

Department of Minnesota Executive Committee Meeting  
Thursday, October 25, 2018  
Ramada Conference Center, Marshall, Minnesota

The following were present: Department President Jean Walker, Department First Vice President Mary Hendrickson, Department Second Vice President Patti Coleman, NEC Raleen Tolzmann, 1<sup>st</sup> District Vice President Michelle Weaver, 3<sup>rd</sup> District President Lynn Duffy, 4<sup>th</sup> District President Lynn Olson, 5<sup>th</sup> District President Cari Lamb, 6<sup>th</sup> District President Sharon Thiemecke, 7<sup>th</sup> District President Pam Gades, 8<sup>th</sup> District President Zandra Kessler, 9<sup>th</sup> District President Lynn Carr, 10<sup>th</sup> District President Sandra Locker, Parliamentarian Carol Kottom and Department Secretary Sandie Deutsch. There were 10 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 continued the meeting with a roll call of attendees and asked that each one give a two minute recap of their year so far.

First District President Michelle Weaver stated her highlight was attending the Waseca Ceremony of Everlasting.

Second District President Kristen Donnelly was excused due to illness.

Third District President Lynn Duffy stated she is off to a very exciting year. Her first event was at her home Post which was focused on the Auxiliary. She was able to promote her program. She had different organizations pledge money to her project.

Fourth District President Lynn Olson reported that her District collected many personal care items for the CSSC, which is a place where homeless veterans can go and shower and clean up and are given a bag with the personal care items.

Fifth District President Cari Lamb stated that they marched in the St. Helena Church parade. They are just getting going on events for the year.

Sixth District President Sharon Thiemecke is now retired so she is able to travel around and visit many more Units.

Seventh District President Pam Gades has enjoyed hearing from smaller Units and helping them with questions. Also, the Bird Island has been making plastic mats out of garbage bags for the homeless.

Eighth District President Zandra Kessler attended a Halloween Safety meeting with children at the Police Station.

Ninth District President Lynn Carr hasn't had any big events as of this time.

Tenth District President Sandra Locker stated they had their first District Rally and Executive Committee meeting. She enjoyed going to the Hastings Veterans Home and helping serve the Veterans.

Second Vice President Patti Coleman stated the VAR/Hospital Home Rep meeting was her highlight so far.

First Vice President Mary Hendrickson's Unit worked together with the DAV in West Duluth. They raised \$3,400.00 so her Unit could up their donations this year.

Parliamentarian Carol Kottom stated there is nothing new in the Parliamentarian world at this time.

Department Secretary Sandie Deutsch stated that the Department Office is running at full steam and has the best staff ever. She stated the Veterans Service Building is now a secured facility and if you come visit you have to call our office and we will come get you.

NEC Raleen Tolzmann set up a party with the Winnebago Unit to help them reorganize. It went well and the Unit has new members.

President Jean Walker stated being on the road so much and visiting with all the Units. She enjoyed the ceremony at Waseca.

A motion was called for the approval of the August 11, 2018 Department Executive Committee meeting minutes. Zandra Kessler made a motion to accept the minutes as presented, was seconded and were approved.

Department Jean called upon Secretary Sandie Deutsch for her office report. The emblem patch fundraiser is going very well. Another 300 was ordered. We have purchased a small laminator for the office for preserving documents. We have pouches where you can have your membership card. This could possibly be a Department fundraiser. Sandie went over an email received from the State of Minnesota that they will not be accepting donations for Forgotten Children anymore. Sandie recommended that they drop this from this list and ask Units to support our own programs.

Jean called on Carol Barbknecht with her report from the Finance/Audit meeting that was held in the morning. The Leadership Fund which has a large balance, was discussed in length. A policy will be created with guidelines. Carol stated with the decline in membership, Finance will be making cuts to our budget to keep our organization healthy.

The next item on the agenda was the Department Finance report. Jean called on Jan Lauby, Treasurer. Jan went over the financial balances of the organization. Jan stated that the on-line dues payments have increased over last year. Jan has received \$10,041.00 so far from 190 Units for Forgotten Children. Carol Kottom recommended that the Units be sent a letter giving them 30 days to let the Department Office know what they want done with their donation. If the Department Office doesn't hear from them, their funds will go to a different program.

President Jean stated that the Audit Committee met jointly with the Finance Committee in the morning and called upon Suzette Maluchnik for her report. Suzette was standing in for Chairman Lynn Spilman who was unable to attend. The committee will be working with the outside Auditors as soon as they receive the report from them. They will continue to work jointly with Finance.

Secretary Sandie asked for clarification on the Forgotten Children's Fund as to what will happen with the funds already sent in. A motion was made by Lynn Duffy to send a letter to those Units stating if we don't hear from them with their wishes in 30 days, the Department will place their donation in the Child Welfare Foundation fund, was seconded and carried.

