

Department of Minnesota Executive Committee Meeting
Saturday, March 5, 2016
Legionville Safety Patrol Camp

The Department Executive Committee Meeting was called to order by Department President Sandy Fredrickson on Saturday, March 5, 2016 at 10:00 a.m. at the Legionville Safety Patrol Camp in Brainerd, Minnesota.

The following were present: Department President Sandy Fredrickson, Department First Vice President Carol Kottom, Department Second Vice President Donna Arends, NEC Chris Ronning, Department Parliamentarian Lori Skallerud, First District President Patricia Miner, Second District President Darlene Breamer, Third District President Karla Otterness, Fourth District President Connie Anderson, who arrived late, Fifth District President Julie Martin, Sixth District President Lynn Spilman, Seventh District President Cheryl Schaumann, Eighth District President JoLynn Detlefsen, Ninth District President Linda Gibson, Tenth District President Dawne Juhl, Department Secretary Sandie Deutsch and Department Treasurer Jan Lauby. There were 15 guests present.

The opening prayer was led by First Vice President Carol Kottom and the Pledge of Allegiance was led by Second Vice President Donna Arends. The Preamble was led by Parliamentarian Lori Skallerud

President Sandy called the meeting to order and welcomed everyone.

President Sandy called for a roll call and asked each Committee Member to state something exciting that has happened in their first three months of service.

NEC Chris Ronning stated that her highlight was attending the Washington DC Conference.

First District President Pat Miner has enjoyed everything in her year so far.

Second District President Darlene Breamer; their mid-winter was held in November and was very successful. She feels the District is very strong and working hard on getting membership turned in.

Third District President Karla Otterness; Mid-winter went very well, 10 members attended that had never attended before. Her project is going very well, making quilts for veterans.

Fifth District President Julie Martin; have had joint meeting with the American Legion Family. Their oratorical entrant won the State competition. She has a Back to the 50's party planned for a project fund raiser.

Sixth District President Lynn Spilman; her project is going very well. Her goal was \$2,500.00 and she has already raised \$4,785.00. \$2,285.00 will be going to the Department President's Creative Arts project.

Eighth District President JoLynn Detlefsen; JoLynn has been attending many events and Units since our last meeting. She attended the 8th and 10th District rally and was disappointed as there were only three 8th District members in attendance.

Ninth District President Linda Gibson; the Mid-Winter as Commander Denise had a joint session for the opening. It went real well. Her Honor Flight project is going well. She is having a fund raiser for this rather than a testimonial.

Tenth District President Dawne Juhl; Mid-Winter went very well. \$300.00 was raised for President Sandy's project. She visited many Units and she is very proud that the 10th District started with 47 Units and they now have 48 Units.

2nd Vice President Donna Arends; Donnas highlight was attending the Washington DC Conference. It is the first one she ever attended.

1st Vice President Carol Kottom; Carol had an awesome time DC. She also held a 10th District Leadership class and thanked Karla Otterness for attending and presenting a Strategic Planning session and it went fantastic.

Parliamentarian Lori Skallerud; She stated that this is the first Executive meeting that she has been able to attend. She was pleased as she has "won the battle" with cancer. She thanked everyone for all the support she received throughout the year.

Department Secretary Sandie Deutsch; honored to attend the DC Conference in President Sandy's place.

Department Treasurer Jan Lauby; Jan has been enjoying her new job and conquering new tasks.

President Sandy Fredrickson; Sandy has enjoyed everything so far. She has learned to deal with people, all kinds. To serve this organization is second to none. We must talk to our Legionnaires to gain new members.

Seventh District President Cheryl Schaumann; Veterans Day, spent the entire day first on the radio, then to the schools and then on to the Veterans Day program. She has been visiting many Units and events.

President Sandy called for an approval of the October 22, 2015 minutes. A motion was made by Chris Ronning to approve was seconded and carried.

President Sandy called for an approval of the December 13, 2015 special meeting minutes. A motion was made by Carol Kottom to approve was seconded and carried.

President Sandy called for an approval of the December 20, 2015 special meeting minutes. A motion was made by Pat Miner to approve was seconded and carried.

