



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

**Date:** April 8, 2024

- ❖ **CALL TO ORDER - Silence your cell phones** Time: 6:00pm
- ❖ **Officer Substitution** –
- ❖ **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, Historian
- ❖ **Approval of Minutes** – The minutes for the Executive Board Meeting held on Monday March 11, 2024, were approved as corrected.

**REPORTS**

- ❖ **President – Mary Beth Martin**
  - Year-End reports are due Friday April 12, 2024.
  - Website – please ask me for help first, I can do simple changes on the website, over budget. Can make simple changes, Mizti does the more difficult items.
  - Square for Troop Shipping and Poppies, QR code for both and General Fund. Created QR codes to accept Google pay, apple pay or credit/debit cards for donations for Troop Shipping, Poppies and General Fund.
  - Housekeeping update – keys, logins, Posters at Post, job descriptions, Post Office Update on the outstanding keys, and job description status. Reviewed the post rule of putting posters up at Post. Submit the flyers to the Office. PO Box closing, Bobbi will address change.
  - District meeting on Saturday April 13, 2024, Department President visit. The district meeting location for April has been changed since the last meeting to Leisure World, Seal beach instead of Post 295 Cypress.
  - Special Guest at April GM meeting - Jim Garner, Project Healing Waters Fly Fishing He will give a presentation on Project Healing Waters Fly Fishing.
  - Tentative Proposal: Bingo fundraiser at Post – Mondays, split with Legion.
    - The Post is going to have Bingo and wants Auxiliary participation. The American Legion calendar has posted Bingo on April 23rd and April 30<sup>th</sup>. Currently, the Auxiliary will hold for a decision.
    - Mission Viejo Elks has offered the Auxiliary \$10,000 a year for 10 people once a quarter to help with Bingo.

- Technology Chairperson - Cathy Katz will no longer be available as of June 1<sup>st</sup>. Looking for someone that can replace that has Technology background including backend webmail, website, etc.
- Will not be at either of May meetings due to vacation. Dana will step in as President for the meetings.
- Wells Fargo Bank accounts – Discussed the issues with the Bank constantly changing the documents needed to remove Debbie from account. Will wait till new fiscal year after elections to move banking.
- The legion E-Board wants to use our Veterans PowerPoint presentation at their 4<sup>th</sup> of July celebration. Reminded everyone to send in their photos.
- Selection of the Election Tellers for the Election voting in May
  - The selection of tellers will be from the Executive Board and the General Membership.
  - The Secretary will make the ballots.
  - Dana suggested electronically. Will review next year.
- ❖ **1<sup>st</sup> Vice President - Membership – Dana Johnston**
  - Update on Membership 1,826 seniors and 38 juniors = 1,864 (95.5%); includes twelve (12) new members for April.
  - Asking new members to come between 5:00 and 5:30pm for check-in, new member orientation will be from 5:30 to 6:00pm.
  - New members will continue to be initiated under New Business
- ❖ **2<sup>nd</sup> Vice President / Fundraising – Cindy Edes – No Report**
- ❖ **Secretary – Cynthia Minucci Neal**
  - Next month's meetings will be back-to-back: Mon May 13<sup>th</sup> & Wed May 15<sup>th</sup>. Will need everyone's help in pulling in the information for the back-to-back Agenda's. A reminder will go out early on Thursday May 1, 2024, with a return date for meeting bullet points/reports due no later than Monday May 6, 2024.
  - Senior Auxiliary Members Visit Committee – please stay after for a brief calendar meeting.
  - Adding a new role to Secretary. Will be taking over for the emails @ala291.com, and info@ala291.com. Will also work with the provider BlueHost and tech to handle the backend of the emails.
  - Discussed a storage unit rental for storing boxes (to be received) and possible other auxiliary storage issues. Reviewed the information regarding the two (2) storage rentals near the post. Received general pricing and storage information.
- ❖ **Treasurer – Laura Farr**
  - Review the Monthly Financial Reports dated March 31, 2024, and proposed 2024-2025 budget. All were emailed to the Executive Board members for review.
    - Financial reports for the current year to date were presented and discussed. Questions were raised regarding certain District/Department donations that need further research. Cindy Edes will work on a procedure for the donations to the District and Department.

- **Motion** - The proposed budget for the fiscal year 2024 - 2025 was presented and reviewed. After discussion a motion was made to approve the proposed 2024 – 2025 budget. Motion was made, 2<sup>nd</sup>, and motion carried. 1 Opposed.
- ❖ **Chaplain – Sharon Morgan** – Updated the birthdays and well wishes since the last meeting in March.
- ❖ **Historian – Susan Lindsey** – No Report
- ❖ **Parliamentarian – Peggy Bengry** – No Report
- ❖ **Executive Committee – Kim Philhart, Peggy Bengry, Cynthia Culp, Bobbi Renaghan & Jan Woolford** – Kim Philhart reviewed the Executive Board duties and responsibilities of being on the Executive Committee.
- ❖ **Junior Past President – Cindy Edes** – No report

