



## MARINE CORPS LEAGUE OUTER BANKS DETACHMENT

Post Office Box 2332  
Kitty Hawk, North Carolina 27949-2332  
Phone: 252-305-4768

18 March 2018  
1100

From: Adjutant  
To: Distribution List

Subj: MINUTES OF GENERAL MEMBERSHIP MEETING FOR MARCH 2018

Ref: (a) Marine Corps League National Bylaws and Administrative Procedures  
(b) Outer Banks Detachment Bylaws  
(c) Marine Corps League Ritual Manual

Encl: (1) Detachment Muster Roll for March 2018  
(2) 2108 Spring Belk Charity Sale  
(3) Upgraded Detachment Display Table

1. In accordance with references (a) and (b), a detachment general membership meeting was conducted on 13 March 2018 at the Kern Pitts Center, 5375 North Virginia Dare Trail, Southern Shores, North Carolina.

2. A roll-call of detachment members and staff members was conducted, with those in attendance at the meeting identified as "Present" in the remarks column at enclosure (1). No guests or prospective members were present.

3. The meeting commenced at 1900 with Sergeant-at-Arms Wartenbee securing the quarters, presenting the national colors, leading those present in the Pledge of Allegiance, and declaring the meeting open for the transaction of official business.

4. Jorge Diaz, acting in the absence of Chaplain Lawrenson, opened the meeting with a brief prayer.

5. Guest Speakers. None.

6. New Members. One new member, Mike Wartenbee was present. Mike is a transfer from the Gold Leaf Detachment in Wilson, and has attended a number of our meetings since moving to our area. Prior to the commencement of the meeting, Mike's request for transfer to the Outer Banks Detachment was approved by Commandant Hudson and he was added to our rolls. As Mike was already a member in good standing of the Marine Corps League, the administration of the Oath of Membership was not required by references (a) and (b).

7. Staff Reports.

(a) Commandant. Prompted by the political furor over the issue of firearms in the wake of the most recent school shooting incident, Commandant Hudson warned all members to refrain from comment on this and any other political issue when representing the Marine Corps League or our detachment. Any persons or organizations requesting such comments should be referred to the national headquarters, as although we may have personal opinions, these may or may not reflect the positions of the organization overall. Concluding his remarks, he advised all members that as our meeting is hosted in a government facility, the carrying or even the display of any firearm or weapon is strictly prohibited by law and that violations could result in arrest and prosecution, as well as our expulsion from our meeting facility.

Subj: MINUTES OF GENERAL MEMBERSHIP MEETING FOR MARCH 2018

(b) Senior Vice-Commandant. N/A

(c) Junior Vice-Commandant. Ray Bowser reported that he has been active on Facebook to identify those in our community who have served as Marines in an effort to inform them about our detachment. Continuing, he stated that he has had a great deal of response and identified many local residents with prior Marine Corps service—much more than he realized. With some additional effort, this may prove to be beneficial in adding new and younger members to our detachment. Commandant Hudson commended this effort and encouraged Ray to invite those he identified to our next free breakfast social on 3 April 2018 as this is an excellent way for local Marines to get to meet and know their fellow Marines residing in our area.

(d) Judge Advocate. Although Russ Laney was not present at our meeting, he reported to Adjutant Yanacek earlier in the day that his absence was due to a conflicting meeting that he was attending in Currituck. The meeting was to brief their local community about the efforts of the Dare County Veteran's Advisory Council and encouraging them to form a similar organization to address veteran's needs in Currituck County.

(e) Junior Past-Commandant. N/A

(f) Adjutant. Robert Yanacek reported that we have 45 members on the rolls at this time, which is an gain of one since last month. Our newest member, Mike Wartenbee, was joined to the rolls as previously described in paragraph 6. Of those currently on the rolls, 40 (88.9-percent) are current in their membership dues. This figure represents a slight improvement since last month when it was reported that 88.6-percent of our members were in a good-standing status.

