

Department Executive Committee Meeting
Saturday August 12, 2017
Willmar, Minnesota

The following were present: Department President Donna Arends, Department Second Vice President Mary Hendrickson, NEC Shirley Frederick, Immediate Past Department President Carol Kottom, 1st District President Cheryl Nyman, 2nd District President Kristen Donnelly, 3rd District President Kat Benjamin, 4th District President Lynn Olson, 5th District President Sonja Dauphin , 6th District President Vicki Bibeau, 7th District President Karla Minnick, 8th District President Anna Eells, 9th District President Doreen Norgaard, 10th District President Jody Hassing, Department Secretary Sandie Deutsch, Parliamentarian Dee Dee Buckley and Chaplain Carol Holmgren.

Department President Donna Arends called the meeting to order with a continuous opening. Carol Holmgren gave the opening prayer, Mary Hendrickson led the Pledge of Allegiance and Dee Dee Buckley led the Preamble.

President Donna welcomed everyone to the meeting. She gave an overview of the upcoming year and expectations for everyone.

A motion was called for the approval of the July 12 Pre-Convention meeting. Shirley Frederick made a motion to accept the minutes as presented, was seconded and after a typing error was brought forward the minutes were approved as corrected.

A motion was called for the approval of the July 15 Post Convention meeting. Kat Benjamin made a motion to accept approved was seconded and carried.

President Donna called for the Election of the Subcommittee of the Executive Committee. The rule was read as follows: Article IV, Section 4, Department Standing Rules which states the Department Executive Committee shall elect three of its members, who, together with the Department President, First Vice President and Second Vice President, shall constitute a subcommittee which shall have all the power of the Executive Committee, subject to the action of that committee, and may meet four times in each fiscal year. The following nominations were taken; Vicki Bibeau, District 6, Anna Eells, District 8 and Jody Hassing, District 10. A motion by Jody Hassing to close nominations was made, seconded and carried. Jody Hassing made a motion to approve these three individuals, was seconded and carried.

First District Cheryl Nymann stated that her project is the Hastings Veterans Home Greenhouse and Project New Hope, with ½ of the donations going to each project. She is looking to raise \$5,000.00. Her theme this year is Cluttering for Freedom, Got Freedom, Thank a Veteran. Her symbol is the butterfly. A motion was made by Vicki Bibeau to accept her project was seconded and carried.

Second District President Kristen Donnelly stated her theme this year is Calling all Volunteers for Service to our Veterans, her symbol is the old telephone bracelet and her project is a joint project with the District Commanders for picnic tables at the Luverne Veterans home along with

the Fire Fight Program. Kristen is hoping to raise \$15,000.00. Vicki Bibeau made a motion to accept her project, was seconded and carried.

Third District President Kat Benjamin stated her symbol with be dog and cat, her theme is Veterans are the Cat's Meow and her project is service dogs for Veterans. It costs around 25,000.00 to raise one service dog and Kat is looking to pay for 1/5 of raising one dog which would be \$5,000.00. A motion was made by Kat Benjamin to accept this project was seconded and carried.

Fourth District President Lynn Olson stated her theme this year is The Female Veteran - She Chose to Serve and her symbol is combat boots and high heels. Her project will be raising funds for fun nights at the Minneapolis VAMC in the amount of \$400.00. Kat Benjamin made a motion to accept this project was seconded and carried.

Fifth District President Sunny Dauphin stated her theme is Lets be Sunny and Fair by Supporting our Veterans and the sun is her symbol. Her project is monies for art items for the Minneapolis Veterans Home in the amount of \$2,500. Sunny Dauphin made a motion to accept this project, was seconded and carried.

Sixth District President Vicki Bibeau stated her symbol is the Poppy and her theme is Good Will on Earth. Her project is to provide a new winter coat for all residents at the St. Cloud VAHCS in the amount of \$3,000-\$4,000 and also to provide a colored pocket tee shirt to all Veterans in the five Veterans Homes in Minnesota. This would be around \$3,000-\$4,000. Vicki Bibeau made a motion to approve this project, was seconded and carried.

