



Department of Texas
Marine Corps League

Minutes of Meeting

Date: 6/28/2025

Time: 0900

Location: Woodlands TX

CALL TO ORDER

Commandant Tony Poletti called the meeting to order at 0900 and Sgt-at-Arms Roy Cuevas posted the colors and led the membership in The Pledge of Allegiance

ROLL CALL OF OFFICERS AND DIGNITARIES

ATTENDANCE	P	A	ATTENDANCE	P	A	DIGNITARY/GUEST
Commandant	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Compliance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Senior Vice Commandant	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sgt-at-Arms	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Junior Vice Commandant	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Past	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
			Commandant			
Judge Advocate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Chaplain	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Adjutant	<input checked="" type="checkbox"/>	<input type="checkbox"/>	District	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
			2,3,5,6			
Paymaster	<input checked="" type="checkbox"/>	<input type="checkbox"/>	District	<input type="checkbox"/>	<input type="checkbox"/>	
			1,7,8,9			

OFFICERS REPORTS

Adjutant:

- Minutes of the previous meeting were emailed

MOTION: To approve minutes of the previous meeting		
FIRST	SECOND	DISCUSSION
Paula Land	Roy Cuevas	
CARRIED		
Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	

- Correspondence NA

Paymaster Report:

- Financial information provided.
- Items Discussed
- Budget Approved
- Discussed investing 40K in funds

MOTION: To approve financials of the previous meeting		
FIRST	SECOND	DISCUSSION
Leopolodo Gaza	Sean Downey	Officer Travel pay Accounting Methods
CARRIED		
Y <input checked="" type="checkbox"/>	N <input type="checkbox"/>	



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Commandant Report

Discussed all Reporting Requirements

National Convention Volunteers

Texas week in Austin for the 250th

Chaplains Report:

- NOD and Deceased Members

Junior Vice Report:

- Cam Posey
- Organizational Health

Judge Advocate Report:

- Bylaws approval procedures
- 3 bylaw changes approved

Senior Vice Report:

- Covered Activity Report. Demonstration

Web Sgt: NA

Sgt at Arms:

Discussed Color Guard Competition for National Convention

Discussed need for a trailer

COMMITTEE REPORTS

Committee Name: National Convention Rose Conkright

- Overview Need volunteers/Progressing well

UNFINISHED BUSINESS

Item 1:

-



Department of Texas
Marine Corps League

Minutes of Meeting

NEW BUSINESS

Item 1:

-

GOOD OF THE LEAGUE

Item 1:

ELECTIONS

Item 1:

- Elections were held
- ROI attached

CLOSING CEREMONY

Sgt-At-Arms retired the colors and the Chaplain led us in the closing prayer.

Closed meeting @ 1600

Greg Sumner

[Greg Sumner \(Oct 14, 2025 09:10:21 CDT\)](#)

Greg Sumner

Adjutant

Department of Texas

Marine Corps League



**DEPARTMENT OF TEXAS
1616 E GRIFFIN PKWY PMB #233
MISSION TX 78572-3180**



DATE: JUNE 21, 2025

SUBJ: DEPARTMENT OF TEXAS COMMANDANT ANNUAL REPORT AND METRICS
ANNUAL REPORT MAY 1, 2024, TO APRIL 31, 2025

DEPARTEMENT ANNUAL REPORT

The Department Commandant Annual Report is a culmination of observations and analysis of data which is the foundation of the Organizational Health of each Detachment (Det) and the Department (Dept). In addition to the Dept Staff regular and ancillary duties, we continue preparing for the 2025 National Convention.

Core topic Det Training. After COVID, training has deteriorated to a minimal status as the only training that takes place, occurs during the Dept Conference. I continue to write Dept Commandant (Cmdt) Administrative Instructions emails that addresses specific trends. These Admin Instructs, do not replace need for formal training opportunities. I attempted Monthly Zoom Training sessions last fall that focused on a few specific required reports. A couple of District (Dist) Vice Cmdt(s) attempted Dist annual training and had little to no attendance. If Det(s) are holding their own training, the Dept is unaware and have not received any requests for training. The Dept Staff and Dist Vices are available for conducting Saturday training. We still have a long way to reestablish a formal the Dept training program.