(g) Chaplain. N/A

(h) Paymaster. Jorge Diaz briefed his financial report, including a detailed list of all income and expenditures since our last meeting. His report also included the detachment's current account balance. Jorge's written financial report was examined, briefly discussed, and accepted with no discrepancies noted. Concluding, Jorge added that as always, his records are available for review by any member of the detachment upon request.

(i) Quartermaster. Dennis Thompson reported that we currently have an extra-large polo shirt and jacket in stock, and that any member desiring to purchase any of these items may do so following the conclusion of our meeting at a cost of \$23 for either.

(j) Sergeant-at-Arms. None.

## 8. Old Business

(a) Awards Presentation. None.

(b) Recruiting and Retention. Adjutant Yanacek reported that five members remain delinquent in their dues. Of the five, one will be dropped from the rolls on 1 April while the remaining four will be dropped in late August and early September unless dues payment is received. Adjutant Yanacek continued by reporting that three of these five have moved out of our area and will not be renewing, and that the remaining two have not responded to e-mails or letters that were mailed to them. Commandant Hudson inquired as to why we are continuing to carry members in a delinquent status for such a long period to time rather than just dropping them from our rolls. Adjutant Yanacek explained that it has been the policy of the national headquarters to retain those in a delinquent status for period of one year before removing them from the rolls. Noting the term "policy," Commandant Hudson asked whether any could

Subj: MINUTES OF GENERAL MEMBERSHIP MEETING FOR MARCH 2018

be dropped from the rolls before one year in a delinquent status had elapsed. Adjutant Yanacek replied that the precise language addressing this issue in reference (a) appeared to provide a means to do so as it stated "Such member shall be retained in the delinquent status for a maximum of one year," the key term being "maximum." This may provide latitude to purge our roster of those who should no longer be carried on the rolls. Per Commandant Hudson's instruction, this issue will be addressed by Adjutant Yanacek for clarification and action via the chain-of-command, with results being reported at our meeting in April.

(c) Grants and Donations. Adjutant Yanacek reported that he submitted his documented hours of volunteer service to the Walmart Foundation's "Volunteerism Always Pays" grant program on 7 March. This grant request is currently pending review by the Walmart Foundation with an estimated turnaround time of about one-month. Regarding an in-store Walmart community grant that he was encouraged to submit, Adjutant Yanacek reported that his application was rejected by the Walmart Foundation, citing their policy to only accept community grant applications from 501(c)3 and 501(c)19 organizations. Being a 501(c)4 organization, the Marine Corps League does not meet this basic criteria. Questioning this policy, Commandant Hudson inquired as to why the Marine Corps League was not established under the provisions of a 501(c)19 veteran's organization, when similar veteran's organizations such as the American Legion and Veterans of Foreign Wars were established under this section of the Tax Code. Obviously, no one present was able to answer this question as this organizational decision was made long ago in 1946. Commandant Hudson instructed Adjutant Yanacek to raise this specific question at the upcoming Department of North Carolina (DoNC) quarterly meeting and report back at our meeting during the month of May.

(d) Sickbay. Adjutant Yanacek reported that we currently have a number of members who are ill or injured. These include Mike Keating, Jack Figura, Ron Boyce, and Tom Hunley. Mike was recently hospitalized with pneumonia, and although he is home recuperating, he has also been having difficulty in walking. Jack Figura remains weak from his post-chemotherapy medications, and although he would like to attend our various events, he can seldom muster enough strength to do so. Ron Boyce is in high spirits and awaiting for swelling to subside before he can be fitted with a permanent prosthetic leg—which he hopes to be at the end of this month. Lastly, Tom Hunley had cataract surgery earlier this month, and although the procedure went well, Tom underwent a radio-frequency ablation procedure today in Chesapeake to reduce his back pain. Please keep these members in your thoughts and prayers for a speedy and complete recovery.

(e) Marine in Need. None.

