



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

Date: July 8, 2024

- ❖ **CALL TO ORDER - Silence your cell phones** Time: 6:00pm
- ❖ **Officer Substitution** – Jan Woolford for Sharon Morgan
- ❖ **Chaplain's Prayer** – Sharon Morgan, Chaplain – Presented by Jan Woolford
- ❖ **Pledge of Allegiance** – Janz Simmons, Sgt-at-Arms
- ❖ **Roll Call of Officers** – Cynthia Minucci Neal, Secretary
 - Excused: Dana Johnston 1st VP, and Sharon Morgan Chaplain
- ❖ **Approval of Minutes** – The minutes for the Executive Board Meeting held on Monday May 13, 2024. The minutes were approved as written.

REPORTS

President

- Information only – Calendar meeting is on Thursday, July 11th. Calendar meetings are twice a year January and July.
- Calendar Dates requested for next year:
 - Troop Shipping – 7am -12pm will be in the Main Hall (when available) for the following dates:
 - November 23, 2024, May 17, 2025, and November 22, 2025
 - National Security
 - Blood Drive – October 14, 2025
 - Girls State
 - January 25 & 26 and February 1 & 2, 2025 at 9am-6pm; Fireside Room
 - May 12, 2025, Fireside Room, and June 10, 2025, 6pm Fireside Room
 - Salute to Service
 - May 19, 2025
- New Board Reports
 - A New Board Report format for monthly reports. In thinking of ways to speed up the meetings, using the new Board Report will help in shortening the meetings. All the Board Reports received will become a part of the Board packet which will include the Agenda and previous minutes to be approved for the Executive Board meetings.
 - The new monthly Board Report template will be sent to all via email by the Secretary. There will be two (2) types of forms: a regular form for information only and a Board report discussion items and motions go onto the agenda. The information only section will not be a part of the agenda, everyone can read this information for themselves.
- Installation of Officers – Was held on Monday June 17th - The installation of the Auxiliary elected officers was held along with the Legion and Sal's. The installation of the family together was a wonderful event.
- Department Convention, Visalia
 - Past Department Presidents and 1st Timer's conference breakout – Major take-away from Convention was found out that the mid-year reports are not mandatory, only optional. You can do a mid-year, but the year-end reports are mandatory. The American Legion uses the data they collect from the year-end reports, compiles all the information and puts all together in a report that is presented to Congress, to prove we are a non-profit and all the good work the American Legion family does for our veterans, military and families.
 - Submittals - The Department hands out awards for the supplemental reports on the state level at conventions.

- Department Unit size – Unit 291 is the largest unit in the state, and the 3rd largest unit in the country. In the state of California, the next unit closest to us is District 21 - Unit 519 Owen Coffman (Riverside County) with 433 members.
- Poppies – Unit 291 purchased 10% of the total Department of California Poppy sales
- The 4th of July *Silent Auction* event results: \$3,005.00
- We will have three (3) Special Guests at the July General Monthly meeting on July 17th: New Post Commander Brian Fleming, Jr. to introduce himself, and The California American League Baseball.
- American Legion Baseball – The American Legion baseball (high school students) will be having their World Series games at Chapman University in Orange on July 24th -29th. The goal is for Post 291 families (Legion, Auxiliary, Sal's and ALYC) to contribute a total of \$10,000. The American Legion will be discussing at their General Meeting on July 10th to match any of their members donations. Post 291 has a baseball team and is doing very well this year. Discussion was held as to either match our members donations or the Auxiliary donating to the American Legion Baseball in the amount of \$2,000. It was agreed to donate \$2,000 to the American Legion Baseball
 - **Motion** to donate \$2,000 to the American Legion Baseball. Motion was made, 2nd, and motion carried.
- The elected Officers are the only ones to vote. Chairpersons can be a part of the discussions and make motion(s).
- ALA Donation financial Report – Sent on 7/8/2024. Discussed the donations made last year. Revise job descriptions to include the annual donations to National, Department, District, and/or any other community donations. Chairpersons shall review their chairmanship section(s) and next month we will review the ALA National, Department, District and fees yearly commitments. Other community donations will follow.
- Update Job Descriptions – Email was sent to everyone about what last year's annual donations for National, Department and District were. Need to capture those reoccurring (yearly) costs in the job descriptions to make a record and inform the Treasurer so to be done in a timely manner. The *End of Year Reports* have the information as to those donations and the amount. Also, Chairpersons to copy Treasurer on the annual donations to National, Department and District" and include information as to where to send.
- Board Retreat – discussion on changes to Executive Board Meetings
 - Executive Board Meetings - Discussion about moving the Executive Board meetings from the 2nd Monday of the month back to the 2nd Thursday of the month. This would eliminate back to back meetings.
 - **Motion** to move Executive Board meeting back to the 2nd Thursday of the month. Motion was made, 2nd, and motion carried. 7 in favor / 3 opposed / 1 abstained
 - Dining - Food/drinks to be ordered prior to 6pm and paid for prior to start of meeting. No service during meeting.
 - Meeting room seating reconfiguration – only the officers to sit at the table and the chairpersons shall sit outside the chairs.
 - Discussion on moving the Chairperson reports to the beginning of the meeting. The Chairpersons full report will be given at the General Monthly meetings to the membership. The Chairpersons are welcome to stay or leave after the Chair reports are all completed. The President will release the chairpersons from the meeting, and it will be the choice of the Chairperson(s) to stay or leave.
 - Side conversations need to be eliminated.
- Signup Genius – Created account for the Auxiliary, worked well for the 100 year celebration. Sign up is all online. Suggest using for all Auxiliary volunteers needed events. *Signup Genius* was used for the 100-year Legion celebration weekend volunteer signup.
- There will be no July District meeting. The district installation will be held on Sunday July 14, 2024, at The American Legion Post 132 Orange at 3:00pm.
 - Cindy Edes will be installed as District 2nd Vice President
 - Janet du Monceau de Bergendal will be installed as District Assistant Sergeant at Arms.
- Janz Simmons got the Auxiliary a new flag for Friday night's *Parade of Flags*. She is also seeing if we can repair our old Auxiliary Flag. If not repairable, will retire the old Auxiliary flag. It will be placed in a triangle flag display box.
-

