



**Air, Land, NC Detachment 1257, Marine Corps League  
P. O. Box 1081, Wake Forest, NC 27588-1081**

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**“Once a Marine, Always a Marine”**

Date: 22 Dec 2021

To: MCL Detachment #1257 Board of Trustees

From: Adjutant

Subj: General Membership Meeting – Installation of Officers – 14 Dec 2021

The Detachment meeting was opened by Commandant Glenn and commenced at 1900 hours. The December meeting of Air, Land NC Detachment #1257 is traditionally preceded by a pot-luck dinner for the member families and guests, the awarding of the Annual Gun Raffle weapon(s) if the winner is available, followed by the abbreviated Marine Corps League meeting to formally install the newly elected and appointed Detachment officers for the next year.

Commandant Glenn directed and Sergeant-at-Arms Jenkins secured the quarters, posted the colors whereby the members rendered hand salutes and he then led the Detachment in the Pledge of Allegiance.

Chaplain Holt gave a prayer. Commandant Glenn directed and Sergeant-at-Arms Jenkins then declared the meeting open for the conduct of official business.

**A. Roll Call of Officers**

**Jerry Glenn** – Commandant

**Terry Shackleton** – Sr. Vice Commandant

**Bill Mosena** – Jr. Vice Commandant

**Jorge Armhold** - Judge Advocate

**Bill Brown** – Jr. Past Commandant

**B. Appointments by Commandant**

**Bill Brown** – Adjutant

**Ed Whalen** – Paymaster

**Tammy Holt** - Chaplain

**Ken Jenkins** - Sergeant-At-Arms

**Bill Brown** - Service Officer

**Allen Brown** - Web Sergeant (resigning, but will keep up Facebook page).

**Bob Peters** - Historian

**Installation of Detachment Officers**

At this point of the meeting Commandant Glenn dismissed further business and proceeded to turn the meeting over to North District Vice Commandant (DVC) Bill Brown as Installing Officer of the newly elected and appointed officers. North DVC Brown then asked Commandant Glenn if the Detachment Charter was in place, that the officers had been duly elected or appointed, and that their dues had been paid and forwarded appropriately for each officer to be installed. Lastly North DVC Brown inquired as to whether each officer had

familiarized themselves with the Guidebook for Detachment Officers as to their duties and responsibilities. After receiving confirmation of same, North DVC Brown administered the oath of installation to the Air, Land NC Detachment 1257 officers:

### **Elected Officers**

Terry Shackleton - Commandant  
Bill Mosena – Senior Vice Commandant  
Randall Rempfer– Junior Vice Commandant  
Jack Kemeny – Judge Advocate

### **Appointed Officers**

Shawn Potwin – Adjutant  
Ed Whalen - Paymaster  
Tammy Holt – Chaplain  
Jerry Glenn – Jr. Past Commandant/Service Officer  
Ken Jenkins – Sergeant at Arms  
Danny Richards – Toys4Tots Coordinator

Sergeant-at-Arms Jenkins proclaimed that the officers had been officially installed into office. The officers with the exception of the Commandant and Junior Past Commandants were dismissed.

The Installing Officer continued with the installation of the Commandant and requested that Chaplain Holt lead the Detachment in Prayer. After which, North DVC Brown presented the Detachment gavel to Commandant Shackleton noting it was a symbol of his authority and responsibility.

Junior Past Commandant Glenn ordered the Sergeant-at-Arms to center the Colors. Upon doing so, both Commandants saluted the Colors. Sergeant-at-Arms Jenkins passed the Colors to the Junior Past Commandant, saluted and stepped back. In turn, the Junior Past Commandant presented the installed Commandant with the Colors. Both Commandants faced the Sergeant-at-Arms who gave a hand salute and he then received the Colors from Commandant Shackleton and returned them to their normal position. Commandant Shackleton announced that the ceremony was completed and declared that there being no further business, the meeting would move to close.

Sergeant-at-Arms Jenkins retired the Colors, with the Detachment rendering a hand salute.

The Detachment stood in silence in memory of passed members as Chaplain Holt recited their names and then gave the closing prayer. Senior Vice Commandant Mosena thanked all for their attendance and requested that they secure new members, and favor us with their presence at every future meeting so far as their circumstances will permit.

Sergeant-at-Arms Jenkins declared the meeting officially closed until 9 January 2022 when it will be re-opened for the transaction of official business.

Commandant Shackleton adjourned the meeting at approximately 1940 hours.

Respectfully submitted,  
Shawn Potwin  
Adjutant