President Sandy called for an approval of the February 16, 2016 special meeting minutes. A motion was made by Darlene Breamer to approve was seconded and carried.

Department Treasurer Jan Lauby gave her report. Everyone was given a recap on the finance area. Jan went over the report and stated we are phasing out banking with Wells Fargo and moving to South Metro Credit Union. She went over the membership numbers. New members are ahead of deceased and she has had 354 members pay online this year. Jan also stated that investment income is finally coming up.

Secretary Sandie was called up for her report on the office. Sandie gave a Department Convention update. Official family letters went out. She stated that we must let go and move on with the mistake that was made regarding the dates of the convention. Sandie reported that the office will be needing two desk top computers in the next year. In regards to upgrading Quickbooks, it has been three years since the last upgrade but according to our auditor we don't need to upgrade right now as there haven't been any major changes. Effective with this meeting, all minutes will be posted on the website, Past Department Presidents will no longer be mailed a copy. National minutes are posted on their website. President Sandy has been working very hard on establishing policies and procedures so Sandie went through National's policies and made copies for those she updated. President Sandy will decide on how to handle these policies. Sandie wanted to give thanks for Jan taking over the bookkeeping position for the wonderful job she has been doing.

President Sandy stated that the policies and procedures we are putting together will strengthen the Department Office. Everyone should read through these and use them in your Districts. They should be operating the same way. Cheryl Schaumann made a recommendation to pass on to Finance for their review and completion, to be presented to the Executive Committee for approval, the recommendation was seconded These were the Contract Approval and Signature Authority Policy, the Check Signing Policy and Protection of the Department President's Signature Policy. Carol Kottom asked if these policies and procedures would be posted someplace and easily available for all members to have access to instead of being buried in a book someplace. Secretary Sandie stated that there will be a tab set up on our Department website and all would be posted there. This recommendation carried.

A motion was made by Chris Ronning, was seconded and carried to place both the Confidentiality Agreement and Conflict of Interest Statement in the Department Policy and Procedure Manual.

President Sandy gave a report on her Department President's Project. Her donations to date are \$16,828.00. Sandy encouraged for everyone to go on to the National website and watch the video regarding the Creative Arts Festival.

Secretary Sandie stated that we have 56 girls signed up for Girls State to date. President Sandy contacted Mayo to see where we were at with the grant that was applied for. They are taking time as they are seeing if they can donate to a state-wide program rather than a local program. The Scheels grant was denied as this is a local store and this if the first year they are giving grants. They have encouraged us to apply again next year.

President Sandy asked if there are any charter concerns or new Unit possibilities. President Sandy stated that it is up to every District President and District Membership Chairman to stay in touch with all of their Units. There were at least two Units this year that just decided to turn in their Charter without going through the proper channels. Each District President must go back and contact each of their Units, by phone or visiting, just to see if there are any issues or concerns.

District 1 - Fountain #492 voted to turn in their Charter. Pat Miner made a motion to accept the Charter, was seconded and carried. Department Membership Chairman Jean Walker gave a report on the Byron Unit. After they heard from the Department, everything is now fine and they are back on track.

District 2 - Jean Walker gave an update on Truman. They are having problems with their 990. They will need to spend \$400.00 to reinstate their Unit.

District 3 - no concerns

District 4 - no concerns

District 5 - Julie Martin is working with one Unit to teach them how to take care of membership.

District 6 - no concerns

District 7 - There have been no updates on Appleton Unit 72. Nassau Unit 536 voted to turn in their Charter. Cheryl Schaumann made a motion to accept the Charter, was seconded and carried.

District 8 - Duluth Unit 571 is looking to turn in their Charter. Members are transferring to Units in their area. Secretary Sandie has explained the process to Unit 571 but nothing has been received in the office to date.

District 9 - Winger Unit 200 has voted to turn in their Charter. Linda Gibson made a motion to accept the Charter, was seconded and carried.

District 10 - Dawne Juhl received a call from the Mound Unit with questions regarding who can be President. Dawne will work with Carol Kottom to get them the proper information.

