

Department of Minnesota Executive Committee Meeting
Saturday, August 15, 2020
Waite Park American Legion Post #428 – Waite Park, MN

Department President Mary Hendrickson called the meeting to order at 1:10 p.m. Prayer was offered by our Chaplain Cheryl Nymann. Since we had a full opening in the morning, we did not recite the pledge or preamble for the Executive Committee meeting. Roll call was also taken at the morning workshop session.

Present were: Department President Mary Hendrickson, 1st Vice President Patti Coleman, 2nd Vice President Mary Kuperus, Immediate Past Department President Jean Walker, NEC Raleen Tolzmann, 1st District President Wanda Prescher, 2nd District President Robin Olson, 3rd District President Linda Kelly, 4th District President Sandy Gibson, 5th District President Mary Younkin, 6th District President Roberta Elvecrog, 7th District President Lorraine Wigen, 8th District President Sue Korhonen, 9th District President Pat Hanson, 10th District President Brandi Christiansen, Department Secretary Marsha Bible, and Department Treasurer Jan Lauby.

Parliamentarian Norma Tramm and many department chairmen and appointees were also in attendance.

President Mary welcomed everyone to the Executive Committee meeting. Greetings were read in the morning from Department Commander Mark Dvorak and given by Detachment SAL Commander Dave Vulcan as well.

1st Vice President Patti Coleman escorted Honorary Department Junior President Emily Seuss to the podium. Emily told the group that the Juniors missed out on several of their special events as a result of COVID including the Department Junior Conference and Junior Fun Weekend at Legionville but they have been communicating via Facebook, snapchat and other means but of course it is not the same as in person. She asked us to continue to support the Juniors this year in three ways: recruiting new members, mentoring Juniors and by supporting their project. The Juniors raised \$6,965 for their project last year and it was evenly distributed among the 5 state veterans homes with each receiving \$1,400 each. Those funds were used to help provide some much-needed activities for the veterans during COVID. This year's project will be collecting funds for the Minneapolis and St. Cloud VA Healthcare System for a similar purpose and will be split evenly between them.

President Mary called for the approval or ratification of minutes from any actions taken after the last Executive Committee Meeting.

A motion was made by Roberta Elvecrog, seconded and carried to ratify the appointment of Norma Tramm as the Parliamentarian for the 2020-2021 year.

A motion was made by Wanda Prescher, seconded and carried to approve the minutes of the Department Executive Committee held on March 21, 2020.

A motion was made by Roberta Elvecrog, seconded and carried to ratify the email vote on April 23, 2020 concerning a reimbursement allowance for the making of masks.

A motion was made by Wanda Prescher, seconded and carried to ratify the email vote on May 1, 2020 concerning the Authorization to Borrow Funds as it was corrected on the policy printed.

President Mary 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 powers of the Executive Committee, subject to the action of that committee, and may meet four times in each fiscal year." It was noted that these meetings are typically done as conference calls or zoom meetings. A motion was made by Mary Kuperus, seconded and carried to elect the three members who served in 2019-2020 for the 2020-2021 year namely Brandi Christiansen, Sue Korhonen and Linda Kelly.

President Mary asked each District President to state their Theme, Symbol and Project for the upcoming year.

First District President Wanda Prescher

Theme – Responding to our Veterans in Need

Symbol – Poppy

Project – Veterans Emergency Fund at the Minneapolis VAHCS with a goal of \$3,000

A motion was made by Wanda Prescher, seconded and carried to approve her project.

Second District President Robin Olson

Theme – Spreading Our Wings for Our Veterans

Symbol – Eagle

Project – Eagle's Healing Nest in Redwood Falls with a goal of \$3,000

A motion was made by Robin Olson, seconded and carried to approve her project.

Third District President Linda Kelly

Theme – Think Outside the Box

Symbol – Box

Project – Funds for Activities at Hastings Veterans Home and either a special party in the Spring or an item for each veteran like a zip-up hoodie for St. Peter Regional Treatment Center

A motion was made by Linda Kelly, seconded and carried to approve her project.