Seventh District President Karla Minnick stated that her symbol is the American Buffalo and her theme is You May Forever Roam Freely for the Sacrifice of the Veteran. Her project is to get game packages for the VA Homes, Hospital and Clinics. Each package costs 100.00 for a total of \$2,000.00. Any extra money collected will go towards President Donna's flashlight project. Karla Minnick made a motion to approve this project, was seconded and carried.

Eighth District President Anna Eells theme is One Step at a Time, her symbol is Footprints and her project is with the District Commander to purchase a 4 wheeler for the Silver Bay Veterans Home in the amount of \$2,500.00. Anna Eells made a motion to accept her project, was seconded and carried.

Ninth District President Doreen Norgaard stated that her theme is Honor Our Veterans Past, Present and Future. Her symbol is a passenger railcar. Her project is a Peace Garden at the Fergus Falls Veterans Home Greenhouse in the amount of \$2,500.00. Doreen made a motion to accept this project, was seconded and carried.

Tenth District President Jody Hassing stated her theme is Remember You're Wise and her symbol is a wise owl. Her project is a joint project with the 10th District AL to purchase benches, tables and chairs for the new green area being developed at the Minneapolis Veterans Home. Jody Hassing made a motion to accept this project, was seconded and carried.

President Donna announced that next on the agenda is Sharing Our Auxiliary Programs. She stated that for the solicitation of funds for a program, the motion must be made by a member of the Department Executive Committee.

Donna called upon Sandy Fredrickson for her report on the Strategic Planning Ad-Hoc Committee. Sandy explained the programs goals and stated that the Department of Minnesota agreed to this plan in 2014. This committee wants to have the Department website updated and get everything in order for the 100th Legion birthday next year. By December of this year they hope to have \$3,000-\$5,000 in their fund (from fundraisers) that could be presented to the Department to get the website updated. Sandy handed out a brochure explaining what the strategic plan is to each DEC member. In her budget request she is asking \$1000-\$1,500 to have this brochure printed to be handed out to all members. She explained that the cookbook project is ready to go to print. This book also is a history book rather than just a cookbook. No money is needed upfront but \$7,000.00 needs to be budgeted for this project. She is asking for \$1,500 for a curio cabinet for displaying some of our historical items at the 100th Convention. This would come back to the Department Office to show off the historical items. Her budget request for finance's recommendation is \$10,500.00. Carol Kottom asked how much each cookbook would cost. Sandy Fredrickson stated the asking price is \$25.00 plus a \$6.00 charge for postage. The profit per cookbook would be over \$10.00 per book. Cheryl Nymann made a motion to approve the budget Strategic Planning and was seconded. Jody Hassing made a motion to table the discussion until later and was seconded. The motion failed. President Donna asked for Bev Otterness' input on the Strategic Planning proposal. Bev stated that they did not recommend the entire 10,500.00 be approved. Finance recommended \$9,000.00 be approved. They did not recommend the funds for the curio cabinet be approved. Vicki Bibeau made a motion to approve the \$9,000.00, was seconded and carried.

Sandy Fredrickson announced that she has been appointed the National Chairman for the 100th Anniversary to be held in Minneapolis 2018. Sandy would like everyone to go back to their Districts and let their members know volunteers will be needed for the Convention. There will be lists to sign up for at Fall Conference.

President Donna Arends asked for a motion to pay Sandy Fredrickson mileage and per diem for being called in to this meeting. Carol Kottom made a motion to approve was seconded and carried. President Donna then asked for a motion to pay two members mileage and per diem of the Strategic Planning Committee to attend a meeting of the committee at Fall Conference. Other members will already be paid as Chairmen of other committees. This would be for Kandy Regan and Michelle Leonard. A motion was made by Kristen Donnelly seconded and carried.

Auxiliary Emergency Fund Chairman Cindy Nelson was called upon to give her report. Cindy went over what the AEF is all about. Cindy asked permission to solicit funds for the Auxiliary Emergency Funds. There will be a Silent Auction at Fall Conference. There will be a bake sale and District Contest board. Vicki Bibeau made a motion for approval of solicitation of funds for the AEF, was seconded and carried. Jody Hassing made a motion to accept the program, was seconded and carried.