- ❖ **1st Vice President / Membership – Dana Johnston** – No Report
- ❖ **2nd Vice President / Fundraising** – Jan Woolford stepped up to handle the fundraiser raffles only. She will not accept 2nd Vice President.
- ❖ **Secretary – Cynthia Minucci Neal** – No Report
- ❖ **Treasurer – Laura Farr**
 - Review the Monthly Financial Reports dated June 30, 2024. All were emailed to the Executive Board members for review.
 - The Motions below are needed for electronic methods of payments.
 - Rational is the need to formalize the approval of electronic payments and ratify the invoices/payments made last year 2023 - 2024.
 - **Motion** to ratify payments made in 2023 – 2024 using a debit card, Zelle and/or other electronic method of payments. Discussion: Question was raised as to a policy/procedure as to how payments are verified. Treasurer is comfortable with the verification process in place. Motion was made, 2nd, and motion carried.
 - Rational is the need to formalize the approval of electronic payments going forward. We need to approve payments for 2024-2025 and beyond.
 - **Motion** for the Board to approve payments in 2024 – 2025 and beyond using a debit card, Zelle and/or other electronic method of payments. Motion was made, 2nd, and motion carried.
- ❖ **Chaplain – Sharon Morgan** – No Report
- ❖ **Historian – Susan Lindsey** – No Report
- ❖ **Parliamentarian – Peggy Bengry** – No Report
- ❖ **Executive Committee** – Bobbi Renaghan, Jan Woolford, Janice Flanagan, Mary Ann Leonard, & Peggy Bengry – No Report. The President requested that the three (3) returning members write a job description.
- ❖ **Junior Past President – Cindy Edes** – No Report

STANDING COMMITTEES

- ❖ **Americanism – Carol Markel** – No Report
- ❖ **Auxiliary Emergency Fund – Jan Woolford** – No Report
- ❖ **Chair Covers – Janz Simmons**
 - Need volunteers to help wash the chair covers.
- ❖ **Children and Youth – Bea Foster**
 - Update on upcoming children's events at the Post.
 - July 20, 2024, Luau for Military families – Donated new board games.
 - Saturday July 13th at 10am - Children & Youth committee will be filling the school backpacks.
 - Sunday, August 3, 2024 - Sun & Sail Women's Club will have their 16th Baby Shower for eight (8) moms-to-be. Some Moms have requested a rocking chair. Looking for anyone who has a rocking chair to donate.
 - Sunday October 27, 2024 - Children's Halloween Party
 - Sunday December 8, 2024 – Holiday Children's Party
- ❖ **Community Service – Sharon Morgan** – No Report

❖ **Constitution & Bylaws – Janet du Monceau de Bergendal**

- Old Standing Rule #34 / New Standing Rules Article III #2
 - Current Amendment - Membership dues shall be \$150.00 per year for Senior members and \$10.00 per year for Juniors. Dues include National, Department, and District per capital fees.
 - Proposed Amendment - Membership dues shall be \$150.00 per year for Senior members and \$10.00 per year for Juniors. Dues include National and Department per capital fees. (2024)
Rationale - There are no District per capital fees. Eliminate “District”.
 - **Motion** to accept New Standing Rules Article III #2 Proposed Amendment - Membership dues shall be \$150.00 per year for Senior members and \$10.00 per year for Juniors. Dues include National and Department per capital fees. (2024) Motion was made, 2nd, and motion carried.

- Old Standing Rule #34a / New Standing Rule Article III #2a
 - Current Amendment - New and renewing membership cannot be accepted in the months of June and July. New and renewing membership will be accepted in August and processed in September in accordance with our National Bylaws.
 - Proposed Amendment - Proposed Amendment Old Standing Rule #34a / New Standing Rule Article III #2a - New membership cannot be accepted in the month of August. (2024)
Rationale - Correcting months from June and July and eliminating unnecessary wording.
 - **Motion** to accept New Standing Rule Article III #2a New membership cannot be accepted in the month of August. (2024) Motion was made, 2nd, and motion carried.

