

The American Legion, Department of Washington  
Special Department Executive Committee Meeting  
Lacey, Washington – October 30<sup>th</sup>, 2017

The American Legion Department of Washington Special Executive Committee meeting was called to order by the Department Commander Gary Roach on October 30<sup>th</sup>, 2017 at Department Headquarters in Lacey, Washington. The meeting was called to order at 8:00am and opened in due form and according to ritual.

Department Adjutant Leo Gruba conducted the Roll Call at the request of the Department Commander. The following members were present and constituted a quorum to conduct business.

Department Commander Gary Roach; Department Vice-Commander Area I Jacqueline Goo, Department Vice-Commander Area II Teresa Bryan; Department Vice-Commander Area III Denny Pittman; Department Vice-Commander Area IV Bob Bradford; Department Chaplain Michael Montaney; Junior Past Department Commander Wayne Elston; National Executive Committeeman Ken Lee; Alternate National Executive Committeeman Dale Davis; 1<sup>st</sup> District Commander Kyle Geraghty; 3<sup>rd</sup> District Commander John Kent; 4<sup>th</sup> District Commander Frank Sterling; 5<sup>th</sup> District Commander Frank Falbee; 6<sup>th</sup> District Commander Duane Ramacher; 7<sup>th</sup> District Commander Dave Jacobs; 9<sup>th</sup> District Commander Ken Koplin; 11<sup>th</sup> District Commander Carrol Stripling; 12<sup>th</sup> District Commander Joe Winters.

Non-voting members present: Department Adjutant Leo Gruba; Department Service Officer John Armezzani; Judge Advocate Bob Schwartz; Finance Officer Keith Looker.

Excused Absence: Historian Tom Conner; Sgt-At-Arms Walter Graf; 2<sup>nd</sup> District Commander Dale Woodruff; 8<sup>th</sup> District Commander Matt Jackson.

**(Attachment A)**

Old Business: Department Commander Roach briefed on maintenance needed for the Commanders Car. Adjutant Gruba suggested looking into a lease/purchase with possible sponsorship from a Dealership. 2<sup>nd</sup> District Vice-Commander Perry Mendenhall motioned to continue to look at our options and bring back a proposal to Mid-Winter, Denny Pittman seconded, discussion, motion carried.

Alternate National Executive Committeeman Dale Davis motioned to amend Operating Procedure 50 (OP50) to add lease after the word purchase, Ken Lee seconded, motion carried.

1<sup>st</sup> District Commander Kyle Geraghty motioned to amend Operating Procedure 50 (OP50) to add a tow package, Jackie Goo seconded, discussion, motion carried.

Approval of the Minutes: 6<sup>th</sup> District Commander Duane Ramacher noted a correction to the Post Convention Department Executive Committee minutes. Duane made the motion to suspense the charter of Toppenish Post 50. Perry Mendenhall motioned to approve the Post Convention Executive Committee minutes as amended, Joe Winters seconded, discussion, motion carried.

Department Commander Roach appointed 2<sup>nd</sup> District Vice-Commander Perry Mendenhall represent 2<sup>nd</sup> District during this meeting.

1<sup>st</sup> District Commander Kyle Geraghty noted that there was a roll call ballot vote during the Pre-Convention Executive Committee meeting. After discussion, this was not added into the minutes. 1<sup>st</sup> District Commander Kyle Geraghty called the question. Commander Roach performed the vote. The vote to approve the Pre-Convention Department Executive Committee meeting minutes passed by majority.

New Business: Adjutant Gruba briefed the Executive Committee on the ruling from the Judge regarding our nonprofit status. Alternate National Executive Committeeman Dale Davis read Resolution #1 regarding our nonprofit status. Discussion was had. Department Chaplain Mike Montaney moved to adopt the Resolution as written, David Jacobs seconded. 1<sup>st</sup> District Commander Kyle Geraghty called to have a roll call ballot performed.

**(Attachment B/C)**

Department Commander Roach called for a motion to approve the Operating Procedure 12 (OP12). Alternate National Executive Committeeman Dale Davis so moved. Mike Montaney seconded, discussion/changes, motioned carried as amended.

**(Attachment D)**

Good of Legion: Adjutant Gruba presented the Agreements signed with the American Legion Auxiliary and the American Legion Service Division for the Executive Committee information.

