



## MARINE CORPS LEAGUE OUTER BANKS DETACHMENT 1264

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18 December 2017  
1100

From: Adjutant  
To: Distribution List

Subj: MINUTES OF GENERAL MEMBERSHIP MEETING FOR DECEMBER 2017

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

End: (1) Detachment Muster Roll for December 2017  
(2) Detachment Operational Calendar for 2018  
(3) Proposed Detachment Budget for 2018

1. In accordance with the references, a detachment general membership meeting was conducted on 12 December 2017 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). In addition, Department of North Carolina Commandant Jeff Jones, Department of North Carolina Senior Vice-Commandant Rick Thomason and their respective wives were in attendance, as well as one prospective member, Michael Wartenbee.

3. The meeting commenced at 1900 with Sergeant-at-Arms Clark 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. Our chaplain, Rick Lawrenson, opened the meeting with a brief prayer.

5. Guest Speakers. Department of North Carolina (DoNC) Commandant Jones opened by encouraging our members to attend the next department meeting that will be held on 21 April in Greenville, North Carolina. Attendance and participation at these meetings is important to the department staff, as it provides them with a means of identifying assistance they can provide to their detachments. Continuing, he stated that the change in policy by the National headquarters in eliminating membership renewal notices was a cost-saving measure that resulted in an annual savings of \$27,000 in postage. Concluding, DoNC Commandant Jones encouraged the detachment's participation in programs such as the Eagle Scout Recognition Program as a means of gaining public exposure within our community. Following his remarks, DoNC Senior Vice-Commandant Thomason was granted the floor. Opening, he stressed the importance of the detachment effectively communicating with the department staff as they actively seek a means to assist detachments in their efforts. Continuing, he stated that providing the department Public Affairs Officer with news of detachment activities is an excellent way to gain public awareness as the department posts any information submitted on their Facebook page. Department of North Carolina Senior Vice-Commandant Thomason then displayed parking signage that is available to businesses who wish to recognize combat-wounded or veteran service members with a dedicated parking space in the parking lot of their businesses. These signs are available through the DoNC at a cost of \$20 each. In closing, DoNC Senior Vice-Commandant Thomason displayed a Springfield 2017 Saint rifle that the department is offering through a raffle. Tickets for this raffle are only \$10 each, and a limited number of only 600 tickets will be sold. Those interested in purchasing tickets for this raffle may do so at the conclusion of our meeting.

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6. New Members. None

7. Staff Reports

(a) Commandant. Frank Draper reported that this year has been challenging in terms of the number of activities in which the detachment participated, but that the results of obtaining 155.3-percent of our annual fundraising objective speaks volumes as to the dedication and commitment demonstrated by our members. Concluding, Frank asked all members to continue to submit their ideas for raising the detachment's public visibility in the Outer Banks community.

(b) Senior Vice-Commandant. N/A

(c) Junior Vice-Commandant. N/A

(d) Judge Advocate. N/A

(e) Junior Past-Commandant. N/A

(f) Adjutant. Robert Yanacek reported that we have 44 members on the rolls at this time, which is one less than last month as we recently had one member drop to a Member-at-Large status. Of those on the rolls, only 17 (38.6-percent) are current in their dues. In coordination with Paymaster Diaz, Robert has notified all members in a delinquent status, and approximately 11 have responded, stating their intent to renew their membership. An additional two of our members have moved out of our area and are not expected to renew. Three members are currently delinquent to the point that they will be dropped from our rolls on 31 December unless payment of their dues is received.

(g) Chaplain. None

(h) Paymaster. Jorge Diaz provided a detailed report of the income and expenditures since our last meeting as well as the detachment's current account balance. His written report was examined and found to be correct. Adding to his report, Jorge stated that we as a detachment have had a really good year, through hard work and keeping to budget. Overall, the detachment's fiscal standing is the best it has ever been in since its establishment in 2006! In concluding his report Jorge indicated that Senior Vice-Commandant Hudson and Judge Advocate Laney conducted an audit of the detachment's books on 5 December 2017 and found them to be accurate and in compliance with the references.

