

CALENDAR of Events and Activities for Fiscal Year 2018/2019  
Bruce Carter Commanding  
Last Updated on May 22, 2018, Printed 5/23/2018 6:16 AM  
Contact [Emery Heuermann](#) to make corrections and add updates.

1 **2018/2019 YEAR begins July 1, 2018 and ends June 30, 2019**

2  
3 **HIGH PRIORITY ITEMS**

- 4 1. **MEETING ROOM:** Reservations for the Auxiliary, Executive Committee  
5 and Regular Members' meeting must be made as early as possible in July  
6 2018 for the following 2019 **calendar year**. No cost. Call SMCCC ask for  
7 Jeanne Stewart. Reservation dates must be in writing. Email okay. Ask  
8 Jeanne to confirm by email. See website "Forms" for suggested format.
- 9 2. **RUMMAGE SALE:** Reservations for the Rummage Sale site **MUST** be  
10 made in early July 2018 for a renewal of October 2018 and April 2019.  
11 a. Reservations for the October 2018 date for Robinson Road Center  
12 were originally made in July 2017. Hurricane Harvey caused  
13 Precinct 3 to cancel all remaining 2017 and most 2018  
14 reservations until further notice.  
15 b. Rummage sale days are the Friday and Saturday after the third  
16 Thursday in April and October.  
17 c. See website "Forms" for suggested format.
- 18 3. **OCTOBERFEST:** Reservations for use of the Shadowbend Park  
19 pavilion in October 2018 for the annual October fest **MUST** be made as  
20 soon as possible after the Octoberfest 2017 meeting. The Woodlands  
21 Township allows a one year in advance reservation. Ask for Chuck  
22 Bielert. Cost is \$35.00. See website "Forms" for suggested format.
- 23 4. **ELECTION OF 2018/2019 OFFICERS FORM** Ensure that  
24 Adjutant has filed "Election of Officers: form with department no later  
25 that July 31<sup>st</sup>. This is extremely important. If not filed timely, Post will be  
26 disqualified from receiving any award for the entire year for anything.  
27 Department of Texas enforces this rule vigorously. Don't let the Adjutant  
28 sit on it.

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31 **Miscellaneous Items**

32 **1. Post 305 meetings**

- 33 *a. Executive Committee meeting:*
- 34 i. Held at South County Community Center, 7:00PM., usually
  - 35 in one of the small rooms at the back of the community
  - 36 center.
  - 37 ii. Mandatory attendance for elected and appointed officers.
  - 38 Unexcused absences have penalty's.
  - 39 iii. Meeting date is the Monday prior to the third Thursday
  - 40 each month to include October.
  - 41 iv. Meeting is at South County Community Center, 7:00PM.
  - 42 v. All current paid up and PUFL members invited to attend,
  - 43 can speak but cannot vote.
  - 44 vi. PUFLs in attendance will have a membership card that
  - 45 shows their Post #. If not Post 305, they cannot speak nor
  - 46 vote on a Post 305 matter.
- 47 *b. Regular Post 305 meeting*
- 48 *i. Meeting is held at South County Community Center*
  - 49 *ii. Pot luck meal at 6:30*
  - 50 *iii. Meeting Starts at 7:00PM.*
  - 51 *iv. Meeting room is the large room adjacent to the kitchen.*
- 52

53 **Department of Texas Calendar:** [http://txlegion.org/upcoming\\_events](http://txlegion.org/upcoming_events)

54  
55  
56

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57 **2018/2019 Calendar Of Events And Activities At Post 305 During**

58

59 **JULY 2018**

60 **1. Holidays This Month:**

- 61 a. July 4th

62 **2. Events and Activities This Month**

63 a. **The Woodlands 4th of July Parade**

- 64 i. Post 305 and Auxiliary Unit 305 Jointly enter a float.  
65 ii. Emery furnishes trailer and decorates float. Auxiliary  
66 participates.  
67 iii. Harlen Thornhill provides heavy duty truck to pull trailer.  
68 iv. Meet in parking lot United Methodist Church nlt 8:00am.  
69 v. We won 1<sup>st</sup> place out of 34 entries in 2017 in Patriotic  
70 category.

71 b. **Department of Texas Annual Convention.**

- 72 i. See [www.alpost305.org](http://www.alpost305.org) menu item “Conventions” for  
73 details.  
74 ii. Date of meeting and date of convention could be in conflict.  
75 May have to take action in June.  
76 iii. Appoint delegate(s). Fill out blue form, Send to department.  
77 iv. Need motion at regular meeting to authorize delegate chair  
78 to vote as he or she sees fit as to what is in best interest of  
79 American Legion and Post 305.

