



American Legion War Memorial Commission

401 Van Ness, Room 101

San Francisco, CA 94102

Date and Time: January 3, 2023 4:00 PM Pacific Time (US and Canada)

MINUTES

| Posts Present: | | | | Guests: | |
|----------------|--------------------|------|---------------|-----------|--------------------------|
| 001 | Stefanos Zygomalas | 456 | X | ALWMC: | Merc Martinelli |
| 315 | Paul Cox | 505 | Eddie Ramirez | Post 333: | Chair Courtney Ellington |
| 333 | Alex Secourd | 510 | X | Post 448: | Tony Benfield |
| 384 | Nelson Lum | 599 | Jeff Sheibels | Post 384: | CJ Reeves |
| 448 | Jimmy McConnell | 600. | X | Post 599: | Hanley Chan |
| | | | | Post 448: | Morningstar Vancil |

Review/Approve Current Agenda.

Motion to accept the agenda - Passed

Review/Approval of Previous Commission Minutes:

Motion to accept the minutes - Passed

CHAIRMAN'S REPORT: Courtney Ellington

- Ratify Appointments:
 - Jeff Sheibles as financial officer and Merc Martinelli as Secretary has been ratified.
- Bank account information:
 - Eduardo Ramirez has been added to the Bank of America signature list and will be added to the US Bank account at a later time.
 - Jeff Sheibles has been added to signature list for both Bank of American and US Bank. Paul Cox shall be off the Bank of America signature list.
 - Eduardo Ramirez and Jeff Sheibles will be added to US Bank signature list for the WMC Commission account once Helen Wong and Nelson Lum are off the list.
- Per Chair suggestion the War Memorial Commission Fund will be added to the finance report.
- Chair signed the new budget, and it has started for 2023.
- Organizations are ok to donate to the War Memorial Commission, funds will be used to purchase better equipment for the meeting rooms and kitchens.
- Chair request a list of the gallery board and upcoming meetings. Also, gallery board meetings should be reported during commission meeting starting in 2023.
- WMC hours will be changing – 11am – 6pm Mon-Thu, 10am – 5pm on Fri. Martinelli will receive a raise on 1/1/2023.

VICE CHAIR'S REPORT: Eddie Ramirez

- For next round of office cleaning: identify the Clean-up team and set date/time to start.
- When the VSC has set a schedule of classes and programs for Veterans, please forward that info to Martinelli for distribution.

FINANCE REPORT: Jeff Sheibles

- Bank of America
 - Beginning Balance - \$12,352.46
 - Ending Balance - \$13,516.80
- US Bank

- Beginning Balance - \$8,545.62
- Ending Balance - \$8,554.77

Motion to accept the finance report - Passed

GALLERY REPORT: Janice Tong

- Remembered Light: Exhibit closed 12/23
- August 27-December 23: total visitors 1763
- Donations: August through December total \$753.83

NEW BUSINESS:

- Paul Cox stated that Janice's pay can come out of the donations to the Gallery. Merc Martinelli is the only person employed by the ALWMC.
- Camera in the VSC need to only cover VSC area.
- District 8 office on the third floor Room 319. Chair will send out an email to confirm.

OLD BUSINESS:

- Office Space and letter to Patriotic Organizations – in progress.
- Access cards – on hold
- Website Updates – being worked on.
- Commissioner Ellington office supply request is complete.
- ALWMC is looking to start a fundraising committee, please contact the Chair if you are interested.

FOR THE GOOD OF THE ORDER:

No items.

ADJOURNMENT

Motion to adjourn the meeting - Passed

Next Meeting: Feb 7th, 2023 via Zoom or in person at 1600hrs.