(i) Quartermaster. Dennis Thompson reported that he will be placing an order for detachment windbreaker jackets shortly. They are available to our members for \$23 in sizes S through XL, and \$26 for sizes 2XL through 4XL. Those interested in purchasing a jacket should contact him immediately.

(j) Sergeant-at-Arms. None

(k) Toys for Tots Liaison. N/A

8. Old Business

(a) Awards Presentation. None

(b) Recruiting and Retention. None

(c) Grants and Donations. Adjutant Yanacek reported that he submitted his record of volunteer hours on 3 December to Walmart's "Volunteerism Always Pays" grant program for the fourth quarter of

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2017. This request is currently pending review by the Walmart Foundation, but approval is expected later this month. In addition, Adjutant Yanacek was approached by the store manager of the Kitty Hawk Walmart and encouraged to submit for a store-grant from the Walmart Foundation in early March. If approved, these grants typically pay a minimum of \$1,000 in support of an organization's community service programs. Adjutant Yanacek also received two \$50 gift cards from the Kitty Hawk Walmart store as well as a 7.5-foot artificial Christmas tree. The Christmas tree was delivered to a family in need in Kill Devil Hills that Adjutant Yanacek identified through the Outer Banks Locals Facebook page. The two gift cards are available for distribution with a recommendation that will be provided later in the meeting.

(d) Sickbay. Commandant Draper reported that he recently spoke with Junior Vice-Commandant Keating and learned that he continues to suffer with dizziness and other health issues related to his Agent-Orange exposure in Vietnam. In addition, Adjutant Yanacek reported that although member Jack Fiqua has completed his chemotherapy, he continues to feel weak and ill. Adding to his report, Adjutant Yanacek recently spoke to members John Dozier and Ron Boyce. John recently recovered from pneumonia, but is undergoing evaluation for surgical repair of a hernia. Ron is currently at home following blood poisoning that unfortunately led to the amputation of his leg followed by a one-month stay for rehabilitation in the Peak Skilled Nursing facility in Nags Head. He is currently awaiting a prosthetic leg but is ambulatory with the assistance of his son. Please keep these Marines in your thoughts and prayers.

(e) Marine in Need. Members Joe and Sue Patrick recently informed Adjutant Yanacek of a Marine family in need of some Christmas toys for their 10-year old son. Acting on that information, Adjutant Yanacek motioned that this family be provided with the two \$50 gift cards he recently acquired from the Kitty Hawk Walmart store as noted in paragraph 8(c) above. His motion was seconded by Paymaster Diaz, voted-on and passed without dissent. Following approval, Commandant Draper instructed Adjutant Yanacek to forward the gift cards to the Patricks for dissemination to the family in need.

(f) Website and Marketing. Adjutant Yanacek reported that our website and Facebook pages are up-to-date, including information and photographs for our recent fundraising activities. Continuing, he added that the annual renewal of our website domain and our detachment's phone service was due and was personally paid in a total amount of \$105.64. The necessary claim for reimbursement and associated receipts has been passed to Paymaster Diaz, who in turn, has issued the necessary draft to reimburse Adjutant Yanacek for these expenses.

(g) Social Activity. Adjutant Yanacek reported that on 5 December, nine members 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 2 January 2018 at 0900. All hands are invited and encouraged to attend.

(h) Election of Detachment Officers. Due to the unopposed slate of candidates running for detachment office, the following members will be administered the oath of office at next month's meeting on 16 January 2018:

Commandant	Dan Hudson
Senior Vice-Commandant	Mike Keating
Junior Vice-Commandant	Ray Bowser
Judge Advocate	Russ Laney

In addition, all appointed staff members will remain in their current billet, with the exception of Toys for Tots Liaison Czernik and Sergeant-at-Arms Clark who have completed their tour of duty. The Toys for Tots Liaison billet will be filled by Judge Advocate Laney, while Steve Anderson will assume the duties of Sergeant-at-Arms, both effective 16 January 2018. Commandant Draper expressed his thanks to all who

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have assisted him during his tenure as detachment commandant, and wishes the newly-elected and newly-appointed staff his best regards.