**(Attachment E/F)**

Department Service Officer John Armezzani gave a statement on the accreditation of Volunteer Service Officers and the expectations.

**(Attachment G)**

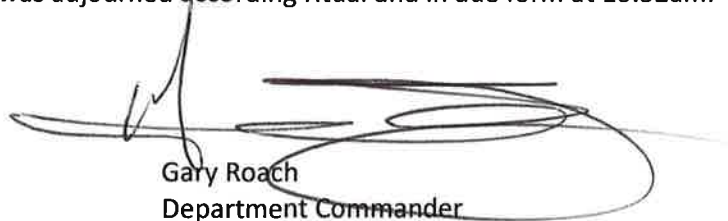
Department Commander Roach provided the Executive Committee with a copy of Operating Procedure 49 (OP49) that discusses the responsibilities of the Department Executive Committee.

Department Commander Roach called for Chaplain Montaney to give the benediction.

The Special Executive Committee meeting was adjourned according ritual and in due form at 10:32am.



Leo Gruba  
Department Adjutant



Gary Roach  
Department Commander

Draft Date: October 31<sup>st</sup>, 2017

Correction Date: December 1<sup>st</sup>, 2017

Approval Date: February 3<sup>rd</sup>, 2018

**Attachments:**

- (a) Roll Call
- (b) Ballot Roll Call
- (c) Resolution 001: Nonprofit Status
- (d) OP12 Revision
- (e) Agreement with American Legion Service Division
- (f) Agreement with American Legion Auxiliary
- (g) Statement from Department Service Officer

**THE AMERICAN LEGION, DEPARTMENT OF WASHINGTON  
EXECUTIVE BOARD ROLL CALL**

DEPARTMENT OFFICERS		P	A	Y	N
<b>Commander</b>	Gary Roach	X			
<b>Vice Cmdr, Area I</b>	Jackie Goo	X			
<b>Vice Cmdr, Area II</b>	Teresa Bryan	X			
<b>Vice Cmdr, Area III</b>	Denny Pittman	X			
<b>Vice Cmdr, Area IV</b>	Bob Bradford	X			
<b>N.E.C.</b>	Ken Lee	X			
<b>ALT. NEC</b>	Dale Davis	X			
<b>JR. P. D. C.</b>	Wayne Elston	X			
<b>Chaplain</b>	Mike Montaney	X			
<b>Historian</b>	Tom Conner		X		
<b>Sgt-at-Arms</b>	Walter Graf		X		
DISTRICT COMMANDERS		P	A	Y	N
<b>1st</b>	Kyle Geraghty	X			
<b>2nd</b>	Dale Woodruff		X		
<b>3rd</b>	John Kent	X			
<b>4th</b>	Frank Sterling	X			
<b>5th</b>	Frank Falbee	X			
<b>6th</b>	Duane Ramacaheer	X			
<b>7th</b>	Dave Jacobs	X			
<b>8th</b>	Matthew Jackson		X		
<b>9th</b>	Ken Koplín	X			
<b>10th</b>	Dick Wallace	X			
<b>11th</b>	Carrol Stripling	X			
<b>12th</b>	Joe Winters	X			
DISTRICT VICE COMMANDERS		P	A	Y	N
<b>1st</b>	Jordan Houghton				
<b>2nd</b>	Perry Mendenhall	X			
<b>2nd</b>	Jeff Westlund				
<b>3rd</b>	Ron Coglon				
<b>4th</b>	Kevin Robertson				
<b>5th</b>	vacant				
<b>6th</b>	vacant				
<b>7th</b>	vacant				
<b>8th</b>	Mike Bondurant		X		
<b>9th</b>	Scott Derting				
<b>10th</b>	Vacant				
<b>11th</b>	Harry Brown				
<b>12th</b>	Gary Pemberton				
NON-VOTING MEMBERS		P	A	Y	N
<b>Adjutant</b>	Leo Gruba	X			
<b>Service Officer</b>	John Armezzani	X			
<b>Judge Advocate</b>	Robert Schwartz	X			
<b>Finance Officer</b>	Keith Looker	X			