80 **3. Miscellaneous**

- 81 a. Imperative that meeting room reservations for Post Exec Com and  
82 Regular Membership and Auxiliary Regular Meetings be made this  
83 month for 2019. We have lost meeting nights in years past  
84 because this did not happen during the month of July.  
85 b. Imperative that Rummage Sale reservations be made this month.  
86 i. For October 2018, if possible, reserve Robinson road.  
87 **ii.** For 2019, reserve Robinson Road for Friday and Saturday  
88 following the 3<sup>rd</sup> Thursday in April 2019 and October 2019.  
89 **iii.** See the website under menu item “forms” for a suggested  
90 format to use when making reservations.  
91 **iv.** We have lost rummage sale dates in the past because these  
92 reservations were not made in a timely manner.  
93 v. Disregard verbal approval from pct 3 representatives. Put it  
94 in writing.

95 **4. Post 305 meetings this month.**

- 96 a. *Executive Committee meeting:*

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- 97 i. Finance Officer should have 2017/2018 Operating Budget  
98 ready for review if possible. There is a Budget Committee  
99 that meets with finance Officer prior to Exec Com meeting  
100 to work out details.  
101 ii. Adjutant should have filed Election of Officers notice with  
102 department.  
103 iii. Discuss July 4<sup>th</sup> parade, what worked, what didn't etc.  
104 iv. Appoint Audit Committee to review and report on Finance  
105 and Adjutant books. Judge Advocate is chair per bylaws.  
106 b. *Regular Post 305 meeting*  
107 i. Commander announces goals for 2018/2019 year.  
108 ii. Finance officer will attempt to get 2018/2019 operating  
109 budget approved.  
110

## 111 **AUGUST 2018**

### 112 1. **Holidays this Month**

- 113 a. none

### 114 2. **Events and Activities**

- 115 a. Department Baseball Tournaments, Regional Baseball Tournaments  
116 b. Oratorical Package mailed to all high schools in Texas by Department of  
117 Texas. Home schools do not get the invitation.  
118 c. American Legion National Convention  
119 d. American Legion Baseball World Series

### 120 3. **MEETINGS**

- 121 a. Executive Committee meeting:  
122 i. Receive After Action Report on July 4<sup>th</sup> parade.  
123 ii. Receive Lessons Learned Report on July 4<sup>th</sup> Parade.  
124 b. Regular meeting:  
125 i. Ice Cream Social  
126 ii. Not much else going on in August.  
127

## 128 **SEPTEMBER 2018**

### 129 1. **Holidays this month:**

- 130 a. Patriot Day (commemorating 9-11-2001)  
131 b. Labor Day, commander should say a few words.

### 132 2. **Events and Activities this month**

- 133 a. Fall D.E.C. Department Executive Committee) meeting, Omni  
134 Austin Southpark Hotel, 4140 Governor's Row, Austin, TX. 78744.  
135 b. **October is annual Cook Out.**  
136 i. Appoint OIC this month, Assign Duties & Responsibilities.

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- 137 ii. If not done previously, may be late to get reservations @
- 138 Shadowbend park.
- 139 iii. As commander, make the call to the woodlands township at
- 140 xxx.
- 141 iv. Do not assume we have reservations.
- 142 v. Cancel SMCCC meeting room

### 143 **3. POST 305 MEETINGS**

- 144 a. Executive Committee meeting
- 145 i. Discuss October cook out plans. Who, what, when, where
- 146 etc. logistics.
- 147 b. Regular membership meeting
- 148 i. Encourage dormant members via newsletter, website, email
- 149 blasts to attend.
- 150 ii. Remind members no meeting at SMCCC in October. Go to
- 151 Shadowbend Park for cook out.

### 152 **OCTOBER 2018**

- 154 1. **Holidays This Month:** Columbus Day, Halloween. Post 305 normally
- 155 has no interactions, events or activities relating to these two holidays.
- 156 2. Events and Activities
- 157 a. District 7 Convention. See website under conventions for details.
- 158 b. October Cook Out. See below for details.
- 159 c. Rummage Sale see details below.