(f) Website and Marketing. Adjutant Yanacek reported that our website and Facebook pages are up-to-date. This includes photographs from our recent breakfast social, the inclusion of all recently received letters of thanks, and news releases announcing our sponsorship of a youth baseball team and our approval as a certifying organization for the President's Volunteer Service Award. In addition, the biography for our new sergeant-at-arms has been completed and will be uploaded to our website following the meeting. Much of the information recently added to our website was also published on the detachment's Facebook page, he continued. This flurry of new information on Facebook, as well as Paymaster Diaz's use of free advertising credits to promote our news release concerning the President's Volunteer Service Award has driven traffic to our page and has positively impacted on the penetration of our target market. This is clearly evident as the number of persons following our Facebook page has increased from 156 to 195 since our last meeting. Adjutant Yanacek then stressed the importance of ensuring that our Facebook page remain both interesting and current, as doing so will continue to attract new and younger followers since each person following our page receives exposure to our organization and its efforts. In addition, Adjutant Yanacek has given each member of the detachment staff with a personal Facebook account administrative privileges to post information on our Facebook page, and to invite their respective family and friends to follow our page. Inviting friends and family to follow our page

Subj: MINUTES OF GENERAL MEMBERSHIP MEETING FOR MARCH 2018

has the potential to exponentially increase the distribution of our name and events to the local public. social media, and currently Facebook, is the easiest and most cost-effective way to promote an organization's message and we must master this marketing medium to continue to grow our detachment.

(g) Social Activity. Adjutant Yanacek reported that on 6 March, nine members and one guest met for the free breakfast social offered to veterans at the Jolly Roger restaurant in Kill Devil Hills. Robert added that everyone in attendance enjoyed both the food and company. Next month's breakfast social will be on 3 April 2018 at 0900. All hands are invited and encouraged to attend.

(h) Administration. Adjutant Yanacek reported that he submitted a request to the national headquarters on 5 March to update our detachment's listing on their website. The current listing has not yet been updated to reflect our new commandant, despite the fact that it should have automatically been done following the submission of our Report of Officer Installation on 30 January 2018. Follow-up will be performed to ensure that this gets accomplished in the near future. The same issue with the detachment listing on the DoNC website was also identified, however our listing has now been updated and is correct. In addition, Adjutant Yanacek completed and submitted to the DoNC our quarterly report and a summary report for our 2018 Toys for Tots campaign. Adjutant Yanacek concluded his report on administrative actions by stating that his request to correct the misspelling of the name of one of our members on the national membership roster has been completed.

(i) Correspondence. Paymaster Diaz reported that he received a letter of thanks from the Inter-Faith Community Outreach for our recent donation, and that he passed this letter to the adjutant for addition to our website. Adjutant Yanacek responded that this letter has been uploaded to our website and can be viewed by both members and the general public. Further adding to this report, Adjutant Yanacek received three additional pieces of correspondence: A letter of thanks from the Sergeant Earl Murray Foundation for our \$500 donation to their "shop-with-a-cop" program; a letter from Sergeant Mac Foundation requesting our support for their National Wreath Project for 2018, and; a letter from Dare County Special Olympics requesting our support for their 2018 annual fund. The letter of thanks from the Sergeant Earl Murray Foundation, like all letters of thanks we receive, is available for viewing on our website. The remaining two letters required no action since both of these organizations have donations already programmed into our approved 2018 budget.

(j) Adopt-A-Beach Cleanup. Adjutant Yanacek reported that our next cleanup scheduled for Tuesday, 20 March 2018 at 1000 is in doubt due to the ongoing construction at the site which precludes parking. Commandant Hudson inquired as to when construction would be completed and suggested that cleanup activities be suspended until such time that the work is completed. Adjutant Yanacek replied that he received notification from the Town of Kill Devil Hills, via an e-mail from Craig Clark, that the construction would not be completed until sometime this summer. Continuing, he agreed that in light of the parking access issue, the best course of action would be to cease cleanup activities until such time that construction is completed—especially in light of the fact that an employee of the Town of Kill Devil Hills has been observed numerous times performing routine lawn-care and maintenance activities. Accordingly, Adjutant Yanacek will notify the program's sponsor, the Surfrider Foundation, of our intent to suspend cleanup activities until such time that construction at the site has been completed.