The next core topic is producing resources that provides assistances in completing numerous requirements. These documents are found at: https://txmcl.org/resources/#all_0-all_0-wpfd-top-pl and contain a wealth of information that will allow all Dets to operate more effectively. The foundation documents are the Dept Bylaws, and the Dept Administrative Procedures are the primary training resource for each Det Staff to conduct training. There are three reports that serve as the core collection of data which includes the ROI, Dept Monthly Activity Report, and the Det Cmdt Annual Report.

Communication is the next core topic. The ROI is the primary report that we used to update the POC information and maintain communication with the Det's Staff. The majority of ROIs submitted to the Dept are correct. Ensure that the ROI is completed correctly, that the incoming officers are "members in good standing", and the Installation Officer is approved in accordance with the Dept Administrative Procedures.

Along the lines of training and resource documents, the next core topic is "metrics of data". The data collected from the Det Required Reports is the foundation of Dept Cmdt Annual Report and the National Annual Report. The primary documents that provides important data include the Det Monthly Activity Report and the Det Annual Report. We appreciate those Dets who are submitting both. We have 47 Dets and not all Dets are participating in the Activity Report Program.

Another core action item is the transitioning from United States Postal Service to the only use by electronic submission. All of our documents are now paperless. They are online writeable



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and can be submitted electronically. The Convention/Conference registration and hotel registration are now 100% electronics. There are still a few Det and individual members who still want to use USPS mail in their Transmittals, Activity Report, and other reports.

Recruiting is another core topic. Texas has 2185 members and associates in good standing and below the black line on page 1 of the roster, which is 42 less than the total in 2024. Recruiting is not easy and frustrating. However, we must include a recruiting component in every activity we participate in. The Southern Division National Vice Commandant has challenged each Det to increase three new members each year. Easier said than done.

Core topic donations and community service. Dept Senior Vice Cmdt Sean Downey reengineered the Activity Report that resulted with the accurate collection and analysis of data. Det Sr Vice input automatically populates the report and eliminates the Dept Sr Vice from manually inputting each Det report line entries. The database is interactive and generates numerous pivot tables to summarize large amounts of data to make it easier to analyze. Since the National Community Services is hour based, the table automatically provides both point base (Dept) and hour base (National) calculations.

Activity and Events

At the National level, I attended and presented the National Convention Updates at the 2024 National Convention, the 2025 Mid-Winter Conference, and the 2025 Southern Division Conference. I was invited and attended the April 2025 National Young Marines Leadership Conference in Dallas.

As a member of the National Staff, I am the Chairman of the Color Guard and Honor Guard Committee and meet through monthly zoom meetings. My committee reviewed and submitted the 2025 National Color Guard SOP at the 2025 National Mid-Winter Conference for review and approval that was signed in April 2025. We are now reviewing and rewriting of the Honor Guard SOP for submission in August. As a member of the National Awards Committee, I meet monthly via zoom meetings to review and approve Awards. At the Division level, I serve as the Chairman of the MOY/AMOY Society for Southern Division. I wrote a MOY/AMOY Society SOP to align with the National SOP and the National Administrative Procedures. As the Chairman of the 2025 Department National Convention Committee, we meet bi-monthly via zoom meeting. I have attended over 8 meetings in Dallas with the Hyatt Regency, Tarrant County Det Convention Meetings, and fundraising opportunities. I have accumulated over 3600 miles of driving and over 850 work hours seeking sponsorships, vendors, and coordination requirements.

At the Department level, I attended the Dept Conv 2024 and Dept Conference 2025. I also represented the Dept in three Marine Funerals. I have visited 7 out of 9 Districts during the year. I was able to attend the Bastrop Corvette Invasion, Galveston Lone Star Biker Rally, Galveston Det MC Ball, Bastrop and Austin Veterans Day Ceremonies, Bastrop Memorial Day Ceremony and participated in over 8 various parades and festivals throughout the seasons in the Central Texas area. I conducted installations with Colorado Valley Det 1028, LPL 1384, and Goldman (Mineola) Det 1278. I also visited Brazos Valley Det 1391, Cen Tx Det 318, Tarrant County Det 731, Big



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“D” Det 316, Capt Yancy Det 631, North Texas Det 862, Ellis Det 1452, Coastal Bend Det 430, East Tx Det 779, Tijerina Det 1295, Randolph Det 1465, Alamo Det 315, and Galveston Det 668.

