



AMERICAN LEGION CAPTAIN MARK 'TYLER' VOSS POST 313 - BOERNE, TEXAS 78006
 "A CENTENNIAL POST"

30 May 2020

SIGNIFICANT STEPS IN "STANDING UP" A NEW AMERICAN LEGION POST SUCH AS CMTV POST 313

Introduction:

As the First Commander and responsible for "Standing up" the new CMTV Post 313 in Boerne, TX from just a thought of 15 persons in December 2018 to reality by 1 January 2020 over 115 members. Furthermore, I was asked by the 21st District Commander to produce and share this document that **only highlights the "Key Actions" in chronological order** from the inception to present, the first year of CMTV Post 313, which speaks to the success story that a few dedicated Legionnaires have created, "A CENTENNIAL POST".

The Purpose and intention is to use this document as a "Post Historical" document and as a "Reference Tool", which can be used as a discussion paper to help advise/train American Legion Leaders at any level in the "Standing UP" of future new posts.

Additionally, this could be used as a "Blue Print" for strengthening existing Posts and Post leadership, who might be struggling in these difficult times.

Please consider using this document only as a "Reference Tool". Not everything in this document will apply to your Post situation, nor is this document intended to replace any up to date and approved American Legion manuals, policies, and other reference materials.

Hope you enjoy your post journey as we have with CMTV Post 313.

Please feel free to contact me anytime to discuss any or specific items in this document. I can be reached by:

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 CMTV Post 313
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December 2018:

- 5th - An informational meeting with 21st District leaders (James Reynolds and Joey Bess) was held at Boerne Library to determine the level of interest (25 men and some spouses showed up) for the establishment of an American Legion Post in Boerne, Texas

- 10th - A Membership meeting lead by the 21st District leadership and Elections of Post Officers were held at the Kronkosky Place to elect the Initial Slate of Post 313 Officers and sworn- in by 21st District leadership: Commander – Charles Cecchini, 1st Vice – Chuck Brower, Finance Officer –Lee Jan, and Adjutant – John Newman)

- 20th – Annual Contract for the year 2019 Meeting Location and Dates for Boerne American Legion Post 313 -
 - Contract Location: Kronkosky Place
 - 17 Old San Antonio Road
 - Boerne, Texas 78006

- 26th - Historical Research Information Compiled for Harry Freeburn American Legion Post 228 (a short lived Boerne Post, 20 years ago).

- 29th - The American Legion Centennial Celebration: "Stand-up materials":
 - The link for Officer Training
 - Buying AL Post caps, shirts, patches, flags, etc.
 - American Legion Uniform Caps Help - American Legion Flag & Emblem
 - Start up Post tools - Membership and Post Operations Training Video – American Legion Flag & Emblem
 - The 2018 Legion Officers Guide to use for discussion purposes

- 30th – More American Legion Centennial Celebration: "Stand-up materials":

These are the items that will be needed by the Adjutant and the Finance Officer Manuals along with Post Cash Record Book; Post Minutes Book; Post Member Ledger; Post Membership Register Binder; The latest version of Robert's Rules of Order Parliamentary Procedure Booklets, specifically to conduct Legion meetings.



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December 2018 (Continued):

Note: Post Cash Record Book not necessary, it is more expedient and user-friendly to create an Excel or other computer spreadsheet for keeping financial records

- 30th - Ordered indoor 3' by 5' Legion approved American Legion Flag, and 8' Gold Aluminum Flagpole to display our American Legion Flag.
- Informational binders made for the initial five post officers (Post Commander, 1st Vice, Adjutant, Finance Officer and Historian)

January 2019:

- 2nd – Drafted Post Constitution and By-Laws (C&BL); used Post 410's C&BLs as an example for our Post's first effort.
- 3rd – Drafted Post 313 first Executive Committee meeting Agenda
- 5th - Additional Informational binders made for the Chaplain, Sgt-at-Arms, Service Officer Public Relations Officer, and 2nd Vice.
- 7th – The first Post Executive Committee meeting was a "Meet & Greet" meeting at Commander's home.
 - Draft Post Constitution and By-Laws (C&BL) ratified by Executive Committee
- 8th - Namesake for Post 313 was officially adopted as the Captain Mark "Tyler" Voss American Legion Post 313 with written permission from family
- 9th - Action was taken to establish a formal mailing address for Post 313 business related matters at the local UPS store - Post mailing address:

American Legion Captain Mark "Tyler" Voss Post 313
 215 West Bandera Road, Suite 114-415, Boerne, Texas 78006

- 10th- Texas Heritage Bank was chosen as the financial institution for Post 313 and application for Bank account was started
- 14th – First Post held General Membership meeting (GMM).
 - Post 313 was "stood up" with 25 founding members
 - First Post 313 members graduated from the American Legion "Basic Training" Course for Post Officers
 - Revised Draft Post Constitution and By-Laws (C&BL) ratified by GM