(i) Purchase of Laptop Computer. Adjutant Yanacek reported that he has completed the purchase of a laptop computer, peripherals, and software that was approved at our October 2017 meeting. The total cost of \$251.37 has been reimbursed to him and the purchased equipment has been added to the detachment's property inventory. No further cost is expected for additional hardware or software.

(j) Manteo Christmas Parade. Commandant Draper reported that he, Quartermaster Thompson, and Judge Advocate Laney participated in the Manteo Christmas Parade on 2 December. The parade was approximately one-mile in length and the participation of our detachment was appreciated.

(k) Belk Charity Sale. Adjutant Yanacek reported that he received our final payment from the Fall Belk Charity Sale in the amount of \$176.68 and has forwarded it to Paymaster Diaz for deposit. With this amount, the total collected for this effort was \$1,928.37—which exceeded our objective by over \$1,100. Commandant Draper concluded this report by thanking the 11 members who supported this effort through their participation.

(l) Toys for Tots Program. Commandant Draper reported that we have completed or fundraising activities for this year's Tots for Tots Program. With 12 members participating, the detachment raised \$955.44 and collected a number of boxes of toys which are currently being tabulated. Although the amount raised put us about \$45 short of our fundraising goal for the program, Commandant Draper expressed his tanks to those participating in this event for a job well done.

(m) Donation to the U.S. Marines Youth Foundation Tree of Lights. Adjutant Yanacek reported that he submitted our \$80 donation and associated paperwork to the U.S. Marines Youth Foundation Tree of Lights Program on 15 November 2017. This was completed with sufficient time to ensure that our deceased members name's would be displayed at the program's tree lighting ceremony on 1 December.

(n) Christmas Shopping with the Cape Hatteras Secondary School Baseball Team. Adjutant Yanacek reported that he and Toys for Tots Liaison Czernik assisted in the second annual Christmas Shopping event by the Cape Hatteras Secondary School baseball team at the Kitty Hawk Walmart on 2 December. Continuing, Adjutant Yanacek stated that nine team members and their coaches spent an hour shopping and purchased \$1,400 worth of toys for families in need in the Cape Hatteras area. Some of this event was live-streamed by Toys for Tots Liaison Czernik, including a challenge to the two other high school baseball teams in our area.

(o) Adopt-a-Beach Cleanup. Commandant Draper inquired as to the status of our Adopt-a-Beach effort. In response, Adjutant Yanacek indicated that we have not performed the scheduled cleanups as a detachment for a number of months as a result of a bike-path construction project at the access that prevents any on-site parking. Continuing, Adjutant Yanacek indicated that he walked from his home to the access and performed cleanup activities on 28 November in order to uphold our commitment to the program's sponsor. Continuing, Adjutant Yanacek reported that, upon completion, the required report on this most recent effort was submitted as required. Concluding, Adjutant Yanacek stated that our next cleanup is scheduled for Tuesday, 9 January 2018. Should the ongoing construction project preclude on-site parking, the cleanup will be performed nonetheless by members who can either walk or ride a bike to the access site.

## 9. New Business

(a) Death of Member Spouse. Adjutant Yanacek sadly reported the loss of Ron Gibson's wife, Jody, on 1 December. Ron is a charter-member of the Outer Banks Detachment. Please keep Ron and his

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family in your thoughts and prayers during this difficult time.

(b) Detachment Scholarship for Membership Dues. Adjutant Yanacek submitted a motion to provide a scholarship for the payment of membership dues for three of our members who are currently in a delinquent status. His rationale was based either on a legitimate fiscal need, or serious events affecting their lives at the present time. Paymaster Diaz commented that he supports assisting fellow members who may require it. With no further discussion, Adjutant Yanacek's motion was duly seconded, voted on and passed without dissent. Accordingly, Paymaster Diaz will submit payment of the dues for the approved members following written submission of the necessary information by Adjutant Yanacek.

