

Department of Minnesota Executive Committee Meeting
Saturday, April 13, 2019 – 9:30 a.m.
Le Center American Legion Post 108, Le Center, Minnesota

The following were present: Department President Jean Walker, Department First Vice President Mary Hendrickson, Department Second Vice President Patti Coleman, NEC Raleen Tolzmann, Past Department President Donna Arends, 1st District Vice President Michelle Weaver, 2nd District 1st Vice President Robin Olson in for President Kristen Donnelly, 3rd District Vice President Linda Kelly in for President Lynn Duffy, 4th District President Lynn Olson, 5th District President Cari Lamb, 6th District President Sharon Thiemecke, 7th District President Pam Gades, 8th District President Zandra Kessler, 10th District President Sandra Locker, Parliamentarian Carol Kottom and Department Secretary Sandie Deutsch. 9th District President Lynn Carr was absent. There were 8 guests.

Department President Jean Walker called the meeting to order. The opening prayer was given by Mary Hendrickson, the Pledge of Allegiance led by Patti Coleman and the Preamble led by Carol Kottom.

President Jean welcomed everyone to the meeting. She called upon Sharron Christensen, Auxiliary Fall Conference Chairman and Marshall Unit 113 President to give greetings. President Jean as Department Secretary Sandie Deutsch to take roll call.

A motion was called for the approval of the October 25, 2018 Department Executive Committee meeting minutes. Mary Hendrickson made a motion to accept the minutes as presented, was seconded and were approved.

President Jean asked for ratification of the email vote of March 26, 2018 to provide funding for the 100th Anniversary Committee. Patti Coleman made a motion to ratify, was seconded and approved.

President Jean presented a special guest to the committee. Julie Deneffe, long time office Administrative Assistant to the Committee. Jean thanked her for all the hard work and efforts she gave the organization. Jean presented her with a token for her appreciation.

President Jean called Treasurer Jan Lauby to give her financial report. Jan stated that everyone received a report in their packets. After a bad month of December our investments are recovering very nicely. The Treasurers report will be filed as presented.

Department Secretary Sandie Deutsch was called upon for her office report. Sandie reiterated how valuable Julie was to our organization and stated she is looking for a full time staff member to replace Julie. Sandie went over the Coordinated Business proposal to replace our color copier that we currently lease with an upgraded model. This would enable us to better scan all of the

organizations historical records. Another item would be that the Department office would print the Book of Annual Reports and Unit Guides in house. Sandie had a sample of the books. They would now be 8 ½ x 11 in size. This would be a savings to the Department in the long run. Sandie stated that she could also offer this upgraded copier to the other organizations and charge them. Patti Coleman asked if there was a service contract that is in addition to the lease. Sandie stated that is all included in the lease price. Sandie stated that she would be looking for volunteer assistance in the scanning project once it gets going. Zandra Kessler made a motion to accept this proposal and move forward with the project, was seconded and carried.

Sandie stated that Al Zdon is retiring on December 31, 2019. There will be a retirement party on Friday, November 15. Sandie asked that as an Executive Committee is there anything that the organization would like to do for Al. After discussion, Mary Hendrickson stated that she would work on something during her year, if elected. Patti Colman made a motion to ask Bonnie Eells to begin working on a quilt for Al Zdon, was seconded and carried.

Secretary Sandie brought the Employee Handbook issue on Disciplinary Actions back to the floor. Sandie received a response from Judge Advocate Greg Colby After discussion on the proposed changes Patti Coleman made a motion and was seconded to remove the title “Department Executive Director” from the Employee Handbook and replace it with “Office Manager” and carried. In regards to changes to be made to the documents in the handbook Patti Coleman is to contact Carol Kottom to clarify the changes as they should be made.

Sandie brought the Member Handbook that was written in 2015 in regards to having this booklet updated. A committee was put together to go through this handbook and make any necessary changes. Carol Kottom was appointed as Chairman by President Jean and the members are Sandie Deutsch, Michelle Weaver, Cari Lamb and Zandra Kessler. Each member should go through the booklet and come up with changes.

Shauna Whipps, Unit President from the American Legion Auxiliary Unit 108 came to the meeting and brought greetings to the group.

Sandie reported the National Presidents Tour is scheduled and ready to go. She is still trying to contact the Cemetery at Camp Ripley.

Secretary Sandie asked that the DEC come up with a new process for Gift Shop that is documented to be run the same way each year. Jean stated that this will fall into the next Auxiliary year, Mary Hendrickson, if elected, needs to go through the process with the incoming Chairman and committee member to set up the process. Patti Coleman feels an outline needs to be come up with to define what gifts are to be bought and how the entire process is to be handled.

Sandie went over the National Finance and Treasurers Conference that was held in Indianapolis. Jan Lauby attended and Sandie Deutsch went in the place of Carol Barbknecht as she was unable

to attend. Sandie stated that Poppy Funds cannot be used for donations for the Fisher House. They also cannot be used for Girls State.