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January 2019 (Continued):

- 15th – Captain Mark Tyler Voss Namesake accepted by Department of TX with signed Permission letter from the Voss parents and Captain Voss' Bio and Picture.
- 20th - First Post DATA Forms completed and sent to Department of TX showing the Post Officers.
- 21st – First Post Executive meeting with Post Commander, 1st Vice, 2nd Vice, Adjutant, Finance Officer, Historian, Chaplain, Sgt-at-Arms, Service Officer, and Public Relations Officer.
- Sample of "Initial Start-up Issues": The below list of items will be discussed so far:
1. Finalize the re-occurring Officer/Executive Committee meeting day that is best for you all –
Deconflicting your schedules so as to be able to attend?
 2. Establishing the day to day operational duties and functions of the post officers - 1st Vice and Adjutant question?
 3. Selecting the Bank for the operation use of our post funds –
Finance Officer establishing the policy and procedure of use?
 4. Selecting the P.O. Box for operational use by the post –
Adjutant establishing the policy and procedure of use?
 5. Selecting the R and R location for use after the monthly general meeting and other social events - 1st Vice to establish an agreement for the Long Branch Saloon, Drinking Texas bar, or other location?
 6. Establishing the communications method (post website, text, and e-mail) to keep Officers and Executive Committee members involved throughout the day to day operations - Adjutant to establish group lists for Officers, other Executive Committee and general member?
 7. Outreach to the community must be established for day to day operations - Service Officer to establish policy and procedure for selecting the organizations and how to reach them?
 8. Selecting of a storage location for post records and reports –
Adjutant establishing the policy and procedure of use?
 9. Establishing the template for meeting agendas - Commander along with other officers to establish with the Sgt of Arms to execute?
 10. Establish post function in the community for Holidays and other Veterans events for this year - Service Officer, Chaplain, 1st and 2nd Vice.



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January 2019 (Continued):

21st – First Post Executive meeting (Continued):

- Decided to be called Captain Mark Tyler Voss Post 313, "A CENTENNIAL POST", Boerne, Tx 78006

25th - Filed with IRS for our Post EIN and Non-profit status application.

- First Article in the local paper, "The Boerne Star" showing the "Standing- up" of our new Post and the first \$1,000.00 contribution by another Veterans Organization.

28th – First Commander's Call with Post Cmdr., Adjutant and 1st Vice in Boerne

- Discussed how to present our post name. The following was decided and put into post documents, Bank, Mail, Business Cards and letterheads with membership approval in February's GMM: Captain Mark Tyler Voss Post 313, "A CENTENNIAL POST", Boerne, Tx 78006.

February 2019:

11th – Post General Membership meeting (GMM):

- Draft Post Constitution and By-Laws (C&BL) already ratified by Executive Committee and approved by GM.
- GM approved our Post 313 Mission Statement: Our Post MISSION: "Our Post exists to improve the quality of life of our fellow veterans, their families, and our community."

12th - Post Constitution and By-Laws (C&BL) emailed to Dept. of TX for approval

15th - Department of TX endorsed our Post Temporary Charter granted by the National Department of the American Legion

18th - Post Executive Meeting

March 2019:

11th - Post General Membership meeting (GMM):

- GM approved the begin the process of starting an American Legion Riders Group Post 313
- GM approved the begin the process of starting an American Legion Auxiliary Group Post 313
- GM approved Post 313 joining the Boerne Chamber of Commerce



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March 2019 (Continued):

- 16th – First draft of the new Post 313 “Handbook” given to membership
- 18th - Post Executive Meeting
 - First draft of the Post 313 “Questionnaire” given to membership
- 20th – IRS EIN received giving us our Non-profit status and allowed us to set up bank account.
- 23rd - 24th - Representatives (Post Commander, Adjutant and 1st Vice) of Post 313 attended and participated in the Department of Texas District 21 Convention held in Kerrville, Texas.
- 23rd - 24th – At the 21st District Convention, Post 313 received formal recognition for the Post’s achievements in the record setting pace of the “Stand Up” of the Post and also for the outstanding membership recruitment goals achieved in the first 3 months
- 25th – Reaching out to surrounding Posts in Bandera, Kerrville, and Lakeview as well as Deputy National Commander, 4th Division Commander, Tx Department Staff, and the 21st District staff on a routine basis.
- 27th – Drafting up a proclamation commemorating the “Centennial” of the American Legion. Our thoughts at this point are to submit a proclamation to the City of Boerne, City of Fair Oaks, and to our Kendall County Commissioners Court for their consideration and adoption.