(c) Detachment Operational Calendar for 2018. The detachment operational calendar for 2018 has been prepared and submitted by Adjutant Yanacek. This calendar is provided at enclosure (2) and lists all known events for the calendar year. Members should consult this information for planning purposes as to when specific events will be occurring, however caution must be exercised regarding events marked with footnote 2, as these dates, times, and locations may be subject to change. Members will be notified of any changes as they occur, and all changes will be reflected on the calendar provided on our website.

(d) Changes of Meeting Dates for January, May, and July 2018. Adjutant Yanacek has been notified by the Town of Southern Shores that our meeting facility, the Kern Pitts Center, will be needed to conduct town business the second Tuesday in January, May, and July. Accordingly, our meetings for these months have been moved to the third Tuesday—to 16 January, 15 May, and 17 July 2018. These changes have been reflected in our operational calendar provided at enclosure (2) as well as the calendar available on the detachment website.

(e) Proposed Detachment Budget for 2018. Judge Advocate Laney submitted a proposed 2018 budget to members of the detachment staff for review earlier this month. Commandant Draper commended him for his efforts and added that the staff has reviewed this budget and have made a few recommendations to adjust it. The recommended changes involved adding \$1,000 of income to reflect receiving a \$1,000 Walmart in-store grant, adding an additional \$40 to our yearly donation to the U.S. Marines Youth Foundation Tree of Lights Program, and to sponsor one or two Little League baseball teams in our area. Paymaster Diaz commented that although he supports the Little League program, the detachment should exercise care in selecting the sponsorship level in order to gain the maximum community exposure for every dollar spent. Following his comments, this proposal was tabled by Commandant Draper for further research by the newly-elected staff members and discussion at our January 2018 meeting. For informational purposes the proposed budget, with recommended changes noted in red bold typeface, is provided at enclosure (3).

10. Chaplain Lawrenson closed the meeting with a prayer.

11. The meeting concluded at 2005 with Sergeant-at-Arms Clark retiring the national colors and declaring the meeting closed until 16 January 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 DECEMBER 2017

<b>Name</b>	<b>Staff Billet</b>	<b>Remarks</b>
Anderson, Stephen E.		Present
Beall, Daniel M.		
Bowser, Oyoma R.		
Boyce Sr., Ronald A.		
Clark, Craig T.	Sergeant-at-Arms	Present
Czernik, Lawrence C.	Toys for Tots Liaison	
Diaz, Jorge L.	Paymaster	Present
Dozier, John J.		
Draper, Frank D.	Commandant	Present
Fearing Jr., Zenas E.		
Felder, Gary L.		
Figura, John P.		
Gibson, Ron G.		
Gillis, Steven		
Gregory, Timothy G.	Junior Past-Commandant	
Hudson, Daniel R.	Senior Vice-Commandant	
Hunley, Thomas M.		Present
Hurley, Thomas F.		
Keating, Michael A.	Junior Vice-Commandant	
Laney, Russell E.	Judge Advocate	
Lawrenson, Richard	Chaplain	Present
Lotspeich, Cory B.		
Mason, Ronald L.		
McGrath, Kevin J.		
Messinger Sr., Robert L.		
Monroe, James S.		
O'Brien, William W.		
Owens, James W.		
Patrick, Joseph J.		
Patrick, Susan S.		

# DETACHMENT MUSTER ROLL FOR DECEMBER 2017

<b>Name</b>	<b>Staff Billet</b>	<b>Remarks</b>
Pedersen, Martha E.		
Riley III, Edward W.		
Romano, Frederick R.		
Russano, Frank G.		
Scarborough, Christopher L.		
Spivey, Elvin L.		
Stone, Leonard J.		
Straub, Charles G.		
Strauss, John O.		
Sulik, Richard		
Sulik, Shirley J.		
Thompson, Dennis R.	Quartermaster	Present
Thompson, Stephen D.		
Yanacek, Robert J.	Adjutant	Present