Fourth District President Sandra Gibson

Theme – Free Because of Our Veterans

Symbol – Eagle carrying the American Flag

Project – Raising funds for fun nights at the Minneapolis VA Medical Care Center with a goal of \$360.

A motion was made by Sandy Gibson, seconded and carried to approve her project.

Fifth District President Mary Younkin

Theme – Soaring for Our Veterans

Symbol – Eagle

Project – Host a Corn Feed with music for the Minneapolis Veterans Home and planning 3 outings to the Guthrie or Arboretum. Joint with The American Legion. Goal is \$2,200.

A motion was made by Mary Younkin, seconded and carried to approve her project.

Sixth District President Roberta Elvecrog

Theme – Support All Veterans

Symbol – Heart in Hands

Project – St Cloud VA Medical Healthcare System wing addition with a goal for both years around \$15,000.

A motion was made by Roberta Elvecrog, seconded and carried to approve her project.

Seventh District President Lorraine Wigen

Theme – Bless All Veterans

Symbol – Book

Project – Quilts of Valor with a goal of \$1,500.

A motion was made by Lorraine Wigen, seconded and carried to approve her project.

Eighth District President Sue Korhonen

Theme – You Served for Us, How May We Serve For You

Symbol – Heart

Project – Folding chairs for the TV room at Silver Bay Veterans Home with a goal of \$800.

A motion was made by Sue Korhonen, seconded and carried to approve her project.

Ninth District President Pat Hanson

Theme – Bikers Roll In

Symbol – Motorcycle with a flag

Project – Scholarships for Boots on the Ground group of Legion Bikers at the Fergus Falls Veterans Home.

A motion was made by Pat Hanson, seconded and carried to approve her project.

Tenth District President Brandi Christensen

Theme – 100 Years of Service and Lighting the Path for Our Veterans and Military

Symbol – Lantern

Project – Clothing for the clothing room and \$3,000 for books on PTSD Awareness for the St. Cloud VA Healthcare System.

President Mary called on Department Treasurer Jan Lauby for the Treasurer's Report. Jan reported that our auditors would be visiting our office at the end of August to start our annual audit. She also reported that our investments are starting to bounce back and appear to be doing well.

President Mary called on Secretary Marsha Bible for the office report. Marsha said that as they have contacted units over the past few months, many units have indicated that they are struggling and are considering relinquishing their charter. Marsha and Jan Lauby reviewed the policies of several departments concerning a process that we could use. A copy of the policy recommendation "Unit Procedure for Charter Cancellation" was given to members to review. Marsha also stated that they are going to try a new format to the bi-monthly Unit mailings. The goal is to have the information be interesting and eye-appealing so that more members read the Unit mailing and share it with their members. She also mentioned that the office has been using many methods to keep in contact with our members and Legion Family members throughout the COVID pandemic. They have increased their Facebook presence and will post items as they come up such as requests for more masks or membership, etc. The Department now has a 1-year ZOOM license and has been sharing it with several of our committees and our Districts so that they can keep in contact with their members. It has been a learning curve but is getting easier each day. We are working on updating the website as soon as possible. That has been our lowest priority at this point but will hopefully be up to date soon. Marsha also reported that long time American Legion Finance Liaison Laura Weber is set to retire on September 30th. Laura works closely with the Auxiliary and handles the financials for Legionville, ALFHA, Brain Science Foundation and our employee benefit plans through the state and with our 401K provider. She would like the department to give her a gift card. Marsha also advised that a piece of stationery was placed in the packets of information. Our national organization recently changed their letterhead and had a sample on their website. She would like to revise our letterhead to be similar but with our department's specific details. Her final item to announce was that The American Legion has been working for several months to include the auxiliaries of the veterans organizations in the Minnesota Commanders Task Force. We will now have representation from our Department President, Department Secretary and Department Legislative Chairman on this committee. This committee meets on a monthly basis and determines the footprint for the veterans organizations in Minnesota that are presented to our legislators each year. These items will be brought up under new business.