(k) Saint Patrick's Day Parade. Commandant Hudson reported that the Kelly's Annual Saint Patrick's Day Parade will be held this Sunday, 18 March 2018 and encouraged all members to attend this fun event. Members participating in this event will meet at the American Legion Post in Kill Devil Hills at 1200 and be transported to the parade's starting point. Adjutant Yanacek then provided a list of the ten members who had previously indicated their intent to participate and reminded those present that those unable to march the parade's one-mile route may still participate by riding on the veterans float. Two additional members then indicated that although they could not guarantee their participation, they would make an effort to attend. Adjutant Yanacek also reported that he has turned over the detachment colors

Subj: MINUTES OF GENERAL MEMBERSHIP MEETING FOR MARCH 2018

to Tim Gregory, who will in turn, transport them to the event for use in the joint veterans organization color guard. In addition, he will personally ensure that the detachment's parade banner is ready at the parade's staging area just prior to the event. Before closing discussion on this this topic, Adjutant Yanacek inquired as to whether we are planning to purchase candy to hand out to the children along the route. Led by Quartermaster Thompson's enthusiasm to do so, those present agreed to purchase sufficient candy for the event. Adjutant Yanacek agreed to make the necessary purchase and will coordinate with Paymaster Diaz for reimbursement of the expenses.

(l) Youth Baseball Sponsorship. Adjutant Yanacek reported that he informed Daryl Davies of the OBX Baseball League that our membership decided that our sponsored team's uniforms should reflect "OBX Marines." Daryl will be the one actually performing the printing-work for the uniforms. In addition, action was taken to ensure that our detachment was correctly listed on the OBX Baseball League's website, including a hyper-link to our detachment website. Commandant Hudson inquired as to when play would begin to which Adjutant Yanacek replied that the opening game for the 13 to 15 year old league has not yet been released, however play would definitely not begin until the latter part of June.

(m) President's Volunteer Service Award. Adjutant Yanacek reported that the Outer Banks Detachment was approved as a "certifying organization" for the President's Volunteer Service Award on 26 February, and as such, has the distinction being the first such organization in the eastern part of North Carolina. Accordingly, the detachment now has the authority to recognize those who perform volunteer service with the President's Volunteer Service Award—an award that includes a congratulatory letter signed by the President of the United States. This award may only be presented to individuals or groups who meet the program's specific criteria—primarily based on the number of hours of authorized volunteer service performed on an annual basis. As a certifying organization, we have been delegated the authority to decide which type of volunteer service we will accept and are required to bear the cost of each award we authorize—ranging from \$5 to \$10.50 per award. Further details will be published in the near future.

(n) Installation of Detachment Officers. Mike Wartenbee was administered the Oath of Office by Commandant Hudson as the detachment sergeant-at-arms per the ritual prescribed in reference (c). Following the meeting, Adjutant Yanacek will ensure that the Report of Officer Installation, required by reference (a), is forwarded as prescribed.

(o) Department of North Carolina Quarterly Meeting. Commandant Hudson reported that the Department of North Carolina's quarterly meeting in Greenville on 20 and 21 April will be attended by Adjutant Yanacek and Sergeant-at-Arms Wartenbee. Both have already reserved their lodging and submitted their pre-registration form to the hosting detachment.

(p) Armed Forces Day. Per the instruction at our previous meeting, Adjutant Yanacek submitted a request to the Kitty Hawk Walmart store to conduct a Marine Corps Rose distribution event on Armed Forces Day, 19 May 2018. This event had been suggested as a means of generating additional income and expanding our public awareness. Adjutant Yanacek's request was approved by Walmart on 22 February and our members will be permitted to distribute roses, solicit donations, and conduct recruiting operations outside of the store on Saturday, 19 May from 0900 to 1700. Although the times are somewhat flexible, the number of hours we will be permitted on the premises to conduct this event cannot exceed eight-hours. An e-mail to our membership to request assistance in staffing this event will be sent as the date draws closer.

