

Marine Corps League **Department of North Carolina**



DoNC Executive Board of Trustee Minutes **06 February 2026**

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

Meeting start time: 1904

Meeting Location: Teams

A. EBOT attendees

1. Commandant – Robert Hare
2. Sr. Vice Commandant – James (Jim) Mitchell
3. Jr. Vice Commandant – Steve Tracy
4. Judge Advocate – William (Bill) Brown
5. Jr Past – Ric Ledford
6. Chief of Staff – Tony Nunez - Excused
7. Adjutant – Justine Mitchell
8. Paymaster – Kevin Ashton
9. Assistant Paymaster – Colin Mayo

B. Subject of discussion

1. Department Convention

- a. Jim Mitchell – The only cost to the Department is a service fee of around \$532.00
- b. Jim Mitchell – WE have the meeting room at no cost.
- c. Jim Mitchell – A hotel room was also given to us to raffle off.
- d. Jim Mitchell – We can bring alcohol for the hospitality room.
- e. Jim Mitchell – We just need to provide a microphone.
- f. Jim Mitchell - 121.00 with a free breakfast. Rates are for Thursday – Sunday for those that want to go to the opening of the museum.
- g. Jim Mitchell – Can we add out contact at the hotel in our agenda.
- h. Robert Hare – Who do we want as the guest speaker? Do we want the general from the museum? Robert will take this action.
- i. Bill Brown – The Museum wants money up front by Feb 16th, so we need to vote on this.
- j. Robert Hare – We cannot wait till after the spring membership meeting to send the convention information out. We need to decide on the per person amount so the information can be sent out to the membership.
- k. Bill Brown – Some members will complain at the \$80 per person. Plus, there is parking for those that want to drive instead of taking the shuttle. The shuttle capacity is only 22 people.
- l. Bill Brown – We need to set a date to obtain a person count.

- m. Jim Mitchell – If the person count is less than 150 the numbers will come down. Will call the museum next week
- n. Jim Mitchell – We will have coffee and tea for the duration of the meeting.
- o. Jim Mitchell – We should put out an email to the detachments to see if they want to contribute to the hospitality room.
- p. Bill Brown – We will have access to a back door for dog/cat chow collected from the MODD growl
- q. Bill Brown – we can charge \$75-\$100 for vendor tables.
- r. Roc Ledford – the charge for the photo booth is acceptable, they can run \$500 or more.
- s. Robert Hare – Bill and Jim continue to work your magic and if we need another meeting, we can have one meeting in March.
- t. Bill Brown – We will need to have a BOT meeting to vote on the 50% that is required.
- u. Robert Hare – asked if the convention committee can ask if the museum can wait till after the Spring membership meeting to pay the first 50%.
- v. Bill Brown – said Jim Mitchell had a good suggestion of holding a golf tournament as a fundraiser.
- w. Jim Mitchell – The Sat. morning before the hotel there will be many Marines present. This is an opportunity to recruit new members.

2. Museum Convention Banquet

- a. Jim Mitchell – \$2,160.00 is the cost of the room. Dream entertainment is doing the catering, \$35.00 is the cost of the buffet. If we do a plated dinner, it will be \$35. \$880 is for staff services and fundraising for us. The Buffet is the best way to go.
- b. Jim Mitchell – Is the cocktail hour really needed? \$1500 just to have 1 bar for 1 hour. Everyone is responsible for purchasing their own cocktails. The Bar is a rolling bar, for the museum does not have a stationary bar.
- c. Jim Mithell – the attendance number is estimated at 150 for the above banquet figures.

- d. Bill Brown - \$1800 for the shuttles. If we exceed the numbers, the hotel has a shuttle. The shuttle hours are from 6pm – 10am.
- e. Robert Hare – We normally have a social hour prior to the banquet
- f. Bill Brown – the hours we are paying for is from 3pm – 10pm
- g. Robert Hare – We will not have a full open bar. A cash bar is better.
- h. Jim Mitchell – The museum will offer a tour for \$5 per person instead of the normal \$10. Everyone taking the tour will need a ticket. Tickets cannot be purchased at the door.
- i. Jim Mitchell – Will contact some of the local automobile dealers to see if they can assist with the shuttles.
- j. Robert Hare – It comes out to be about \$73 a person to attend the banquet. We can tell everyone that for \$80/\$85 (a flat fee) that covers everything. (Museum tour, banquet dinner, shuttle)
- k. Jim Mitchell – The Department should not be paying for the alcohol for the department (open bar)
- l. Robert Hare – We take the total cost for the convention and divide that by 150 and come with a flat fee per person.
- m. Jim Mitchell – Was thinking of asking Dave Porter to take photos for \$5 if people want photos.