Diane Hayes, Children and Youth Chairman was called on by President Donna for her report. Diane explained what the Children Youth program consists of. The focus this year is to support children and youth in your communities. Diane asked to solicit funds for the Forgotten Children's Fund. Carol Kottom made a motion to approve, was seconded and carried. Diane then asked to solicit funds for American Legion Child Welfare Foundation. Jody Hassing made a motion to approve, was seconded and carried. Diane asked for permission to solicit funds for Legionville. Doreen Norgaard made a motion to approve, was seconded and carried. Diane then asked for permission to solicit funds for the TFA – Temporary Financial Assistance. Kat Benjamin made a motion to approve, was seconded and carried. Kat Benjamin made a motion to approve the Children and Youth report, was seconded and carried.

Joanne Joachim came forward with her report on Community Service as Chairman. Joanne explained that she will stress what hours are acceptable to be tracked for this program through Unit Mailings and the Legionnaire. She found a Service Not Self toolbox on the National website and will research this and offer it as a tool for our members to use. Joanne asked for approval from her budget for \$100.00 for a tri-fold brochure that she will be handing out at Fall Conference. Kat Benjamin made a motion to approve the \$100.00, was seconded and carried. There were no solicitations of funds. A motion was made by Jody Hassing, was seconded and approved to accept the Community Service program.

President Donna called upon Constitution and Standing Rules Chairman Marsha Bible for her report. Marsha stated that she will be working closely with the Parliamentarian and Governing Rules Committee this year. Marsha brought the following changes that need to be made to the Standing Rules that were made at the Department Convention in July 2017. Page 3, Article 4, Section 2A, line 4, the word woman needs to be added after the word committee. Page 17, Section 17, #20D, add the word other between All and attendees. In the District Constitution, page 4, Article VI Section 9, add "which is ten (10%) percent" at the end of the sentence. Secretary Sandie will make the changes and get new copies posted on the website. Marsha stated that she is available to Units and Districts for any help needed regarding their Constitution and Standing Rules.

Mary French, Education Chairman was unable to attend the workshop. In Mary French's absence, Sandie Deutsch asked for permission to solicit funds for the Department Scholarship Fund. Kristen Donnelly made a motion to approve, was seconded and carried. Sandie then asked for permission to solicit funds for the Legacy Scholarship Program. Jody Hassing made a motion to approve, was seconded and carried.

Beverly Otterness was called on for her report on Finance. Bev reported that the Finance Committee met in June 2017 and drew up a budget for the 2017-2018 year. Bev asked for permission to solicit funds for the American Legion Auxiliary Hospital program. Jody Hassing made a motion to approve, was seconded and carried. Bev then asked for permission to solicit funds for the Brain Science program. Mary Hendrickson made a motion to approve, was seconded and carried. Bev asked for permission to solicit funds for the American Legion Hospital program. Kristen Donnelly made a motion to approve, was seconded and carried.

Carol Kottom made a motion to accept the recommended budget subject to the budget for each individual program approval. A second was made and carried. Bev stated that there were the following changes made at the Finance Committee meeting just prior to the Department Executive Committee Meeting. The budget for History added \$625.00. Public Relations was increased by \$150.00 bringing that budget to \$425.00. The Strategic Planning was increased to \$9,000.00. The total anticipated income is \$683,808.00 and the anticipated expenses are \$827,760.00. The Finance Committee is recommending a dues increase that would begin in 2019 of \$3.00 for seniors and \$.75 increase for juniors. Dues will then be 12.00 for seniors and 3.00 for juniors. This corresponds with what National Headquarters is proposing at the National Convention. Finance is also proposing that you use the same scale of increase that National Headquarters is proposing at the National Convention. Donna Arends asked for a motion to accept the budget as presented. Jody Hassing made a motion to accept and was seconded and carried.

President Donna called upon Governing Rules Chairman Carol Kottom for her report. Carol explained that this is an Ad-Hoc Committee and members work on this on their own. What the committee will be doing this year is to complete the Constitutions and Standing Rules to find discrepancies. Resolutions will be written and presented at the next Department Convention.

