

DEPARTMENT EXECUTIVE COMMITTEE MEETING

Saturday, March 8, 2025, 8:30 AM

Recreation Center, Room 4

Chanhassen, MN

Minutes

Judy Ackerman, Department President called the meeting to order at 8:30am.

Attendance: Department President Judy Ackerman, 1st Vice President Robin Dorf, 2nd Vice President Linda Kelly, NEC Jean Walker, Dept Past President Sharon Cross, Parliamentarian Raleen Tolzman, Department Secretary Christie Avant, 1st Dist. President Michelle Weaver, 2nd District President Kollett Kaehlert, 3rd Dist. President Tamara Thayer, 4th Dist. President Sandy Gibson, 5th Dist. President Cari Lamb, 6th Dist. President Dori Hamilton, 7th Dist. President Sandy Wersal, 8th Dist. President Tamara Martin, 9th Dist. Secretary Jean Pederson, 10th Dist. 1st Vice President Brandi Christensen, and 6 Chairman and guests.

Absent: 9th Dist. President Donna Rae Jacobson and 10th Dist. President Bethany Dickert

There was a continuous opening:

Prayer – Robin Dorf, First Vice President, Pledge – Linda Kelly, Second Vice President, Preamble – Raleen Tolzman, Parliamentarian

Judy Ackerman, Department President - Welcomed the DEC and guests.

10th District 1st Vice President Brandi Christensen:

Held District Junior Conference that turned into more of a Fun Day. The District is preparing to hold the Department Junior Conference.

4th District President Sandy Gibson:

The 4th District sponsored BINGO at the Minneapolis Veterans Hospital for the first time in 4 years. They had 19 residents.

6th District President Dori Hamilton:

Helped at the St. Cloud and Bemidji Gift Shops. Bemidji's was the first Gift Shop they held. Had Mid-Winter Conference that was very well attended. Held an omelet breakfast as a fundraiser for the District President's project and raised \$1,187.

2nd District President Kollett Kaehlert:

Attended the Luverne Pheasant Dinner and a week later helped at the Gift Shop. Mid-Winter has been postponed till the 22nd of March. District Junior Conference is March 9.

7th District President Sandy Wersal:

Honored to be the Department Gift Shop Chairman and to have participated in 4 of the Gift Shops. Has been very busy and attend many events including the Peral Harbor Rally, a Poppy Class in Cosmos and Leadership Training in IA.

5th District President Cari Lamb:

Held Mid-Winter and used the ALA Activities Card Game. Hosting a potluck fundraiser on May 10th.

9th District Secretary Jean Pederson:

Sitting in for District President. Attended Mid-Winter where the 9th District band played. Donna Rae has visited many of the Units. May 2nd Rosau Unit, 2pm special event, President Judy will be attending.

3rd District President Tamara Thayer:

Held Mid-Winter January 25th. St. Paul Park held a 3rd District Membership Rally. The last Dental Clinic served 23 Veterans. Next clinic is April 19th in Burnsville.

1st District President Michelle Weaver:

Mid-Winter was held on January 11th and the auction raised \$500 for AEF. SAL Detachment Conference will be in Rochester. The National Commander will be in La Crescent March 25th.

2nd VP President: Linda Kelly

Attended 2 Gift Shops, Minneapolis and Preston. Visited several of the Mid-Winters. Went to the DC Conference. National Commander will be visiting Pine Island.

1st VP President Robin Dorf:

Has enjoyed being the VA&R Chairman and loves working with the Reps. Attended ALA Mission Training in CO, St. Cloud Gift Shop with her sister on their Dad's birthday and Wreaths Around America at Fort Snelling. Planning/hosting the Department Junior Conference. There will be a VA&R silent auction at the Department Convention.

Immediate Past Dept. President Sharon Cross:

Delivered the new charter with Department President Judy to Lawrence Lake. Attended ALA Mission Training in CO, Department Leadership training in Cold Spring and Wreaths Across America in Little Falls.

8th District President Tamara Martin:

Focusing on Back to the Basics in the District, doing more education about the programs. Attended Wreath Across America in Duluth.