METRICS

MEMBERSHIP

	Regular and Associate (in good standing, below the black line on page 1)
2024	2227
2025	2185

Note: For more details, please review the Dept Jr Vice Report.

TOTAL MONIES DONATED BY THE DETACHMENTS IN TEXAS

2024	Non-Scholarships	Scholarships
	\$95,544	\$ 43,200
Total	\$138,744	

(Source; Dept Activity Report May 2023 to Apr 2024)

2025	Non-Scholarships	Scholarships
Subtotals	\$143,931	\$44,757
Total	\$188,688	

(Source; Dept Activity Report May 2024 to Apr 2025)

Note: For more details, please review the Dept Sr Vice Report.

2025 COMMUNITY PARTICIPATION

2024 Volunteer Hours	3922 Total Hours
2025 Volunteer Hours	14651 Total Hours

Note: For more details, please review the Dept Sr Vice Report.

USMC RESERVE CENTER SUPPORT

Dist 1: B Co, Anti-Terrorism BN, Amarillo, Tx
Dist 2: HQ Btry, 2 Bn, 14 Mar, Grand Prairie, Tx
Dist 3: D Btry, 2 Bn 14 Mar and Ft Bliss Toy Program, El Paso, Tx
Dist 4: C Co, 4 Recon Bn, San Antonio, Tx
Dist 4: Wpns Co, 1s Bn, 23rd Mar, Austin, Tx
Dist 4: CLB 453 Maint Co, Waco, Tx
Dist 5: C Co, 4th AAV Bn and Littoral Craft C Co, 4 AAV Bn, Galveston, Tx
Dist 5: H & S Co, 1st Bn 23 Mar, Houston, Tx
Dist 6: C Co 1Bn 23 Mar, Corpus Christi, Tx
Dist 7: F Btry, 2 Bn, 14 Mar, Ft Worth, Tx
Dist 7: CLB 453 Maint Co, Waco, Tx
Dist 9 : CLB 453 MT, Texarkana, Tx



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DISTRICT “AREA OF RESPONSIBILITIES” AND EXAMPLES OF MAJOR EVENTS

SUPPORTED AND PARTICIPATION BY DETACHMENTS

1. Dist 1 focus is South (S) of the Oklahoma panhandle area. North (N) of Dist 4 and Dist 7.
 - a. Roan Creek Det 992 Host a Golf Fund Raiser and Toys for Tots.
 - b. South Plain Det 519 Participates with Toy for Tots.
2. Dist 2 focus is the Dallas Metroplex.
 - a. Big “D” Det 316 partners with the “No. 1 British Flying Training School Museum” in Texas.
 - b. Randolph Det 1465 partners with Band of Brothers Networking.
 - c. Hays Det 1426 MC Birthday Ball.
3. Dist 3 El Paso area.
 - a. Hawkins Det 323 (1) presents awards to the Ft Bliss SgtMaj Course, (2) sponsors making cloths for orphans in El Paso, and (3) Young Marines Det adopted a Highway.
4. Dist 4 San Antonio I-35 Corridor to Temple. East (E) of Dist 3, West (W) of Dist 5, N of Dist 6 and S of Dist 7.
 - a. Alamo Det 315 (1) host San Antonio All City Marine Corps Ball and (2) supports the Fiesta Marathon and events.
 - b. Lost Pines Leathernecks Det 1384 (1) partners with VFW Post 12104 and the Bastrop Area Cruisers during the Veterans Day event in Bastrop (2) put on a Golf Tournaments to and FAITH Program.
 - c. Sgt Norwood support of JROTC in Travis and Williamson County. support the local Veterans, and (3) raises money to help Veterans and families through their “Funding Assistance in Trying Hours” and distribute the fiscal support in less than 72 hours.
 - d. Sgt Norwood (Formally the Willianson County Det 1022), Patriot Riders Chapters.
5. Dist 5 Greater Houston metroplex, S and SE Gulf area, S of Dist 8, E of Dist 4, N of Dist 6, and W of Louisiana
 - a. Dist 5 assists with the Greater Houston wide Marine Corps Balls.
 - b. Brazos County 1391 partnered with Tx A&M Events
 - c. Gonzalez Det 1485 partners with Knights of Columbus to support events, Houston Poole Events, and Houston Veterans Cemetery.
 - d. East Tex Det 779 partnered with God’s Garage who takes repairable used cars and puts them in top condition to give to the Spouses free with title whose service member died in combat or noncombat reasons.
 - e. Galveston County Det 668 (1) Partnered with a USMCR Unit, (2) Supported 4 major theme related seasonal events (3) provides a Bugler Detail to play Taps each evening in
 - f. different parts of the City of Galveston, (4) partnered with the Galveston and Houston area Recruiting Stations and supports the Poole Events with food and beverages.
 - g. Brazoria County Det 982 (1) adoption a nursing Home in Angleton, Tx and (2) participates in a Brazoria County Jail Mentor Program for Marines and Veterans
6. Dist 6 N of the Gulf of America, S of Dist 4, W of Dist 5, S and W of Mexico.
 - a. Rio Grande Valley Det 1456 Participates in Color Guard Details, Funerals, and local food pantries.
 - b. Coastal Bend Det 430 participates at funerals.



