



**AMERICAN LEGION AUXILIARY, UNIT 291  
215 15<sup>TH</sup> STREET, NEWPORT BEACH, CA 92663  
EXECUTIVE BOARD MEETING MINUTES**

**Date:** January 8, 2024

- ❖ **CALL TO ORDER - Silence your cell phones** Time: 6pm
- ❖ **Officer Substitution** – Chaplain, Jan Woolford for Sharon Morgan
- ❖ **Chaplain's Prayer** – Jan Woolford, Executive Committee for Sharon Morgan Chaplain
- ❖ **Pledge of Allegiance** – Janz Simmons, Sgt-at-Arms
- ❖ **Roll Call of Officers** – Cynthia Minucci Neal, Secretary
  - Excused: Sharon Morgan, Chaplain, and Laura Farr, Treasurer
- ❖ **Approval of Minutes**
  - The minutes for the Executive Board Meeting held on November 13, 2023  
Minutes were approved as written. Motion was made, 2<sup>nd</sup>, and motion carried.  
The minutes for the Executive Board Emergency Meeting held on December 7, 2023.  
Minutes were approved as written. Motion was made, 2<sup>nd</sup>, and motion carried.

**REPORTS**

❖ **President, Mary Beth Martin**

➤ **New**

- Dana Johnston shall assume the duties of 1<sup>st</sup> Vice President. (see Handout 1a)
- Discussed the use of wireless mics and projection screen at the General Meetings. The projector screen shall be used for the the preamble, agenda and anything else as needed.
- Public Relations, Heidi Sargeant, will be updating our website information.
- Monthly E-Board / General Meeting Agenda's bullet points / reports are due no later Thursday (4) days prior to the Monday E-Board meetings to be placed on the meeting agenda. Any reports received after that date will be included under New Business for the meeting and reported under your section in the minutes.
- *E-Board Meeting Agenda* and the *previous E-Board Meeting Minutes to Approve* will be emailed to the Executive Board prior to each meeting.
- All elected Officer's and Chairmen are to write a job description for their position(s) and submit no later than March 1, 2024. Send job description to Mary Beth Martin, President and Cynthia Minucci Neal, Secretary.
- When a motion affects the American Legion Auxiliary Bylaws and/or Standing rules, documentation will be required on the effect of the change(s) to the said documents by the person(s) requesting the motion. The Constitution and Bylaws chair (currently Janet du Monceau de Bergendal) will review if changes are required to said documents.

- Succession Planning – Cat Katz, Technology IT, announced her resignation from her position effective May 31, 2024. A list of Cat’s responsibilities will need to be reviewed and duties dispersed. Additional discussion is needed.
- Open positions: Office for 2<sup>nd</sup> Vice President, and Chairmanships for Donations, and Education.
- Suggested group Christmas picture be taken at the October General Meeting to be used for Christmas cards, Troop Shipping, website, Facebook, etc.
- October 20, 2025 – ALA Unit 291’s 100-year anniversary – A 100-year Celebration Committee was formed - Cynthia Minucci Neal, Dana Johnston, and Jan Woolford.
- **Housekeeping**
  - New email address for Mary Beth Martin is [president@ala.com](mailto:president@ala.com). Please change your contact information.
  - E-Board calendar meeting - The E-board meeting will continue with the 2<sup>nd</sup> Monday of each month except when dark in June and December.
  - Keys / Codes – Collecting and gathering all information related to any business of the American Legion Auxiliary Unit 291, in order to make a complete master on the following: all outstanding keys, and / or access code(s) for the following items including but not limited to: Troop Shipping box, PO Box, Square, Alamis and / or any other programs used by the ALA, Safe Deposit Box, Mailbox at Post front office, Fireside room cabinets, and / or any other keys or codes not mentioned above. Unit Secretary will be the keeper of all keys, codes and other information as required.
- **Attendance at Other Meetings**
  - ALA District 29 Monthly Meeting – The next ALA District 29 monthly meeting will be held on Saturday, February 10, 2024, at 9:00am, at the American Legion Post 295 Cypress. January is dark.
  - Attended the American Legion E-Board Meeting on Thursday, January 4<sup>th</sup>, 2023, and updated the Legion with the upcoming Auxiliary events for January
  - American Legion General Meeting – Janet du Monceau du Bergendal – Will attend the American Legion General Meeting on Wednesday, January 10, 2023, and will update the Legion on the upcoming events of the auxiliary.
- ❖ **1<sup>st</sup> Vice President, Membership – Dana Johnston –**
  - The spring fundraiser is February 24, 2023. The Hoedown party is \$50 pp. Raffle tickets sold to date is \$37,153. The Committee will meet on Saturday, January 15, 2024.
- ❖ **2<sup>nd</sup> Vice President / Fundraising – OPEN**
- ❖ **Secretary – Cynthia Minucci Neal –** The new ALA Clip Art and Certificate Maker is available for use.
- ❖ **Treasurer – Laura Farr –** Presented above by Mary Beth Martin, President
  - Financial Report was sent for review to E-Board members.
  - Federal and State taxes should be completed in a couple of weeks.
  - IRS requires the conflict-of-interest policy for tax purposes. Motion was made, 2<sup>nd</sup>, and motion carried.

