

Marine Corps League

Department of North Carolina



Executive Board of Trustees Minutes

05 September 2025

Presided by: Commandant Robert Hare
Department of North Carolina
Marine Corps League

Meeting start time: 1830
Meeting Location: Teams

A. EBOT attendees

1. Commandant – Robert Hare
2. Sr. Vice Commandant – James (Jim) Mitchell
3. Jr. Vice Commandant – Steve Tracy Excused
4. Judge Advocate – William (Bill) Brown
5. Jr Past – Ric Ledford
6. Adjutant – Justine Mitchell

B. Subject of discussion

1. 2025 Fall Membership Meeting

- a. Jim Mitchell – Sent the email he received from the hotel today to the Staff. We have 24 nights booked thus far. Once we hit 30 nights the meeting room and hospitality room are complementary. We pay \$60.00 for mandatory administrative fee.
- b. Jim Mitchell – The continental breakfast will start at 6:30am.
- c. Robert Hare – The Membership Meeting will start at the VA at 0825 with the rules of the meeting being presented.
- d. Jim Mitchell – Went to the VA to view the room. It can hold over 400 people. The room has a workstation at the back, a projector, and a screen in the front of the room. No A/V equipment is needed because the room already has it.
- e. Jim Mitchell - We need to decide if we want the room set up as theater style or have tables set up.
- f. Jim Mitchell – The room rates increases significantly if you book after Sep 10th. \$110.00 to \$249.00
- g. Bill Brown – Since the meeting location is not at the hotel, we should move the meeting back till 9am. Check out time at the hotel is 11am. We need to provide people with the opportunity to check out prior to arriving at the VA.
- h. Ric Ledford – He understood that we were not going to do the traditional 0800 colors. We will wait till the start of the meeting to do Colors.
- i. Robert Hare – The Commandants Council will be canceled, and we can start the meeting at 0830.

- j. Robert Hare – The membership is on their own for lunch.
- k. Robert Hare – We need to be out of the VA room no later than 1600.
- l. Robert Hare – The hospitality room will be BYOB. We cannot walk around the hotel with open beer cans.
- m. Jim Mitchell – The hospitality room will be open from 1600 – 2200. Dave Ward is proving BBQ. The Sr Vice just asks that we put a jar in the hospitality room for a donation jar for Dave Ward.

2. 2026 Convention

- a. Robert Hare – Needs to get with the Museum to see what we need to start working on since we (the Department) are hosting it. We need to look for a hotel(s). We will start the planning after the Fall Membership Meeting. This will mirror the Fall Membership in that the actual Convention Meeting will be at a separate location, not the hotel.
- b. Ric Ledford – Who is the convention chair? Robert Hare, we will bring this up at the Fall Membership.
- c. Jim Mitchell – Suggests that Chief of Staff should be the convention chair. The committee should be made up of one of the elected officers from the BoT, a person with a disability, a member of the MODD, and the local detachments commandant.
- d. Robert Hare – Due to where we are holding the Department Convention, he thinks we will get a lot of visitors.
- e. Bill Brown – Transportation needs to be arranged for there is not adequate parking at the museum.
- f. Robert Hare – Transportation is being looked at because we have the banquet after the meeting.
- g. Jim Mithell – Would like to be on the committee.

3. Fundraising

- a. Jim Mitchell – 43 tickets sold and \$420 this far.
- b. Jim Mitchell – We will do another 50/50 and this will go all the way to the convention.
- c. Jim Mitchell – Will try and get \$500 gift cards to raffle off.

- d. Jim Mitchell – We have 1 fundraiser going and we only have 1 more for the year that we can do.
- e. James Mitchell –The winner will be drawn at the Fall Membership at 1400. The winner will be drawn electronically via Zeffy.

4. Jr Vice - Membership

- a. Robert Hare – The Department membership numbers are steadily falling. We need to come up with something to change this, we need to get engaged with our detachments.
- b. Robert Hare - The Department membership number is 1630) last division conference) and that is down from 1922. We have 457 unpaid members on the roster.
- c. Robert Hare – Both recruitments and retention are important, but we need to focus on retention.
- d. Robert Hare – The Assistant Paymaster is working with the Detachment Paymasters with getting memberships paid. We have a few Detachments that have a lot of unpaid members.
- e. Robert Hare – Will focus on visiting the Detachments that have many unpaid memberships.
- f. Ric Ledford – Will work with Steve to help him develop a program so he can set up zoom meetings with him and the Jr Vice Commandants from the Detachments.
- g. Robert Hare – Will also be setting up meetings with the DVC's.

5. Judge Advocate 2025 Department Bylaws–

- a. Bill Brown – Went through and updated all the changes we made from the Department Convention. Noticing some conflicts when we approved the budget at the Spring Membership and not at the convention, we did not identify every single impacted area. He will update and identify the impacted areas.
- b. Bill Brown – Disagrees that we approved the budget at the 2025 Spring Membership meeting by the membership. Reasons there is no provision for delegates at any membership meeting and no discussion about where votes occurred. The budget is always voted on at the Department Convention.