President Mary announced that we will now begin Sharing Our Auxiliary Programs with updates and approval of solicitation of funds for the upcoming year.

Dee Dee Buckley, National Security Chairman and Chris Ronning, Armed Forces Service Center Representative gave their reports. Dee Dee reviewed activities in the Program Action Plan and reminded everyone to continue to help military families and wear Red on Fridays. Chris reported that the center at MSP Airport will remain closed until further notice. The center continues to assist military members individually as needed. The items that they anticipate needing this year include hygiene items, comfort items, small activity bags for children and monetary donations. She was only able to attend 2 meetings due to COVID. But she was able to attend the dedication of the new location in October.

Joanne Joachim, Americanism Chairman reported that Minnesota had a national winner to the Americanism Essay Contest this past year from the Carlstad unit in the 9th district. She stated that the essay contest will use the same theme as last year since this is a continuation of the

previous year. She encouraged units to become actively involved in the oratorical contest as well. She also noted that units should read the rules for the awards and apply for them. She encouraged District Presidents to have their Americanism chairman submit a district report.

Suzette Maluchnik, Audit Committee Chairman was unable to attend but Vida Bacon turned in her report for our records. The Audit Committee provides oversight and advises on internal controls over financial reporting, independent audits, risk management and accounting. They are responsible to investigate any complaints/concerns about financial mismanagement and report back to the Department Executive Committee about how those concerns/complaints were investigated, managed and resolved.

Joanie Krantz, Auxiliary Emergency Fund Chairman reported that AEF provides temporary financial assistance to eligible members during financial or weather-related emergencies and natural disasters. We will again hold our silent auction at Fall Conference at Breezy Point on Friday, October 23rd. She will be sending a note to all AEF district chairmen asking them to assist with the auction. She asked permission to solicit funds for the Auxiliary Emergency Fund. A motion was made by Brandi Christensen, seconded and carried to accept the AEF report. A motion was made by Raleen Tolzmann, seconded and carried to approve the solicitation of funds for the AEF.

Robin Dorf, Children & Youth Chairman reported that children are the most important work. The emphasis again this year is protecting, caring and supporting our youth, particularly those of veterans' and military families. She encouraged units to seek out entries for the ALA Youth Hero and Good Deed Awards. Application forms can be found on the national website. They need to be sent to the Department office for certification. In support of military children, she asked that everyone "Purple Up for Military Kids" on April 15th. Of importance is supporting our homeless veterans with children living on the streets with them. She also encouraged us to support programs of The American Legion. There is a new Halloween Coloring Book available for purchase from Emblem Sales this year also. A motion was made by Linda Kelly, seconded and carried to accept the Children & Youth report. A motion was made by Brandi Christensen, seconded and carried to approve the solicitation of funds for the Child Welfare Foundation. A motion was made by Mary Kuperus, seconded and carried to approve the solicitation of funds for Legionville. A motion was made by Wanda Prescher, seconded and carried to approve the solicitation of funds for TFA (Temporary Financial Assistance).

Diane Hayes, Community Service Chairman reported that we need to continue to participate in activities in our community especially those that include veterans and their families. She reminded everyone to wear their ALA logo items when doing so. Stay in touch with those in your community to see if they need assistance. A motion was made by Mary Kuperus, seconded and carried to accept the Community Service report.

Carol Kottom, Constitution and Standing Rules Chairman reported that she plans to hold a zoom session with the District Chairmen to review the Unit Constitution and Bylaws and then later the District Constitution. She noted that there are still parts of our Standing Rules that are questionable. She also hopes to prepare something for Department Convention that addresses

catastrophic things such as COVID19. She needs district information for districts 1, 2, 6 and 7. A motion was made by Linda Kelly, seconded and carried to accept the Constitution and Standing Rules report.

