



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

Date: Thursday, July 13, 2023. Meeting was held in the Yacht Club Hut

- ❖ **Call to Order / Silence your cell phones** Time: 6:00pm
- ❖ **Officer Substitutions - None**
- ❖ **Chaplain's Prayer**
- ❖ **Pledge of Allegiance**
- ❖ **Roll Call of Officers** - Excused Cynthia Culp
- ❖ **Approval of Minutes** - May 11, 2023. The minutes were approved as written.

Reports

- ❖ **President** - Debbie Schubert

Brian Fleming 1st Vice Commander from the American Legion, reviewed with the executive board the newly adopted policy "Post/Parking Lot Access" date 7/6/2023. The new policy will be posted on the American Legion website at <https://www.al291.com/parking-policy>.

- Legionnaire General Meeting - Janet du Monceau de Bergendal attended the meeting on 7/12/2023 and represented the Auxiliary. Janet gave a brief report about the auxiliary's mission statement, eligibility, various events, & Troop Shipping.
- The next District 29 monthly meeting is Saturday August 12, 2023, at 9:00am at location to be determined. This is a correction from the meeting. Per the District, we will be notified when the location is selected
 - A change to the E-Board meeting day is moving to the 2nd Monday of the month due to front office scheduling of Fireside Room. Motion was made, 2nd and approved. Next E-Board meeting will be on Monday, 8/14/2023 at 6:00pm in the Fireside Room.
- ❖ **1st Vice President / Membership** – Mary Beth Martin – Membership renewal for 2024 is beginning. The National ALA is sending out membership dues email to all with email on file. There are 3 ways to pay - online, check, or by phone. Starting with the August General Meeting there will be online sign-up assistance for members 1 hour before the General Meeting and 1 hour after. / We will have new members starting as of the September General Meeting. / New *Salute to Service* committee to begin. *Salute to Service* will recognize local area high school seniors choosing to join the armed services following high school graduation. Looking for 10 interested volunteers to join the committee. The committee will begin in September. A sign-up sheet will be available at meeting(s). The event will be held on a Monday, in May 2023.

- ❖ **2nd Vice President / Fundraising** – Dana Johnston – No Report
- ❖ **Secretary** – Cynthia Minucci Neal – The new Executive Board Contact List draft was reviewed for any changes and/or verification of accuracy of information / The E-Board Meeting reminder email and request for E-Board agenda items for the upcoming agenda will go out by the 1st Monday of the month. The return response with the agenda items included will be due the following Thursday (4 days later).
- ❖ **Treasurer** – Laura Farr – A review and discussion of the Budget vs Actuals as of FYE June 23, 2023. / A review and discussion on the proposed budget overview for FYE 7/1/2023 – 6/30/2024. Will discuss further at next month's meeting. / A discussion on getting an annual financial audit. / A discussion on legal recommendations. Further discussion at the next E-Board meeting / A discussion on current insurance coverage. Insurance policy will be reviewed and discussed next month. / New procedures for request for payment or reimbursement. Reviewed the form and the procedures for getting paid. The form will be emailed to everyone. Going forward this form is to be used for all payments or reimbursements. / Reviewing Banking options and/or changes to the bank account. All bank cards were closed by the Bank when new signatures were done. Bank signatures must be officers and will be as follows: Debbie Schubert, President; Cynthia Minucci Neal, Secretary; and Laura Farr, Treasurer. Motion was made, moved and 2nd, motion was carried.
- ❖ **Chaplain** – Sharon Morgan – Sympathy cards were sent to several of our members. Birthday cards were also sent out to members on the board. The Board sends out a Happy Birthday to our Chaplain.
- ❖ **Historian** – Susan Lindsey – Reviewed some of our past events since the last meeting. Bobbi Renaghan received Member of the Year Award, Troop Shipping shipped boxes to our troops, assisted with the Memorial Day Weekend Golf Tournament, assisted with the Memorial Day Remembrance at Pacific View Memorial Park, Heidi Maturino supplied food to US Vets to restock their food pantry, Installation of officers, Girls State dinner, Check our Facebook page for more <https://www.facebook.com/groups/18753811135062>
- ❖ **Executive Committee** – Peggy Bengry, Cynthia Culp, Kim Philhart, Bobbi Renaghan & Jan Woolford – No Report
- ❖ **Standing Committees**
- ❖ **Americanism** – Carol Markel – No Report
- ❖ **Auxiliary Emergency Fund** – Jan Woolford – No Report
- ❖ **Chair Covers** – Janz Simmons – Requesting Volunteers needed on Sunday 8/20/2023 at 10am for a wedding event. / The T-shirt supplies are back in stock and will be on the table at the General Meeting.
- ❖ **Children and Youth** – Bea Foster – Military Baby shower on August 6th Hosted by Sun & Sail Women's Club for eight (8) first items moms. There are five (5) girls and three (3) boys. Babies are due in September and October. Interested in donating, Bea has a list of baby items needed. / Received inquiries about school supplies and backpacks. Looking into getting fifty (50) backpacks and asking for donations for the school supplies.