- Old Standing Rule #14 / New Standing Rule Article X #2
 - Current Amendment - A Past President’s pin shall be ordered by the Unit Secretary and presented at the Unit Installation, or the first general meeting of the new President. This cost is not to exceed \$50.00. The name of said President should also be added to the Past President’s plaque.
 - Proposed Amendment - A Past President’s pin shall be ordered by the Unit Secretary and presented at the Unit Installation, or the first general meeting of the new President. This cost is not to exceed \$125.00. The name of said President should also be added to the Past President’s plaque. (2024)
 - Rationale - Changing dollar amount due to higher costs.
 - **Motion** to accept New Standing Rule Article X #2 Proposed Amendment - A Past President’s pin shall be ordered by the Unit Secretary and presented at the Unit Installation, or the first general meeting of the new President. This cost is not to exceed \$125.00. The name of said President should also be added to the Past President’s plaque. Motion was made, 2nd, and motion carried.

- ❖ **Community Donations Recommended by the Board** – Christine Beilby, Heidi Sergeant & Phyllis Helt
 - Discussed the goals of the Community Donations committee for 2024 - 2025. The committee would like to get ideas on what charities pull at your heartstring to donate to. Charities selected will be invited to speak at the general meetings.
 - Auxiliary Hats sales to date has made @\$450.00. Have @30 left and will be available at the General meeting. Possibly create hat for 100-year anniversary.
 - **Project Healing Waters Fly Fishing – Proposed Donation \$500.00**
 Jim Garner from Project Healing Waters was a guest speaker and spoke at the April 17, 2024, General Monthly meeting. He presented a slide presentation and spoke about the non-profit organization. This organization provides all the fishing equipment, fly fishing trips, guide services, food and travel expense for our disabled veterans in our community. Project Healing Waters began in 2005 servicing wounded Military service members returning from combat. They have expanded nationwide and have established a program in the Department of Defense Hospitals, and the VA Medical Centers to name a few. The non-profit organization helps our active military service personnel and Veterans through their programs such as fly fishing, fly casting, fly tying and fly rod building while on fly fishing trips.
 - **Motion** to donate \$500.00 to the Project Healing Waters Fly Fishing program for the active military and Veterans. Motion was made, 2nd, and motion carried.
- ❖ **Girls State - Caroline Miller** - Updated on the Sacramento trip to the 81st Session Girls State.
 - Increase Girls State from 16 girls to 18 girls next year.
- ❖ **Leadership – Cindy Edes** – No Report
- ❖ **Legislative – Pia Thompson** – No Report
- ❖ **Juniors – Stacy Eickhoff**
 - Sending out email to all current Juniors asking for feedback on what they would like to see this year
- ❖ **Music – Mary Ann Leonard**
 - The song selection for the next General Monthly Meeting will be: *Let there be Peace on Earth*
- ❖ **National Security – Susan Difonzo** – No Report
- ❖ **Past President Parley – Cindy Edes** – No Report
- ❖ **Poppy – Bobbi Renaghan** – Total donations received for Poppies was \$36,874.04
- ❖ **Public Relations – Heidi Sergeant** – No Report
- ❖ **Troop Shipping – Janice Flanagan & Janet du Monceau de Bergendal** – No Report
- ❖ **Salute to Service - Jeannie Celeketic & Julie Sanborn** – No Report
- ❖ **VA & R – Heidi Maturino**
 - US Vets Helping Hero program
 - Replenished US Vets and Long Beach food pantries
 - Visited a couple of the Home Visit vets at home.

SPECIAL COMMITTEES

- ❖ **Old Business**
None

❖ **New Business**

- *Warrior Foundation Freedom, San Diego* - presented by Phyllis Helt Community Donations - Tabled for more information
- President Mary Beth Martin asked the committee to write a Community Donation policy.
- Cleaning the shed on Wednesday July 10th at 10am. Volunteers needed.
- President Mary Beth Martin has been writing the Auxiliary history by the decade. Need ten (10) people (actresses) that can do a Lily Tomlin type of skid telephone conversation in costume by decade. Putting it out at the General Monthly Membership meeting. Looking for bubbling, entertaining and willing to dress up.
- Carol Markel – Collecting old prescription glasses for the Lion’s Club. Will bring a basket to the General Monthly meeting to collect monthly.
- Treasurer Laura Farr thanked Assist. Sergeant at Arms/Juniors Stacy Eickhoff for a wonderful job on the Auxiliary insurance.

❖ **Closing Prayer – Sharon Morgan, Chaplain** - Presented by Jan Woolford

NEXT EXECUTIVE BOARD MEETING – The next meeting will be on Monday August 12, 2024. It will be held in the Fireside Room at 6:00pm. September we will move to the 2nd Thursday of the month.

ADJOURNMENT – Time: 7:52pm