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**DISTRICT "AREA OF RESPONSIBILITIES" AND EXAMPLES OF MAJOR EVENTS
SUPPORTED AND PARTICIPATION BY DETACHMENTS (continue)**

- c. Laredo 895 deliveries and hand out meals.
- 7. Dist 7 I-35 Waco toward Ft Worth. N of Dist 4, S of Dist 2, E of Dist 3, and W of Dist 8.
 - a. Heart of Texas Det 975 partnered (1) with the local Car Club in a variety of events, (2) with a local Food Bank to help those with less, and (3) support and runs in the Leatherneck Running event in Waco.
 - b. Longhorn Det 1069 (1) partnered with Wheelchairs for Kids, (2) partnered with Sponsored BSA Troop 554, and (3) sponsors a Golf Tournaments to support the local Veterans community.
- 8. Dist 8 focus is the E Texas area N of Dist 6, S of Dist 9, E of Dist 7, and W of Louisiana.
 - a. Lufkin Det 1362 uses Military Vehicles in support of Parades and other events.
 - b. Jacksonville Det 1381 (1) partners to support and participate with the Annual Texas Military Show and (2) distribute toys in special events called "Christmas in the Park" and Ronald McDonald House in Jacksonville, Tx
- 9. Dist 9 focus is the NE corner of Texas. W of Arkansas, S of Oklahoma and Arkansas, and N of Dist 8.
 - a. Goldman (Mineola) Det 1278 partnered with Krodel Home Mission project that supports Veterans in nursing homes, Sponsors a Golf Tournament, sponsoring and organizing hunting and fishing trips for Veterans, "Carry On" project that takes care of care of the wives and husbands of deceased veterans, and Toys for Tots.

Respectfully Submitted,

TONY POLETTI
COMMANDANT
DEPARTMENT OF TEXAS
SOUTHERN DIVISION
MARINE CORPS LEAGUE



Department of Texas Convention Director
2024-2025
Report

- Assisted with planning and implementation of 2024 Dept of TX Convention
- Assisted with planning and implementation of 2024 Dept of TX Conference
- Assisted with planning and implementation of 2025 Dept of TX Convention
- 2025 National Convention Chair:
 - Meetings with hotel
 - Bi-monthly convention committee meetings
 - Planning of Medal of Honor Museum dinner
 - Planning of Friday Banquet dinner
 - Planning of Sunday BBQ dinner
 - Planning of all events/activities at the Convention
 - Working with all convention committee members
 - Coordination with National, MODD, ALA to meet needs for Nat'l Convention
- Attended 2024 Mid-Winter Nat'l Conference
- Attended 2024 Southern Division Convention
- Attended 2025 Mid-Winter Nat'l Conference
- Attended 2025 Southern Division Convention

Respectfully submitted,

Rose Conkwright



**DEPARTMENT OF TEXAS
1616 E GRIFFIN PKWY PMB #233
MISSION TX 78572-3180**



DATE: JUNE 27, 2025

SUBJ: 2025 DEPARTMENT OF TEXAS DISTRICT 1 ANNUAL REPORT

DISTRICY 9 ANNUAL REPORT

(#1. In a narrative style explain what you were able to accomplish.)