- ❖ **Community Service** – Sharon Morgan – Reviewed her programs of Vials of Life and Bags of Love. Sharon carries and hands out Vials of Life forms when a conversation arises. Bags of Love is coming up in December.
- ❖ **Constitution & Bylaws** – Janet du Monceau de Bergendal – No Report
- ❖ **Donations Recommended by the Board** – Pua Huffine
 - Requested donation of \$500 to Semper Fi & America’s Fund. Cares for our nation’s critically wounded, ill and injured service members, veterans, and military families. They support all branches of the US Armed Forces, and provide one-on-one case management, connection, and lifetime support. Motion was made, moved and 2nd, motion was carried.
 - Requested donation of \$500 to Operations Second Chance. Committed to serving our wounded, injured, and ill veterans. They support veterans and their families by building relationships, identifying, and supporting immediate needs and interests. Dedicated to promoting public awareness of the many sacrifices made by our Armed Forces. Motion was made, moved and 2nd, motion was carried.
 - Requested donation of \$500 Meals on Wheels of OC. To nourish the wellness, purpose and dignity of older adults and their families in Orange County. Motion was made, moved and 2nd, motion was carried.
 - Suggestion from Debbie Shubert. Requested donation of \$500 for Foundation for Women Warriors. It is a 100-year-old non-profit organization dedicated to honoring and empowering the women veteran community who served. Motion was made, moved and 2nd, motion was carried.
 - Suggestion from Dana Johnston. Requested donation Not to Exceed \$500 for Joint Base McGuire Dix Lakehurst, New Jersey. Purchase a TV for the Navy Aircrew Training Classroom. Laura requested TV be purchased and submit receipt for reimbursement. Motion was made, moved and 2nd, motion was carried.
- ❖ **Education** – Mercedes Shaffer – No Report
- ❖ **Girls State** – Caroline Miller – Gave a sendoff dinner to the Girls that went to Girls State at the American Legion patio. It was held on 6/22/2023. Girls State is now over. All the girls enjoyed their time at Girls State. Next year the cost will go up to \$125 per student and we will stay with the previous sixteen (16) students. Waiting for the dates for next year.
- ❖ **Juniors** – Stacy Eickhoff – Continue to receive interest from outside school groups, alongside our own Juniors who are interested in helping our military, veterans, and military families in community projects. Working to find solutions with the outside school groups to work within our post regulations. This year we are looking to continue to do some of the same projects as we have done previously.
- ❖ **Leadership** – Cindy Edes – No Report
- ❖ **Legislative** – Pia Thompson – No Report
- ❖ **Membership** – Kendall Madsen – No Report
- ❖ **Music** – Mary Ann Leonard – The song selection for the General Meeting is “Grand Old Flag”.
- ❖ **National Security** – Susan Siever – No Report
- ❖ **Past Presidents Parley** – Cindy Edes – No Report
- ❖ **Poppy** – Bobbi Renaghan – Reported on the successful Poppies fundraiser that was held in May.

- ❖ **Public Relations** – Lindsey Maturino. No Report
- ❖ **Troop Shipping** – Janice Flanagan & Janet du Monceau de Bergendal – There were 165 packages sent out on May 23rd. Next troop shipping Nov 18th and thanked everyone for their support.
- ❖ **VA & R** – Heidi Maturino – Updates on helping Veterans through US Vets, P.I.E.R. and Coastline College Veterans Resource Center. In late May, we restocked US Vets food pantry, and they had a BBQ event. On July 15, going to meet up at Costco, Tustin to replenish their food pantry and another BBQ. The BBQ is with the Women’s Warrior who will also receive a makeover. / We helped Coastline College Veterans back in May and replenished their food bank. Will not need anything over the summer. Will start back up in Mid – August. / Long Beach Veterans Administration P.I.E.R. program, we donated supplies from our own Troop Shipping, and went shopping for a view requested item.
- ❖ **Special Committees** – None
- ❖ **Old Business** – Debbie thanked the auxiliary members that participated in the 4th of July work crew. / Cindy Edes ordered 4 name tags from Emblems Sales and the issues getting through. Received shipping information.
- ❖ **New Business** – Janet du Monceau de Bergendal – Pop Tops program. Has the Pop tops in a trash can. Would like to take to the Long Beach facility who currently is accepting the Pop Tops. The Orange facility is closed until Feb 2024. Program will continue to collect Pop Tops.
- ❖ **Prayer by Chaplain**
- ❖ **Retirement of Colors**
- ❖ **Adjournment** – Time: 8:01

Respectfully Submitted,
Cynthia Minucci Neal, Secretary