*Leo Gruba*

10-30-2017

**THE AMERICAN LEGION, DEPARTMENT OF WASHINGTON  
EXECUTIVE BOARD - BALLOT ROLL CALL FOR APPROVAL OF PRE CONVENTION MINUTES**

DEPARTMENT OFFICERS		P	A	Y	N
<b>Commander</b>	Gary Roach			X	
<b>Vice Cmdr, Area I</b>	Jackie Goo			X	
<b>Vice Cmdr, Area II</b>	Teresa Bryan			X	
<b>Vice Cmdr, Area III</b>	Denny Pittman			X	
<b>Vice Cmdr, Area IV</b>	Bob Bradford			X	
<b>N.E.C.</b>	Ken Lee			X	
<b>ALT. NEC</b>	Dale Davis			X	
<b>JR. P. D. C.</b>	Wayne Elston			X	
<b>Chaplain</b>	Mike Montaney			X	
<b>Historian</b>	Tom Conner				
<b>Sgt-at-Arms</b>	Walter Graf				
DISTRICT COMMANDERS		P	A	Y	N
<b>1st</b>	Kyle Geraghty	X			X
<b>2nd</b>	Dale Woodruff		X		
<b>3rd</b>	John Kent	X		X	
<b>4th</b>	Frank Sterling	X		X	
<b>5th</b>	Frank Falbee	X		X	
<b>6th</b>	Duane Ramacaheer	X		X	
<b>7th</b>	Dave Jacobs	X		X	
<b>8th</b>	Matthew Jackson		X	X	
<b>9th</b>	Ken Koplin	X		X	
<b>10th</b>	Dick Wallace	X		X	
<b>11th</b>	Carrol Stripling	X		X	
<b>12th</b>	Joe Winters	X		X	
DISTRICT VICE COMMANDERS		P	A	Y	N
<b>1st</b>	Jordan Houghton				
<b>2nd</b>	Perry Mendenhall	X		X	
<b>2nd</b>	Jeff Westlund				
<b>3rd</b>	Ron Coglon				
<b>4th</b>	Kevin Robertson				
<b>5th</b>	vacant				
<b>6th</b>	vacant				
<b>7th</b>	vacant				
<b>8th</b>	Mike Bondurant		X		
<b>9th</b>	Scott Derting				
<b>10th</b>	Vacant				
<b>11th</b>	Harry Brown				
<b>12th</b>	Gary Pemberton				
NON-VOTING MEMBERS		P	A		
<b>Adjutant</b>	Leo Gruba	X			
<b>Service Officer</b>	John Armezzani	X			
<b>Judge Advocate</b>	Robert Schwartz	X			
<b>Finance Officer</b>	Keith Looker	X			

*Leo Gruba 10-30-17*

**THE AMERICAN LEGION  
DEPARTMENT OF WASHINGTON EXECUTIVE COMMITTEE**

October 30, 2017

RESOLUTION NO: 1

WHEREAS, the United States Congress issued The American Legion a Federal Charter on September 16, 1919 as a wartime Veterans Service Organization; and

WHEREAS, The American Legion continues to serve America as the nation's largest wartime veterans organization dedicated to the service of veterans; their communities, state and nation through its 55 Departments and two million members; and

WHEREAS, Throughout its history, The American Legion Department of Washington (the "Department") has existed to provide a public benefit by serving America at the local, state and national level through its 150 Posts situated throughout Washington; and

WHEREAS, Members of The American Legion are not allowed personal enrichment from their membership and there are no shareholders of The American Legion, nor is there any stock or shares in the corporation to be held by members; and

WHEREAS, the Department was organized in 1919 under the Laws of the State of Washington as set out in Sections 3733 and 3734 of Remington's 1915 Code; and

WHEREAS, The Department is recognized as a nonprofit organization by the United States Internal Revenue Service, and

WHEREAS, The Department has been recognized by the Washington State Secretary of State as a nonprofit corporation under Title 23 of the Revised Code of Washington, and

WHEREAS, The Department now desires to remove any question and memorialize its continuing election to be subject the Chapter 24.03 of the Revised Code of Washington; and, *There*

RESOLVED by The American Legion Department of Washington Executive Committee assembled in Lacey, Washington on October 30, 2017; That The Department of Washington American Legion does hereby strongly reaffirm that, administrative filing or scrivener errors, notwithstanding; The American Legion Department of Washington has always intended to operate as a nonprofit association regulated under the Washington Nonprofit Corporation Act (WNCA) RCW 24.03; and be it further