1. As the Vice Commandant of District 1, I have remained committed to the mission of the Marine Corps League by actively supporting, guiding, and representing the detachments within our district. Over the past year, I have made a total of **eleven (11) official visits** to various detachments within District 1, ensuring open communication, leadership presence, and consistent alignment with League standards and values.

In January, I conducted **formal dress code training** focused on appropriate attire and uniform standards for various ceremonial and official functions, including **Honor Guard duties**, to promote consistency, professionalism, and respect for tradition across detachments.

In November, I led and facilitated a **regional training session for Toys for Tots coordinators and volunteers**, ensuring compliance with national guidelines and reinforcing best practices to maximize community engagement and successful campaign execution.

Additionally, I had the honor of attending the **South Plains Detachment 519's ROI (Report of Installation)** ceremony, affirming my support for the incoming leadership and providing district-level representation for the continuity of command.

One of the highlights of my tenure was presiding over the **award ceremony for the Young Marine of the Year** within Detachment 519, recognizing excellence and fostering the future of Marine leadership through youth engagement.

Throughout the year, I have remained dedicated to advancing the mission of the Marine Corps League in District 1, promoting unity among detachments, supporting leadership development, and upholding the values of fidelity, service, and honor.

(#2. In Bullet style, list the various items you can recall from the year.)

2. District 1 encompasses the **Northwest region of Texas**, including key areas such as **Amarillo, Lubbock**.

a. I have visited the detachments in my area a combined 11 times in the last year.

b. Attended **South Plains 519 ROI** Installation.

c. Conducted November Training Toys for Tots.

d. Conducted January Training for dress code for different events.

e. Detachment 519 MacDougall in that is a long standing member and has raised up our local Young Marines to get awards, assist community ventures and be prepared for military service if they so choose. He has also made sure they are closely integrated in with the Marine Corps League.

Respectfully Submitted,

RYAN BRUNDAGE
DISTRICT 1 VICE COMMANDANT
DEPARTMENT OF TEXAS MARINE CORPS LEAGUE



Department of Texas Judge Advocate
2024-2025
Report

- Reviewing and developing procedures for Rifle/Weapon Raffles
 - Ensuring that rifles/weapons/ammunition are not onsite of any MCL activity
- Reviewing previous Chapter Nine actions
- Receipt and pending review of Detachment By-Laws and Administrative Procedures

Respectfully submitted,

Rose Conkwright
Dept of TX Judge Advocate



Department of Texas 2024-2025 Sgt-at-Arms Report

Overview of Activities

This year, the Sgt at Arms focused on several key areas of responsibility, particularly in relation to the National Convention and fostering youth and community engagement.

National Convention and Color Detail

Efforts were directed toward organizing the National Convention for Color Detail. An attempt was made to set up a Color Guard Competition; however, challenges arose in securing judges for the event. As a contingency, the best individual from the detachment's Color Guard team was approached, but this effort yielded only one response. This indicates a need for greater participation and support in the future.

Adult Leadership Convention

Attendance at the Adult Leadership Convention provided valuable insights into current engagement levels:

- Total units: 19
- Total Young Marines: 246
- Registered adult volunteers: 143
- Marine Corps League members serving as volunteers: 19

The low number of Marine Corps League members involved as adult volunteers highlights an opportunity for the League to strengthen its contribution and presence in supporting youth programs.

Scouting America Citizens Awards

One of the Sgt at Arms' responsibilities includes coordination with Scouting America for the Citizens Awards. Upon receiving emails from Scouting America, the Sgt at Arms notifies the District Vice Commandants, who then assign a detachment to present the Marine Corps League Citizens Award. This task ensures a continued partnership and recognition of deserving individuals within the scouting community.

Conclusion

The Sgt at Arms has undertaken various initiatives this year, facing challenges but also identifying areas for improvement and growth. The Marine Corps League is encouraged to enhance its involvement in volunteer activities and support for youth programs, reaffirming its commitment to fostering leadership and community recognition.



