

Department of Minnesota Executive Committee Meeting-Executive Session
Saturday, March 21, 2020
American Legion Auxiliary Headquarters, St. Paul, Minnesota

Please note, due to the COVID-19 meeting restrictions only 10 people were allowed to attend the meeting in person, the balance was on a telephone conference call.

Department President Mary Hendrickson called the meeting to order and announced that as this is a "restricted" meeting she made the decision to forego the traditional opening of prayer, pledge and preamble and go right to the business at hand. After a short welcome President Mary called upon Secretary Sandie Deutsch to take roll call:

Department President Mary Hendrickson – Office
1st Vice President Patti Coleman – Phone
2nd Vice President Mary Kuperus – Office
Immediate Past Department President Jean Walker – Phone
NEC Raleen Tolzmann – Office
1st District President Wanda Prescher – Office
2nd District President Robin Olson – Office
3rd District President Linda Kelly – Phone
4th District President Sandy Gibson – Office
5th District President Mary Younkin – Phone
6th District President Roberta Elvecrog – Phone
7th District President Lorraine Wigen – Absent
8th District President Sue Korhonen – Phone
9th District President Pat Hanson – Phone
10th District President Brandi Christensen – Office
Department Secretary Sandie Deutsch – Office

Also in attendance at the Department Office was Department Treasurer Jan Lauby and Parliamentarian Marsha Bible

Mary stated that we will also forego the District President's review of their year. She thanked everyone for the fantastic job they are doing in their Districts.

A motion was called for the approval of the October 24, 2019 Executive Meeting minutes. Roberta Elvecrog made a motion to accept the minutes and was seconded.

A ratification of the email vote of January 27, 2020, which provided reimbursement of mileage for the Department Secretary Position Ad-Hoc Committee. A motion was made by Roberta Elvecrog, was seconded and approved.

Department Treasurer Jan Lauby came forward with her Treasurers report. There being no questions, the report was filed as presented.

President Mary called on Secretary Sandie Deutsch for her office report. Sandie is still waiting to receive a policy on handling the Gift Shop Program. This is up to the Executive Committee to come up with a plan. Sandie announced that we received the \$5,000.00 from the Bayport Post for the Girls State Program. We will also be receiving \$5,000.00 from them to use as necessary for the Department Office. This is on hold until the Post reopens. As of today, Girls Nation is still on schedule and so is our Minnesota Girls State. Roberta Elvecrog asked for clarification regarding a Unit donating money for grocery gift cards during the COVID19 crisis. Sandie Deutsch stated electronic meetings are permissible in our Standing Rules. The National Presidents Tour has been cancelled and will not be rescheduled. National Convention is still on schedule at this time. Sandie stated St. Bonifacious has voted to turn in their charter and donated all of their monies in the amount of \$13,218.00 plus \$2,000.00 to 10th District President Brandi Christensen's project. Their money was equally divided between programs on our donation list. The Department Chairmen will be notified if their program received a donation and it will be up to them to send thank you notes. The office is running as normal as possible. Sandie is having one person at the office work in the office per day, the others are working from home. This is dependent on what Governor Walz states in his announcement on Monday. Patti Coleman asked if the staff is set up to work at home and Sandie responded yes. Sandie said that Pat Nelson sent a note to the office thanking for the opportunity to be the accompanist for the past years but she is now stepping back and will no longer play the piano for our events. We will need to find someone else to fill those shoes. Raleen Tolzmann suggested that Kim Breamer could be contacted to do this. Sandie will make up a Certificate of Appreciation for Pat to be presented at Department Convention.

President Mary announced that as of today she has \$21,769.00 in her Department President's project. Honorary Department Junior President Emily has \$3,800.00 in her project fund.

President Mary now asked for new Charters or existing Charter concerns. Secretary Sandie called up each Unit:

1st District: Wanda Prescher stated that the Byron Unit has problems and Wanda is working with them.