RESOLVED That the Department Adjutant is hereby authorized and instructed to take those steps necessary, and execute those documents as required, with the full authority of the Executive Committee on behalf of the Department, to ensure that the intended and proper election to have Chapter 24.03, *et. seq.* of the Revised Code of Washington and the provisions thereof apply to the governance, operation, and existence of the Department; and be it finally

RESOLVED That the Department Adjutant, in furtherance of this purpose, is hereby authorized and directed to review of all corporate filings with the Washington State Secretary of State and to correct, execute and cause to be filed with the Secretary of the State of Washington, such documents as required to ensure the Department is accurately subject to Chapter 24.03 pursuant to RCW 24.03.017.

\_\_\_\_\_  
Gary Roach                      Date  
Department Commander

\_\_\_\_\_  
Leo Gruba                      Date  
Department Adjutant

# Revision of OP12

10/25/2017

OP 12      ~~DEPARTMENT OF WASHINGTON ACCOUNTING POLICIES AND INTERNAL OFFICE PROCEDURES~~

## SCOPE

The policy and procedures set forth in this section of ~~The American Legion Department of Washington Operating Procedures~~ applies to the Financial and Accounting activities of the corporation and is binding on the elected officers, employees and members of The American Legion.

## POLICY

The American Legion Department of Washington is a non-profit Veterans Service Organization incorporated in the State of Washington and is subject to all laws, codes and statutes governing the operation of a corporation. Additionally, The American Legion Department of Washington is subject to the specifications and provisions of The American Legion Constitution and Bylaws. ~~and The American Legion Department of Washington Bylaws.~~

~~The Department of Washington Finance Officer~~ is responsible for oversight of all financial activities of the Department. A professional Bookkeeper conducts all day to day financial transactions of the Department. ~~Currently, the Department uses QuickBooks Pro Computer Financial Program to maintain accountability of all financial related activities.~~ The American Legion Department of Washington adheres/follows established normally accepted financial accounting procedures and standards. The Department uses a voucher demand reimbursement system to facilitate payment of any and all expenditures. Additionally, the Department of Washington has an Audit Committee that is responsible for semi-annual review of all financial activities within the Department. Only the ~~Department of Washington~~ Finance Officer, the Assistant Finance Officer, ~~Department~~ Commander, and the Chairman of the ~~Department~~ Finance Committee **Commission** may sign checks issued against any accounts maintained by The American Legion Department of Washington.

In addition to maintaining local financial ~~accounts~~ <sup>Investment Account</sup> to conduct daily transactions, the Department of Washington also has a ~~Building Fund Reserve~~ <sup>Investment Account</sup> account with ~~Steward Partners Global Advisory (Chris Reaney, 1-603-570-4883).~~ <sup>Investment Account</sup> Access to those accounts is also limited to the ~~Department of Washington~~ Finance Officer, Chairman of the Finance Committee **Commission**, and the ~~Department~~ Commander. <sup>strike</sup>

~~The Department uses QuickBooks for their accounting. All passwords are kept under lock in the Department's safe.~~

## PROCEDURES

RECEIPT PROCEDURES:

Checks, credit cards and cash from Membership & Donations are opened and endorsed, with the American Legion account number, by an American Legion Employee. The transmittals are entered into a membership processing database, donations and any other transactions are entered into the accounting software. ~~advices are then entered into the AIM System. The printed A report from the membership processing database along with Association Information System (AIM) and the checks and cash are then given to the Accountant Bookkeeper.~~ All credit card transactions for membership will include \$2.00 a handling fee for Department and will be posted to the general fund, where applicable.

~~Check & cash for things other than Membership and Donations are opened, endorsed, and entered into the QuickBooks Accounting System by the Accountant. All receipts are batched and recorded in a receipt book. If the receipts are from Membership or Donations they are balanced to the AIM System printouts.~~

~~The receipts are then filed in books in the Accountant's Office, with all backup (printouts from The AIM system, remittance advices, etc.) once a day.~~

#### DISPERSING PROCEDURES:

We have three methods of dispersing funds ~~within the Department of Washington.~~ They are by checks, electronic fund transfer and petty cash. Checks are signed by the Finance Officer once per week. All blank checks are secured in the Accountant's Bookkeeper's office.

