



## MARINE CORPS LEAGUE OUTER BANKS DETACHMENT 1264

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22 February 2016  
1100

From: Adjutant  
To: Distribution List

Subj: MINUTES OF GENERAL MEMBERSHIP MEETING FOR FEBRUARY 2016

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

1. In accordance with the references, a detachment general membership meeting was conducted on 9 February 2016 at the Kern Pitts Center, 5375 North Virginia Dare Trail, Southern Shores, North Carolina.

2. Members and guests in attendance were:

Craig T. Clark, Sergeant-at-Arms	Russell E. Laney, Judge Advocate
Jorge L. Diaz, Paymaster	Richard Lawrenson, Chaplain
John J. Dozier, Regular Member	Edward P. Riley, Regular Member
Timothy G. Gregory, Junior Past-Commandant	Dennis R. Thompson, Quartermaster
Daniel R. Hudson, Senior Vice-Commandant	Robert J. Yanacek, Adjutant

3. The meeting commenced at 1908 with Sergeant-at-Arms Craig Clark securing the quarters, presenting the national color, leading those present in the Pledge of Allegiance, and declaring the meeting open for the transaction of official business.

4. Chaplain, Rick Lawrenson, opened the meeting with a brief prayer.

5. Guest Speaker. None

6. New Members. One new member, Cory Lotspeich, was recruited since our last meeting. Cory's membership application and evidence of honorable Marine Corps service had been reviewed by both the paymaster and adjutant and he was found to be fully qualified for regular membership. Unfortunately, Cory was unable to be present at this evening's meeting as he was in California on business. It was then briefly discussed as to whether a vote by the membership was necessary to accept applicants for membership into the detachment. A review of reference (b) by Junior Past-Commandant Gregory and Adjutant Yanacek revealed that a vote of the membership is not specified, and that the only requirement for regular membership in our detachment is that an application be submitted with evidence of honorable Marine Corps service along with payment of the required dues and application fee. Accordingly, Cory was joined to the rolls of our detachment, but must be administered the oath of membership at a future meeting. Cory was referred to the detachment by our adjutant, Robert Yanacek.

8. Staff Reports

(a) Commandant. N/A

(b) Senior Vice-Commandant. None

(c) Junior Vice-Commandant. N/A

Subj: MINUTES OF GENERAL MEMBERSHIP MEETING FOR FEBRUARY 2016

(d) Judge Advocate. Russ Laney reported that he recently attended a meeting of the Dare County Veteran's Advisory Council. At this meeting he learned that there are approximately 4,500 veterans in the county. He further learned that the veteran's information page on the Dare County website lists the local American Legion and Veteran's of Foreign Wars posts as resources for veteran's but fails to mention our detachment. Accordingly, Russ will contact the county's Department of Veteran's Services to request that contact information for our detachment be added.

(e) Junior Past-Commandant. None

(f) Adjutant. Robert Yanacek reported that he still needs a new mailing address, phone number and e-mail address to update the detachment's muster roll for member Walter Fillmore who has moved from Corolla to Hampton Roads. Junior Past-Commandant Gregory and Pat Riley will work on this to see if we can get this information and will submit it to the adjutant if they are successful.

(g) Chaplain. Rick Lawrenson reported that he recently responded to a structure fire that consumed the home of a local Marine. This Marine is a long-time resident of the Outer Banks and sadly, he lost everything he owned in the fire. Rick continued, informing those present that this Marine is living temporarily with his son, and that he has already received some assistance from various organizations, including the American Red Cross. Additional efforts to assist this man are underway and Chaplain Lawrenson will continue to monitor the situation and assist as necessary.

(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 report was examined and no discrepancies were noted. Paymaster Diaz also reported that an audit of the books, as required by reference (a) was conducted earlier in the month by Senior Vice-Commandant Hudson and Judge Advocate Laney. Jorge also reported that he received a very nice thank you letter from Nancy Messinger for the flowers that were sent to her on our behalf in late-December while she was convalescing.

(i) Quartermaster. Quartermaster Thompson reported that he will be conducting an inventory of all detachment property this month, assisted by Adjutant Yanacek. The results of the inventory will be submitted in writing to the paymaster and presented to the membership during the March general membership meeting.

(j) Sergeant-at-Arms. None

(k) Toys for Tots Liaison. N/A

## 9. Old Business

(a) Awards Presentation. None

(b) Recruiting and Retention. Paymaster Diaz reported that we currently have 35 members on the rolls, 32 of which whose dues are paid-in-full. Adjutant, Robert Yanacek reported that during the past month he sent letters to two prospects, inviting them to attend our meeting and join our detachment. This effort has not yielded results as of yet, as evidenced by the fact that neither was present at the meeting. During the past month no detachment recruiting posters were placed in our local area.

(c) Pending Detachment Grants. All pending detachment grants have been received and deposited into the detachment account. Although we have no grants pending at this time, Robert Yanacek reported that he expects to be submitting a new grant application request to the Walmart Foundation sometime before our next meeting.

(d) Sickbay. Judge Advocate, Russ Laney reported that Larry Czernik recently underwent major knee

Subj: MINUTES OF GENERAL MEMBERSHIP MEETING FOR FEBRUARY 2016

surgery. Russ stopped by and visited with Larry and reported that he is recovering well from the surgery. Russ concluded by adding that Larry had intended to make this evening's meeting however, at the last minute, Larry felt too sore to leave his quarters.

(e) Website and Marketing. Adjutant, Robert Yanacek reported that work on marketing our detachment on the internet continues. He recently added a business listing of our detachment as a non-profit organization with Google. This listing is available now to anyone who searches for information about the Marine Corps League on the Outer Banks. The listing includes a map to our meeting location, our phone number, and links to our website. With regards to our website, Robert reported that it is up-to-date and provides excellent resources and information to both desktop and mobile visitors.