2nd District: There are 3 Units having issues. Bigelow, Revere and Worthington are having issues. Raleen has been working with them. She asked Sandie to send Revere the paperwork to disband.

3rd District: Linda Kelly stated that Watertown is still an issue and Karla Otterness is working with them. They are planning to disband and Karla is handling the paperwork.

4th District: Sandy Gibson stated that the Lester Tjernlund Unit will be disbanding but Virginia Whaley will have the members transferred.

5th District: Mary Younkin stated there are no problems at this time

6th District: Roberta Elvecrog stated that Boy River is hanging on but they don't want to turn in their Charter at this time

7th District: Sandie brought up the Boyd Unit but Lorraine Wigen wasn't in attendance.

8th District: Sue Korhonen had nothing to report

9th District: Pat Hanson had nothing to report

10th District: Brandi Christensen came forward with her notes. Brandi did attend the last meeting at St. Bonifacious. Brandi was going to meet with New Brighton as they are way over goal.

Brandi will meet with them to get them reorganized. Brandi feels we need to accept the Charters for both Dayton and Hamel as we have been trying to revitalize them for years and they aren't communicating any more.

President Mary came forward and asked for a motion to accept the Charter of St. Bonifacius Unit 597, 10th District. A motion was made by Brandi Christensen, seconded and carried. Mary then asked for a motion to accept the Charter for Dayton Unit 531, 10th District. A motion was made by Brandi Christensen, seconded and carried. The next item was by President Mary who asked for a motion to accept the Charter for Hamel Unit 394, 10th District. Brandi Christensen made a motion to accept the Charter, was seconded and carried. President Mary then asked for a motion to accept the Charter of Revere Unit 382, District 2. Robin Olson made a motion to accept the Charter, was seconded and carried. President Mary asked for a motion to accept the Charter of Bigelow Unit 496, District 2. Robin Olson made a motion to accept the Charter was seconded and carried.

President Mary asked for discussion on the upcoming Junior Conference. It is scheduled for April 17-18 in Waite Park. Donna Arends, Department Junior Activities Chairman was on the meeting conference call at this time. Donna gave the update as follows. She has 12 registrations at this time but isn't sure how many Honorary Junior President has at this time. Donna felt comfortable with cancelling the Conference at this time. Patti Coleman does feel that the Junior Conference needs to be postponed at this time but she feels it would be a good idea to schedule it when we hold Department Convention in July. There were concerns about having the Juniors have their meeting at a casino but Patti stated we have been having functions at casinos for years. She felt the Wednesday prior to Department Convention would be a good time to hold their Conference. Sandie suggested that the Junior Conference be held at the Redwood Falls Post rather than at the casino. Donna Arends will contact Jeannette and Jim Mertens to see if the Post would be available. Marsha Bible stated that the Waite Park Unit is on board on with whatever is decided as to where to hold the Junior Conference. President Mary asked for a motion on how to handle the Junior Conference for 2020. Patti Coleman made a motion to reschedule the Department Junior Conference for Wednesday, July 15 in Redwood Falls with a location to be determined. There was a second and the motion carried. Donna Arends thanked everyone for their help and cooperation. There will be a post on the website. Sandie will have The Legion put it on their website. Donna will send a note to each of the District Junior Presidents as to the status of the Conference. Sandie will let the Junior Officers know of the changes.

President Mary included a letter received from the National Headquarters that explains elected officers. This information needs to be shared with all Districts. Mary asked for questions. Jean Walker asked if District Installations could be held during the Department Convention. They could also hold email elections. Linda Kelly asked if the email election were used, would they have to contact those that don't have email. The answer was yes that they must be contacted. National Convention delegates would need to be elected as well. Marsha Bible said there is a 1-800-Conference Call and you could hold a District Convention via a phone call. Sandie asked how to handle delegate counts if the Districts hold their Convention if this were handled via phone conference? Marsha recommended that Districts need to elect their delegates to National Convention and send in the names in the order they are elected. This is in case their delegate count is lowered.