## DETACHMENT OPERATIONAL CALENDAR FOR 2018

DAY	EVENT	TIME	LOCATION
2 Jan	Breakfast Social	0900-1030	Jolly Roger Restaurant
9 Jan	Adopt-A-Beach Cleanup	1000-1100	West Third Street Public Estuarine Access
16 Jan	General Membership Meeting <sup>1</sup>	1900-2000	Kern Pitts Center
6 Feb	Breakfast Social	0900-1030	Jolly Roger Restaurant
13 Feb	General Membership Meeting	1900-2000	Kern Pitts Center
6 Mar	Breakfast Social	0900-1030	Jolly Roger Restaurant
13 Mar	General Membership Meeting	1900-2000	Kern Pitts Center
18 Mar	Annual Saint Patrick's Day Parade	1300-1430	Nags Head Parade Route
20 Mar	Adopt-A-Beach Cleanup	1000-1100	West Third Street Public Estuarine Access
24 Mar	Charity Sale Ticket Sales <sup>2</sup>	1200-1400	Belk
25 Mar	Charity Sale Ticket Sales <sup>2</sup>	1400-1600	Belk
27 Mar	Inventory of Detachment Property	0900-1100	Kern Pitts Center
31 Mar	Charity Sale Ticket Sales <sup>2</sup>	1200-1400	Belk
3 Apr	Breakfast Social	0900-1030	Jolly Roger Restaurant
7 Apr	Charity Sale Ticket Sales <sup>2</sup>	1200-1400	Belk
8 Apr	Charity Sale Ticket Sales <sup>2</sup>	1400-1600	Belk
10 Apr	General Membership Meeting	1900-2000	Kern Pitts Center
14 Apr	Charity Sale Ticket Sales <sup>2</sup>	1200-1400	Belk
15 Apr	Charity Sale Ticket Sales <sup>2</sup>	1400-1600	Belk
21 Apr	Charity Sale Ticket Sales <sup>2</sup>	1200-1400	Belk
22 Apr	Charity Sale Ticket Sales <sup>2</sup>	1400-1600	Belk
28 Apr	Charity Sale <sup>2</sup>	0600-1000	Belk
28 Apr	Special Olympics	0900-1000	First Flight High School
1 May	Breakfast Social	0900-1030	Jolly Roger Restaurant
8 May	Adopt-A-Beach Cleanup	1000-1100	West Third Street Public Estuarine Access
15 May	General Membership Meeting <sup>1</sup>	1900-2000	Kern Pitts Center
28 May	Memorial Day Service <sup>2</sup>	1100-1145	Nags Head Municipal Center
28 May	Memorial Day Service <sup>2</sup>	1200-1245	Kill Devil Hills Memorial Park
5 Jun	Breakfast Social	0900-1030	Jolly Roger Restaurant

**Note 1:** The General Membership Meetings are normally scheduled for the second Tuesday of each month. However, due to the Town of Southern Shores needing the facility, the meeting dates for January, May, and July have been rescheduled to the third week.