(f) Social Activity. Adjutant, Robert Yanacek reported that on 2 February, he and nine members and guests attended 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 1 March 2016 at 0900. All hands are invited and encouraged to attend.

(g) Change of Meeting Date. Adjutant Yanacek reminded everyone that the meeting for the month of March has been changed from the second Tuesday of the month to 22 March 2016 as our meeting facility is needed for business by the Town of Southern Shores. The meeting time on this date remains 1900. During April, we will resume our meeting on the regularly scheduled second Tuesday of the month. Per the instruction of Senior-Vice Commandant Hudson, Adjutant Yanacek will e-mail two reminders to all hands of this change: the first just prior to our normal meeting date, and; the second just prior to 22 March 2016.

(h) Saint Patrick's Day Parade. Junior-Past Commandant Gregory reminded everyone that the annual Saint Patrick's Day Parade will be held on Sunday, 13 March 2016. The parade begins at 1300. Detachment members wishing to participate will meet at the American Legion post in Kill Devil Hills at noon, and will be transported to the parade's starting point location in Nags Head. Tim also indicated that those unable to walk the mile-long parade route will be afforded the opportunity to ride in a vehicle. A brief show of hands requested by the adjutant indicated that at least six of our members will be participating. Senior Vice-Commandant Hudson then instructed the adjutant to submit e-mail notification to our members about attending this event. As a logistical note, Sergeant-at-Arms Clark retrieved the detachment parade banner from the gear locker in our facility following the meeting and will ensure that it is at the American Legion post on the designated date.

## 10. New Business

(a) Marine in Need. Chaplain Lawrenson motioned that the detachment provide assistance in the form of a donation to the Marine in need that he reported in paragraph 8(g), above. All present expressed support for this and discussion ensued regarding an appropriate amount. Junior-Past Commandant Gregory indicated that in the past we normally limit these donations to not more than \$200 due to our limited budget. In light of that, Chaplain Lawrenson amended his motion to provide assistance in the amount of \$200. Rick's motion was seconded, voted on, and approved without dissent. Senior Vice-Commandant Hudson then directed the paymaster to draft the approved funds and provide them to Chaplain Lawrenson for delivery to the Marine in need. This instruction was carried-out following the conclusion of the meeting.

(b) Recruiting Collateral Material. During last month's meeting it was discussed that that the detachment needs to increase our recruiting efforts. One idea brought up was an informational and promotional brochure that could be offered to the public and prospective members outlining our organization and its community efforts. Acting on that input, Adjutant Yanacek drafted an informational and promotional brochure in tri-fold format and presented it to those present. The consensus was that this would certainly be a useful tool in aiding our recruiting and promotional efforts. Robert reported that

Subj: MINUTES OF GENERAL MEMBERSHIP MEETING FOR FEBRUARY 2016

he had obtained a quote from Staples of approximately \$80 to print 100 copies. In addition, he is presently awaiting another quote for printing from Coastal Impressions. Chaplain Lawrenson suggested that we could keep our costs even less by purchasing the paper, using his business printer, and reimbursing his business for the cost of the ink. Further discussion was tabled until the next meeting.

(c) Membership Directory. Adjutant Yanacek brought up to the membership as to whether we should produce a new membership directory for our members. Those present thought that an update should be published since we have added two new members. Senior Vice-Commandant Hudson suggested though that the information listed for each member's date of birth not include the year of birth. He explained that although he trusts our individual members, publishing that information is not wise since it could be used for malicious purposes, should it fall into the wrong hands. Although Dan's concern was not specifically voted-on, those present agreed with his concern. Accordingly, a membership directory for 2016 will be published in the near future showing each member's birthday, without the year of birth being listed.

(e) Spring Belk Charity Sale. A question arose as to whether we have received any information regarding the Spring Belk Charity Sale. This is an annual fundraising event that runs during April and May. No staff member has yet received any correspondence regarding this event. Adjutant Yanacek indicated that he would contact the local Belk store's general manager to obtain the necessary information and will brief the membership at the March meeting.

(f) Encouraging Membership Participation. Senior Vice-Commandant Hudson opened for discussion the need to reach out to those members who do not actively participate in our detachment's activities and to encourage them to do so. Since only about one-third of our membership actively participates in detachment social and service activities, those present agreed with this need. Adjutant Yanacek recommended that rather than providing a separate letter addressing this issue, that it could be presented as part of the membership directory in order to save costs. Robert explained that directory already provides space for a message from our commandant, and that this space could be utilized to address this important issue. Robert will coordinate this action with Commandant Draper and ensure that the 2016 Membership Directory includes this important message.

(g) Award for Detachment Member. Paymaster Diaz opened for discussion the need to extend appreciation to one of our members for years of faithful service in a staff billet. Those present concurred with the need, and collectively recommended a presentation plaque. Jorge then motioned that a plaque be prepared for presentation, with a budget not to exceed \$75. The motion was seconded, voted on, and approved without dissent. Following approval of the motion it was decided that Junior Past-Commandant Gregory would provide the wording for the plaque, and that Chaplain Lawrenson would coordinate with Larry Czernik to produce the plaque for presentation by our commandant.

(h) Meeting Snacks and Refreshments. The coffee served at the meeting was provided courtesy of Kangaroo Express Store 3853 in Kill Devil Hills. The donuts were provided by Adjutant Yanacek.

11. Chaplain, Rick Lawrenson, closed the meeting with a prayer.

12. The meeting concluded at 2003 with Sergeant-at-Arms Craig Clark retiring the national color and declaring the meeting closed until 22 March 2016, when we will reconvene for the transaction of official business.

*Robert J. Yanacek*

Robert J. Yanacek  
Adjutant