



DEPARTMENT OF PENNSYLVANIA MARINE CORPS LEAGUE
Board of Trustees Meeting October 2024
MCLPA HQ Building 3-95
Ft. Indiantown Gap, PA

18 Oct 2024

1700 - Opening Ceremony -Meeting was called to order at 1700 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 Joel Sofranko
Paymaster Sipe
Adjutant Cook
Chaplain Schreiber - excused
JPDC Brady
D1 VC Brown
D2 VC Irvin
D3 VC James
D4 VC Hartman
D5 VC Anspach
D6 VC Sylvia
D7 VC Brown
D8 VC Popovich
Sgt. at Arms Sundling
PAO Officer John Taylor - excused
Quartermaster Mastriana - excused
Armorer McCoy - excused
Historian Pojkoni - excused
Chief of Staff McIntosh

Quorum:

If at least 8 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.

Minutes of June 2024 Board of Trustees meeting:

Minutes were posted online, Motion by D5 VC Anspach and second by JDPC Brady. Motion carried and minutes were passed.

Report on online votes by the Board of Trustees since last meeting:

- One online vote to donate \$2500 each to the States of North Carolina and Tennessee. Motion passed. Information forwarded to the Foundation and they approved the donation.

Elected Officers Reports - Commandant only wants to know the issues you are having that will not be brought up to the membership tomorrow.



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- District 1 VC Brown - Two issues. Dutch Helwig - problem with EIN and National is taking care of it. Pron Seton transfer papers for a member. This issue to be taken offline between Paymaster Sipe, Commandant Henry and D1 VC Brown.
- District 2 VC Irvin - no issues.
- District 3 VC James- roster and transmittal issues.
- District 4 VC Hartman- one issue to discuss offline with the Commandant.
- District 5 VC Anspach - no issues.
- District 6 VC Sylvia - no issues.
- District 7 VC Brown - a few issues, did not send a quarterly report.
- District 8 VC Popovich - no issues to report.
- JRPDC - Brady - JPDC Council met online, two members met. Discussed a few issues, nothing of significance to report.
- JA Sofranko - one update - Department bylaws have been approved and posted.
- JRVC Diamond - Veteran and Youth ticket and calendar sales, a lot left to sell. Pick up on the selling.
- SRVC McCoy - report was posted - asking BOT to stop CC'ing her on unnecessary emails and forwards.
- Commandant Henry - for the Board - with the changeover in Adjutant, no one seems to have the template for the Department letterhead. Commandant will forward the letterhead to everyone to use.

Appointed Officers Reports -

- Paymaster Sipe - only issue to mention is having a flood of transmittals. Noticing errors coming through Detachment level to Department. NOD's - be sure to send info to Detachment, that the Paymaster needs the NOD with a transmittal. Commandant Henry gave update and report on the Morgan Stanley account. Not concerned with our investments at this time.
- Adjutant Cook - no issues.
- Chaplain Schreiber - excused.
- Sgt. at Arms Sundling - no issues.

Motion for meeting appointment of Carol McIntosh to sit in for Chaplain Schreiber. D2 VC Irvin made the motion and SVC McCoy made the second. Motion carried.

Unfinished Business:

- **Closing Detachments** - Juniata is on the fence. Tun Tavern, officially closed, Delaware County submitted a name change to take on the Tun Tavern name. Commandant Henry pulled some strings and found a way to keep the Tun Tavern name without waiting a year. Bob Swanson, transfer paperwork has gone to Keystone HQ Detachment. Awaiting official paperwork from National for transfers. Black Diamond, should have closed in July, had trouble with transfer sheets, and has not been submitted yet. Point to make is that District VC have an important role when surrendering a charter and de-activating a Detachment. Encourages members to read through chapter 6 in the Administrative Procedures of National and Department website to understand the process. Will be emailing all of the DVC the correct protocol and steps that have to happen for this process.
- **Disaster Relief** - online vote to donate \$2500 to NC - no issues, Department accepted the donation through the Foundation. Dept of Tennessee - never responded to Commandant Henry's email. Asked Commandant Henry to send a donation to the local fire department which is not the intent. Question to the Board - reallocate the money to another Veteran non-profit that is working on