April 2019:

- 1st – We have a bank account with a \$6,000 balance. Checks have been ordered and I (commander) have a debit card.
- 8th - Post General Membership meeting (GMM).
 - Second version of the Post Constitution and By Laws revised and approved by GM and signed by Post Commander and Adjutant that night.
- 9th - Sent up to Department the next day via email. This revision increased the number of “Charter Members” from 15 to 47 to include those 10 members left out in older Post C&BLs. Drafted to correct other errors and prepared for the Permanent Charter Application.



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April 2019 (Continued):

- 15th - Post Executive Meeting - Ratified to extend present Post Officers in for another year since this May would only have the Post Officer serving 6 months or less.
- 18th – New 1st Vice, New Adjutant, John Newman steps down as Adjutant. The current 1st Vice becomes the new Adjutant, creating a vacancy in the 1st Vice position
 - Started Post Facebook account and drafted Post Newsletter
- 20th - Articles of Incorporation started to include Tax Exempt status with the State of TX. Already had that status with IRS as we were umbrella in with National Tax Exempt status using the Group Exempt Number (GEN) 0925.

May 2019:

- 6th - Post Executive Meeting Started to have Executive Committee meetings before the GMM in May so as to get more work addressed for the GM.
 - Post has new JA, a real Lawyer on the Executive Committee
 - First ratified by Executive Committee Post Organizational Chart
 - Post handbook prepared by 3rd Vice
- 13th - Post General Membership meeting (GMM). GM approved the Executive Committee's ratifying to extend present Post Officers in for another year since this May would only have the Post Officer serving 6 months
 - Post Membership Questionnaire
- 17th - Received our American Legion Post 313 Permanent Charter by endorsement of Department of TX and granted by the National Department.
- 25th – New 1st Vice Don Gray; the Post Commander accepted resignation of- current 1st Vice
- 27th - Post 313 provided an Honor Guard for the Memorial Day Commemoration event held at the Fair Oaks Ranch Golf and Country Club

June 2019:

- 3rd - Post Executive Meeting
 - First solid Post Officer Roster
 - Post Formal Installation and Installation of Officers planning started this needs to be added under the Post Executive meeting



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June 2019 Continued:

- 10th - Post General Membership meeting (GMM).
 - Revised Post Commander's 2019 Goals
 - GM approves Post 2019 Goals

22nd- Participated with Color Guard and vehicles in City of Boerne Berges Fest Parade

July 2019:

1st - Post Executive Meeting

4th- Comfort, TX 4th July Parade Post participated with Color Guard and providing candies to the children.

8th - Post General Membership meeting (GMM).

10th - Post 313 provided a Flag Color Guard for the Prayer Vigil honoring Kendall County Sheriff's Deputies Carlos Ramirez and Matthew Johnson who passed away while in service of the citizens of Kendall County, Texas

20th – Writing up Awards, Certificates and Letters of Appreciations for members and other organizations.

30th - Get to know your counterparts at the 21st District level prior to our Installation

31st – Issues needing to be corrected with the wording of the Articles of Incorporation Resolved between our Post JA and Dept. of TX JA taking nearly two months.

August 2019:

1st - Chapter 2002 of the Texas Occupations Code relating to Charitable Raffles, 3 years wait

5th - Post Executive Meeting:

- Preparing for the Post Installation
- Approved Officer Organizational Chart
- Trouble starting up the Post sponsored ALR group
- Drafted Post 313 Officer Organizational Chart

12th - Post General Membership meeting (GMM)

- Preparing for the Post Installation
- Attempt again to start-up a Post Auxiliary group



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August (Continued):

- 19th – Reworking the Post Articles of Incorporation and State Tax Exempt Status
- 26th – 3rd Vice Resigns leaving this an open Officer position
- 31st - Post 313 participated in the annual Kendall County Fair Parade included
 With two military vehicles displaying Post 313 banners and Post members

September 2019:

- 2th- Post Executive Meeting
- 7th - Post 313 provided funding for the "17th Annual Hill Country Open Drive For Health" event benefitting the "Hill Country Mission for Health"
- 9th - Post General Membership meeting (GMM).
 - Final approval by GM of Post Installation Banquet funding
 - GM approves participation in the Capt. Mark Tyler Voss Middle School Ribbon Cutting Ceremony and Dedication, Bergheim, Texas.
 - GM approval of Electronic communications and use of membership contact information Post first Policy letter
- 12th - Post 313 was formally recognized during a Ribbon Cutting Ceremony conducted by The Greater Boerne Chamber of Commerce
- 13th - Post 313 held the Inaugural Installation of Officers Banquet and Ceremony at Fair Oaks Ranch Golf and Country Club
- 14th - Post 313 was a significant participant in the Capt. Mark Tyler Voss Middle School Ribbon Cutting Ceremony and Dedication, Bergheim, Texas. The Commander presented a speech honoring the late Capt. Voss at this historic event in the Boerne and Bergheim communities
- 21st - Post 313 members participated in the Grand Opening event of the first brick & mortar location of "Black Rifle Coffee" (a veteran owned and operated business) located in Boerne, Texas. Post members distributed information about the American Legion, recruited new members as well as sought donations to support the veterans outreach efforts of our Post
- 26th – Post storage facility accepted to hold our growing Post "Stuff"



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October 2019:

- 7th - Post Executive Meeting
- 14th - Post General Membership meeting (GMM).
 - Post 313 issued a Sponsorship Charter to formally establish the "American Legion Riders Chapter 313".
 - Post 313 honored our fellow Legionnaire and founding Post 313 member, Mr. William E. King, Jr. The Post paid tribute to Mr. King with the Post Everlasting Ceremony.