- IRS requires a document retention and destruction policy for tax purposes. Motion was made, 2<sup>nd</sup>, and motion carried.
- The Board moves to help subsize Debbie Schubert's memorial with the American Legion Post 291 with funds not to exceed \$3,000. Motion was made, 2<sup>nd</sup>, and motion carried.
- \$10,000+ interest made since the change to Morgan Stanley.
- Need to Transfer \$5,000 from General fund to Community / Donations budget to replenish funds to cover our \$5,000 Maui Disaster donation. Motion was moved, 2<sup>nd</sup>, and motion carried.
- Ratify and approve electronic payment of recurring and other bills including Zelle transfers, ACH transactions, and debit card for the current fiscal year. Motion moved, 2<sup>nd</sup>, and motion carried.
- Financials will not be given out to at the General Meetings.
- ❖ **Chaplain – Jan Woolford for Sharon Morgan** – Reported on the December birthdays, sympathy, and condolence cards to members that Sharon sent out since the last meeting.
- ❖ **Historian – Susan Lindsey**
  - Fundraising - November 16, 2024, was the annual Holiday Boutique. Boutique was a huge success. Had a lot of vendors and happy shoppers.
  - Troop Shipping - November 18, 2023, was Troop Shipping. Packed 176 boxes and shipped the boxes to our deployed! Have received numerous Thank you's from the recipients.
  - VA & R - November 22, 2023 - Long Beach Veterans pantry was re-supplied.  
November 23, 2023 - Treated (2) two female Veterans to a holiday dinner for 6-8 people provided by Five Crowns Restaurant, gift cards and more. November 30, 2023 – US Vets took supplies for Homeless Veterans. December 10, 2023 - Visited (2) two senior Veterans with Christmas cheer and quilts.
  - Children and Youth - December 10, 2023, held the annual Christmas Children's party at the Post. (66) Sixty-six children attended the party with parents and grandparents. Collected lots of unwrapped toys for our other children's parties. December 17, 2023, was the Camp Pendleton Children's Christmas Party. (29) twenty-nine families with (31) children celebrated with Santa, had dinner, and played Bingo.
  - Chair Covers - December 31, 2 New Years Eve chair covers in the Main Hall.
  - Americanism – Presented certificates to Businesses that fly the US Flag
  - On December 1, 2023, our dear President, Debbie Schubert passed away,
  - December 12, 2023, Debbi's E-board Christmas celebration was held with appetizers, desserts and great conversations.
- ❖ **Parliamentarian – Peggy Bengry** – No Report
- ❖ **Executive Committee** – Kim Philhart, Peggy Bengry, Cynthia Culp, Bobbi Renaghan & Jan Woolford – No Report
- ❖ **Junior Past President – Cindy Edes** – No report