NEC Jean Walker:

Attended ALA Mission Training in CO and Wreaths Across America at Fort Snelling with her husband John. Attended the mid-year NEC meeting via ZOOM. Raised \$546 for AEF at the 9th District Mid-Winter.

Parliamentarian Raleen Tolzmann:

Attended mission training in IA and the Department Leadership in New Ulm.

Department Executive Secretary Christie Avant:

Busy in the office, thank everyone for the prayers for her husband, Christie just returned from vacation, and was honored to represent the Department at the Minneapolis VA by handing out Valentines.

Department President Judy Ackerman:

Has enjoyed the many Unit visits, delivered the new Unit charter, attended ALA Mission Training in CO, Luverne Gift Shop, Pheasant dinners at Preston and Fergus Falls, the Oratorical Contest and Wreaths Around America at Fort Snelling along with much more.

Approval of Meeting Minutes:

August 2, 2024 Fall DEC.

Motion by Robin Dorf to approve the minutes as corrected.

Second by Sandy Wersal

There was no discussion, motion passed.

October 24, 2024, Fall Conference DEC

Motion by Tamara Martin to approve the minutes as corrected.

Second by Michelle Weaver

There was no discussion, motion passed.

Investment/Finance Report: Treasurer Shannon Brown

Shannon Brown, Department Treasurer Reviewed Income & Expenses for the first two quarters of the fiscal year 2024-2025 – the report will be filed for Audit.

As of 1/31/2025

US Bank Balance \$213,498.05

Wealth Management Balance \$2,567,436.05

President Judy announced Shannon would be leaving her position. She thanked her for all she did for the Department of Minnesota, wished her good luck and presented her with a gift.

Risk and Compliance Report: Risk and Compliance Chairman Cheryl Schauman

Secretary Christie presented the Audit Report as Cheryl was unable to be in attendance. The report is attached to the minutes.

There was a short discussion on the Creative Arts fund and the grant process.

Motion by Robin Dorf to approve 2023-2024 Audit as presented.

Second by Tamara Martin

There was no discussion, motion passed.

Department Office Report: Department Executive Secretary Christie Avant

Several big projects, the biggest being the new registration website for Girls State. Wanda, Jen and Christie have been working together to prepare the site for the launch. The office sent out the 2024 Girls State annual to the participants and staff. Looking for volunteers to help with the website as well as Tim Engstrom has been teaching Christie how to make some easy changes/updates. Working with the finance committee on the budget and looking at other cost-saving options. Working with Jean Walker, Junior Activities Chairman on the Department Junior Conference. Will start the search for a new treasure/bookkeeper.

Christie spoke about the Campwise site and the other events it can be used for. Kollett spoke about the time savings and other benefits the site will have for the Department.

Motion by Tamara Martin to approve the Department Office report.

Second by Tamara Thayer

There was no discussion, motion passed.

Report on the Department President's Project

As of 03/7/2025: \$26,427.50 has been donated to the Department President's Project. President Judy request that if there is money left over at the end of the year that it be divided equally between the other VA Homes.

Motion by Robin Dorf to disburse any left-over money equally between the other VA Homes.

Second by Linda Kelly

There was no discussion, motion passed.

Honorary Junior President Terianna has raised \$6,640 to go towards the Department Junior Project for the Eagles Healing Nest.

New Business**Finance Update & Proposed changes to the Standing Rules: Finance Chairman Norma Tramm**

Norma presented the outlook of the Department's finances. The Finance Committee has been looking at the budget and how over the last several years the Department has been losing money. The committee has come up with 8 proposals for the standing rules to reduce the fiscal stress on the Department. Standing Rules proposed changes are attached.

Minnesota's Assistance Fund – (PDP Jan Dykema's President's Project) – President Judy

Balance is \$37,553

President Judy wanted to bring this to the forefront again. She encouraged the District Presidents to share this information. It will be on the website and the next Unit mailing.

First Vice President Robin Dorf addressed the DEC and asked for permission to start asking individuals to be a part the administrative year 2025-2026.

