



**AMERICAN LEGION AUXILIARY  
UNIT 291 NEWPORT HARBOR, CA  
EXECUTIVE BOARD MEETING MINUTES**

**Date:** Monday, August 14, 2023, from 6:00pm – 7:30pm

- ❖ **Call to Order / Silence your cell phones** Time: 6:02pm
- ❖ **Officer Substitutions -**
- ❖ **Chaplain's Prayer – Sharon Morgan, Chaplain**
- ❖ **Pledge of Allegiance – Janz Simmons, Sgt-at-Arms**
- ❖ **Roll Call of Officers – Cynthia Minucci Neal, Secretary – Excused.** Sue Lindsey, Bobbi Renaghan, and Cindy Edes.
- ❖ **Approval of Minutes - Thursday, July 13, 2023.** Minutes were approved as written.

**Reports**

- ❖ **President - Debbie Schubert**
  - Attended the American Legion E-Board Meeting Aug 3, 2023 – The Sons of the American Legion are putting together a trip to Vietnam for next year. Open to the American Legion and Auxiliary. Contact Tim Sullivan, Commander of the Son American Legions, for more information
  - The Honor Guard is going back to the National American Legion Convention to defend their National Championship 3 years in a row.
  - Presented the *Tailgate Wagon Raffle* which includes 2 tickets to the Rams vs Eagle's game on October 8, 2023, at the SoFi Stadium, Inglewood, CA on level 2, and parking is included. Plus, a wagon full of tailgate party goodies! This raffle will benefit the Auxiliary programs for our Veterans, our Military, and their families.

- Attended the American Legion Auxiliary District 29 monthly meeting with 4 other auxiliary members last Saturday, August 12, 2023, at Unit 295 Cypress. Janet was presented with 3<sup>rd</sup> place for Constitution & Bylaws. The next American Legion Auxiliary District 29 monthly meeting will be on Saturday September 9, 2023, at 9:00am at Unit 295 Cypress.
- The American Legion Department (CA) is having a Southern California Workshop on September 9, 2023, at American Legion Post 299 in Chino.
- **American Legion General Meeting on August 9, 2023 – Janet du Monceau du Bergendal** – Attended the American Legion General meeting. / Spoke about the upcoming NFL tickets & Tailgate wagon raffle. Spoke about the pull tabs program for the Ronald Mc Donald House / Troop Shipping is in November / Backpacks for the military children. Upcoming events at the Legion; The Marine ball, 9/11 services in Veterans Park, and learn how to drive a drone.
- ❖ **1<sup>st</sup> Vice President / Membership – Mary Beth Martin** – Update on the online membership signups. We have 258 members who have renewed their membership. / Taking new member applications in September.
- ❖ **2<sup>nd</sup> Vice President / Fundraising – Dana Johnston** – Sign up for Bunco on 10/22/2023 at 10am. / Holiday Boutique will be on 11/16/2023. Creating a Holiday Boutique Committee to assist on the fundraiser. Investigating the liquor license and its use at the boutique. / Forming a committee for the Spring Fundraiser to plan the event.
- ❖ **Secretary – Cynthia Minucci Neal** – Inbox basket will be available at E-Board and General Meetings. / Sending out an updated Contact List. / Discussed name badges missing an emblem or need a name badge ordered. / Discussed wearing of name badge.
- ❖ **Treasurer – Laura Farr** – Proposed the moving of the Savings account to a money market account with 5% interest with Morgan Stanley. Movement of money would require authorization from President and Treasurer. No annual

fees. Motion was made, 2<sup>nd</sup>, and motion carried. / Requested to approve the 2023-2024 budget. Motion was made, 2<sup>nd</sup> and motion carried. / Discussion on when you have an approved budget by the General Meeting, approval is not required when it is a budgeted expenditure. Those expenditure(s) are approved with the approved budget. / Stacy Eickhoff (re: Insurance) and Karen Schaeffer (re: legal consultant) have joined the treasury committee. Stacy reviewed the current insurance coverage, and Karen is researching the incorporation of the auxiliary. / Proposed Reviews of the financials for fiscal year end 6/30/2023. / Discussion on hiring Katherine Gluck, CPA for financial review, tax returns, and required forms for FYE 2023. The funds are in the budget. Motion was made, 2<sup>nd</sup> and motion carried. Reviews to be done going forward every 5 years. / Discussion on the budget process starting for the next year. Tabled for further discussion. / Presented July financials.