Petty cash is only dispersed upon a receipt of purchase. These receipts are kept in the Petty Cash Box until a voucher is made to replenish petty cash. The receipts are then attached to the voucher. ~~The Petty Cash Box has \$306.26 in it. Between the receipts and remaining cash it should always balance to this total.~~ **Petty Cash Box will be balanced to receipts prior to replenishment.**

~~Most payrolls are dispersed by Electronic Fund Transfers. We offer our employees Direct Deposit and the majority of them have elected to use this process for all employees. Once the payroll has been approved by the Adjutant it is then transmitted to QuickBooks Payroll Center ((1-888-712-9702, Federal Tax ID#91-0124915) for processing. The night before payday QuickBooks debits our local bank account for the payroll, fees and taxes.~~

~~All bills and request for payment are dispersed by the voucher process. All must have receipts attached or invoices. We must pay our vendors in a timely manner so we may have to obtain receipts after the payment has been processed (credit cards).~~

#### VOUCHER AND VENDOR PROCESSING:

All bills and request for payment are dispersed by the voucher process. All vouchers must have receipts attached or invoices attached, with the exception of mileage. We must pay our vendors in a timely manner so we may have to obtain receipts after the payment has been processed (credit cards). **All vendors will be required to complete IRS Form W-9. Per IRS guidelines, appropriate vendors will receive IRS Form 1099-MISC at the end of each calendar year.**



Every item for which a check is cut must have a voucher. Currently each **Program Department** within the ~~Headquarters~~ Department that is funded from sources other than the General fund ~~has~~ **shall** have their own voucher. ~~In addition, there is one within the Headquarters Department that has its own color. Every voucher must have receipts to support reimbursement for expenses. The only exception is for mileage.~~ When bills come in from vendors they are vouchered by the ~~Accountant~~ Bookkeeper. All bills are paid upon receipt.

Once the voucher has been prepared it is tied to a budgeted item. The ~~accountant~~ Bookkeeper places the account number on it and verifies that there are sufficient enough monies in the budget to cover the voucher. If the voucher is from a budget line that is for something that is purchased directly from a vendor the item is paid regardless of the budget amount remaining. If the voucher is from a volunteer it is only written for the amount that is in the budget for that line.

#### PAYROLL PROCESSING:

All timecards **must be submitted by US Mail or electronically for each employee to the Bookkeeper on the following Monday for the previous week worked. The work week consist of a Monday through Sunday pay period.** ~~are transmitted to the Headquarters' Office on Friday of each week from the outlying offices. They then send by US Mail the original copies to the Headquarters' Office. These time cards are recorded on timesheets on a weekly basis. Every employee has a time sheet.~~

**Payroll will be processed on a weekly basis and paid the following Friday, to allow the Bookkeeper to process actual hours worked.** ~~We are paid on/or before the 15<sup>th</sup> day of each month and on/or before the last working day of the month. Twice per month, at least two days before payday the hours are transmitted to the payroll center. Must log in to Quickbooks, then under Employees go to Pay Employees, follow the screens. The payroll center prepares and transmits the transactions, required by the Federal Reserve, for all Direct Deposits for the employees. The Accountant writes any Payroll checks for those employees who have not signed up for Direct Deposit.~~

Each employee receives a **payroll stub** ~~remittance advice and a check, if one is written,~~ each payday. This is sent from the Headquarters' Office to each site by US Mail.

#### 1. SALARY

Salaries are determined by either the ~~Department~~ Adjutant or the Department Service Officer. **After the budget is approved or revised by the Pre-Convention and Mid-Winter Department Executive Committee, respectively, they will notify the Bookkeeper, in writing, as to the salaries for the new year.** ~~After their yearly meetings with the Finance Committee they will notify the Accountant, in writing, as to the salaries for the new year.~~

A. DIRECT DEPOSIT

Employees are given the option of signing up for Direct Deposit. They must fill out a Direct Deposit Form. The form contains information regarding bank name, routing number and account number. ~~This information is then entered into the QuickBooks data system.~~

B. CHECK

Employees who opt not to do Direct Deposit are written a check each payday.