### 160 **3. Post 305 MEETINGS**

- 161 a. *Executive Committee meeting.*
- 162 i. Discuss any last minute preparations needed for
- 163 Octoberfest cook out.
- 164 b. *Regular membership meeting*
- 165 i. The meeting this month is held at Shadowbend Park.
- 166 ii. Formal meeting is abbreviated:
- 167 iii. do opening ceremony
- 168 iv. ask for motion to dispense with remainder of meeting
- 169 v. do closing ceremony.
- 170 c. Let's eat.

### 171 **4. OCTOBERFEST / Cook Out:**

- 172 a. We do not meet at South County Community Center this month
- 173 unless in climate weather is forecast.
- 174 b. Octoberfest is the 3rd Thursday, annual cook out. Post 305 and
- 175 Unit 305 meet jointly, 7:00 PM at Shadowbend Park.
- 176 c. Because we do not meet at the Community Center this month,

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- 177 i. we must. cancel 1 week in advance OR have one person  
178 stay at the Community Center.  
179 ii. This is important. We cannot be a no show group at the  
180 SMC Community Center. There are penalties.  
181 d. Shadowbend Park is located behind David Elementary, near the  
182 southwest corner of Gosling and Lake Woodlands Drive.  
183 e. Entrance to Shadowbend Park is on Lake Woodlands Drive, not  
184 Shadowbend.  
185 f. We are under the covered park pavilion. free hamburgers, hot  
186 dogs, bratwurst's, non-alcoholic refreshments.  
187 g. Attendees should bring their own lawn chairs. There are not  
188 enough tables for everyone to sit at the 4 tables.  
189 h. meeting for Post and Unit is abbreviated.  
190 i. Dormant members, family, friends and guests invited.  
191 **5. RUMMAGE SALE:**  
192 a. Saturday following third Thursday Cook Out.  
193 b. Friday is Set Up Day from 8:30 to 3:00.  
194 c. Rummage Sale is on Saturday, 7:00 am to 3:30 PM.  
195 d. Location is at Robinson Road Community Center.  
196 e. Reservations should have been made in early July of the previous  
197 year.  
198 i. E.g. reservations for April and September of 2019 should  
199 be made in July 2018.  
200 f. This building rents out quickly. We have had to cancel rummage  
201 Sales because we did not get reservations in on time. Making  
202 timely reservations is critical.  
203

## 204 **NOVEMBER 2018**

### 205 **1. Holidays This Month**

- 206 a. Veterans Day  
207 b. Thanksgiving

### 208 **2. Meetings this month**

- 209 a. *Executive Committee meeting:*  
210 i. Discuss veterans' day activities.  
211 ii. Appoint representatives to attend.  
212 b. *Regular Membership Meeting:*  
213 i. Turkey Dinner follows the meeting.

### 214 **3. Events and Activities this month**

- 215 a. **Veterans Day events:** We normally send a representative to as  
216 many of the local area Veterans Day events as possible. Known

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217 events include Conroe High School stadium, Oak Ridge High  
218 School. There may be others.

219 b. **Boys State Attendee Ceremony:**

- 220 i. Boys State graduates are recognized this month in a  
221 separate ceremony.  
222 ii. Locations have varied in the past but the SMC community  
223 center seems to work as well as anywhere.  
224 iii. Dayton Denton has emceed in the past but is no longer a  
225 member of the Post.  
226

227 **DECEMBER 2018**

228 **1. Holidays This Month:**

- 229 a. Pearl Harbor Day  
230 b. Christmas, Hanukkah, Kwanzaa

231 **2. Meetings this month**

- 232 a. Executive Committee meeting:  
233 i. Discuss Christmas plans, if any.  
234 b. Regular Meeting:  
235 i. Last meeting of the year.  
236 ii. Last meeting to pay 2018 membership dues so as to not  
237 lose continuous years of membership in the Legion.

238 **3. Events and Activities this month**

- 239 a. Annual Christmas party tonight. We haven't done much in the  
240 past , such as white elephant gift exchange etc.  
241 b. Auxiliary usually came with something but nothing for the past  
242 several years by either Post or Unit.

243 **4. Miscellaneous**

- 244 a. Last day to pay membership dues without losing continuous years  
245 of membership.  
246

247 **JANUARY 2019**

248 **1. Holidays This Month:**

- 249 a. New Year's Day  
250 b. Martin Luther King Day.