Pam Gades, Education Chairman was excused. Minnesota had 3 national scholarship winners this year – one Children of Warriors, one Junior Member Loyalty Scholarship and one Non-Traditional Scholarship. A motion was made by Patti Coleman, seconded and carried to approve the solicitation of funds for the Department Scholarship Program. A motion was made by Patti Coleman, seconded and carried to approve the solicitation of funds for the American Legion Legacy Scholarship program.

Jean Walker, Girls State Chairman reported that plans are being made to consider that we may not have a traditional ALA Minnesota Girls State program this year. Much of this will be determined by the college and whether social distancing restrictions are still in place. The committee is working on plans for both a typical program and a virtual session. Committee members plan to participate in the Girls State National Conference via Zoom in September. A motion was made by Jean Walker, seconded and carried to accept the Girls State report. A motion was made by Jean Walker, seconded and carried to approve the solicitation of funds for the Girls State Fund whether it be financially or as in-kind donations.

President Mary called upon Becky Nelson, Finance Chairman to present the final budget for approval. Total anticipated income is \$724,687. Total Expenses are \$833,975. The net result shows a deficit of \$109,288. The changes made after the budget printed are: Auxiliary Emergency Fund increase from \$10 to \$35, Gift Shop increase from \$65,000 to \$75,000, History increase from \$110 to \$610, Veterans Affairs & Rehabilitation increase from \$54,340 to \$67,290 and the addition of a Miscellaneous line item with \$600 budgeted. This would be \$100 for a gift for Laura Weber and \$500 for removal of old computers, etc. The finance committee recommended approval of the budget as amended by their committee. A motion was made by Wanda Prescher, seconded and carried to approve the budget as amended by the Finance Committee. **[NOTE: After reviewing the budget in anticipation of submitting the budget with these minutes the Total Expenses amount and the Net Result numbers were miscalculated. The correct numbers are: Total Anticipated Income - \$724,687.00 and Total Budgeted Expenses \$834,475.00 with a Net Deficit of \$109,788.00. The Finance Committee concurs with this revision.]** Chairman Becky also reported that the Finance Committee met with Secretary Marsha, President Mary, 1st Vice President Patti and 2nd Vice President Mary regarding the PPP Loan that we received. Our loan amount was \$35,269.92. According to our bank, a forgiveness bill has not been passed as of our meeting date. If the SBA does not forgive the loan, we need to pay back the amount borrowed plus \$465.46 in interest. The contract is for 18 monthly payments with the first payment due on December 5, 2020. The finance committee recommended that the department give the entire amount of the loan back. The loan is to be used only for payroll since we do not pay utilities. After much discussion, it was decided that this would be brought up under Unfinished Business at the Fall Conference Executive Committee Meeting. The finance committee also asked to solicit funds. A motion was made by Brandi Christensen, seconded and carried to approve the solicitation of funds for the American Legion Family Hospital Association. A motion was made by Brandi Christensen, seconded and

carried to approve the solicitation of funds for the American Legion Auxiliary Foundation. A motion was made by Mary Kuperus, seconded and carried to approve the solicitation of funds for the Brain Science Foundation.

Donna Barbknecht, Junior Activities Chairman reported that President Emily is encouraging Junior members to recruit and mentor other Junior members. She would also like to see Juniors involved in teaching senior members how to utilize zoom, Facebook and other social media so they can communicate during COVID. Another idea is to encourage Juniors to participate in the Junior patch program and to be aware of the scholarships available to Junior members. Her theme continues as "Juniors Catching the Hearts of Veterans" with the softball as her symbol. Her project as outlined in her talk at the beginning of the meeting will benefit the veterans at the Minneapolis and St. Cloud VA Healthcare Systems. A motion was made by Sandy Gibson, seconded and carried to accept the Junior Activities Report. A motion was made by Mary Kuperus, seconded and carried to approve the solicitation of funds for the Honorary Department Junior President's project.