Joanie Krantz, Americanism Chairman was called upon to give her report. Joanie went over her plan for the 2017-2018 year. There were no solicitations for funds. Kat Benjamin made a motion to approve, was seconded and carried.

History Chairman Karla Otterness was called upon for her report. Karla explained the increase in her budget. There are many old pictures that were never stored properly and are starting to crumble. She would like to have them restored but this needs to be done professionally. Also in the budget is to purchase acid free storage cases. Karla also needs a hard drive to scan in the photos. Karla is asking permission for the Historians in the District and herself to solicit funds from the Units and members by putting cans out for donations. Karla also asked to be able to write a grant to get a curio cabinet to be used at the 100 year National Convention. Carol Kottom made a motion to allow the solicitation of funds for photo restoration purposes, was seconded and carried. Jody Hassing made a motion to allow Karla to write a grant for funds for a curio cabinet, was seconded and carried.

Patti Coleman was called upon for the American Legion Auxiliary Minnesota Girls State report. Patti reported that the next session will be June 10-16, 2018. Patti explained her objectives and plans for the 2018 Girls State sessions. Patti introduced those members still in attendance. Patti asked for permission to solicit funds for American Legion Auxiliary Minnesota Girls State. Carol Kottom made a motion to approve, was seconded and carried. Patti also asked to solicit funds and in kind donations from individuals, community groups and corporations, including applying for grants. Kat Benjamin made a motion to approve, was seconded and carried.

Tamara Opland, Junior Activities Chairman was unable to attend the workshop but had asked Jody Hassing to give her report. The program will be focusing on the National Program this year. Goals will be increasing participation by gathering email addresses of Junior members, adding a winter fun day, working with membership to increase junior membership and also the

Patch Program. Jody asked for solicitation of funds for the Honorary Junior President program of focus which is school supplies for homeless students. Jody Hassing made a motion to approve the Junior Program, was seconded and carried.

Sandy Wersal Leadership Chairman was called upon for her report. Sandy would like development of Leadership at all levels. The Units need our help. Leadership, Membership and Public Relations will be holding a minimum of 3 workshops this year, places to be announced. Thursday night of Fall Conference will be a hint of what is to come. There are no solicitations of funds. Karla Minnick made a motion to approve the program, was seconded and carried.

Jean Walker, Legislation Chairman was unable to attend but asked Secretary Sandie to read her reports. Jean will be working closely with The American Legion Legislation Chairman Peggy Moon and Margee Keller who is now a part of the Legislative Mini-Council, chaired by Representative Tim Walz. There were no solicitations of funds. A motion was made by Kristen Donnelly to accept this report, was seconded and carried.

President Donna called upon Memorial Chairman Carol Holmgren for her report. Carol plans to promote prayer. All meetings are to include prayer. Reports are to be sent in on a timely basis. Carol will be sending a monthly prayer in to the Department Office to be posted on the website. Carol will be collecting prayers in order to put a book together for President Donna at the 2018 Convention. There are no solicitation of funds. Kristen Donnelly made a motion to approve the program, was seconded and carried.

President Donna announced that she is having a memory book this year. Lori Skallerud and Margee Keller have been asked by Donna to be the Chairmen for this project.

President Donna called National Security Jean Horack to come forward with her report. Jean explained what the National Security Program supports. Jean asked for solicitation of funds for the Armed Forces Center. Cheryl Nymann made a motion to approve, was seconded and carried. A motion was made by Jody Hassing to accept the program, was seconded and carried. Chris Ronning was called upon to report on the Armed Forces Center. She is the Auxiliary representative to the Armed Forces Center. Chris would like to collect items to put comfort bags together for the Center. Chris will research this and see what is exactly needed. President Donna asked for a motion to approve the request to collect the comfort bags. Kristen Donnelly made a motion to approve, was seconded and carried.

President Donna called on Dee Dee Buckley to give her report as Parliamentarian. Dee Dee explained her plans for this Auxiliary year. There were no solicitation of funds. Shirley Frederick made a motion to accept this report, was seconded and carried.