2. PAYROLL TAXES

**All payroll taxes will be processed and paid by the Bookkeeper in accordance with State and Federal guidelines. At the end of each year W-2's will be prepared, processed and mailed to all employees.**

~~All taxes, with the exception of Worker's Compensation, are handled by the QuickBooks Payroll System. Each payday QuickBooks debits, along with Direct Deposit amounts, the Departments General Bank Account. Once per quarter the QuickBooks Payroll System transmit electronically the forms to the Federal, State, and Headquarters' Office copies of all forms filed.~~

~~The Worker's Compensation forms are computed and paid by the Accountant on a quarterly basis. Once it is finished a voucher is prepared and a check is cut for the amount due and the form and the check are sent to the Department of Labor and Industries.~~

~~At the end of each year the W-2's are prepared by QuickBooks and then sent to the Headquarters' Office for distribution.~~

3. EMPLOYEE BENEFITS

**Information regarding employee benefits are explained spelled out in the Personnel Policy and Procedure Manual in further detail. Indicated below are brief descriptions of each employee benefit.** ~~Each year a Payroll Adjustment Sheet is maintained for each employee. This sheet records Regular Hours Worked, Overtime Hours Worked, Vacation Hours and Sick Hours.~~

A. VACATION

Full-time employees accrue leave at rates according to the Personnel Policy and Procedure Manual. ~~The amount of that vacation accrual may not exceed more than three full years of their current accrual rate.~~ **The employee may accrue a maximum of 160 hours.**

#### B. SICK LEAVE

Sick leave is granted to full-time employees at the rate of 8 hours each month, per the Personnel Policy and Procedure Manual. The employee may accrue a maximum of ~~480~~ **240** hours.

#### C. 401K CONTRIBUTION AND EMPLOYER MATCH

Employees who have been here six months are entitled to participate in the Company 401k Plan. Employees must complete their paperwork before they are added to the Plan. This paperwork is kept in their employee file. After payroll is process the ~~Accountant~~ **Bookkeeper** records the Employee and Employer Match and transmits the information to the 401K Provider. ~~Ascensus, 1-877-8199, Plan #036527.~~ The Provider then debits the Department General Checking account.

#### D. HEALTH CARE

The employee is eligible for Health, Dental and Life Insurance after ninety days ~~six months~~ of continuous service. Currently Health Insurance is a 25% Employee paid and 75% Employer paid. Dental Insurance and Life are completely Employer paid. The employee fills out paperwork and that is transmitted to the Provider. These Providers' bill on a monthly basis. They are paid through the Vendor Payment process.

#### ACCOUNT INFORMATION:

##### 1. LOCAL BANK ACCOUNTS

~~Local Bank Accounts are currently all with HomeStreet Bank. These accounts are update~~ After each Convention ~~each year~~ **bank accounts will be updated** with new signature cards. The signatures ~~cards~~ include the ~~Department~~ **Commission** Commander, ~~Department~~ **Commission** Chairman, ~~Department~~ Finance Officer, and the ~~Department~~ Assistant Finance Officer.

##### 2. STEWARD PARTNERS GLOBAL ADVISORY ACCOUNTS

These accounts are updated after Convention each year with new signature cards. The signatures include the ~~Department~~ **Commission** Commander, ~~Department~~ Finance **Commission** Chairman, ~~Department~~ Finance Officer, and the ~~Department~~ Assistant Finance Officer.

#### BUDGET PREPARATION:

The annual budget for The American Legion Department of Washington will be prepared and presented to the ~~Department of Washington Finance Committee~~ **Commission** in the spring, ~~of the year prior to the Pre-Convention Executive Committee meeting of The American Legion Department of Washington Executive Committee meeting held prior to~~ **at** the annual Department Convention. Budget recommendations will be prepared by the ~~Department of Washington~~ Adjutant, the ~~Department of Washington~~ **Department** Service Officer, the Chairman of the Boys State Committee, the Chairman of the Baseball Committee with ~~input~~

~~from other members of The American Legion with~~ **the** advice and assistance of the Chairman of the ~~Department of Washington Finance Commission~~ **Chairman**, the ~~Department~~ Finance Officer and the Bookkeeper.