251 **2. Events and Activities**

- 252 a. Department of Texas Mid-Winter Conference, Austin, Omni Hotel.  
253 b. Chili Cook Off at post 305

254 **3. MEETINGS**

- 255 a. *Executive Committee meeting*  
256 b. *Post 305 meeting*

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- 257 i. Annual Chili Cook Off Night, Post 305 and Unit 305 jointly  
258 participate.  
259 ii. 1st, 2nd and 3rd place awards.  
260 iii. Chili Cook Off immediately follows the meeting.

261 **4. Miscellaneous**

- 262 a. Birdies for Charity begins this month. This is a major fundraiser for the  
263 Post.  
264 b. January 1, unpaid 2019 members are delinquent and ineligible to vote at  
265 the Post level.  
266 c. Boys State Packets mailed to high schools by Department.  
267

268 **FEBRUARY 2019**

269 **1. Holidays This Month**

- 270 a. President's Day

271 **2. Events and Activities this month**

- 272 a. Four Chaplains Ceremony is this evening before the meeting. Post 305  
273 and Unit 305 Chaplains jointly commemorate this famous war time  
274 tragedy.

275 **3. Meetings**

- 276 a. Executive Committee meeting  
277 i. Discuss Four Chaplains ceremony.  
278 ii. Commander appoint Boys State Chair  
279 b. Regular Membership meeting  
280 i. Four Chaplains Ceremony, prior to meeting.  
281 ii. Name and introduce Boys State chairman.  
282 iii. Make appeal for more Birdies for Charities pledges.

283 **4. Miscellaneous**

- 284 a. unpaid 2019 members may attend meetings but are ineligible to vote.  
285 Only 2019 paid members re allowed to vote or make motions.  
286

287 **MARCH 2019**

288 **1. Holidays This Month**

- 289 a. St Patrick's Day  
290 b. March 29<sup>th</sup> is Vietnam Veterans Day.

291 **2. Events and Activities**

- 292 a. Recognize Vietnam Veterans at regular meeting. Ask them to rise  
293 and say a few words. Takes about 15 minutes.  
294 b. None

295 **3. Meetings**



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- 296 a. Executive Committee meeting  
297 i. Request update report from Boys State chair.  
298 b. Regular meeting  
299 i. March meeting is last day to participate in Birdies for  
300 Charity  
301 ii. Request Boys State chair to update member on Boys State  
302 progress. Critical to acquiring financial support from  
303 members.  
304 iii. Political candidates Forum.  
305

306 **APRIL 2019**

307 **1. Holidays This Month:**

- 308 a. Arbor Day

309 **2. Events and Activities this month**

- 310 a. District 7 Convention.  
311 b. Rummage Sale: Friday and Saturday after third Thursday.  
312 Robinson Road Community Center, 7:00 am to 3:30 PM. Friday is  
313 set up day, and Saturday is sale day.

314 **3. Meetings**

- 315 a. *Executive Committee:*  
316 i. Commander appoints nominating committee for 2019/20  
317 and chair. Can wait until regular meeting.  
318 ii. Get status report from Birdies for charity Chairman.  
319 b. *Regular Meeting*  
320 i. Open floor to nomination of officers. Ask nominating chair  
321 to announce its recommendations.  
322 ii. Ask Boys State Chair to give a brief report. Important: there  
323 are members who donate when they hear positive actions.  
324 iii. Call for volunteers for Rummage Sale on Friday and  
325 Saturday.  
326 iv. Memorial Day Discussion about who what when and where  
327 Post 305 may be able to participate in local area events.  
328

329 **MAY 2018**

330 **note: May is a very busy month for Post 305**

331 **1. Holidays This Month**

- 332 a. Mother's Day  
333 b. Armed Forces Day  
334 c. Memorial Day.

335 **2. Events and Activities this month**

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- 336 a. American Legion Division 2 Convention. See website menu item  
337 “conventions” for details.  
338 b. Memorial Day ceremonies at  
339 i. Houston National Cemetery  
340 ii. Forest Park Funeral Home “Veterans Cemetery”  
341 c. Saturday, May Date TBA, O.R.H.S. Awards, Saturday, need member to  
342 attend, AFJROTC Medals  
343 d. Thursday, May, date TBA, T.W.H.S. Awards, need member to attend &  
344 rep Post 305, Scholarship winner