President Sandy asked for all District Presidents to step up and be mentors to the incoming Presidents to help them in the future. She stated that we need to start an E-Unit to attract younger members.

Secretary Sandie has been gathering some information as to bonding employees who handle money in the Department Office. Sandie went over the insurance company quotes that she received. She also explained what we currently have in the office for coverage. The most practical option is to add Crime Coverage to our current policy which would be an increase of \$775.00 to our annual premium. This would be for \$100,000.00 coverage per occurrence with a

\$500.00 deductible. This is for \$100,000.00 for each of nine clause coverage's. Finance and Audit made the recommendation that Secretary Sandie look into these coverage's. It was also discussed when the outside auditing firm held their meeting at the Department Office. Cheryl Schaumann made a motion to add this additional coverage, was seconded. After discussion the motion carried.

President Sandy called upon Deb Rottman for a Strategic Planning update. Deb stated that the committee is not where she expected to be at this time. Her plan is going forward to hold monthly conference call meetings. Deb stated that she isn't finding any volunteers to be Strategy Captains. She is asking the goal champions and District Presidents to find individuals to work on this committee. Deb would like goal champions to then start conference calls with their group to keep the Strategic Plan going. President Sandy was wondering where Deb is at in applying for the National award of \$1,000.00. Deb plans on working on getting this submitted in the next 2 weeks. If necessary she is to contact the Department Office and they will help get this submission. Lori Skallerud stated that those initiatives can be changed as necessary. All of these meetings can be held on telephone conference calls with no additional expenses to the office. At 3rd District Mid-Winter, President Karla broke the members into groups to go over goals to get everyone's input. A sheet will be inserted into the Unit Mailing, on the website and in the Legionnaire asking for volunteers.

President Sandy stated that Kris Nelson couldn't attend the meeting to report on the Governing Rules committee. Karen Thygeson gave an update on the different meetings that were held. The committee has gone through the Constitution and it is very close being in line with the National Constitution. The committee will begin going through the Standing Rules. Karen, as Constitution and Standing Rules Chairman stated that she hasn't received a name from every District as to a District Chairman for this committee. Every District must have a chairman for this program. It will help the District tremendously. Karen stated that every Unit must have Standing Rules as that is their bible in running their Unit. Karen will be researching and understanding all incoming Resolutions before they are presented on the floor so all questions will have answers. Karen stated that one of the Units or Districts must write a resolution on the NEC position as we will have a conflict on who is part of the DEC in the next Auxiliary year.

President Sandy recommended that after this meeting all District Presidents sit together and talk about the resolution regarding who is on the DEC in upcoming years and appoint one of the District Presidents to put this together with input from all.

President Sandy moved on to the unfinished business of what we will be doing in the future regarding the Legionnaire. We must draft a letter to the Publications Committee with our intentions. President Sandy would like a sit down meeting with herself, Carol Kottom, Donna Arends, Sandie Deutsch and the Publications Committee to discuss what we can do to make this relationship work. Sandy asked what the DEC would like to offer the Legionnaire as payment for the 2016/2017 year. Cheryl Schaumann feels we should pay no more than \$20,000.00 per year. Darlene Breamer made a motion to offer the Legionnaire a maximum of \$20,000.00 per year for the same coverage we currently have, was seconded. After further discussion the motion carried. Secretary Sandie will draft the letter and mail it to the Publications Committee.

The meeting was recessed for lunch at 12:15 p.m.

President Sandy call the meeting back to order at 1:00 p.m.

Sandy stated that we need to re-think our budgeting process and have the budget in place before the Auxiliary year begins rather than 3 months after the year has begun. Carol Barbknecht asked on behalf of the Finance Committee if they could discuss this new process before any decisions are made to change the process. President Sandy stated that we must have these numbers in place when the Auxiliary year starts. Secretary Sandie recommended that the Finance Committee have a phone conference meeting in the very near future to discuss this and put a timeline together. She has asked for guidance on how National Headquarters do their budgeting and from our outside Auditing Firm and both recommend these budgets be in place before the year starts. Carol Kottom suggested that the Department Office put together a five year history so there is something to go by. Secretary Sandie stated that the Department Office will have the five year comparison all ready for the Finance Committee. Carol Kottom made a motion that three weeks from today, March 28 that the Finance Committee come up with a date that you want to have your annual meeting prior to Department Convention, was seconded and carried.