Raleen Tolzmann was called on to give her NEC report as she needed to leave the meeting early. Raleen stated that the new building is very nice. Two Unit Charters 26 and 448 from Minnesota were accepted from National. Mary Hendrickson asked when a New National Secretary would be hired. Raleen stated that they still didn't know. The bricks will be put in at National Headquarters by National Convention. She went over the Resolutions that will come up at National Convention this August. One is to make it easier for members to transfer to different Units. The other is to restructure the National Committees so that less individuals are needed. Committees will then become more efficient. Sandie Deutsch will email all DEC members the notes on Monday.

Jean called upon the District President's for Charter concerns:

District 1 – none

District 2 – none

District 3 – none

District 4 – none

District 5 – Joe Smith

District 6 – Sharon Thiemecke asked if PUFLS from Menahga, which is closed could be transferred out of 1982 and put them in an active Unit. Sandie stated that the member needs to sign the transfer as long as the officer from the Unit the member is transferring to.

District 7 - none

District 8 – two possibly next year – Zandra is working with them now

District 9 – President Jean thought Breckenridge was in question

District 10 – Hamel and Dayton – Sandy Locker is still working on these two Units

Sandie reported that there are three Units that want to turn in Charters, Breckenridge has 19 on their roster and 14 have paid 2019 dues, Orr has 39 on their roster and 10 are paid and Mountain Iron have 52 members and 39 are paid.

President Jean brought up the Governing Rules Ad-Hoc committee going or can it be dissolved. Carol Kottom still feels there is many items to be cleaned up. There hasn't been anything set up at this time for the next year. Carol feels that the Constitution and Standing Rules Chairman would be able to continue to work on the clean-up. Michelle Weaver made a motion to dissolve this committee, was seconded and carried.

There was no representative from the Audit Committee so Secretary Sandie stated that a copy of the Audit was given to each member. Sandie said there was a conference call to discuss the Audit. There was no findings that need attention.

President Jean stated that we will review the proposed resolutions that will go to Department Convention in July. She thanked Carol Kottom for working so hard on these. These forms are

drafts only for each member to go over and bring any changes to the next DEC meeting in July. They will be reviewed and recommendations will be made at the Pre-Con meeting prior to Department Convention. Michelle Weaver feels that the Memorial resolution needs to be changed to combine the resolved a and b into a. Carol Kottom will make the change. On the National Presidents Homecoming needs to read those currently serving as National Chairman and add National NW Division Vice President, when she is from Minnesota to the resolution.

Jean brought up the policies that were drafted by Suzette Maluchnik after that last Finance Meeting. The first draft was for use of Leadership Funds. This draft was very unclear and vague. Carol Kottom suggests that the employee bonuses need to be budgeted in salaries and not to come out of the Leadership Fund. Mary Hendrickson made a motion to eliminate number three of the draft copy, was seconded and carried. The bonuses will be budgeted as part of salaries. Sandie Deutsch will get with Bev to finalize the second draft copy on the changes for use of the Leadership Fund.

President Jean called upon Karla Otterness for an update on the 100th Anniversary Committee celebration. The members of the committee are President Jean Walker, 1st Vice Mary Hendrickson, 2nd Vice Patti Coleman, PDP Marsha Bible, 1st District President Michelle Weaver, 6th District President Sharon Thiemecke, Chaplain Margee Keller and Historian Karla Otterness. Karla had a handout on events and awards that were discussed at their meetings. Karla went over some of the items they would like to hold throughout the year. One event would be to hold a bag auction during Department Convention. Sandie need to know for sure so she can find space at the Conference Center in Willmar. Linda Kelly asked about a permit as this maybe under Charitable Gambling. The committee will have to check in to this. Sandie asked that Karla get something in one of the next upcoming Unit Mailings.

Jean asked if there were any questions or any other business to come forward.

Patti Coleman brought up the issue on an item that was posted on Facebook by one of our members to hold a party and all proceeds would go to benefit the programs of the American Legion Auxiliary Department of Minnesota. After all facts came forward and discussed the main issue was that Patti just had a question and needed an answer if it was allowable to hold something like this fundraiser without permission. There was just misunderstanding and misinterpretations of the issues. This issue is now resolved.

President Jean gave an update on her President's Project. As of 4/12/2019 \$17,575.00 has been collected and the Honorary Junior President has \$2,870.00 so far.

Donna Arends came forward to state she had talked to Bill Barbknecht regarding the passing of Carol. Dee Dee Buckley will be organizing a memorial at Carol's service and people need to contact her for details.

Sandie Deutsch brought up that Jean asked what my plans were and tentatively will be working through September of 2020. Sandie also brought up an email she received from a new member who was very disillusioned in joining the organization. It was very alarming as to how a new member was being treated by the Unit leaders. Sandie will discuss this with the proper District President.

Jean announced her Testimonial is May 18, National Presidents Tour is May 13-16, the next DEC meeting is Wednesday July 10 in Willmar and Department Convention will be July 11 -13 in Willmar. We will have our gift exchange after adjournment.

Jean Walker called upon Mary Hendrickson for the closing prayer.

There being no further business, a motion was made by Sandy Locker to adjourn, was seconded and carried.

Sandie Deutsch
Department Executive Secretary