(q) Spring Belk Charity Sale. Adjutant Yanacek reported that planning for the Spring Belk Charity Sale has been completed and our schedule has been established. This year's sale event will be held on Saturday, 5 May 2018 from 0600 to 1000. Our ticket sale schedule commences on 31 March and continues each Saturday and Sunday during April at the Belk in Kill Devil Hills, excluding Easter Sunday on 1 April. Specific times for each day are detailed at enclosure (2), along with a listing of those

Subj: MINUTES OF GENERAL MEMBERSHIP MEETING FOR MARCH 2018

members who have already committed to assist. Commandant Hudson requested that all members consider volunteering for at least one two-hour shift in support of this effort, emphasizing its importance by pointing out that since 2011 the detachment has raised over \$15,000 at these fundraising events. Sergeant-at-Arms Wartenbee, being relatively new to our area, was unfamiliar with this event and requested an explanation as to how this program worked. Adjutant Yanacek then briefed the program explaining that each year Belk conducts two private sales in their stores where shoppers receive discounts on the majority of their merchandise ranging from 20 to 75-percent. In order for customers to gain admission to this exclusive sale, they must purchase a ticket for \$5 from an organization such as ours. The organization selling the ticket is permitted to keep the \$5, while the customer gains admission to the sale and receives \$5 off their purchase during the sale times in addition to the discounted prices. Continuing, he explained that those purchasing more than one ticket may use each ticket to receive the additional \$5 discount, however only one ticket may be used per sales transaction. Adjutant Yanacek concluded by adding that the first one-hundred shoppers to enter the store on the day of the sale will also be provided a Belk gift-card, with a value ranging from \$5 to \$1,000 that may also be used toward purchases.

(r) Outer Banks Seafood Festival. Adjutant Yanacek reported that on 2 March he submitted the application for the Outer Banks Detachment to participate in this event as a non-profit vendor. In conjunction with the submission of the application, the requisite \$75 participation fee was also paid with a detachment draft provided by Paymaster Diaz. As only ten non-profit organizations will be permitted to participate this year, timely submission was vital. Adjutant Yanacek also confirmed that our application was processed and accepted and that the only other item that will be needed is to provide a copy of our general liability policy once it renews in September 2018. The festival officials are aware of this and have indicated that, as in the past, our submission of the policy when it renews will not be a problem. The Seafood Festival will be held this year on Saturday, 20 October 2018 from 1030 to 1800. Further details will be published at a later date.

(s) Change in Accounting Period. Paymaster Diaz and Adjutant Yanacek completed and submitted Internal Revenue Service (IRS) Form 990-EZ for accounting period 1 August to 31 December 2017. The completion and filing of this form was necessary to change our accounting period to an annual basis as prescribed in reference (b). Once accepted by the IRS, Paymaster Diaz will notify the DoNC. In addition, all future submissions to maintain our tax-exempt status will be submitted using IRS Form 990-N (e-Postcard) no later than 15 May each year—with our next filing for 2018 due by 15 May 2019.

## 9. New Business

(a) Upgrade of Detachment Display Table. The detachment has an upgraded display table for use at our various events! The table was set up and displayed for all members to see prior to the meeting by Adjutant Yanacek and Quartermaster Thompson. Adjutant Yanacek explained that through the generosity of an undisclosed donor, he was able to purchase a number of items to enhance our detachment display at various events. Utilizing our existing six-foot folding table, the upgraded display items along with our recently revised business cards and promotional brochure, was acquired to present a more professional and orderly appearance, thereby enhancing our image to the public as the premiere local veterans organization. Included with this upgrade is a fitted red cloth table covering, a custom black cloth table runner displaying our detachment emblem, new informational display frames, an acrylic business card and brochure holder, a chip credit card reader, and a black acrylic donation box that displays our detachment emblem and advertises our ability to accept donations by cash, check, or credit card. A photographic image of the upgraded display is provided for informational purposes at enclosure (3). Remarks from those present were very favorable, and our display is now ready for its first use for the sale of tickets to the Belk Charity Sale at the end of the month.