Department of Texas Marine Corps League 2024-2025 Senior Vice Commandant Report

Fiscal year 24-25 has been a very busy year with the normal day-to-day business as the Senior Vice coupled with planning for the 2025 National Convention in August. Although it has been challenging, I have continued to aid and coordinate the Department's programs and committees.

Meetings:

1. Detachment Meetings Attended:
 - a. In-Person
 - i. Laredo Detachment
 - ii. Coastal Bend Detachment
 - b. Virtual
 - i. Tarrant County Detachment
2. District Training
 - a. Virtual – District 9
3. Conventions & Conferences:
 - a. 2024 National Convention
 - b. 2024 Department Conference
 - c. 2025 Department Convention

Training:

1. Designed the training program for the 2024 Fall Conference
 - a. Very positive feedback from members about the format and information provided

Compliance:

2. Performed one-on-one training with multiple detachment's personnel regarding IRS, Secretary of State, and Texas Comptroller requirements
3. Assisted multiple detachments to get back into good standing with tax authorities and Marine Corps League National
 - a. Chased down MANY detachment ROIs
 - b. Found many detachments that had elected officers who were not in good standing with the Marine Corps League (dues)

- i. This is a major issue. EVERY DETACHMENT needs to make sure that when a member is nominated for election, that the Paymaster has verified they have paid their dues. Otherwise, they are ineligible to run for office and be installed.
4. Reconfigured the Department's database with the most up-to-date information

Project Management:

1. Served as Marketing and Communications Chair for National Convention Committee
2. Organized Department Staff through different forms of project management
 - a. Was able to obtain greatly reduced licenses of Microsoft 365
 - i. Teams:
 1. Replaces Zoom account which only allows one single host
 2. Each member of the Department Staff can now host their own meetings
 3. Project Management capabilities
 4. Better, instant communications capabilities
 - ii. Exchange Email:
 1. More secure and interfaces with Teams

Activity Reports Awards Program:

1. Designed and implemented an updated activity report that allows for more data reporting.
 - a. Simplified the process into in-line reporting for Activities, Donations, and Recruiting without the need for separate sections
 - b. Added the collection of Community Service Hours that also calculate into monetary value based on industry standard rates
 - i. Necessary and valuable to detachments to provide hard numbers to donors, and to apply for grant funds
2. Report Data:

TOTAL DONATED BY DETACHMENTS

2024	Non-Scholarships	Scholarships
Subtotal	\$95,544	\$ 43,200
Total	\$138,744	

(Source; Dept Activity Report May 2023 to Apr 2024)

2025	Non-Scholarships	Scholarships
Angel Fund	\$1,200	
Donation Children	\$14,650	
Donation Individual	\$15,040	
Donation to Non-Profit Organizations	\$35,900	
Donation Scholarship		\$12,500
Cam Posey Scholarships (Dept Program)		\$8,857
Donation Veteran Nonprofit	\$53,824	
Donation Veteran Family	\$23,232	
Subtotals	\$142,646	\$21,357
Total	\$164,003	

(Source; Dept Activity Report May 2024 to Apr 2025)

TOTAL COMMUNITY HOURS BY DETACHMENTS

2024 Total Department Volunteer Hours	3922 Total Hours
---------------------------------------	------------------

Subcategory	Volunteer Hours	Volunteer \$ Value
Events: Family/Public Event	164	\$5,238
Events: Patriotism	556	\$17,759
Events: Toys for Tots	4,281	\$136,735
Events: Unique/Special	202	\$ 6,452
Meeting: Other	257	\$ 8,209
Service: Color Guard	339	\$10,828
Service: Funeral Attendance	295	\$9,422
Service: Funeral Honor Guard	2,196	\$70,140
Service: Non-Funeral Honor Guard	278	\$8,879
Volunteering: Asst Active Duty/Reserve/Family	288	\$9,199
Volunteering: Asst Veteran	3,001	\$ 95,852
Volunteering: Children	362	\$11,562
Volunteering: Children - Young Marines	945	\$30,183
Volunteering: Food Pantry/Distr.	1,346	\$42,991
Volunteering: Misc	581	\$18,557
Volunteering: Nursing Home Visit	159	\$5,078
Volunteering: Veteran Nonprofit	477	\$15,235
2025 Total Department Volunteer Hours	15,727	\$502,320