3. Budget Review

- a. Robert Hare – We received the proposed budget; do we want to discuss it now review
- b. Bill Brown – The language in our bylaws contradicts what is in the National bylaws. We need to revisit this.
- c. Robert Hare – We need to present the budget at the Spring Membership meeting at least 30 days in advance of the convention for approval by membership.
- d. Bill Brown – Par 9C (page 11) a written budget will be proposed to the membership for review and approval at the Spring Meeting
- e. Jim Mitchell – lets pull the minutes of the Convention 2025 minutes.
- f. Bill Brown- Detachments will not have delegates at the spring membership meetings. We need to follow National in the budget's approval process.

- g. Robert Hare – The detachments do not have delegates. Ric Ledford in the past all budget approvals have come from the body from the floor.
- h. Ric Ledford – we only use delegates for election votes.
- i. Ric Ledford – Does not remember us every having to have delegates to approve the budget.
- j. Robert Hare – We will get the budget out to the membership. It needs to be sent out 45 days prior to the membership meeting.
- k. Colin Mayo – Asked why the Budget vote was moved from the convention to the Spring membership meeting. Answer – It was due to the department’s fiscal year
- l. Bill Brown – stated he was asked to investigate changing the DoNC’s fiscal year start date.
- m. Robert Hare – The membership will need to approve it. If we write it up now, we can get it approved for FY 2027.
- n. Jim Mitchell – Question on the meeting registration line item. The \$10 is standard registration to be reimbursed, individuals are responsible for the late registration amount.
- o. Robert Hare – Dept VSO rep was added in. We don’t need to worry about this anymore. The Departments are no longer being held responsible for VSO expenditures.
- p. Bil Brown – Expenditures were taken from the paymaster and adjutant to fund the VSO. Do we add that back.
- q. Kevin Ashton – we can bring this back to the committee.
- r. Robert Hare – We can remove the VSO line item and add that to the operating line item.
- s. Robert Hare – We can remove the line item Conf Call fees
- t. Robert Hare – the line item for the Veterans Council fee should be \$150 and not \$750
- u. Bill Brown – We can reduce the Chapter 9-line item budget by half if not more. We should reduce it to \$250.00
- v. Colin Mayo – Suggested that new computers are purchased for the paymaster and adjutant.

- w. Steve Tracey – The \$250 for the host detachment, with the extra money could some of it go towards the detachments.
- x. Robert Hare – National has it at \$250 and we need to follow national. The hosting detachments need to raise funds to help defer the costs of hosting department meetings.
- y. Robert Hare – Detachments have some negativity to host when people complain but do not have resolutions for those complaints.
- z. Bill Brown – Detachments that host the meetings should be set 2 years in advance; this will allow them the opportunity to fundraise.
- aa. Robert Hare – We bring this up at every meeting and detachments are not stepping up to host. This is why the department has hosted the last 2 meetings. We need to stop the negativity being spread.
- bb. Robert Hare – We have moved this Department forward.
- cc. Steve Tracey – We have one of the best teams in the current administration. It is a privilege to be part of this organization.
- dd. Jim Mitchell – Let's forget the past and move forward.
- ee. Jim Mitchell – Can we make a bylaw change to have each division hold a meeting. We can discuss this at the next meeting.
- ff. Robert Hare The budget shows an overage of \$3,835.66 but there will be more.
- gg. Robert Hare – The paymaster will present the budget to the body per the bylaws.
- hh. Jim Mitchell – The budget line item given to detachments that host a meeting should go the department if they host the meeting.

ii.

