



**DEPARTMENT OF PENNSYLVANIA MARINE CORPS LEAGUE**  
**Board of Trustees Meeting January 2025**  
**MCLPA HQ Building 3-95**  
**Ft. Indiantown Gap, PA**

**17 Jan 2025**

**1700 - Opening Ceremony** -Meeting was called to order at 1700 by Commandant Henry with the assistance of Sergeant at Arms Sundling and Chaplain Schreiber.

**Roll Call of the Officers - Chief of Staff McIntosh**

Commandant Henry  
SVC McCoy  
JVC Diamond  
JA Joel Sofranko  
Paymaster Sipe - excused  
Adjutant Cook  
Chaplain Schreiber  
JPDC Brady  
D1 VC Brown  
D2 VC Irvin  
D3 VC James - excused  
D4 VC Hartman  
D5 VC Anspach  
D6 VC Sylvia  
D7 VC Brown - excused  
D8 VC Popovich  
Sgt. at Arms Sundling  
PAO Officer John Taylor  
Quartermaster Mastriana - excused  
Newsletter Editor - vacant  
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 18 Oct 2024 Board of Trustees meeting:**

Minutes were posted online, Motion by D2 VC Irvin and second by D5 VC Anspach. Motion carried and minutes were passed.

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

- Dept. 990 filing - sent for vote on 11/19. Motion by D3 VC James to approve filing with correction to address and Paymaster; Second by SVC McCoy. Ten aye votes were cast. Motion carried. CPA was notified to file the return.
- Tree of Lights donation - Motion by JVC Diamond to donate \$250 to Tree of Lights in memory of all members lost in Dept. of PA in 2024; Second by D1 VC Brown. 8 aye votes and zero nay. Motion carried. Donation will be made.



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**Elected Officers Reports** - Commandant only wants to know the issues you are having that will not be brought up to the membership tomorrow.  
Distributed District rosters to respective District Vices.

- District 1 VC Brown - no issues to present before the board.
- District 2 VC Irvin - no issues.
- District 3 VC James- excused.
- District 4 VC Hartman- Black Sheep issue to discuss - Commandant asked JA to send a letter to Black Sheep informing them they have 90 days to elect officers and send in an ROI. Possibly considering charter suspension if no response after the 90 day warning. Instead of 90 day warning, need the response to be received by March 14th instead.
- District 5 VC Anspach - no issues. SVC McCoy inquired about Bucktail, and DVC did try to contact them.
- District 6 VC Sylvia - Juniata is in the process of turning in their charter. Big concern is allocating their PLM check to the Foundation, but Commandant says not able to do that. They can no longer donate money after voting to turn in their charter. National will not issue them a PLM check. NDVC Ziltz brought up the money might still be able to go to the Department, just not the Detachment.
- District 7 VC Brown - excused.
- District 8 VC Popovich - no issues to report.
- JRPDC - Brady - all tasks accomplished.
- JA Sofranko - to brief the board under unfinished business.
- JRVC Diamond - no issues to add.
- SRVC McCoy - handed out chart to every DVC of their Detachments that submitted their quarterly report. Commandant Henry noticed the copy of the quarterly report being passed out is the most current one, some Detachments are submitting the previous report. Please emphasize to Detachments to use the current forms, as they are more relevant and better than the last one. D6 VC Sylvia advised to put a revision date on the bottom of the form so Detachments know which one to use.
- Commandant Henry - report posted late. Similar to report given out with the December mailings.

**Appointed Officers Reports -**

- Paymaster Sipe - excused. Thomas McIlwee gave his report on the Morgan Stanley Wealth Management account.
- Adjutant Cook - no issues.
- Chaplain Schreiber - no issues.
- Sgt. at Arms Sundling - no issues.

**Unfinished Business:**

- **Website** - scheduling issues with the new web master. Hoping by the March meeting, will be ready to go with design etc.
- **Software**- Microsoft 365 family was purchased. Paid \$95.38. This will be a yearly cost. Tried to register as nonprofit, but Microsoft only recognizes the 501C3, not C4. It will be set up on Paymaster's laptop and 5 additional seats shared from there.
- **Equipment** - the purchased laptop will be set up for the Paymaster, with them sharing it during Convention with Credentials. We are still looking to purchase an additional laptop for use by the Adjutant.



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- **Closing Detachments** - JA Sofranko.
  - Black Diamond #846 (D5) PID 27102 - 6 life members and 3 delinquent still on the roster.
  - Bob Swanson #1102 (D5) PID 27113 - Roster down to 1 member. Paperwork was sent to National but not correctly processed. Should be able to have this wrapped up next week.
  - Juniata #687 (D6) PID 27090 - Detachment officially voted to turn in their charter. JA working on the details.
  - JA Sofranko - filing of State requirements. Report submitted to PA Dept. of State. Detachments (info to be sent) are required to file annual report to PA Dept. of State. PA Dept of State will give each Detachment an Entity Number, will not cost to file this report. Can send via email through the PA Business filing system. You get two forms back when you file to know filing is complete. Formerly called the 5110, now called the 5146 which is the replacement for 5110.

**New Business :**

- **New roster format**- National has added a column for email addresses and expiration dates. They are still working on format. Always open with Acrobat software.
- **Trademarking**- You cannot trademark a Detachment logo. The Marine Corps gets very upset if you try to trademark the EGA, the word Marine, Corps or Semper Fi.
- **American Income Life** - Rosters have been provided. Commandant should be seeing the new letter to approve before the mailing is done to the membership. Will let you know when that happens in case you receive phone calls. Is legitimate, not a scam, members do not have to send the card back, if they do - they will be called or emailed etc.
- **Northeast Division Rotation Agreement** - Personal congratulations to NEDVC Ziltz, condensed the rotation agreement to 7 pages. D2 VC Irvin made a motion to accept the proposed NEDIV Rotation Agreement, second by D6 VC Sylvia. Open discussion to the board. D1 VC Brown asked if any changes had been made previously, but the rotation agreement is brand new. Each Dept in the Division has to vote to approve this before going to the NEDIV Conference with the votes from each of the 3 Departments. Motion carried.

**Correspondence:**

- Letter from Military Pets Share - Christmas card with thank you for our support.
- Ronald McDonald House - Invitation to Diamonds and Denim - Ladies Night out 5/8/25. Sponsorships start at \$1500. General tickets on sale 3/21. No price yet for general attendance.
- Guardian Angels Medical Service Dogs - Invitation to evening of inspiring tales and tails. 5/17/25. Individual tickets to attend are \$175. Sponsorships start at \$2500. Pittsburgh area.

**Good of the League :**

- Military, Veterans and Families Day at the PA Farm Show 9 January. Several of our local members came out to man a table.
- D2 VC Irvin - asked about recipients of scholarships. Checked the website - click the winners link and it shows 2023 winners. Emailed list of 2024 winners to Commandant Henry - to send to the web team.
- SVC McCoy - District meetings - let us know how to help with outreach.

**Announcements:**

- Next BOT Meeting : 1700 Friday 14 March 2025. Dept. HQ.
- Reports to Adjutant by 1 March 2025.



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- Mailing prep - mid February 2025.

**Closing Ceremony:** Meeting was adjourned at 1841 hours by Commandant Henry assisted by SAA Sundling and SVC McCoy and Chaplain Schreiber.

Respectfully Submitted by Sarah Cook, Adjutant, MCLPA