Karla Otterness, Department Historian and History Chairman reported that there are no changes in her program this year. She does want to encourage Junior participation in writing of their history. She announced that the finance committee approved the purchase of an Auxiliary logo backdrop that will be used for Auxiliary programs such as Fall Conference, Junior Conference, ALA Minnesota Girls State and Department Convention. A motion was made by Brandi Christensen, seconded and carried to accept the History Report.

Mary Kuperus, Leadership Chairman reported that the leadership program will be an extension of the previous year. The training scheduled last April for Sanborn will be rescheduled. She is hoping to have leadership workshops in the districts that did not have one last year namely 6, 7, 8 and 9. A motion was made by Mary Kuperus, seconded and carried to accept the Leadership report.

Patti Coleman, Legislative Chairman reported that the purpose of the program is to disseminate information about the legislative agenda of The American Legion. She will continue to use the department ALA Facebook page with Legislation & Action information for our members. She also mentioned that she is excited to be included as a member of the Commander's Task Force and have access to the information as soon as it happens without having to wait for information to come from her Legion counterpart.

Cheryl Nymann, Department Chaplain and Memorial Chairman reported she announced that she would be taking prayer requests for members. She said that as we Remember, Honor, Serve we should think of the word PRAY. P – Pour out your heart. R – Realize God is always near. A – Always believe. And Y – Yield to God's Answer. Prayer can change our situation and outlook. She believes that prayer allows us to change our situations. Our hearts change as we seek God's wisdom and truth. She encouraged everyone to submit prayers for President Mary's Book of Prayers. A motion was made by Patti Coleman, seconded and carried to accept the Memorial report.

Norma Tramm, Department Parliamentarian reported that the Parliamentarian is kind of like google. She is who you seek out for information. She can offer the advice or rationale to the President, but the presiding officer makes the final call. She advised the Executive Committee members to read the information provided and be prepared when they come to a meeting. She also explained the reason for a motion on the solicitation of funds. It puts in writing that approval was given to solicit for specific programs. A motion was made by Roberta Elvecrog, seconded and carried to accept the Parliamentarian report.

Sandy Fredrickson, Past Presidents Parley Chairman reported that Past Presidents will be encouraged to continue to mentor units and their districts. The program will again ask for units to submit a nomination for our "member of the year" contest. There were 6 applicants to the Past Department Presidents Health Care Scholarship and all six were awarded scholarships. This year a letter or possible Zoom meeting will be held to discuss with the Past Department Presidents the possibility of a change to the eligibility clause on our scholarship. It currently is for Auxiliary members and Sandy would like to consider including Sons of The American Legion members as well with the same 3-year membership criteria. November 10th is the 101st birthday of the American Legion Auxiliary. Units are encouraged to celebrate in any way they can. A motion was made by Roberta Elvecrog, seconded and carried to accept the Past President's Parley report. A motion was made by Brandi Christensen, seconded and carried to approve the solicitation of funds for the Past Presidents Healthcare Scholarship.

Sandy Wersal, Poppy Chairman reported that May is poppy month. Units are encouraged to promote the poppy poster contest. Submissions can be sent by mail or digitally as a pdf or jpeg this year. Last year's participation was low due to COVID. There is a new Poppy Coloring Book that is available on the ALA National website. There will be 2 contests at Fall Conference - #1 will be a basket to hold poppies for distribution and #2 will be a 2" poppy pin with a Minnesota theme. A motion was made by Mary Kuperus, seconded and carried to accept the Poppy Report. A motion was made by Mary Kuperus, seconded and carried to allow for solicitations for the People's Choice Contest at both Fall Conference and Department Convention with proceeds going to the Department President's Project.

Jean Horack, Public Relations Chairman reported that we need to promote who we are, what we do and why we matter to all our members, potential members and the general public. We should take time to celebrate the ALA's centennial celebration and share a favorite story about the positive impact you or someone you know has had on our mission this year. Everyone was also reminded to be ALA branded at your events. A motion was made by Linda Kelly, seconded and carried to accept the Public Relations Report.