Each year, the annual Budget will be considered by the ~~Department of Washington Financial Committee~~ **Finance Commission** and recommendations will be presented to the DEC for approval.



**AGREEMENT BETWEEN  
THE AMERICAN LEGION, DEPARTMENT OF WASHINGTON AND  
THE AMERICAN LEGION, DEPARTMENT OF WASHINGTON  
SERVICE DIVISION**

**SUBJECT: Service Agreement**

**1. HISTORY:**

- a. The American Legion Department of Washington Bookkeeper provides payroll, accounting and HR support for Department Headquarters staff and the Service Division staff.
- b. The American Legion Department of Washington provides office space and supplies to Service Division employees.
- c. The Washington Department of Veterans Affairs (WDVA) contract provides salary and benefits for the majority of Service Division employees.

**2. PURPOSE:**

- a. To establish an agreement between the American Legion Department of Washington and The American Legion Department of Washington Service Division with regard to reimbursable items and services.

**3. SCOPE:**

- a. This agreement addresses the specific need for reimbursement to cover increased expenses by the American Legion Department of Washington due to of the increased staffing of the Service Division.
- b. Both parties will maintain responsibility for regular monitoring of the execution of this agreement, ensuring that all applicable regulations, laws, policies and employee protection regulation are being applied.

**4. AGREED PRACTICES AND RESPONSIBILITIES:**

a. The American Legion Department of Washington shall:

- (1) Process payroll and benefits for all Service Division employees.
- (2) Monthly invoicing of WDVA Grant.
- (3) Provide Human Resource services.
- (4) Provide an adequate office space at Department Headquarters for a Training Officer.
- (5) Provide material support as required.

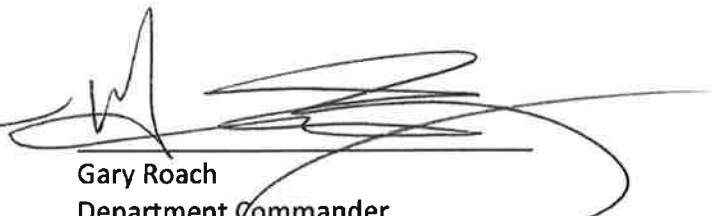
b. The American Legion Department of Washington Service Division shall:

- (1) Reimburse The American Legion Department of Washington an amount not to exceed 5% of the annual WDVA contract.

**5. DURATION:** This agreement will remain in effective for the duration of the WDVA contract. The parties will review as necessary.



John Armezzani  
Department Service Officer  
The American Legion  
Department of Washington



Gary Roach  
Department Commander  
The American Legion  
Department of Washington

10/27/17  
Date

10/27/2017  
Date



**AGREEMENT BETWEEN  
THE AMERICAN LEGION, DEPARTMENT OF WASHINGTON  
AND  
THE AMERICAN LEGION AUXILIARY, DEPARTMENT OF WASHINGTON**

**SUBJECT: Auxiliary Reimbursement of Building and Office Expenses.**

**1. HISTORY:**

- a. When The American Legion and the American Legion Auxiliary of the Department of Washington occupied the current home at 3600 Ruddell RD SE, Lacey, WA 98503, it was agreed that the American Legion Auxiliary would reimburse The American Legion for 25% of all expenses associated with the normal expense of maintaining the facility; including, but not limited to utilities, maintenance, cleaning, taxes, repairs and 25% of all operational expenses; including, but not limited to equipment rental and office supplies.
- b. Early in the new millennium, The American Legion elected to dramatically reduce the amount of paper consumed and mailed by terminating the practice of mailing monthly "packets" of information received from National, generated by Department or otherwise determined to be sent to Posts. It was determined that the majority of the information of interest to the Posts could be more economically provided through electronic media. Given that the American Legion Auxiliary elected to continue the practice of mailing monthly/bi-monthly "packets" it was agreed that, rather than reimbursing The American Legion for 25% of the costs of copier rental and paper, the Auxiliary would reimburse for 50% of the costs of the two commercial copiers and 50% of the costs of paper.

**2. PURPOSE:**

- a. To establish an agreement that establishes recompense practices between the American Legion Auxiliary and The American Legion in Washington with regard to specific reimbursable items and services.

