



**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

January 5, 2026

ATTENDANCE:

Executive Committee (EC)	Present	Absent
Commander: Anita Trotter	X	
1 st Vice Commander: Scott Dallas	X	
2 nd 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	
Additional Attendees		

There was a quorum present. The Commander called the meeting to order at 1900 hours. The meeting took place at Post 171.

FINANCE OFFICER’S REPORT

- December Income was \$33,827, Expenses were \$29,538, for a Net Revenue of about \$4,289. Details are available in the December Finance report provided at the Meetings.
- Note regarding reimbursement: Please submit receipts promptly to ensure fast reimbursement.

COMMANDER’S REPORT

- Continuing to work through paperwork related to the Foundation Forward grant. When work is completed, invoices need to be uploaded to a MD state website for approval before reimbursement from the grant will be sent to the Post.
- The Market Street Big Band (MSBB) event on 12 December had a low turnout. As a result, and after discussion, a motion was made and APPROVED to inform the MSBB that they will be allowed to use the Main Hall until the end of February. After that time, they can use the hall with a paid rental contract.
- There is an upcoming rental by a member for a profit/business purpose. It appears that the advertising on the company Facebook page is endorsed by Damascus Post 171. By the time these minutes are published, the renter will have been contacted and asked to remove any perception that their product is endorsed by the American Legion. If advertising is not removed, the contract for the use of the facility will be cancelled. The Rental SOP will also explicitly state the no advertising requirement.
- Other Items covered in MISCELLANEOUS MATTERS, GOOD OF THE POST section below.

ADJUTANT'S REPORT

- The December 2025 Executive Committee Meeting Minutes were APPROVED by email consensus. They are available on the Post website: (<https://legionpost171.org/member-meeting-minutes>)

1ST VICE COMMANDER'S REPORT

- **MEMBERSHIP**
 - 271 members, 1st in District 8, 10th in the Department.
 - Membership dinner scheduled for 24 January 2026. New members and spouses or significant others are free. All others are \$20. RSVP to Sam Baughman (PPC) at racecarman0711@comcast.net.

2ND VICE COMMANDER'S REPORT

- No report

JUDGE ADVOCATE'S REPORT

- Motion made and APPROVED to accept the Rental Standard Operating Procedure (SOP) and present it at the next Members' meeting for discussion.

SERGEANT AT ARMS' REPORT

- No Report.

COMMITTEE REPORTS

BINGO

- December Income was \$28,298, Expenses were \$16,011, for Net Revenue of about \$12,287. Details are available in the December Finance report provided at the Meetings.

BASEBALL

- Motion made and APPROVED to have Baseball Committee (in the name of the Post) sponsor a Damascus Sports Association (DSA) youth softball and youth baseball team as part of our community outreach.

BUILDING AND GROUNDS

- Maintenance and Safety inspection completed. All items test satisfactorily.
- Floor in kitchen was damaged (most likely by leaking coolers they brought) during a December rental. Post retained the \$200 damage deposit. Discussed using the remaining left-over flooring from the main hall floor job to repair the damage. Will see how much remains and decide course of action.
 - Foundation Forward: Architecture and Engineering company inspected the building and grounds. Their report will be sent when completed.

SCHOLARSHIP

- Nothing to report.

UNFINISHED AND NEW BUSINESS

- None reported

MISCELLANEOUS MATTERS, GOOD OF THE POST

- Membership Dinner, Saturday, 24 January 2026 @5:00 PM. New members are free, all others \$20.
- Warrior Canine Connection tour and visit is scheduled for Wednesday, 25 February 2026, 10:00 AM – 12:00 PM. Keith Martin will confirm time and contact him if you would like to participate.

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- Oratorical Contest, Saturday, 31 January 2026.
 - Montgomery County is in the very early planning stages for building a county trail that has a trail head adjacent to the Post parking lot. Currently there is no construction start date or plans out for bids. There is no action for the Post yet. The project is being monitored.
 - Motion made and APPROVED to spend \$100 to be a sponsor for the golf scramble that takes place April 24, 2026, at the Black Rock Golf Course in Hagerstown, MD. The scramble is a fundraiser in conjunction with the Department Convention that takes place July 14 – 17, 2026 in Ocean City MD.
 - Mary Gene Martin is the new Rental Agent. Her contact information is on the Post website.

Meeting Adjourned at 2030 hours.

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