- ❖ **Chaplain – Sharon Morgan** – Current Birthdays since our last meeting.
- ❖ **Historian – Susan Lindsey** – No report
- ❖ **Parliamentarian** – Peggy Bengry – No report
- ❖ **Executive Committee – Kim Philhart** – Discussed assisting with Security at the front door and gate to beach for non-members. Need 2 people for each 4-hour shift. Sent around a proposed schedule for review. / Proposal to pay officers and chairs for hours worked having their membership paid. Tabled for further discussion. Executive Committee - Peggy Bengry, Cynthia Culp, Kim Philhart, Bobbi Renaghan & Jan Woolford – No Report
- ❖ **Jr. Past President – Cindy Edes** – No report

### Standing Committees

- ❖ **Americanism – Carol Markel** – No report.
- ❖ **Chair Covers – Janz Simmons** – Requesting volunteers to help install chair covers for an event on Sunday August 20, 2023, at 10am at the Post / Tee shirts are available on the back table at the General meeting.

- ❖ **Children and Youth – Bea Foster** – 15<sup>th</sup> year Military baby shower at Camp Pendleton for 8 new Mom's was held on August 3, 2023 / 20 backpacks were delivered to Child Guidance Center in Santa Ana and have 28 more to feel. / 10/29 Children's Halloween party and will need volunteers / 11/10 Veterans Day at the Long Beach VA Hospital and will need volunteers.
- ❖ **Community Service – Sharon Morgan** – No report
- ❖ **Constitution & Bylaws – Janet du Monceau de Bergendal** – Reviewing and updating the Standing Rules. Standing rule changes. 1.) Proposal to add Secretary as 3<sup>rd</sup> signature on our Bank Account(s). Motion was made, moved, 2<sup>nd</sup>, motion carried. / Discussion on other standing rules were discussed and tabled for further discussion.
- ❖ **Donations Recommended by the Board – Pua Huffine**
  - Requested donation of \$2,500 to the American Legion Post 8, in Kihei Maui for disaster assistance. The American Legion Post 8 is a small post with 75 members and were not affected by the fires. Pua feels Post 8 is the "feet on the ground", helping to make meals, provide personal hygiene kits, clothing, etc. as the recent Maui wildfires have left Maui devastated. Motion was made to increase the donation to \$5,000, 2<sup>nd</sup>, and motion carried.
  - Requested donation of \$500 to the Veteran's Surf Alliance. Veteran Surf Alliance is a Santa Cruz based nonprofit that creates fellowship and community among veterans through surfing, easing the transition between military service and civilian life. Motion was made, 2<sup>nd</sup> motion carried
  - Requested donation of \$500 to Operation Black Hills Cabin. Operation Black Hill Cabin provides a week-long getaway, to qualifying COMBAT WOUNDED veterans and their immediate family, from any post 9/11/2001 military operation, to promote healing through family reconnection, reflection and fun while exploring the Black Hills of South Dakota. It provides a therapeutic environment to assist qualifying combat-injured veterans with their rehabilitation from their traumatic and stressful experiences, while serving the

interest of our Nation. It also provides an opportunity for the disabled veterans to reacquaint themselves with their family in a quiet, peaceful and leisurely environment, far away from the stress and daily routine which has now become their new “normal”. Motion was made to increase donation to \$1,000, 2<sup>nd</sup> and motion carried.

- ❖ **Education – Mercedes Shaffer** – No report
  - ❖ **Girls State – Caroline Miller** – No report
  - ❖ **Juniors – Stacy Eickhoff** – Coordinating with the ALYC for their beach cleanup on Sept 23, 2023. / Notifying both the Juniors and a school coordinator looking for volunteer opportunities. / Working on coordinating dates for a joint project with Carol Markel, Americanism chair.
  - ❖ **Leadership – OPEN**
  - ❖ **Legislative – Pia Thompson** – No Report
  - ❖ **Membership – Kendall Madsen** – No report
  - ❖ **Music – Mary Ann Leonard** – The song selection for the General Meeting is *America the Beautiful*.
  - ❖ **National Security – Susan Siever** – Next Blood Drive will be Monday Oct 9th
  - ❖ **Past Presidents Parley – OPEN**
  - ❖ **Poppy – Bobbi Renaghan** – No report
  - ❖ **Public Relations – OPEN**
  - ❖ **Troop Shipping – Janice Flanagan & Janet du Monce du Bergendal** – Update on November 18<sup>th</sup> Troop Shipping. Janet picking up signed postcards from Heros Hall from the OC fair / Janet requested members to donate new greeting cards.
- VA & R – Heidi Maturino** – Met with Art from US Vets, appreciates what we are doing by supplying snacks for the snack room for veterans / OCC Vet resources we supplied food last week. / Long Beach needs more supplies. / At the General meeting will ask for donations the canned food drive for the Maui Disaster Relief and then we will continue the food drive for our veteran centers for the holidays. A food list was provided at the meeting.

- ❖ **Special Committees** – None
- ❖ **Old Business** – None
- ❖ **New Business** – None
- ❖ **Prayer by Sharon Morgan, Chaplain**
- ❖ **Adjournment** – Time: 8:12pm