Past President Parley Chairman Linda Kropuenske was called upon for her report. Linda stated that November is Past Presidents Parley month. Linda asked permission to solicit funds for the Past President Parleys Healthcare Scholarship Fund. Jody Hassing made a motion to approve was seconded and carried. Carol Kottom made a motion to accept the Past President Parley program, was seconded and carried.

Sharon Thiemecke, Poppy Chairman was called upon next. Sharon went through her plans this year, using President Donna's theme. There will be contests of wreaths and centerpieces at Fall Conference and Department Convention. She will also have the Poppy Poster contest. Sharon wants all Units to promote Miss Poppy this year. Sharon asked for solicitation of funds for People's Choice at Conference and Conventions for the Poppy contests. Vicki Bibeau made a motion to approve, was seconded and carried. Vicki Bibeau made a motion to approve the Poppy program, seconded and carried.

Robin Dorf came forward to give her report on Public Relations. Robin will be promoting a positive image of the Auxiliary and build brand loyalty of the Auxiliary by using social media. Robin will be having a special project day each week for the Facebook page promoting our programs. Robin will be exploring a U-Tube page and also Instagram. Jennifer Havlick will be assisting Robin with the Social Media areas. Robin will be setting up protocol on the administration of the social media programs. She will be setting up a technology corner at Fall Conference to assist members on cell phone usage, Facebook, etc. We must promote our 100th Anniversary. Robin's increase to her budget was for the additional workshop. Jody Hassing made a motion to accept the program, was seconded and carried.

President Donna called on Mary Hendrickson to give her report on Veterans Affairs and Rehabilitation. Mary explained what the program was all about and how our organization can help. Mary Hendrickson explained what the VA & R program consists of. Mary introduced Bonnie Wagner as the Service to Veterans Chairman. Bonnie explained what all fell into the Service to Veterans program. Bonnie will be encouraging Units to participate in the Quilts for Valor program and also the stamp program. Vicki Bibeau made a motion to accept the Service to Veterans report, was seconded and approved. Vida Bacon was called upon to give her report on Gift Shop. Vida explained the Gift Shop program to the Department Executive Committee. Vida will be holding the distribution day on November 2 and 3, 2017 at the Osseo American Legion. Vida asked for permission to solicit funds for the Gift Shop. Kristen Donnelly made a motion to grant permission, was seconded and carried. Anna Eells made a motion to accept the report from Vida Bacon, was seconded and carried. Mary Hendrickson asked for permission to solicit funds for the American Legion Auxiliary Hospital program. Anna Eells made a motion to approve, was seconded and carried. Mary then asked for permission to solicit funds for the \$5.00 Bill Shower. Vicki Bibeau made a motion to accept, was seconded and carried. Next Mary asked for permission to solicit funds for the Fisher House. Cheryl Nymann made a motion to approve, was seconded and carried. Mary then asked for permission to solicit funds for the overall support of the VA&R program. Kat Benjamin made a motion to approve, was seconded and carried. Mary Hendrickson asked for permission to solicit funds for the Minnesota Creative Arts program. Karla Minnick made a motion to accept, was seconded and carried. President Donna asked for a motion to accept Mary Hendrickson's report. Kat Benjamin made a motion to approve, was seconded and carried. Secretary Sandie stated there was an error in the script regarding solicitation of funds in the Finance program. It should state the American Legion Hospital Association program. Carol Kottom made a motion to approve the solicitation of funds for the American Legion Hospital Association program, was seconded and carried.

Mary Kuperus was called upon to give her report on Membership. Mary stated that membership drives the Auxiliary. This will be a year of fun and cheering. Goals this year are staying the

same as last year. It is not about the numbers – finding out why ladies belong to the Auxiliary. Mary stated our branding must be advertised more at functions. Mary encouraged everyone to invite Junior members to your meetings. The first renewal notices will come out on September 15, by email if they have your email address. The second notices will be mail only sent on January 15. Awards at rallies are all spelled out in the membership guide. There are 2 National awards that Mary will be promoting heavily. There are 438 Units in Minnesota and if all Units have at least 1 membership paid by October 31, the Department will receive 1,000.00. The next goal is at St. Patrick's Day, if all Units are off 0 paid, the Department will receive 500.00. There will be a hat contest at the Department membership rallies. The hats are assigned according to the membership ranking. Pictures must be taken at an event and posted on the website. Mary had no solicitation of funds to ask for. Kat Benjamin made a motion to accept the Membership program, was seconded and carried.