## **STANDING COMMITTEES**

- ❖ **Americanism – Carol Markel**

- Updated on recognizing local businesses with the American Flag displayed. Has been visiting companies that display flag(s) at their businesses.
- Americanism - Essay contest is due March 1, 2024. Has (2) two essays to date.
- ❖ **Auxiliary Emergency Fund – Jan Woolford** – Auxiliary Emergency Fund is not funded to its minimum amount, currently \$1,200 should be at least \$2,400 (or \$4,800). Motion to increase the Auxiliary Emergency Fund line-item budget from the General Fund in the amount of \$4,800 above the \$1,200. Motion is tabled until a guideline policy is approved for implementation on how to qualify for emergency funding.
- ❖ **Chair Covers – Janz Simmons**
  - Thanked all who helped with the December 31, 2023, New Years eve party.
  - Washing of the chair covers. Need help with 3 more chair covers washed.
  - Saturday January 13, 2024 – Commadore’s Ball. Need help with setup of chair covers.
- ❖ **Children and Youth – Bea Foster** – Update on Children & Youth Parties since last meeting in November until current date.
  - January 27, 2024, Upcoming Baby shower SCMFO asking for baby item donations.
  - Asked for volunteers to store the boxes and keep the stock for the children’s parties.
- ❖ **Community Service – Sharon Morgan** – No report
- ❖ **Constitution & Bylaws – Janet du Monceau de Bergendal** – No report
- ❖ **Donations Recommended by the Board** – OPEN
- ❖ **Education** – OPEN
- ❖ **Girls State – Caroline Miller** – Deadline for candidates for Girls State is this Friday January 12, 2024, for the schools. Already has 6 candidates. Need volunteers on Feb.8, 2024 to go to Anaheim schools. Cindy Edes is helping Girls State and suggested restaurants that have fundraisers that give back 20% opportunities.
- ❖ **Leadership – Cindy Edes** – Discussed the ALA Academy on the National website.
- ❖ **Juniors – Stacy Eickhoff**
  - Corresponded with den mother of the Tiger Troop Scouts who came to the November meeting and donated homemade blankets, and socks. Each Tiger scout had received a Certificate of Appreciation.
  - Notified the Juniors of the Americanism Essay Contest
  - Junior Past Volunteer Activities: assisted at Troop Shipping, 1 Junior/grandmother crocheted hats for Troop Shipping, and 1 Junior assisted at Childrens Holiday Party
  - Received an inquiry from an ALA member regarding volunteer ops for granddaughters.
  - Received Junior Patches – coordinate for February General meeting to present.
  - Cindy Edes suggested Valentine cards and candy bags for the veterans.
- ❖ **Legislative – Pia Thompson** – No report
- ❖ **Membership – Kendall Madsen**
  - Update on current paid to date memberships is 1,619.
  - Discussion on Membership qualification – Motion was made to table discussion until a subcommittee could be formed. Motion was made, 2<sup>nd</sup>, Motion carried. A Subcommittee was formed to review membership qualifications. The subcommittee members will be Cindy Edes, Janet Monceau de Bergendal, Bobbi Renaghan & Mary Beth Martin.

- ❖ **Music – Mary Ann Leonard** – No report
- ❖ **National Security – Susan Siever** – Presented by Mary Beth Martin, President
  - Blood drive on February 19, 2024. Sign up schedule is up and running. (7) seven people have signed up as of 1/1/2024.
- ❖ **Past President Parley – Cindy Edes** – Nurses scholarships
  - Identified four (4) schools will be sending scholarship information packets.
- ❖ **Poppy – Bobbi Renaghan** – Poppy envelope stuffing is on Monday, March 11, 2023, at 10am – 5pm in the Main Hall.
- ❖ **Public Relations – Heidi Sergeant** - Updated on her start as Public Relations Chair. Started with posting events on LinkedIn and Facebook
- ❖ **Troop Shipping – Janice Flanagan & Janet du Monceau de Bergendal** – Updated the Troop shipping activities since last general meeting on November 15, 2023. Troop shipping was on November 18, 2023, and shipped out 176 boxes. Held the event in the Main Hall due to the weather. Received many thank you's and troops appreciation for all the great stuff packaged in the box.
- ❖ **VA & R – Heidi Maturino** – Updated on the Veteran Resource Centers since last meeting.
  - US Vets, Costa Mesa – End of November replenished their food pantry and went down the following day and gave him socks and beanies for their homeless veterans.
  - Buena Park Post - In late November gave (2) female veterans a \$300 gift card from Five Crowns for holiday feast that feeds 6-8 people, a \$40 gift card to Polly's Pies for holiday desserts.
  - Coastline College VRC, Orange County
  - November 21, 2023, took to Long Beach VA Hospital took food items and other items. Also took leftover troop shipping articles.
  - At the end of November replenished the food pantry and brought socks and beanies for the homeless veterans.
  - Early December went to visit two (2) elderly veterans at their homes and brought them requested items.
  - Will start visiting a senior female veteran at home from the US Vets.
  - The End of December made a trip to Long Beach VA and took leftover items from Troop Shipping.
  - Donated toys to the Buena Park American Legion for their Childrens Christmas party on December 16, 2023. Also gave two bags of jackets and food items for Salute to Veterans BBQ for homeless veterans LA Solders Home.
  - Continuing the gently used jacket donation.

### **SPECIAL COMMITTEES**

- ❖ **Salute to Service - Mary Beth Martin, President** –Salute to Service committee was held on January 8, 2024, prior to Executive Board Meeting. Has two (2) people to take on the Salute to Service chairmanship.

- ❖ **Old Business** – none
- ❖ **New Business** – Conflict of Interest and Document Retention and Destruction policies needed to fill with taxes. Policies written will follow the Nation policies.
  - A motion was made to accept the Conflict-of-Interest Policy. Motion was made, 2<sup>nd</sup>, and motion carried.
  - A motion was made to accept the Document Retention and Destruction Policy. Motion was made, 2<sup>nd</sup>, and motion carried.
- ❖ Monthly Financial reports will no longer be handed out at General Meetings.
  
- ❖ **Closing Prayer – Jan Woolford**

**NEXT EXECUTIVE BOARD MEETING** – Monday, February 12, 2024, in the Fireside Room at 6:00pm.

ADJOURNMENT – Time: 7:52pm.