**Note 2:** Dates, times, and locations are subject to change as these events have not yet been finalized.

**ENCLOSURE (2)**



## DETACHMENT OPERATIONAL CALENDAR FOR 2018

DAY	EVENT	TIME	LOCATION
12 Jun	General Membership Meeting	1900-2000	Kern Pitts Center
3 Jul	Breakfast Social	0900-1030	Jolly Roger Restaurant
10 Jul	Adopt-A-Beach Cleanup	1000-1100	West Third Street Public Estuarine Access
17 Jul	General Membership Meeting <sup>1</sup>	1900-2000	Kern Pitts Center
7 Aug	Breakfast Social	0900-1030	Jolly Roger Restaurant
14 Aug	General Membership Meeting	1900-2000	Kern Pitts Center
4 Sep	Breakfast Social	0900-1030	Jolly Roger Restaurant
11 Sep	General Membership Meeting	1900-2000	Kern Pitts Center
18 Sep	Adopt-A-Beach Cleanup	1000-1100	West Third Street Public Estuarine Access
2 Oct	Breakfast Social	0900-1030	Jolly Roger Restaurant
6 Oct	Charity Sale Ticket Sales <sup>2</sup>	1200-1400	Belk
7 Oct	Charity Sale Ticket Sales <sup>2</sup>	1400-1600	Belk
9 Oct	General Membership Meeting	1900-2000	Kern Pitts Center
13 Oct	Charity Sale Ticket Sales <sup>2</sup>	1200-1400	Belk
14 Oct	Charity Sale Ticket Sales <sup>2</sup>	1400-1600	Belk
20 Oct	Seafood Festival	1200-1400	Outer Banks Event Site
21 Oct	Charity Sale Ticket Sales <sup>2</sup>	1030-1800	Belk
27 Oct	Charity Sale Ticket Sales <sup>2</sup>	1200-1400	Belk
28 Oct	Charity Sale Ticket Sales <sup>2</sup>	1400-1600	Belk
3 Nov	Charity Sale <sup>2</sup>	0600-1000	Belk
6 Nov	Breakfast Social	0900-1030	Jolly Roger Restaurant
13 Nov	General Membership Meeting	1900-2000	Kern Pitts Center
17 Nov	Toys for Tots <sup>2</sup>	1200-1400	Walmart
18 Nov	Toys for Tots <sup>2</sup>	1300-1500	Walmart
20 Nov	Adopt-A-Beach Cleanup	1000-1100	West Third Street Public Estuarine Access
1 Dec	Manteo Annual Christmas Parade <sup>2</sup>	1030-1130	Manteo Parade Route
1 Dec	Toys for Tots <sup>2</sup>	1300-1500	Walmart
2 Dec	Toys for Tots <sup>2</sup>	1300-1500	Walmart
4 Dec	Breakfast Social	0900-1030	Jolly Roger Restaurant

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## DETACHMENT OPERATIONAL CALENDAR FOR 2018

DAY	EVENT	TIME	LOCATION
5 Dec	Audit of Detachment Fiscal Records <sup>2</sup>	TBD	TBD
8 Dec	Toys for Tots <sup>2</sup>	1200-1400	Walmart
9 Dec	Toys for Tots <sup>2</sup>	1300-1500	Walmart
11 Dec	General Membership Meeting	1900-2000	Kern Pitts Center

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## PROPOSED DETACHMENT BUDGET FOR 2018

**BEGINNING BALANCE** **\$9,479.37**

**Anticipated Income**

Walmart Foundation VAP Grants	\$1,000.00
Seafood Festival	\$500.00
Spring Belk Charity Sale	\$1,000.00
Fall Belk Charity Sale	\$1,000.00
Walmart Toys for Tots	\$1,500.00
<b>Walmart Foundation In-Store Grant</b>	<b>\$1,000.00</b>
<b>Total</b>	<b>\$6,000.00</b>

**Spending Plan**

Toys for Tots of Dare County	\$1,500.00
Special Olympics of Dare County	\$500.00
Interfaith Community Outreach	\$750.00 Defray Expenses for Veterans In Need
Scouting Awards	\$500.00 Scouting Eagle and Gold Awards
Sergeant Mac Foundation	\$100.00 National Wreath Project
U.S. Marines Youth Foundation	<b>\$100.00</b> Tree of Lights Program
Citizenship Scholarship	\$500.00 First Flight High School
Citizenship Scholarship	\$500.00 Manteo High School
Citizenship Scholarship	\$500.00 Cape Hatteras Secondary School
Sergeant Earl Murray Heroes Foundation	\$500.00 Kill Devil Hills Shop-With-A-Cop Program
Blue Star Mothers of Dare County	\$250.00
<b>Little League Baseball Sponsorship</b>	<b>\$250.00 Babe Ruth League</b>
<b>Little League Baseball Sponsorship</b>	<b>\$150.00 Cal Ripken League</b>
Additional Grant Expenditures	\$500.00
Supplies	\$250.00 Flags, Roses, Etc.
Administrative	\$300.00 Postage, Website, Phone, PO Box, Etc.
<b>Total</b>	<b>\$7,150.00</b>

**ENDING BALANCE** **\$8,329.37**