Linda Kropuenske, Veterans Affairs & Rehabilitation Chairman began by introducing her committee members. If you or your Unit is making items for a facility, check with them first to see if there is a current need. Currently only 1 of our 9 VA&R representatives is working inside their respective facility. COVID has changed how we work the VA&R program. A motion was made by Brandi Christensen, seconded and carried to accept the VA&R report. A motion was made by Patti Coleman, seconded and carried to approve the solicitation of funds for the American Legion Auxiliary Hospital Program. A motion was made by Sandy Gibson, seconded

and carried to approve the solicitation of funds for the \$5 Bill Shower. A motion was made by Roberta Elvecrog, seconded and carried to approve the solicitation of funds for the overall VA&R program. A motion was made by Wanda Prescher, seconded and carried to approve the solicitation of funds for the Minnesota Creative Arts program. A motion was made by Wanda Prescher, seconded and carried to approve the solicitation of funds for Fisher House. Linda also asked the Executive Committee to extend the Mask Reimbursement Program set up in the spring until August 31, 2021. A motion was made by Wanda Prescher, seconded and carried to allow any member to submit for reimbursement for mask supplies for our VA Hospitals and Minnesota Veterans Homes not to exceed \$50. This would be a one-time payment in fiscal year 2020-2021 with a cap of up to \$7,500 from the VA&R Fund. Members who had applied in 2019-2020 may also submit for this fiscal year. Chairman Linda also showed everyone a beautiful twin-size patriotic quilt made by a friend to be given to one of the facilities to distribute.

Mary French, Gift Shop Chairman reported that Gift Shop as we know it change to meet the needs of COVID and the facilities we service. We will be giving gift cards instead of actual gifts this year. These will be purchased through the Scrip program that is tied to Girls State. Last year there were 2,962 gifts purchased with 257 returned and 193 returned to stores. We have 64 hats left. A motion was made by Patti Coleman, seconded and carried to deviate from the Standing Rules concerning Gift Shop for this year only to allow us to deviate from the rule that Gift Cards are given to veterans only. There was discussion that the cards may not work with each facility and Mary stated that we will work with each facility to specialize the Gift Shop this year if necessary. A motion was made by Patti Coleman, seconded and carried to distribute all items left from previous Gift Shops to the 9 facilities for their use with the veterans. The inventory will be listed and brought to the September 19th VA&R meeting.

Karla Otterness, 100th Anniversary Chairman reported that the committee met via Zoom and has plans for a presence at Fall Conference. We are hoping to have a photo op location where members can take pictures with our new backdrop, etc.

Sharon Thiemecke, Membership Chairman reported that we will continue “Mining for Members, They are Our Gems” this year. We will “Round Up Our Gems” at Fall Conference. Ask your District Membership Chairman how you can help. All members should be recruiters! Our Department goal is 30,317. New this year – The American Legion membership chairman will have a gift for any member who brings a new member to a rally and the new member. Our joint membership Round Up will be at Fall Conference on Friday, October 23rd at 6:30 pm.

There was no unfinished business.

New Business:

President Mary Hendrickson announced that her project in 2019-2020 was very successful. This year she will have a different project which will be distributing gift cards to the County Veteran Service Offices in the 87 counties in Minnesota. These cards will be used to help veterans with emergent needs such as fuel and groceries. A motion was made by Patti Coleman, seconded and carried to approve the Department President’s Project.

Patti Coleman came forward with a request for 2021 Department Presidents Pin reimbursement. Typically, the Department President's pin is paid for by the President and/or her unit and is not included in any budget of the American Legion Auxiliary. As the only announced candidate for Department President, Patti planned for one year in advance of her anticipated election in July 2020. She ordered her pins through Emblem Sales and was told a date to order by. Emblem Sales told her the pin had to have a date on them. And then COVID struck. Patti will now be elected as president for the 2021-2022 year. Her pins cost over \$1,913.19. Through some negotiation between Sandie Deutsch, Patti and Emblem Sales she was able to get a credit of \$613.46. A motion was made by Jean Walker, seconded and carried to reimburse Patti Coleman \$1,299.73 for her President's pins dated 2020-2021. Patti noted that she will now need to order pins with the correct dates and can no longer purchase pins from China because imports are not being sold at this time. This will increase the cost.

