



# AMERICAN LEGION POST 177

Post Office Box 53

CANFIELD, OH 44406

**DATE:** 07 December 2013

**SUBJECT:** Minutes of the Monthly Meeting, 03 December 2013

**MEMBERS PRESENT:**

Mike Kubitz, Commander	Frank Cavanaugh
Chuck Coleman, First Vice Commander	Bill Gibson
Milt Kochert, Chaplain	Steve Marshall
Pat Gaia, Adjutant	Paul Vaughn
Ken Craig	Bernie Kosar, Sr.
George West	John Craig
John Velker	

**OTHERS PRESENT:** None

1. At the conclusion of honors to God (invocation), Country (Pledge of Allegiance) and the Legion (recitation of the Preamble to the Constitution of the American Legion), Mr. Kubitz called the meeting to order at 7:05 PM.

2. Mr. Coleman apologized to the members for having to move the meeting from the Canfield Township Hall to the Canfield Presbyterian Church. The Township Zoning Inspector scheduled a Zoning Board of Appeals meeting on the same date and time without checking the calendar. The Zoning Inspector assured that it would not happen again. Mr. Coleman also thanked Messrs. Craig and Kochert for arranging the alternate meeting place on such short notice.

3. Old Business.

- a. Mr. Kubitz asked for approval of the November minutes. Because there were new members present, Mr. Coleman took the opportunity to explain the situation as regards the War Vet Museum, and the Post property remaining therein. After brief discussion, Mr. Gaia moved that the minutes be approved; Mr. Cavanaugh provided the second and the minutes were accepted by acclamation.
- b. Mr. Kubitz advised members that on Veterans Day, he and Mr. Coleman went to Greenbriar Assisted Living Facility in Boardman to pass out Veterans Day cards that had been created by Hilltop Elementary School students. Approximately thirty (30) cards were distributed. Veterans and Greenbriar staff were most appreciative.
- c. Mr. Kubitz also noted that he, and Messrs. Coleman and Kochert conducted a brief Legion memorial service for Post 177 member Vernon Hood, who passed away on 21 November 2013. Mr. Hood's family was grateful for the recognition of his service.

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4. New Business.

- a. Regarding memorial services at the funeral of Post members, Mr. Kubitza encouraged members that are interested in participating to let him know. He would like to establish a "pool" of volunteers who can be called on to represent the post at funeral home and/or graveside ceremonies. Standard dress for these occasions is gray slacks, white shirt, red tie, blue blazer and garrison cap.
- b. Mr. Coleman noted that some Post 177 property and other items remain in the War Vet Museum. This includes weapons, color guard accoutrements, and records/files. Members will be enlisted to assist in removing the property if required.
- c. With respect to Post activities for 2014, Mr. Coleman cautioned the members that we are limited in resources - particularly "human" capital. Coleman stated that, personally, he would rather do one (1) or two (2) things well than try to do many things poorly. Discussions ensued on the activities that the Post could sponsor. The following were discussed:
  - i. Fourth of July Parade. The limiting factor here will be availability of a properly trained and equipped Post Color Guard (none currently exists).
  - ii. Memorial Day Ceremonies, including placing flags on graves.
  - iii. Veterans Day Activities.
  - iv. Flag disposal activities.
- d. Most of the above activities will require support from members beyond that which we have recently experienced. Further, there will be a need for training on proper execution of these ceremonies.
  - i. With respect to Flag Disposal, Mr. Gaia will research proper protocol (see Enclosure 1). Also, we will need to schedule specific dates/times/places at which the disposals will occur.
  - ii. As to placing flags on graves for Memorial Day ceremonies, efforts will need to include identifying the graves that need flags (research?); acquiring the flags (available free); assistance in placing the flags (scouts?).
  - iii. In regard to the Fourth of July Parade, Mr. Coleman again reiterated the need for a cadre of trained and equipped individuals to execute the color guard mission.
- e. There was a brief discussion on the possibility of working jointly with other veteran's service organizations on specific activities. Although no consensus was reached, there was a general sense that it would be difficult.
- f. There was also a brief discussion on how we could utilize local media to spread the word about Post 177 in an effort to increase membership and participation. The Town Crier, Vindicator and Ohio Legion News were mentioned as likely opportunities. Mr. Coleman noted that the best way to ensure that sort of publicity would be to write the article ourselves and submit them to the editors. Mr. Kosar heartily agreed that this approach would have the greatest chance of success.

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- g. Two (2) checks were received in memory of the passing of Vernon Hood (from Loran & Joyce Brooks; and Milt Kochert). A check was also received from Ken Craig to help defray the costs of out Post Office Box.
- 5. The next monthly meeting of Post 177 will be on Tuesday, 07 January 2014 beginning at 7:00 PM in the Canfield Township Offices, 21 South Broad Street, Canfield, OH.
- 6. There being no further business, Mr. Kubitza directed adjournment at 8:15 PM.



CHARLES M. COLEMAN  
First Vice Commander  
Canfield American Legion Post 177

1 Encl  
Flag Disposal Protocol

## ENCLOSURE 1

### Flag Disposal Ceremony

The American flag disposal ceremony is made up of one or a combination of the above groups, which assembles outdoors. The members form parallel rows approximately 20 feet apart and face each other. Officers take specified stations and the ceremony begins scripted as below:

**COMMANDER:**

"Attention, Camp! "Parade, rest!"

**COLOR BEARER:**

"Commander, I wish to present a number of unserviceable flags of our country for inspection and disposal."

**COMMANDER:**

"Advance with your detail and present the flags for inspection and disposal."

The Color Bearer commands: "Attention, Detail! Forward, March!"