Line	Fiscal Year 2026-2027 Operating Budget	Proposed	Approved	Actuals	NOTES: Committee recommendations & previous membership EBoT approvals.
1	Income				
2	From Checking	\$ -			This is the amount that is needed from previous year's unspent or unused funds transferred or rolled over to cover shortage in the budget based on fundraising and added line items.
3	Investments	\$ -			Committee recommends renaming to Savings Transfer if it is necessary to cover shortages in budget and/or emergency funding projects.
4	Business-Checking-Interest	\$ -			Committee recommends removing from the budget as it is not a significant amount to consider for operational expenses.
5	Business-Savings-Interest	\$ -			Committee recommends removing from the budget as it should be part of the financial report but not the budget.
6	Total Investments	\$ -			
7	Direct Public Support				
8	Detachment-Retirement-Eserow	\$ -			Committee recommends deleting this line item as it is unnecessary for future year operating expenses
9	Member-Donations-Rec'd	\$ -			Committee recommends deleting this line item as it is unused as no member currently donates to the DoNC operating budget
10	Detachment-Donations-Rec'd-for-Allocated-Funds	\$ -			Committee recommends deleting this line item as it is unused as no detachment currently donates to the DoNC operating budget
11	Public-Donations-Rec'd	\$ -			Committee recommends deleting this line item as public donations will likely go to the Foundation, not the operations budget
12	Total Direct Public Support	\$ -			
13	Fundraising Revenue				
14	Total Fundraising Revenue	\$ 6,330.69			Amount raised in past year. The goal for the coming year would be to increase this amount to prevent having to dip into savings every year.
15	Membership Income				
16	Life Member Interest Rebate	\$ 4,781.92			This will probably decrease due to increasing number of deceased membership
17	Regular Membership Dues	\$ 4,635.00			Estimate based on previous years.
18	Total Membership Income	\$ 9,416.92			
19	Total Income	\$ 15,747.61			
20	Expense				
21	DoNC Representative (to Higher Echelon) Expenses				
22	Mid-East Division Conference Representative Allowance				
23	Meeting Registration	\$ 10.00			
24	Lodging (max \$125/night 2 nights)	\$ 250.00			
25	Mileage / Airfare	\$ 150.00			
26	Total Mid-East	\$ 410.00	\$ -	\$ -	
27	Mid-Winter National Conference Representative Allowance				
28	Meeting Registration	\$ 10.00			
29	Lodging (max \$125/night 3 nights)	\$ 375.00			
30	Mileage / Airfare	\$ 150.00			
31	Total Mid-Winter	\$ 535.00	\$ -	\$ -	
32	National Annual Convention Representative Allowance				
33	Meeting Registration	\$ 10.00			
34	Lodging (max \$125/night 6 nights)	\$ 750.00			
35	Mileage / Airfare	\$ 200.00			Committee recommended reduction from previous amount after looking at airfare/mileage to convention location (RV).
36	Total National	\$ 1,260.00	\$ -	\$ -	
37	Total DoNC Representative Allowance	\$ 2,205.00	\$ -	\$ -	
38	Department Elected Position Expenses				
39	Commandant	\$ 200.00			
40	Sr. Vice Commandant's Expenses	\$ 200.00			
41	Jr. Vice Commandant's Expenses	\$ 200.00			
42	Judge Advocate's Expenses	\$ 200.00			
43	Total Elected Position Expenses	\$ 800.00	\$ -	\$ -	
44	DVC Expenses				These were all deleted per vote at 2025 Spring meeting to allow for the \$10K in fundraising expenses
45	Central	\$ 200.00			However, for this budget, it is reinstated for fairness & equity among DoNC Staff.
46	East	\$ 200.00			
47	Mid West	\$ 200.00			
48	North	\$ 200.00			
49	North Central	\$ 200.00			
50	North East	\$ 200.00			
51	Northwest	\$ 200.00			
52	South	\$ 200.00			
53	South Central	\$ 200.00			
54	South East	\$ 200.00			
55	West	\$ 200.00			
56	Total DVC Expenses	\$ 2,200.00	\$ -	\$ -	
57	Department Appointed Position Expenses				
58	DoNC VSO Representative	\$ 200.00			Updated to reflect VSO certification in Operations. This amount would be travel reimbursement, similar to other DoNC Staff
59	Chaplain's Expenses	\$ 100.00			Committee recommends reinstating for reimbursement of estimated cost of stamps and cards sent out - Get Well/Sympathy/Birthday(?)
60	Adjutant's Expenses	\$ -			Deleted on previous budget to add VSO line item
61	Paymaster Expenses	\$ -			Deleted on previous budget to add VSO line item
62	Total Department Appointed Position Expenses	\$ 300.00	\$ -	\$ -	
63	Total Department Officer Expenses	\$ 3,300.00	\$ -	\$ -	
64	Operational Expenses				
65	Meetings Expenses				
66	Mid-East Division Conference	\$ 400.00			This was increased per MED decision. Our fee is now \$400 as NC is the largest (most detachments) in the division.
67	Host Detachment Allowance Fall & Spring Meetings	\$ 400.00			Why is this over budget for 2024-2025? Do we need to allocate more funding?
68	Host Detachment Allowance Convention	\$ 200.00			
69	Total Meetings Expenses	\$ 1,000.00	\$ -	\$ -	
70	Operating Expenses				
71	Fundraising Expense	\$ 3,000.00			The BoT voted to approve the \$10K for 2025-2026. Recommend reduction as \$10K seems a bit extreme. We should NOT spend more than we make.
72	Free Conference Call Fee	\$ 3.95			Do we need this with TEAMS/Google Meets/Zoom? Is the Dept paying for any other video meeting services? If so, how much is it?
73	Printing and Copying	\$ 50.00			Reduced. Apparently this is an unused category/line item. Recommend delete, unless this is used for handouts at the Spring/All meetings
74	Supplies	\$ 50.00			Reduced. Apparently this is an unused category/line item. Recommend delete.
75	Postage	\$ 50.00			Reduced from previous as most transmittals are electronically sent. Only known expense is DoNC Chaplain. How much has been asked for?
76	Awards	\$ 250.00			Recommended increasing this to \$250 since they are always over-budget
77	Bank Fees	\$ 100.00			WCL national transmittal fee?
78	Bank Fees - Business Checks Order	\$ -			We are buying business check which are exceptionally more expensive than regular checks. We can easily use standard 2-part carbon checks.
79	Square, Inc. Fee	\$ -			Recommend deleting since DoNC now uses Zeffy for online transactions for fundraising
80	Web Site Expenses	\$ 150.00			switched webhosting-What is our new annual cost?
81	Veteran Council Fee	\$ 750.00			Previous Budget did not allocate for this. New line item added 2024-2026. Amount spent \$745.50
82	VSO certification annual fee	\$ 300.00			New line item added to last year per eBOT guidance.
83	Chapter 9 Expenses	\$ 1,000.00			If possible, can we reduce to \$750 to accommodate the pending shortage?
84	Total Operating Expenses	\$ 5,703.95			
85	Semper Fidelis Funds (Outside Charitable Donations)				
86	Marines Needing Assistance				Committee recommends deleting this line item and we now have a Department Foundation that should help support this & the other charitable causes
87	New Detachment Allowance				Committee recommends deleting & allowing the EBoT to decide if & how much to provide to any new detachments.
88	Allocated-Funds				Committee recommends deleting this line item and we now have a Department Foundation that should help support the charitable causes
89	Young-Marines				Committee recommends deleting this line item and we now have a Department Foundation that should help support this & the other charitable causes
90	Days-for-Tale				Committee recommends deleting this line item and we now have a Department Foundation that should help support this & the other charitable causes
91	Scholarship-Funds				Committee recommends deleting this line item and we now have a Department Foundation that should help support this & the other charitable causes
92	Total Semper Fidelis Funds	\$ -			
93	Total Operations Expense	\$ 6,703.95			
94	Miscellaneous Expenses Not Previously Identified	\$ -			Foundation Startup Cost \$337 from previous year. will this continue? If so, we can add a line item. Chapter 9/Veteran Council/Free conference call-added to separate line items.
95	Total Expenses	\$ 12,208.95			
96	Over / (Short)	3,538.66			If shortage, pull from savings to cover shortage and balance. If abundance, this would be the EBoT limit for emergency expenses/new detachment funding. Any leftover would roll over to next year (Balance from Checking Line Item 2-next year's budget)

