



**The American Legion  
Department of Maryland  
Damascus Post 171  
PO Box 171  
Damascus, Maryland 20872**

**Anita Trotter  
Commander**

**2025 – 2026**

**Kevin O’Neill  
Adjutant**

**EXECUTIVE COMMITTEE MEETING MINUTES**

**December 1, 2025**

**ATTENDANCE:**

Executive Committee (EC)	Present	Absent
Commander: Anita Trotter	X	
1 <sup>st</sup> Vice Commander: Scott Dallas	X	
2nd Vice Commander: Mike Wright	X	
Adjutant: Kevin O’Neill	X	
Finance Officer: Ray Lewandowski	X	
Judge Advocate: Fred Mitchell (PPC)	X	
Sergeant at Arms: Sabrina Murray		X
Elected Member: Steve Monteiro (PPC)		X
Elected Member: James Serritella	X	
Elected Member: Paula Gill		X
Elected Member: Keith Martin	X	
<b>Additional Attendees</b>		

There was a quorum present. The Commander called the meeting to order at 1859 hours. The meeting took place at Post 171.

**FINANCE OFFICER’S REPORT**

- September Income was \$33,220, Expenses were \$29,040, for a Net Revenue of about \$4,180. Details are available in the November Finance report provided at the Meetings.

**COMMANDER’S REPORT**

- Looking for a replacement for the **Rental Agent** who is available to start in January. The position is paid based on the number of rentals. If we don’t fill the position, we may have to suspend the rental of rooms at the Post which will have a significant impact on our income which in turn will have a significant impact on our ability to carry out our mission: **“To enhance the well-being of America's veterans, their families, our military, and our communities by our devotion to mutual helpfulness.”** Please consider stepping up and filling this vital position at the Post.
- Website hosting and redesigning: Motion APPROVED to sign up for WordPress website design for \$100/year.
- We will continue to use the Legion sites to provide our email service at \$199/year. The Post owns the domain name legionpost171.org.
- Amount to charge the Market Street Band for rental of the main hall will be discussed after the Event at the Post on 12 December.
- Other Items covered in MISCELLANEOUS MATTERS, GOOD OF THE POST section below.

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## **ADJUTANT'S REPORT**

- The November 2025 Executive Committee Meeting Minutes were APPROVED by email consensus. They are available on the Post website: (<https://legionpost171.org/member-meeting-minutes>)
- For future reference, the plaques that are located in the vestibule are available at American Legion Flag & Emblem Store (<https://emblem.legion.org/>).

## **1<sup>ST</sup> VICE COMMANDER'S REPORT**

- **MEMBERSHIP**
  - 252 members
  - Membership dinner scheduled for 24 January 2026.

## **2<sup>ND</sup> VICE COMMANDER'S REPORT**

- Has worked through significant paperwork related to the Foundation Forward grant. When work is completed, invoices need to be uploaded to a website for approval before reimbursement from the grant will be sent to the Post.

## **JUDGE ADVOCATE'S REPORT**

- Working on Standard Operating Procedures (SOP). Order of priority is Rental, Baseball, then Bingo.

## **SERGEANT AT ARMS' REPORT**

- No Report.

## **COMMITTEE REPORTS**

### **BINGO**

- No report

### **BASEBALL**

- Committee members will attend a meeting on 13 December to discuss the placement of the Post's baseball team.

### **BUILDING AND GROUNDS**

- Nothing to report.

### **SCHOLARSHIP**

- Nothing to report.

## **UNFINISHED AND NEW BUSINESS**

- None reported

## **MISCELLANEOUS MATTERS, GOOD OF THE POST**

- Potluck, Dessert Auction, and Member Meeting, Monday, 8 December, 6:00 pm. No pizza will be served in the meeting room.
- Market Street Big Band, Friday, 12 December, 7-8:30 pm
- Lorient visit, Wednesday, 10 December, 10:30 am
- Market Street Big Band, Friday, December 12, 7-8:30 pm
- Pancake Breakfast, Saturday, 13 December.

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- Department Christmas Party, Sunday, 14 December.
  - Member Dinner, Saturday, 24 January 2026
  - Oratorical Contest, Saturday, 31 January 2026
  - Memorial Brick Program: Information is on the Post Website here: <https://legionpost171.org/memorial-brick-program>. We are investigating why the company said they are not receiving money even though the people that purchased a brick have had their credit/debit cards charged.

Meeting Adjourned at 2017 hours.

Submitted by: Kevin O'Neill, Adjutant, Post 171