10. Acting-Chaplain Diaz closed the meeting with a prayer.

Subj: MINUTES OF GENERAL MEMBERSHIP MEETING FOR MARCH 2018

11. The meeting concluded at 1958 with Sergeant-at-Arms Wartenbee retiring the national colors and declaring the meeting closed until 10 April 2018, when the detachment's membership will reconvene for the transaction of official business.

*Robert J. Yanacek*

Robert J. Yanacek

Adjutant

DISTRIBUTION: A

## DETACHMENT MUSTER ROLL FOR MARCH 2018

<b>Line</b>	<b>Name</b>	<b>Staff Billet</b>	<b>Remarks</b>
1.	Anderson, Stephen E.		Present
2.	Beall, Daniel M.		
3.	Bowser, Oyoma R.	Junior Vice-Commandant	Present
4.	Boyce Sr., Ronald A.		
5.	Clark, Craig T.		
6.	Diaz, Jorge L.	Paymaster	Present
7.	Dozier, Clare		
8.	Dozier, John J.		
9.	Draper, Frank D.	Junior Past-Commandant	
10.	Fearing Jr., Zenas E.		
11.	Felder, Gary L.		
12.	Figura, John P.		
13.	Gibson, Ron G.		
14.	Gillis, Steven		
15.	Gregory, Timothy G.		Present
16.	Hannon, Scott W.		
17.	Hudson, Daniel R.	Commandant	Present
18.	Hunley, Thomas M.		
19.	Hurley, Thomas F.		
20.	Keating, Michael A.	Senior Vice-Commandant	
21.	Laney, Russell E.	Judge Advocate	
22.	Lawrenson, Richard	Chaplain	
23.	Lotspeich, Cory B.		
24.	Mason, Ronald L.		
25.	McGrath, Kevin J.		
26.	Messinger Sr., Robert L.		
27.	Monroe, James S.		
28.	O'Brien, William W.		
29.	Owens, James W.		
30.	Patrick, Joseph J.		
31.	Patrick, Susan S.		

**ENCLOSURE (1)**

## DETACHMENT MUSTER ROLL FOR MARCH 2018

<b>Line</b>	<b>Name</b>	<b>Staff Billet</b>	<b>Remarks</b>
32.	Pedersen, Martha E.		
33.	Riley III, Edward W.		
34.	Romano, Frederick R.		
35.	Russano, Frank G.		
36.	Scarborough, Christopher L.		
37.	Spivey, Elvin L.		
38.	Straub, Charles G.		
39.	Strauss, John O.		
40.	Sulik, Richard		
41.	Sulik, Shirley J.		
42.	Thompson, Dennis R.	Quartermaster	Present
43.	Thompson, Stephen D.		
44.	Wartenbee, Michael W.	Sergeant-at-Arms	Present
45.	Yanacek, Robert J.	Adjutant	Present
46.			
47.			
48.			
49.			
50.			
51.			
52.			
53.			
54.			
55.			
56.			
57.			
58.			
59.			
60.			
61.			
62.			

## 2018 SPRING BELK CHARITY SALE

Day	Date	Time	Volunteers			
Saturday	31 March 2018	1200-1400	Dan Hudson			
Saturday	7 April 2018	1200-1400	Dan Hudson			
Sunday	8 April 2018	1400-1600	Robert Yanacek	Dennis Thompson		
Saturday	14 April 2018	1400-1600	Tim Gregory			
Sunday	15 April 2018	1400-1600	Robert Yanacek	Dennis Thompson	Jorge Diaz	
Saturday	21 April 2018	1200-1400	Dan Hudson			
Sunday	22 April 2018	1400-1600	Robert Yanacek	Dennis Thompson	Dan Hudson	
Saturday	28 April 2018	1400-1600	Dan Hudson			
Sunday	29 April 2018	1400-1600	Robert Yanacek	Dennis Thompson	Jorge Diaz	
Saturday	5 May 2018	0600-0800	Robert Yanacek	Dennis Thompson		
		0800-1000	Tim Gregory			

## UPGRADED DETACHMENT DISPLAY TABLE



ENCLOSURE (3)