- c. Robert Hare – Asked if National’s Fiscal Year ends after The National Convention. Per the Judge Advocate their FY ends 30 June and ours end 31 May.
 - d. Robert Hare – Our Bylaws need to match that of and follow those of National. Our Fiscal Year is June 1 and not July 1. It would be best if we could vote at the convention to get our fiscal year updated to July 1 since we vote on the budget in June.
 - e. Bill Brown – He will look into this and work with the IRS to see how this can be accomplished.
 - f. Robert Hare - By changing the FY to July we should not have to worry about travel expenses (membership meetings/conventions) being submitted for the prior FY.
 - g. Ric Ledford – If the money is a line item in the prior FY’s budget it is good to be paid if the reimbursement happens in the next FY.
 - h. Bill Brown – There needs to be something written that reimbursable travel and expenditures should be submitted withing 30 days from when you completed this travel. The Department should have 30 days to reimburse you.
6. 2026/2027 Department Budget
- a. Robert Hare – Our Budget Committee sent correspondence asking for records of the that 7 years to conduct an audit. This will not be given because they are not the audit committee, they are the budget Committee.
 - b. Robert Hare – The Audit will be completed by next Friday the 12th and will be presented at the Fall Membership Meeting.
 - c. Robert Hare – Noticed after making some deposits that the Department has a large sum of money, and we need to do something with it. The paymaster confirmed this amount.
 - d. Robert Hare – Discussed with the Paymaster can we take some of this money (once voted on by the membership) and put it in and investment, example a CD’s. This will be brought up at the Fall membership meeting.

- e. Robert Hare – At the National convention, past several years, there has been a department that gives out significant donations. Since we have the money in the bank why can't we make donations?
Recommendations \$4,700 to the Young Marines, \$4,700 to Youth Physical Fitness at Midwinter. Also, Donate to the Marine Corps League Foundation.
- f. Ric Ledford – The membership only sees what we have allocated to the budget not the unallocated funds.
- g. Robert Hare – With the approval of the membership we can take a set amount and divide it equally among these organizations. We can then present checks to them at Midwinter.
- h. Ric Ledford - We should have a line item in the budget for each one of the foundations/organizations mentioned to provide a donation each year.
- i. Bill Brown –We can offer a challenge to the Detachments; donate a \$100 and the Department will match their donations up to \$5,000.
- j. Ric Ledford – Of the money in the checking account how much of that is the Helene fund? The Helene funds need to be disbursed.
- k. Robert Hare – The IRS recommends that you should have no more than 2-3 years of monies in case something happens.
- l. Bill Brown – Out of the money in the checking account what portion of the money is being used because that is fluid? The money in the checking accounts should be the membership dues and to cover the budget. All other money should be in the savings account.
- m. Robert Hare – We cannot touch the money in the savings account for we have 2 detachments money that cannot be touched until next year.
- n. Robert Hare – This is a topic that needs to be discussed at the membership meeting.
- o. Bill Brown – There is not a mention of the savings in the bylaws. The entire issue of the Paymaster, allocations of funds, and how it is tracked needs to be fully delved into.

- p. Jim Mitchell – Good question about who keeps minutes at the budget committee meetings.
- q. Bill Brown – If a person is on the budget committee they cannot be on the audit committee.

7. Miscellaneous

- a. Robert Hare – We need to get on the committees about submitting reports.
- b. Robert Hare – In his opinion no person should be on a committee for more than 2 years.
- c. Robert Hare – All Committee Officers should be submitting reports to the adjutant.
- d. Robert Hare – The Commandnat of the Williams/Cantor detachment reached out to the Department asking for assistance because they have a lot of people that have dropped from the roster. We need to visit them and give them our support. Ric Ledford has volunteered to go visit them.
- e. Robert Hare – Will be looking at detachment rosters regarding membership numbers and retention. We need to visit the detachments that are struggling.
- f. Robert Hare – Any new developments with restarting a new #733 detachment, there had been interest. Once restarted the name can be changed after 6 months. If the detachment is not restarted within a year the detachments funds will be moved into the Department's unallocated funds.
- g. Bill Brown – We should have a full department staff meeting at least once a quarter.
- h. Robert Hare – We should have a meeting with the full Board and then one with the entire Department Staff.
- i. Bill Brown – What do you think of an annual grading system of Detachments
- j. Robert Hare - Would like to send a survey monkey out to each of the Detachments elected officers asking how the elected Department

officers are doing. Would also like to ask how they think their DVC's are doing.

- k. Robert Hare – Now that we are holding meeting on Teams, the comments and the saved recording of the meeting is saved in the chat.

No other topics discussed. Meeting was adjourned. 1946.