### 3. SCOPE:

- a. This agreement addresses the specific percentage of reimbursable items and services of the American Legion Auxiliary within the Department of Washington only.
- b. Both parties will maintain responsibility for regular monitoring of the execution of this agreement, ensuring that all applicable regulations, laws, policies and employee protection regulation are being applied.
- c. The parties recognize that this agreement of mutual support is an enforceable legal contract and that it is not intended to violate any existing laws, regulations, or policies of either party.

### 4. AGREED PRACTICES AND RESPONSIBILITIES:

#### a. The American Legion Shall:

- (1) Present for payment invoices related to reimbursable items and services monthly.
- (2) Serve as record keeper for all building and rental services.
- (3) Negotiate all contract and rental services.
- (4) Reserves the right to change contract or services as deemed fiscally responsible. The American Legion will notify the American Legion Auxiliary of any changes in writing.

#### b. The American Legion Auxiliary Shall:

- (1) Reimburse The American Legion Department of Washington all costs as described below.
  - a. Reimbursement at a rate of 25% will be for the following items
    - i. Ategan (IT Services, Server and Firewall)
    - ii. Comcast (Fax Line and Internet Service)
    - iii. City of Lacey (Water/Sewer)
    - iv. Puget Sound Energy (Power/Heating/Cooling)
    - v. Pacific Disposal (Garbage/Recycling Service)
    - vi. Custom Home Security (Quarterly Monitoring)
    - vii. Get-R-Done Cleaning (Janitorial Service)
    - viii. Janitorial Supplies (As needed)



- ix. Pitney Bowes (Postal Machine Rental)
- x. Sunset Air (HVAC Maintenance Contract)
- xi. Spring Green (Weed Control)
- xii. Chuck Sullivan (Pest Control)
- xiii. Olympic Telephone (Phone Repairs – as needed)
- xiv. Kelley Insurance (Property Insurance)
- xv. Ameri Safe (Fire Extinguishers)

b. Reimbursement at a rate of 50% will be for the following items

- i. Paper and Envelopes
- ii. Copy Machine Rentals (2)
- iii. Excess Copy Charges

c. Reimbursement at a rate of 100% will be for the following items

- i. Metered Postage (Auxiliary and Girls State)
- ii. UPS Billings

5. DURATION: This memorandum will commence on the last date signed below. The parties will review as necessary.

6. NOTICE: Either party may withdraw from the agreement upon written notification to the other party, which notice shall be effective on the date mailed by United States certified mail, postage prepaid, to the addresses set forth below:

The American Legion Auxiliary  
 Department of Washington  
 P.O. Box 5867  
 Lacey, WA 98503

The American Legion  
 Department of Washington  
 P.O. Box 3917  
 Lacey, WA 98503

7. OTHER: The parties have entered to give a form and structure to their relationship and to formalize the specific matter addressed, therein.



Janet Sperry  
 Department President  
 The American Legion Auxiliary  
 Department of Washington

10-27-2017

Date



Gary Roach  
 Department Commander  
 The American Legion  
 Department of Washington

10/27/2017

Date

**THE  
AMERICAN  
LEGION**



Office of the  
Department Service Officer

DEPARTMENT OF WASHINGTON SERVICE DIVISION \* 915 2nd Avenue, Room 1042  
Seattle, WA 98174 \* (206) 341-8262 \* FAX (206) 220-6104 \* aml.vbasea@va.gov

September 19, 2016

MEMORANDUM TO: Department Executive Committee (DEC)

FROM: Department Service Officer (DSO)

SUBJECT: DSO's statement to DEC meeting, 30 October 2017

I want to remind the DEC of the statement I made relating to the incident during the Volunteer Service Officer (VSO) training session conducted in Stanwood on October 27-28. A VSO made remarks pertaining to minority and women veterans that were inappropriate calling into question this VSO's ability to perform their duties objectively and without bias.

As DSO I have a zero tolerance policy for any type of bias, racial gender or whatever. I will not certify a VSO who behaves in this manner. This type of behavior is inconsistent with the laws and values of the United States of America, The US Military and the American Legion.

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Point of Contact for this memorandum the undersigned.

Sincerely,

*John A. Armezzani*

John A. Armezzani  
Department Service Officer  
The American Legion  
Department of Washington