned the 6 Detachment's still missing an ROI for the year.
- Sgt. at Arms Sundling - no issues.

Standing Committee Reports

- Commandant Henry and JVC Diamond - Budget and Audit Committee - budget is not looking good due to low sales on tickets and calendars. Will work at getting a better handle on this. Commandant wants to make time in upcoming meeting for members to look at the budget.



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- PDC Ziltz - MCL of PA Foundation report - In the process of creating written policy documents. Currently working on a new website and new special email inbox. 2 items of business for the BOT to consider - appointment of Frank Kelly as a voting Director and working on a new website as webmaster and a bylaw change. Motion to approve Frank Kelly as Director made by D10 VC Popovich and second by D5 VC Anspach. Motion Carried. Motion to approve bylaw change - same problems as Department with getting people to attend meetings, so opened meeting up to zoom. Proposed a bylaw change to section 6.01 of the Foundation bylaws to assign meetings in the year. 3 word deletion in paragraph B of 6.01. Proposing to change wording to allow electronic meetings for the required 4 annual meetings. Paragraph C- Proposing to strike the specifics of "between January meetings" verbiage. Motion made by JVC Diamond and second by D2 VC Irvin to approve the Foundation bylaw changes as stated by PDC Ziltz. Motion carried.

Unfinished Business :

- Juniata was brought up by Commandant Henry to JA Sofranko - they are on the cusp of voting to turn in their charter.
- Commandant Henry has closed a historic amount of Detachments in one year. Most that are closing have other Detachments near that members are transferring to. Advice given by JA Sofranko to DVC to transfer members to active detachments and not inactive detachments.
- Black Sheep - may have to consider holding a meeting to vote to turn in their charter. JA Sofranko asked to speak to Detachment to force a turning in of their charter and not even wait for a vote to do so. Question was asked by D10 VC - how long can non-compliance be tolerated before Department takes action? Commandant Henry willing to give a year of leniency before shutting down a Detachment. SVC McCoy did an excel compliance report - of the active Detachments, only a small handful are perfectly compliant in ALL issues of compliance.
- Reminder from previous meeting - reservations - deadlines are posted for hotel reservations. No phone calls or double checks moving forward by the Commandant or SVC to ensure rooms are reserved. Reimbursement will only be for the contracted rate if you do not make your room reservations correctly or on time. If the hotel does not have knowledge of block codes or meetings then contact the Convention representative. Deadlines must be followed.

New Business :

- Motion by Paymaster Smalley to engage Linda Haines in doing our 990 forms for the year ending June 30, 2024, second by D5 VC Anspach. She has been doing our 990 for several years. Motion carried.
- Expense reports due no later than 30 June. Commandant will be working until 30 June and then taking a week's vacation and will not be contacted.
- Americanism - AP Change - major change. Detachments will not like the new changes. Have been posted to the Department website for some time. Committee of 2, and would appreciate help and support.
- Tun Tavern issue brought up by D1 VC Brown. Tun Tavern must complete the process of closing before any name change can take place.

Correspondence:

- Emails from National have been forwarded to the Adjutant to forward on to all Detachments.
- Physical mail that has come to Department has been handled by Paymaster and Commandant. Nothing in the mail required action by anyone on the Board.



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Good of the League :

- Current National Commandant has decided not to run for a second term, all National Officers are moving up. Again this year, vote for new National Judge Advocate. PDC Ziltz is one of the candidates from our Department League. Bruce Rakfeldt, current National Recorder also is a candidate. Very important for our Department to get our vote to California convention. Submit registrations. Must register full delegates, register all delegates your Detachment is allowed to, only one member must sign in to get all those votes. Delegate fees will be reimbursed by Department of PA. Associate members do not count toward your vote.
- SVC McCoy - use chain of command and tell Detachments to use their chain of command. No emails go to the Commandant. If unsure of chain of command - reach out to SVC McCoy.
- PDC Brady - items to post on the website - March BOT minutes, Audit Report and report of the Paymaster and report of the Chaplain. Some old Detachment reports need to be pulled due to being old.
- PDC Society meeting will be 1300 Thursday instead of Saturday morning at 0800.

Announcements:

- Next BOT Meeting : 0830 Sunday 23 June 2024 in Keystone A Room.
- Uniform of the Day - short-sleeve white shirt and black pants. Blazers are Friday morning.
- Mailing Prep sometime in the middle of August.
- Wifi is password protected, scan the QR code or see Credentials.

Closing Ceremony: Meeting was adjourned at 1937 hours by Commandant Henry assisted by SAA Sundling, acting Chaplain McIntosh and SVC McCoy.

Sunday June 23, 2024 - Final BOT Meeting 0830 -

Meeting called to order by Commandant Henry with the assistance of Chaplain Schreiber
Opening remarks- Commandant Henry

Roll Call of the Officers - Chief of Staff McIntosh

Motion made by JVC Diamond and second by D2 VC Irvin to appoint Bill Coolbaugh as District 4 VC meeting replacement for Scot Hartman. Motion carried.

At least 7 members are present, accordance with the bylaws, a quorum is present for the conduct of official business.

Minutes - From the 6/19 will be approved in October for voting and approval.

New Business

-Staff Appointments:

Appointed Officers - Reappointing Adjutant Cook and Sean Mitchell as Assistant.

Chaplain Schreiber reappointed and Carol McIntosh as Assistant.

Paymaster - appointing at a later date Vinessa Sipe. Does not yet have an official member # to put on an ROI.

Bookkeeper - maintaining Cathy Kolakowski.



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Motion to accept the staff appointments made by SVC McCoy and second by D3 VC James. Motion Carried.

-SVC McCoy - retention - visit Detachments, and listen to them, find out areas for training.
-JA Sofranko mentioned members enjoyed the Convention. Made a huge difference to have the Officers come out on the floor and socialize with the membership.

Good of the League:

-JRVC Diamond heard from the membership great things about Convention and quality was good.
-PDC Brady thanked Board for attending and taking time from their families to be here this weekend.
-Commandant Henry appreciates the Staff that stayed for the meeting and support her.

Announcements:

-Next BOT meeting : 1800 Friday 18 October 2024 at Dept HQ.
-Dept. Chaplain extended sympathies to Vinessa Sipe over the loss of her father.
-DVC1 Suggested to have people stand up and face the room when making a statement but also face the front so the Board can hear them.

Closing Ceremony: Meeting was closed at 1015 by Commandant Henry with assistance from Chaplain Schreiber and Sergeant at Arms Sundling and SVC McCoy.