### STANDING COMMITTEES

- ❖ **Americanism – Carol Markel** – No Report
- ❖ **Auxiliary Emergency Fund – Jan Woolford**
  - At the January 8, 2024, Executive Board meeting, a motion to increase the Auxiliary Emergency Fund line-item budget from the General Fund in the amount of \$4,800 above the \$1,200 line item (for National donation) was made. This will provide temporary assistance to assist eligible members of the American Legion Auxiliary Unit 291 in the amount up to \$2,400 who have endured a significant financial setback. The item was tabled until a guideline policy is approved for implementation on how to qualify for emergency funding. Presented the Auxiliary Emergency Fund Policy for approval.
    - **Motion** to accept the Auxiliary Emergency Fund Policy for implementation. Motion was made, 2<sup>nd</sup>, and motion carried.
    - **Motion** to increase the Auxiliary Emergency Fund line-item from \$1,200 to \$6,000 for the additional \$4,800 to provide temporary assistance for eligible members of the American Legion Auxiliary Unit 291 in the amount not to exceed \$2,400 each as per the Policy. Motion was made, 2<sup>nd</sup>, and motion carried.
- ❖ **Chair Covers – Janz Simmons** - No report.
- ❖ **Children and Youth – Bea Foster**
  - Stored a few boxes in the storage shed with the help of Bobbi. Still have @10 boxes and Santa Chair.
  - Update on children's events in April.
    - April is Month for Military Children
    - April 27<sup>th</sup>, Long Beach Navy Yacht Club family day 10:30am – 3:00pm
    - April 28<sup>th</sup>, on base at San Onofre at 11:45am – 2:30pm
    - May 4<sup>th</sup> Long Beach VA Hospital Baby Shower.
    - July 20<sup>th</sup>, a luau for Military families, ALA has been asked to donate new board games
  - Donation of school supplies. A flyer for school supplies needed is on the tables.

- ❖ **Community Service – Sharon Morgan** – Updated Bags of Love on April 22, 2024, from 1:00pm – 2:30pm. Discussed the need for hygiene supplies.
- ❖ **Constitution & Bylaws – Janet du Monceau de Bergendal** –
  - **Motion** to propose a change to the current format of the Standing Rules. Reformat the Standing Rules Document (similar to our Bylaws) by using Articles to group subjects together. No motion required Constitution & Bylaws can reformat.
  - **Motion** - To propose a change to Standing Rule #22 (mailing address) from PO Box 11448 to 215 15<sup>th</sup> St., Newport Beach, CA 92663. Motion was made, 2<sup>nd</sup> and Motion carried.
- ❖ **Community Donations Recommended by the Board** – Heidi Sargeant, Phyllis Helt and Christine Beilby – No Report
- ❖ **Education – Barbara Melum** – No Report
- ❖ **Girls State – Caroline Miller**
  - Pick up and mail Girls State check for sixteen (16) delegates' fees. Received the check.
  - Orientation for Girls State at District on Sunday, April 21, 2024, at Albert Schwab Post 555
  - Fundraiser on April 27<sup>th</sup> at the Newport Rib Company.
  - Sent out notice to last year's delegates to come as Ambassadors for Girls State.
  - Flyers on tables at General Monthly Meeting on April 17<sup>th</sup>.
  - Passing out fundraiser flyer on patio on 4/13 and 4/20.
- ❖ **Leadership – Cindy Edes** – End of Year reports are due District by Friday April 12, 2024.
- ❖ **Juniors – Stacy Eickhoff** – Junior project on April 20<sup>th</sup> at 10:00am in the Fireside room.
- ❖ **Legislative – Pia Thompson** – No report
- ❖ **Membership – Kendall Madsen** – No Report
- ❖ **Music – Mary Ann Leonard** – The song selection for the next General Monthly Meeting is:  
*God Bless America*
- ❖ **National Security – Susan DiFonzo** – No Report.
- ❖ **Past President Parley – Cindy Edes** – No Report.
- ❖ **Poppy – Bobbi Renaghan** – March 11, 2024 – Updated on Poppies Program activities.
- ❖ **Public Relations – Heidi Sargeant** – No Report
- ❖ **Salute to Service - Jeannie Celeketic & Julie Sanborn** – No Report
- ❖ **Troop Shipping – Janice Flanagan & Janet du Monceau de Bergendal**
  - Update on Saturday May 18, 2024, Troop Shipping Day. Receiving addresses for our active military members to ship boxes.
  - Janice spoke about Veteran exhibits:
    - Heros Hall Museum & Education Center at OC fairgrounds
      - April 24<sup>th</sup> – Dec. 22<sup>nd</sup> Exhibit for the Vietnam War through the Eyes of Ed Bowen
      - May 11<sup>th</sup> 4:00pm – 6:00pm Exhibit Opening Reception for the Vietnam War through the Eyes of Ed Bowen
    - Los Alamitos is having The *UWS Race on the Base* is a reverse sprint triathlon and 5k run/walk at the Joint Forces Training facility - \$29 per person.

❖ **VA & R**

- US Vets, Costa Mesa, Coastline College VRC, Orange Coast VRC and Long Beach VA Hospital and P.I.E.R., Long Beach – Restocked all their pantries.
- Helped a family of a dying Veteran in Long Beach from a request from a LBVA social worker – gave them a \$250 worth of gift cards for grocery and gas.
- 1 on 1 Veteran at home visits – Visited the 77-year-old, and the 98 -100 year old veterans. Brought both Veterans items they need and had a wonderful visit with each veteran.

**SPECIAL COMMITTEES**

❖ **Old Business - None**

❖ **New Business**

- **Bobbi Renaghan** – PO Box change of address. The mail will now come to the Post. The Auxiliary PO Box will be discounted as of as of April 12<sup>th</sup>. The mail to be forwarded to post.
- **Dana Johnston – Motion** - Propose changing the standing rules on membership. Change the required documentation for new members to require as follows: current California ID or DL, proof of kinship to eligible veteran (birth certificate, marriage license, etc.), DD214, if eligible veteran is alive, copy of their current Post 291 membership card, if eligible veteran is deceased, death certificate (for Newport Beach or Costa Mesa applicants only).  
Motion was made, 2<sup>nd</sup>, and motion carried.

❖ **Closing Prayer – Sharon Morgan, Chaplain**

**NEXT EXECUTIVE BOARD MEETING** – Monday, May 13, 2024, in the Fireside Room at 6:00pm.

**ADJOURNMENT** – Time: 8:43pm