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disaster relief. One is Aerial recovery, and one is Samaritan's Purse, the other is Team Rubicon. Commandant is interested in the Board's opinion of re-directing the money to North Carolina. Foundation point brought up by PDC Ziltz, the point of the disaster relief was not established to donate to other organizations outside of the MCL. Department of FL has not expressed a need for any donations despite the Department of FL Commandant losing his home in the hurricane. Motion by SVC McCoy and second by D6 VC Sylvia to redirect the \$2500 originally intended for Dept. of Tennessee to go to the Department of NC. Motion carried.

- Asking the BOT to verbally approve the reappointment of Dean VanZanardi as the Toys for Tots Chair. All in favor approved. Also would like the BOT approval to officially appoint Mauricio Castano as the Assistant Paymaster. Approved.

New Business :

- **IRS 990 forms**- not ready yet for Board approval and will require an online vote from the Board.
- **Equipment** - purchased a laptop for use by either Credentials, the Adjutant, Paymaster if need be.
- **Website** - reached out to a MCL member to redesign our website. Motion made by D3 VC James to approve the website creation and second by D2 VC Irvin. Timeframe could be completed in the next 2 months. Hosting, maintenance of the site is \$300 for the year. Motion carried.
- **Microsoft Office 365** - currently several Department Officers are using the Commandant's license. Budget line item of \$500 for software, a license for 5 or 6 users is \$99 a year. This also allows "one drive" space for the Paymaster to store records. Asking for Board approval to acquire this license for the Department. Motion made by JVC Diamond and second by D2 VC Irvin to purchase the software. Recommendation by PDC Brady to double whatever storage is offered. Motion carried.
- **Foundation** - Marines food project, PDC Ziltz - young enlisted in NC are on food stamps to provide for their families. \$1000 approved by the Foundation to send the money out of state. Needs the approval of the Dept. of the BOT. SVC McCoy made a motion to donate \$1000 for the food project and second by JVC Diamond. Motion carried.
- **Foundation Bylaws** - minor changes need to the Bylaws. Adjusting the Foundation Bylaws to match the Department Bylaws. Article 1, 3 and 4. Foundation Board approved these changes, need the Department BOT to approve. JVC Diamond makes a motion to approve the changes made by President Ziltz and second by D5 VC Anspach. Motion carried.

Correspondence:

- Letter from Guardian Angels Service Dogs thanking us for our donation.
- Letter from Veteran's Lake Fishing thanking for donations and help and assistance. Dean VanZanardi did not give up because of the members of the MCL.
- SVC McCoy received a thank you letter from the Ronald McDonal House in Hershey for the donation received.

Good of the League :

- CPAMA - Sponsored their MC Ball again this year. 1 discounted ticket still available for \$40. Full price tickets are \$75.
- PDC Natali joined us this evening - Military and Veteran Family Day at the PA Farm Show is coming up. PDC Natali said - it is a working progress and expect it to be last minute. Thursday is Veteran's Day. Come down all week and not have to wait until Thursday as the van will be there all week. Commandant Henry would like to have several volunteers to help man the table all week if possible. The Foundation would like to participate as well. JVC Diamond asked for permission to set up a table all week and will find volunteers.



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- D1 VC Brown - loved the quarterly report form but still had Detachments asking questions about what a 990 is, PLM, etc.
- SVC McCoy - cleaning at HQ - please consider helping when a call goes out asking for help. The entire building cleaning took 2 days by Dept. Officers. Help is definitely needed, mileage is available for help.
- Question about the homeless committee - an issue for the membership not the BOT.

Announcements:

- Next BOT Meeting : 1700 Friday 17 January 2025. Dept. HQ.
- Reports to Adjutant by 1 January 2025.
- Mailing prep - early December 2024.

Closing Ceremony: Meeting was adjourned at 1823 hours by Commandant Henry assisted by SAA Sundling and SVC McCoy.

Respectfully Submitted by Sarah Cook, Adjutant, MCLPA