Guiding on the Color Bearer, the detail marches two abreast carrying the flags to be inspected down the center of the formation unit opposite the Junior Vice-Commander's station. Turning right, the Color Bearer commands: "Detail, halt! Right Face!" The detail halts two paces in front of the Junior Vice-

**Commander.**

The Color Bearer steps one pace forward, salutes and says:

**COMMANDER:**

"Junior Vice-Commander, I present these unserviceable flags for your inspection"

**JUNIOR VICE-COMMANDER:**

"Is the present conditions of these flags the result of their usual service as the emblem of our country?"

**COLOR BEARER:**

"These flags have become faded and worn over the graves of our departed Brothers and Comrade Fathers, and the soldier, sailor and airmen dead of our Nation's wars." (This reference is to the small headstone flags.)

**JUNIOR VICE-COMMANDER:**

"Present these flags to the Senior Vice-Commander for his inspection."

The Color Bearer salutes, executes an about face, and commands the detail: "Detail, About Face!"

Crossing behind the detail he takes his post at its left and commands: "Forward, March". The detail marches to within two paces of the Senior Vice-Commander where the Color Bearer commands: "Detail, halt!" The Color Bearer steps one pace forward, salutes and says:

**COLOR BEARER:**

"Senior Vice-Commander, I present these flags which have been inspected by the Junior Vice-Commander for your further inspection."

**SENIOR VICE-COMMANDER:**

"Have these flags served any other purpose?"

**COLOR BEARER:**

"Some of these flags have been displayed in various public places."

**SENIOR VICE-COMMANDER:**

"Present them to the Commander for final inspection and dignified disposal."

The Color Bearer salutes, executes an about face, and commands the detail: "Detail, About Face!" Crossing behind the detail he takes his post at its left and commands: "Forward, March". The detail marches to the center, turns left where the Color Bearer commands: "Detail! Left Wheel! Halt!" and halts within two paces of the Commander. The Color Bearer steps one pace forward, salutes and says:

**COLOR BEARER:**

"Commander, I the honor to present for final and proper disposal these flags our country."

**COMMANDER:**

"Have these flags been inspected by the Junior Vice-Commander and the Senior Vice-Commander?"

**COLOR BEARER:**

"Commander, they have."

**COMMANDER:**

"Junior Vice-Commander, what does your inspection show and what do you recommend?"

**JUNIOR VICE-COMMANDER:**

"Commander, since these flags have become unserviceable in a worthy cause, I recommend that they be honorably retired from further service."

**COMMANDER:**

"Senior Vice-Commander, what does your inspection show and what do you recommend?"

**SENIOR VICE-COMMANDER:**

"Commander, since these flags have become faded and worn in a tribute of service and love, I also recommend that they be fittingly destroyed."

**COMMANDER:**

"Brothers, we have presented here these flags of our country which have been inspected and condemned as unserviceable. They have reached their present state in a proper service of tribute, memory and love."

"A flag may be a flimsy bit of printed gauze, or a beautiful banner of finest silk. Its intrinsic value may be trifling or great; but its real value is beyond price, for it is a precious symbol of all that our dear country stands for; a free nation of free men and women, true to the faith of the past, and devoted to the ideals and practice of Justice, Freedom and Democracy. It represents all that our fathers, the Grand Army of the Republic and our nation's defenders in all conflicts lived for, sacrificed for and died for."

"Let these faded flags of our country be retired and destroyed with respectful and honorable rites and their places taken by bright new flags of the same size and kind, and let no grave of our soldier, sailor or airmen dead be unhonored and unmarked."

"Color Bearer, you will destroy these flags with solemn dignity by burning. Officer of the Guard, assemble the Color Guard, escort this detail bearing flags to the vessel of disposal. Attention, Camp!" The Color Guard will form up immediately behind the Color Bearer's detail. The Officer of the Guard will command: "Attention, Detail! About, Face! Forward, March!" Preceded by the Color Guard; the detail marches down the center to the fire. The Officer of the Guard will command: "Detail, Halt!" The National Colors will cross over and take position on the right of the fire facing the Commander; the Camp Colors will take up position on the left. Once in place the Commander will command:

**COMMANDER:**

"The Chaplain will invoke the divine blessing." "Uncover!"

**CHAPLAIN:**

"Almighty God, High and Mighty Ruler of the Universe, be with us at this hour. Bless and consecrate these proceedings as may seem fitting in your sight."

"We now stand before you giving thanks for our Country and its Flag. We thank you for liberty, for which our country stands and which our Flag represents. To clean and purging flame we commit these Flags, worn in worthy service. As they yield their substance to the fire, may your Holy Light spread over us and bring our hearts renewed devotion to God and Country." "Amen."

**OFFICER OF THE GUARD:**

At the conclusion of "To the Colors", gives the command: "Shoulder, Arms"

**COMMANDER:**

"Thank you for your assistance in conducting this most solemn ritual. As the old soldier, sailor and airman one day go beyond our world to a better place, so too must the dear old flag under which they so nobly served be retired. And like the old soldier or sailor or airman, the flag too, shall be followed by that which is new, bright of stripe and shining of star amid a field of Union Blue. May the flag ever fly aloft o'er this great land to comfort the dispossessed, defend the weak and warn the tyrant. May it ever flutter in peace, shouting the message of liberty and freedom."

"The Color Guard shall resume its station! The Detail is dismissed."

The Officer of the Guard will command: "Attention, Detail!" "Forward, March!" The Color Guard advances down the center to within two paces of the Commander where the Officer of the Guard will command: "Detail, Halt!" "Post!" The Color Guard reposts the National Colors and Camp Standard. The Color Bearer will command: "Attention, Detail!" "Break Ranks, March!" The Color Bearer and his Detail resume their places among the Camp members. The Commander will then command:

**COMMANDER:**

"Camp, Dismissed!"