President Jean gave an update on her President's Project. As of 10/22/2018 \$4,862.00 has been collected and the Honorary Junior President has \$555.00 so far.

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

District 1 – none

District 2 – none, Winnebago is up and running

District 3 – none

District 4 – none

District 5 – none

District 6 - Sandie stated that a vote needs to be taken to accept the Charter from the Menahga Unit 448. Sharon is working with Clear Lake to get them reorganized. Sharon Thiemecke made a motion to accept Menahga Unit 448's Charter, was seconded and carried.

District 7 – Pam Gades reported there are two issues at this time. Pam would like a list of members for the Alexandria Unit. Also, the Atwater President/Treasurer has resigned. Pam will work on this Unit as well.

District 8 – Zandra reported that a meeting was held with Mountain Iron. She is continuing her work with this Unit.

District 9 – Lynn Carr is working with Breckenridge at this time. A membership roster will be sent to her.

District 10 – none

Jean stated that all District President's must help with their Units. We cannot lose any more Units or more importantly, members.

The next item on the agenda was to review the Employee Handbook. Secretary Sandie brought up the Discipline, Misconduct, and Performance Issues. There was only one documents for the entire staff. Sandie has researched this and our Judge Advocate recommended that there should be two documents, one for staff who is supervised by the Department Secretary. The other would be for the Executive Secretary position. This is for review at this time. Sandie will send these two documents to the Judge Advocate and bring them to the next meeting for approval. President Jean stated that all Executive Meeting members need to review this and get any suggestions to Sandie. This will be on the agenda at the March meeting. Carol Kottom asked about the 401K program regarding the existing employees. It just states those hired after October 22, 2015 shall be given 2% contributed by the Auxiliary. A motion was made by Zandra Kessler to add the old wording to the 401K program into the Employee Handbook before the new wording so employees hired prior to October 22, 2015 would be covered. This was seconded and carried. Patti Coleman recommended that on the Company Holiday's pages, the work "paid" should be added. Sharon Thiemecke made a motion to define the holidays as to Federal Holidays, etc. and add the word "paid", and was seconded. After discussion, the word "paid" would be added and carried. Sandie Deutsch had a proposal for the DEC regarding PTO time. Sandie is asking that the criteria regarding hours off for years of service be changed as follows; hired staff receive 12 hours per month upon completion of their sixth year of employment and 16 hours per month upon completion of their 11<sup>th</sup> year of employment. Lynn Duffy made a motion to accept Secretary Sandie's proposal and was seconded. After discussion Zandra Kessler made a motion to amend the first motion to state hired staff receives 12 hours per month upon completion of the fifth year of employment and 16 hours per month after completion of their tenth year of employment, was seconded and carried. A vote was taken on the original motion and it was passed as amended.

President Jean stated that she received an email from National Headquarters regarding the Auxiliary's 100<sup>th</sup> birthday. National is looking for a anniversary committee from Minnesota. Jean asked for volunteers to serve on this committee. Following have volunteered; Marsha Bible, Sharon Thiemecke, Michelle Weaver, Karla Otterness, Mary Hendrickson, Patti Coleman and Jean Walker. Jean will send this on to National.

NEC Raleen Tolzmann was called upon by President Jean for her report. There was a resolution brought to the committee from the Past National President's regarding who is on the short Executive Committee. The resolution states that members be voting members. This would be two (2) NEC's, the Vice President, as well as the President and the Secretary will be there as an ex-officio without vote. Mary Dubbie Buckler turned in her resignation and said he was giving a 2 week notice. Kathy Dungan stated that Linda Boone was appointed as the interim National Secretary until a new one is hired. There is a hiring committee in place and hopes are to have a Secretary hired by spring.

President Jean brought up the annual gift exchange for members. A motion was made by Zandra Kessler and was seconded to have the gift exchange with a \$20.00 limit. After discussion the motion carried.

President Jean asked if there were any questions. Marsha Bible asked about an article in the Legionnaire regarding the Legion Insurance Trust travel policy. Sandie will send a note to Bill Barbknecht asking about this.

Lynn Olson asked about the item talked about at our last DEC regarding the World War II honorees. This is something that would take place in Washington DC. It is not a Minnesota item but a National item. Jean is getting more information.

Michelle Weaver asked about the resolution The American Legion is working on regarding membership eligibility for Legionnaires based on the window of years they served. The Auxiliary needs to be contacting their representatives to support this.

Sandie Deutsch went over the announcements.

Jean Walker called upon Mary Hendrickson for the closing prayer.

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

Sandie Deutsch  
Department Executive Secretary

President Jean gave everyone her thanks for their participation and patience.

Jean called on Chaplain Margee Keller for the closing prayer.

There being no further business, the meeting was adjourned at 4:10 p.m.

Sandie Deutsch  
Department Executive Secretary