### 345 **3. Meetings**

- 346 a. *Executive Committee*  
347 i. Get status report from Nominating Committee on  
348 recommendations to membership.  
349 ii. Ensure that Finance Officer has paid \$577 +- for General Liability  
350 Insurance Policy to Lockton Ins Agency in Dallas.  
351 iii. Ask Finance officer for final report on finances involving Boys  
352 State. This is a major income and expense for Post 305.  
353 b. *Regular Meeting:*  
354 i. Conduct Election: By commander: Ask nominating chair to act on  
355 Commanders behalf and reopen nominations and conduct the  
356 election.  
357 1. Re Open Nominations.  
358 a. Ask nominating chair to read off recommendations.  
359 b. Announce that nominations are now reopened to the  
360 floor, and that each position will be reopened and  
361 three chances to nominate will be given prior to the  
362 close of nominations for that position.  
363 c. Go thru the reopening of each position.  
364 i. Nominations are being accepted for the  
365 position of \_\_\_\_\_. If you would like to  
366 nominate yourself or someone else for this  
367 position, please do so now. This is the first  
368 call. Second call. Third and final call.  
369 Nominations for the position of \_\_\_\_ are now  
370 closed.  
371 ii. Next position is....  
372 d. Nominations are now closed for all elected positions  
373 for the year 2019/2020.  
374 2. Elect Officers. Announce that the acclimation voting tool for  
375 unopposed positions will be used.

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- 376 3. "Member name" move that the Adjutant be instructed to  
377 cast one unanimous vote by acclimation, abstentions  
378 withstanding, for name of person running unopposed for  
379 the office of "name of position" for 2018/2019"  
380 4. Seconded by "name of member"  
381 5. All in favor say Aye. Any abstentions? Jim Bob stands, says  
382 he is abstaining. Announce that Motion carries with  
383 abstentions noted (Jim Bob name) for the record.  
384 6. Commander, I declare the election concluded and return  
385 the gavel to you sir.  
386 ii. Chair gives update on Boys State. Program should be closed out  
387 by the date of this meeting. Finance officer should have sent a  
388 check.  
389 iii. Birdies for Charity update. Any money received yet?  
390 iv. Discuss take action as needed, Memorial Day activities.

#### 391 **4. Memorial Day Considerations**

- 392 a. Post 305 Color Guard marches in Parade at Houston National Cemetery.  
393 b. Forest Park Cemetery Memorial Service The Woodlands starts at 10:00  
394 a.m.  
395 c. Ceremony at Moorhead Stadium in Conroe.

#### 396 **5. Miscellaneous Items Concerning Nominations and Elections**

- 397 a. NOTE: Dept of Texas has declared "by acclimation" legal for unopposed  
398 positions.  
399 b. Written Notice must be placed on Post Bulletin Board and at least 5 days  
400 prior to the election. If website is bulletin board, need motion to say so.  
401 c. Notice should be placed on home page of Post 305 Website and within  
402 any Email Blasts that go out.  
403 d. Guests and unpaid members should be requested to kindly refrain from  
404 voting.  
405 e. Secret ballots are not required for any uncontested races.

### 407 **JUNE 2018**

#### 408 **1. Holidays This Month**

- 409 a. Juneteenth, June 19th  
410 b. Flag Day, June 14<sup>th</sup>.  
411 c. Father's Day

#### 412 **2. Events and Activities**

- 413 a. Students attend Boys State Program this month at University of Texas @  
414 Austin.  
415 b. Girls State attend Lutheran College in Sequin Texas.

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416 c. Post 305 conducts its annual Flag Disposal Ceremony, commencing at  
417 6:30 PM. This is a ceremony conducted inside the SMC community  
418 Center. The flags are symbolically burned in a dignified manner.

419 **3. Meetings**

420 **a. Executive Committee**

- 421 i. Final discussions about July 4<sup>th</sup> Parade.  
422 **ii.** Final discussion about details of symbolic flag burning this  
423 month.

424 **b. Regular Monthly Meeting**

- 425 i. Update on July 4th Parade activity  
426 ii. Conduct Interior Flag Disposal Ceremony at 6:30 PM.  
427 1. Officer Position Placards  
428 2. Music "To The Colors"  
429 3. Flags  
430 4. Que Cards for each officer to read from  
431 5. One worn flag to ceremoniously burn.  
432 6. One ceremonial burn barrel.

433 c. Install 2018/2019 Officers.

- 434 i. Need Legion VIP to conduct Oath of Office ceremonies. Usually  
435 District commander or above.

436 d. June 30<sup>th</sup> is last day to pay 2019 membership dues for final year  
437 end reporting purposes. See Adjutant for details.

438

439 June 30, 2018 is last day of 2018/2019 Year

440 **END of 2018/2019 Year**