TOTAL EAGLE SCOUTS BY DETACHMENTS

Category	Number Awards
EAGLE SCOUT-CERT ONLY	4
EAGLE SCOUT-IN PERSON	8
Total	12

Email Activity Summary

Primary Themes & Topics

1. Activity Reports Management

- Follow-ups with detachments for missing or incomplete reports.
- Implementation of a new standardized reporting format starting October.
- Clarified submission procedures and directed reports to the correct recipient.

2. Microsoft 365 Licensing Initiative

- Proposed department-wide adoption of Microsoft 365.
- Detailed cost breakdown for Business Standard and Basic plans.
- Coordinated internal voting via SurveyMonkey.
- Planned migration to Microsoft Exchange for unified communications.

3. 2025 Department Convention Planning

- Coordinated logistics for:
 - Venue: Courtyard Austin Pflugerville.
 - Registration: Online and PDF delegate forms.
- Collaborated with key stakeholders: Tony Poletti, Gus Kawell, Rose Conkwright, Tom Moyer.

4. Southern Division Conference

- Managed registration forms and payment confirmations.
- Clarified communication responsibilities and routing.

5. Marketing & Branding

- Discussed updating the 50th Anniversary logo to a 55th version.
- Provided strategic input on branding milestones.
- Assisted with the logistics of new Department Coin

6. 2025 National Convention Planning

- Banquet: Pricing, entertainment, and meal planning.
- VIP table coordination across National, Kennel, Auxiliary, and Fleas.
- Events: Baseball game, Medal of Honor dinner, Bush Library trip, etc.

7. Administrative & Technical Support

- Converted documents (PDF to Word), created spreadsheets, and tracked delegates.
- Updated website resources and provided training links.
- Shared legal references (e.g., Texas raffle statutes).

Communication Patterns

- **Tone:** Professional, supportive, and directive.
- **Style:** Clear, concise, and action oriented.

Notable Insights

- Demonstrated Strong Leadership while playing a central coordination role across departments and events.
- Emphasized standardization, modernization, and transparency.
- Leveraged digital tools (Google Sheets, SurveyMonkey, Zeffy) to streamline operations.

- Demonstrated leadership in communication, ensuring clarity and accountability.



Email Frequency

- **Volume:** High frequency of emails related to event planning and compliance.
- **Consistent daily activity**, with peaks around:
 - **March 3–4:** Heavy coordination on convention logistics and registration.
 - **March 5–6:** Follow-ups on Marine Week and Southern Division Conference.
 - **March 7–8:** Replies and confirmations.
- **Frequent use of links and attachments** for resources, forms, and surveys.
- **Responsive and supportive communication style**, often clarifying procedures and offering help.

Respectfully Submitted

Sean Downey
Senior Vice Commandant
Department of Texas
Marine Corps League



Department of Texas Marine Corps League 2024-2025 Web Sergeant Report

There have been multiple projects this past fiscal year that have kept me busy along with the day-to-day upkeep of our site.

1. Switched website hosting providers
 - a. Decrease in annual hosting cost
 - b. Increase in functionality
 - i. Faster server
 - ii. Greater file storage
2. Successfully migrated the website from the Joomla! Content Management System (CMS) to WordPress CMS
 - a. WordPress is easier to learn for the average non-technical person
 - b. Required a total redesign of the website
3. Designed and managed the MCL250.org website
 - a. Official website for the 2025 National Convention
 - b. Implemented the same new ticketing software used for our Department Conventions/Conferences
4. Provided DAILY monitoring of both the Department and National Convention website.
 - a. Applying plugin updates
 - b. Monitoring/fixing site errors
 - c. Assisted with technical support
 - i. Implemented Chat functionality
 - ii. Ticketing system
 - iii. Email & Phone support
5. Successfully migrated our department email to Microsoft Exchange
6. Training on Microsoft Teams will be ongoing

Respectfully Submitted

Sean Downey
Web Sergeant
Department of Texas Marine Corps League