November 2019:

- 4th - Post Executive Meeting:
 - Adjutant resigns last month, new Adjutant starts
 - Drafting Post Commander's 2020 Goals
- 7th - Boerne ISD Stadium – Members planned to attend U.S. Army Golden Knights – Parachuting Team Performance, but canceled due to weather.
- 8th - Comfort Golden Age Center - Veteran Event.
- 9th - Post 313 members participated in a Memorial Service for William E. King, Jr, a Founding Member of Post 313 on November 9, 2019, conducted in Boerne
- 11th - Post 313 provided Color Guards Posting Colors for Veteran's Day remembrances at the Geneva School of Boerne
 - Cibolo Creek Elementary – Members attended Veterans Day Program.
 - Fair Oaks CC – Post performed Color Guard,.
 - Cibolo Creek Nursing Home Post members visited Veterans there, started the "Forgotten Veteran Outreach" program in the Nursing and Retirement facilities and homes in the Boerne area
 - St. Peter the Apostle Catholic Parrish -Veteran Day program
 - Post General Membership meeting (GMM) - Trying to "Re-start the Post Auxiliary"
- 16th -17th - Post 313 members participated in the Boerne Market Days event distributing information about the American Legion, recruiting new members, as well as seeking donations to support the veterans outreach efforts of our Post



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November 2019 Continued:

- 25th - Post 313 played a major part in honoring Capt. Guy Chipman, WWII veteran. The State of Texas, State Senator Donna Campbell, presented Capt. Chipman with a Texas Senate Proclamation honoring his WWII service as well as recognizing his 100th birthday. The Commander also
 - presented a plaque honoring Capt. Chipman's service as well as his membership in the American Legion. He asked to be a member of our post, and became the 100th member.
- 27th - Post 313 members participated with Toyota of Boerne to distribute Thanksgiving turkeys to Active duty, Reserve and Guard personnel and military retirees. These efforts resulted in the distribution of over 6,800 turkeys to eligible Service men and women and Veterans.

December 2019:

- 7th - Post 313 members participated in the Pearl Harbor Remembrance Day service held at Menger Springs Retirement Center. Post Commander was the keynote speaker for the event.
- 9th - Post Executive Meeting
 - Ratifying Post Commander's 2020 Goals
 - Drafting and ratifying Post 2020 Goals
 - Drafting Post 2020 Budget
- 14th - 15th - Post 313 members participated in the Boerne Market Days event distributing information about the American Legion, recruiting new members as well as seeking donations to support the veterans outreach efforts of the Post
- 16th - Post General Membership meeting (GMM).
 - Approving Post 2020 Goals
 - Getting input for Post 2020 Budget
 - Recognized those 20 members accomplishing the American Legion Basic Training Course
- 18th - Post 313 members participated in the inaugural "Veterans in Business" seminar hosted by the Greater Boerne Chamber of Commerce. The Post members present also distributed information and answered questions about the American Legion and Post 313.



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December 2019 Continued:

24th - Post 313 members paid a Christmas Eve visit and distributed gift cards to children in residence at the Heartland Children's Home, located in Boerne.

31st - CMTV Post 313 Officer Elections May 2020 requiring the attention and participation of all members!!

- American Legion Auxiliary Organizational Meeting, 15 Jan 2020, another try at it.

January 2020:

1st - Bright and growing CMTV POST 313 ahead!!



Chuck Cecchini - Post Commander
 The American Legion

CAPTAIN MARK 'TYLER' VOSS POST 313
 215 W Bandera Rd Ste 114-415
 Boerne, TX 78006

Please be a Member or Renew Online at www.legion.org
 (210)-834-2798 choxyc@gvtc.com

HELLO, POST 313 GENERAL MEMBERSHIP MEETING IS:

LOCATION: MEETS AT 17 OLD SAN ANTONIO ROAD
 THE KRONKOSKY PLACE, AROUND BACK
 BOERNE, TX 78006

DAY: 2ND MONDAY OF EACH MONTH

TIME: 6 - 7 PM Social Hour; 7 - 8 PM General Meeting

FREE Food and Drink. HOPE TO SEE YOU THERE!!

Please be a member or Renew Online at www.legion.org