President Donna announced that her Testimonial date is April 28 at the Willmar Post.

Donna announced that a motion is needed to accept the Charter of Johnnie Baker Unit 291. Sunny Dauphin made a motion to accept and was seconded and carried. The Akeley Unit 363 in District 6 was brought forward by President Donna as to accepting their Charter. This Unit has 8 PUFL members that are in nursing homes. Sandie Deutsch stated it would be easier to have these members transferred to the Department Office. Vicki Bibeau would like to research this before we vote on accepting their Charter as she has no knowledge of the history.

The next order of business was reviewing the Standing Rules that were presented and voted on at Department Convention. The first Standing Rule was Resolution #1 in the District Constitution, Article VI, Section 9 now reads, The quorum percentage for the ten (10) Districts shall be the same as the American Legion Auxiliary Department of Minnesota which is ten (10%) percent. On page 3 of the Department Constitution, Article V, Section 2, was changed to read as follows; The National Executive Committeewoman and the Alternate National Executive Committeewoman shall be elected to serve a two (2) year term and may only serve three (3) consecutive terms. If the National Executive Committeewoman is unable to serve, the Alternate National Executive Committeewoman will fulfill her duties. Resolution #2 of the Standing Rules, Article III section 2 now reads as follows; The Department officers and members of the Department Executive Committee shall assume their duties immediately following the adjournment of the Department Convention and the retiring President shall act as Delegation Chairman at the following National Convention, and appoint those to serve on National Convention committees. Resolution #5, Article IV Section 2(a) shall now read as follows; The Department Executive Committee shall consist of the Department President, Department First Vice President, Department Second Vice President, Immediate Past Department President, National Executive Committeewoman and the District Presidents. All Past National Presidents from Minnesota shall be ex-officio members without vote. The Department Executive Secretary shall be an ex-officio member without vote. Resolution #8, Article IX, Section 1(b) now reads as follows; The Department Audit and 990 shall be presented by the auditor to the Audit Committee at the meeting called by the Audit Committee Chairman for the purpose of reviewing the Audit and 990. Resolution #7, Article IX, Section 3 (a) added the AEF, Girls State and VAR were added. Article IX Section 3(b) were just wording changes. Resolution #4, applies to

Article IX, section 16 (a) was a wording change as well. Resolution #11 applied to Section 17, (20) c and d. C is Resolution 11 and in d the word other was inserted between All and other.

Secretary Sandie stated that Resolutions 6, 9, 10, 13 and 14 were rejected. Resolution #15 is a current resolution in the AEF program. This is in regards to the Minnesota Disaster Fund.

Secretary Sandie stated that in reading the July 12 Finance Committee Meeting minutes there was a motion made and approved to change the budget process. We currently have a Department Budget Timeline Policy in place. The Department Executive Committee is the only body that can change this process. The Finance Committee can only recommend this change and they haven't done that at this time.

President Donna called on Sandie Deutsch for a National Convention update. Registration materials will be ready on Friday, August 18 & Saturday, August 19 to pick up all of your registration information. Tickets will be included in each person's packet. All stipends checks were mailed out.

Secretary Sandie stated that she has signed up for a mailing label fundraiser for the Department Office. She is trying to find all ways possible to raise funds. Every member will be receiving a packet of labels from the Minnesota American Legion Auxiliary. It is not a hoax. There is no cost to the Department Office. After the costs are all covered, we will be given all receipts after the expenses. She is asking that you support this project and make a generous donation.

President Donna thought today went quite well. Donna asked everyone talk to her, not about her. We have to work as a family and to keep in mind our focus is our veterans.

Donna called on Chaplain Carol Holmgren for the closing prayer.

There being no further business, the meeting was adjourned at 4:15 p.m.

Sandie Deutsch
Department Executive Secretary