The next order of business is how to handle refunds for Girls State if the session is cancelled. The Girls State has a standing rule that there are no refunds. President Mary asked for a motion to allow for refunds if the 2020 Girls State session is cancelled. Jean Walker made a motion to approve, was seconded and carried. Roberta asked about the gambling funds checks that we received as we previously discussed that they sometimes budget that money and don't want it back. Patti Coleman asked for a report from the Girls State Chairman as to the actual status of Girls State at this time. Jean Walker stated that Peggy Tesdahl contacted Bethel as well as Secretary Sandie and they want us to hold tight at this time. There is no penalty or money that will be due. There being no further discussion the motion carried.

Patti Coleman had another question for GS Chairman Jean Walker. Patti was wondering when the decision will be made as to the decision to hold or cancel Girls State. Jean will contact Peggy Tesdahl so a decision will be made in the very near future. Sandie recommended that Jean and Peggy contact Bethel and get answers. They will contact President Mary with answers and we will proceed from there.

President Mary called upon NEC Raleen Tolzmann for her report from the last meeting. Raleen had previously sent out attachments to all members. National would like to change the Code of Ethics. This will come up as a motion at National Convention. Raleen explained National's point of having the National Director and National Secretary being separate positions. The National Secretary has a vote on the Board, the National Director is an employee. The National Secretary is a voluntary position. The Audit Committee definition was explained to the NEC. The policies that were approved will come forward at the National Convention. The name NEC will be changed to the Board of Directors. In talking to National Secretary Linda Boone, Sandie Deutsch stated that Linda is very hopeful that all Departments divide these two positions.

President Mary called upon the Audit Committee Chairman Suzette Maluchnik, who was online to give her report. Suzette named her committee members Vida Bacon and Cari Lamb who were not present today. Suzette explained what the Audit Committee does. She stated that our outside Auditors were pleased with the Audit and found no problems. Suzette mentioned that the State of Minnesota donates the use of our facility as a donation with no rent charged. There being no questions, President Mary thanked Suzette for her work and the report was filed.

President Mary stated the next order of business involved the consideration of two Department policies that were drafted. The first is the Code of Conduct Policy that was approved by the Girls State Committee. Patti Coleman made a motion to accept the Code of Conduct Policy and was seconded. Marsha Bible stated that the bottom paragraph should read "that I may be removed as a participant/volunteer if I violate any of these rules". Patti Coleman rescinded her original motion and Mary Kuperus made a motion to accept the Code of Conduct Policy with the last paragraph reading "I have read and understand The American Legion Auxiliary's Code of Conduct. I agree to abide by the rules described above and understand that I may be removed as a participant/volunteer if I violate any of these rules". This was seconded and carried. The next policy to be approved is the Solicitation of Funds. There was one change announced by Sandie Deutsch and that is to change the wording under #6 to read August Workshop in place of Fall Workshop. Mary Hendrickson asked for a motion to make the wording change. Sandy Gibson made a motion to change Fall Workshop to August workshop, was seconded and carried. Mary

then asked for a motion to accept the Solicitation of Funds Policy. Mary Kuperus made a motion to accept the policy, was seconded and carried.

The next order of business was the hiring of the new Department Secretary. President Mary Hendrickson called for an Executive Session and all non-members of the Executive Committee were excused from the meeting.

Upon adjournment of the Executive session President Mary called the non-Executive Committee members back to the meeting.

Sandie Deutsch stated that she had sent a letter to President Mary that her last day of work was July 18. If any assistance is needed, she will come in as a consultant with an agreed upon dollar amount to help in the Department Office.

President Mary congratulated Marsha Bible on her appointment. Marsha thanked everyone for the confidence that was given her.

President Mary called upon Secretary Sandie for announcements. The Department Presidents testimonial has been cancelled but Mary announced that Commander Mark Dvorak called her that they could have a joint testimonial in June in New Prague. No positive decision has been made at this time.

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

Sandie Deutsch
Department Executive Secretary