President Mary reported that the 2020 Department Junior Conference was cancelled due to COVID along with everything else. The question put to the Executive Committee was what District would be responsible for the 2021 Department Junior Conference. A motion was made by Brandi Christensen, seconded and carried to hold the 2021 Department Junior Conference in the 6th District.

President Mary asked if there were any reports of units having problems. Secretary Marsha and Treasurer Jan have been keeping a list of units that appear to be struggling. Presidents were asked to touch base with them. Hopefully now having a policy will help to guide units and districts into reaching out sooner.

President Mary called on Patti Coleman for a report on the actions of the COVID 19 committee. Patti thanked everyone who had a hand in any way in helping to coordinate making or transporting masks to our veterans across the state. She also thanked the District Presidents for being there for their districts to keep our programs going during the stay at home order for Minnesota.

President Mary announced that the Book of Annual Reports will be in the first unit mailing and the 2019-2020 Awards will be presented at Fall Conference.

President Mary reported that Sandie Deutsch retired on July 17th. Since we didn't have a Department Convention, Sandie will give her farewell to both the Auxiliary and the Legion at Fall Conference. We will hold a small reception in her honor immediately following the Friday afternoon session. She asked the 1st and 2nd Vice Presidents and any other executive committee members to assist in distributing treats at the close of Friday's session.

President Mary reported that our Member Handbook is outdated. It was last printed in 2015. This could be updated and printed in-house using our own equipment and we could make limited amounts so that we don't have an excess amount like we currently have. These were sold at \$3.00 each of 2 for \$5.00. A motion was made by Mary Kuperus, seconded and carried to revise and reprint the Member Handbook.

Patti Coleman came forward with two proposed revisions to the Employee Handbook.

Revision #1 refers to the 401(K) Plan (Page 11)

Currently reads: The American Legion Auxiliary, Department of Minnesota, shall contribute 4% of employee's gross wages quarterly to our 401(K) plan. In addition, the American Legion Auxiliary will match up to a four percent (4%) annually.

A motion was made by Patti Coleman, seconded and carried to **add the following line:**

This benefit applies to American Legion Auxiliary employees hired prior to October 22, 2015.

Also, there is currently no definition of when the 401(K) plan becomes effective for an employee.

A motion was made by Patti Coleman, seconded and carried to **add the following line at the end of the 401(K) plan section:**

Employees are eligible for participation in the 401(K) plan six (6) months from the first day of employment.

Revision #2 refers to Benefits (noted on Page 8 Health Insurance & Dental Insurance, Page 9 Term Life Insurance, Page 10 Disability Insurance and Page 11 401(K) Plan)

A motion was made by Patti Coleman, seconded and carried to **Add a new page #12 and renumber the rest of the pages with Page #12 to read:**

All employee benefits provided by the American Legion Auxiliary including Health Insurance, Dental Insurance, Term Life Insurance, Disability Insurance and 401(K) contributions will cease on the last day of the month that the employment is terminated whether voluntarily, involuntarily or by retirement.

President Mary thanked everyone for participating in this productive day. She announced that there will be a Joint Testimonial for the Department President, The American Legion Department Commander and Sons of The American Legion Detachment Commander held on Saturday, June 19, 2021 at the New Prague American Legion Ballroom. More details to come later.

Department Chaplain Cheryl Nymann offered closing prayer.

There being no further business the meeting was adjourned at 4:15 pm.

Marsha Bible
Department Secretary

Attachments to the Minutes:

2020-2021 Budget as Amended

Policy – Unit Procedure for Charter Cancellation is attached to these minutes