4. Leadership Academy Recap

- Robert Hare - March 28th will be the date
- Robert Hare – the Sr Vice will head the meeting for the Commandant has another function and will arrive late.
- Robert Hare – There is a lot of excitement for this academy. There are many VA locations that we could possibly be a location

d. Robert Hare – He will provide Chick-Fil-A for lunch at the March Leadership academy.

5. 2-26 Dept. MOY/AOY nomination deadline

- a. Robert Hare – Since it is electronic do we set the deadline or does the current MOY.
- b. Bill Brown – National has put together guidelines for the procedure.
- c. Robert Hare – The Association sets the deadline date for submissions.

6. Miscellaneous

- a. Colin Mayo – Things are good on his end. 92% of paid members in the Department. Things are behind due to the weather.
- b. Robert Hare – National was shut down due to the winter storms. They should be opening back up next week.
- c. Colin Mayo – The Detachments need to utilize the new forms
- d. Colin Mayo – Attended a zoom meeting given by the Commandant of Dept of PA.
- e. Bill Brown – we put a nomination of the DVC's into the bylaws. We also put that if ones are not nominated that they can be elected,
- f. Kevin Ashton – we received our first donation to the foundation.
- g. Robert Hare - asked if we received the bylaws for the foundation.
- h. Steve Tracey – Said there is a LtCol at that will volunteer her Marines if we need help.
- i. Robert Hare – Steve Tracy was asked to set up the color guard for the convention.

No other topics discussed. Meeting was adjourned. 2055.