President Sandy called our NEC Chris Ronning forward to give her report from the recent NEC meeting that was held in Washington DC. Minnesota was very well represented at the NEC meeting, 8 or 9 members. Chris stated that the branding issue for the Auxiliary is a very important issue. National Headquarters has a branding guide on their website available to everyone. Chris stated that our hotel at the National Convention will be the Millennium Hotel which is connected by skyway to the Convention Center.

National Poppy Chairman Lori Skallerud was called on for her report. National has a new product which is Thank-You cards with last year's Poppy Poster contest winners printed on the cover. There are 8 cards in a pack and they are available through National Emblem Sales.

President Sandy called Audit Chairman Jeannette Mertens to go over the 2014/2015 Audit. A meeting was held on January 29, 2016 to go over the completed audit. Jeannette reported that everything was in order. The daily computer back-up tapes are now being taken out of the building every night. Carol Barbknecht came forward and reported that she felt there was an excess of funds in the National Candidates Fund. She is going to go over these entries and make sure all monies were put in the proper accounts and the expenses were taken from this account. Jeannette wanted to thank the Department Office for their hard work and the good job they are doing. President Sandy gave Jeannette thanks for the great job she has done chairing this committee. A motion was made by JoLynn Detlefsen, seconded and carried to approve the 2014/2015 Audit as printed.

Jeannette Mertens was now asked to present the final updated Investment Policy. Committee member Pat Ecker worked with our Financial Advisor Michael Traxler to come up with the updated policy. All DEC members were given a copy of the revision. Cheryl Schaumann made a motion to accept this revised Investment Policy, was seconded and carried.

Sandie Deutsch researched and found that the original Investment Policy that was approved was inserted in the Department Standing Rules. She wonders if the new policy should go in the Policy and Procedures Manual and not be part of the Standing Rules. President Sandy called on Lori Skallerud for any insight and she deferred to Constitution and Standing Rules Chairman Karen Thygeson for her input. Karen and Lori both agreed that there would need to be a resolution written to remove the existing policy from the Standing Rules. The newly approved Investment Policy will be put in the Department Policy and Procedures Manual immediately. Carol Kottom will write this resolution. There will be a DEC conference call meeting set up as soon as this resolution is written so it can be approved to be brought forward to the convention body. The Finance and Audit will have to approve this as well.

President Sandy asked the committee for their input regarding the Musical Extravaganza. After discussion it was decided they would like some downtime rather than have this musical. There will be no musical at this year's convention.

President Sandy stated that due to the date change for our Department Convention, National President Sharon Conatser will not be able to attend the Department Convention this year.

There were two Membership issues that came into the Department office. The first one was the HLM members that are being paid for by their own Unit, following their Unit Standing Rules - what happens to that member's dues when the Unit turns in their Charter. Who is responsible to pay those dues? The Executive Committee agreed that the dues should fall back on the member, not the Department. The second issue was if the Department should be paying their portion for Honor Women Veterans dues as National Headquarters pays the National portion the first year. The Executive Committee agreed that this should be the responsibility of the individual Unit to pay that portion if they vote to do so. Darlene Breamer made a motion to leave this up to the individual Unit, was seconded and carried.

President Sandy called for a motion to pay per diem and mileage to Jeannette Mertens, Deb Rottman and Karen Thygeson for attending today's meeting and giving their reports. Cheryl Schaumann made a motion to pay these expenses, was seconded and carried.

President Sandy announced that the next Executive Committee Meeting will be held on July 20, 2016 at the Kahler Grand Hotel in Rochester at 1:00 p.m.

President Sandy thanked everyone for their support all year and is so grateful for all the cards and emails regarding her son Scott. She thanked everyone for allowing Secretary Sandie take her place in Washington DC. The gift exchange will take place after the meeting is adjourned.

First Vice President Carol Kottom gave the closing prayer.

There being no further business, the meeting was adjourned.

Submitted by:
Sandie Deutsch, Department Secretary