Motion by Linda Kelly to give permission to Robin to start planning her year.

Second by Sandy Gibson

There was no discussion, motion passed.

First Vice President Robin Dorf asked the DEC to approve expenses to cover an economy round trip flight from MPLS to IND for the 2025-2026 Membership Chairman to attend the 2025 DNLC in Indianapolis. Funds for this were not included in the 2024-2025 budget.

Motion by Jean Walker to accommodate the 2025-2026 Membership Chairman with airfare.

Second by Linda Kelly

There was no discussion, motion passed.

President Judy made the following announcements:

Department Junior Conference April 11/12 - Please check with your District Junior Activities Chairman to promote this event. Encourage Juniors from your districts to attend and register. Registrations are coming in slowly, and it is hard for the 10th District to plan for meals.

Department Convention -please be looking for Pages and Color Bearers for your Districts and Past National President's colors if you have someone from your district.

Gift Time

Announcements: Christie Avant, Department Executive Secretary

Department Junior Conference Hosted by 10th District Saturday, April 12 in Anoka, Friday, April 11th Junior Fun Night.

Department President's Testimonial May 17, 2025, at the Best Western in Fairmont. Social Hour 4:30, Dinner 6:00, short Program to follow.

Closing remarks by President Judy and thanked everyone for being at the meeting.

Closing Prayer – Robin Dorf, 1st Vice President

Colors Recognized.

Meeting adjourned.

Respectfully submitted by:

Christie Avant

Department Executive Secretary

American Legion Auxiliary-Department of Minnesota
DEC Meeting - Appreciation Rally - Montgomery
March 8th, 2025 - Reported by Shannon Brown, Department Treasurer
Financial Report
August 1st, 2024 to January 31st, 2025

I. Bank Account & Petty Cash Balances				
A. U.S. Bank Checking as of 1/31/2025		\$	213,473.05	
B. Petty Cash		\$	25.00	
Total Account Balances				<u>\$ 213,498.05</u>
II. Investment Account Value				
A. Trade Investments July 2024 Ending Value				\$ 2,483,733.29
	Net Change		Month End Value	
1. August 2024	\$ (29,675.90)	\$	2,454,057.39	
2. September 2024	\$ 46,054.52	\$	2,500,111.91	
3. October 2024	\$ (27,797.67)	\$	2,472,314.24	
4. November 2024	\$ 74,109.61	\$	2,546,423.85	
5. December 2024	\$ (54,953.72)	\$	2,491,470.13	
6. January 2025	\$ 75,965.92	\$	2,567,436.05	
Net Gain/(Loss)				\$ 83,702.76
Trade Investments January 2025 Ending Value				<u>\$ 2,567,436.05</u>
B. National Leadership Fund July 2024 Ending Value				\$ 57,258.22
	Net Change		Month End Value	
1. August 2024	\$ 1,157.86	\$	58,416.08	
2. September 2024	\$ 1,502.16	\$	59,918.24	
3. October 2024	\$ (875.55)	\$	59,042.69	
4. November 2024	\$ 1,207.51	\$	60,250.20	
5. December 2024	\$ (1,226.23)	\$	59,023.97	
6. January 2025	\$ 1,120.02	\$	60,143.99	
Net Gain/(Loss)				\$ 2,885.77
National Leadership Fund January 2025 Ending Value				<u>\$ 60,143.99</u>
III. Donations to Date				
A. Department Presidents Project		\$	23,492.50	
B. Honorary Junior Department President Project		\$	6,615.00	
C. Minnesota Creative Arts Program		\$	66,195.31	
D. VA & R		\$	57,882.57	
E. Department Scholarship Fund		\$	3,455.00	
F. PPP Scholarship Fund		\$	2,885.00	
G. Girl's State		\$	3,084.00	
H. Gift Shop Fund		\$	34,621.84	
I. Veteran's & Children's Foundation		\$	2,680.00	
J. ALA Foundation		\$	1,780.00	
K. Auxiliary Emergency Fund		\$	14,108.77	
L. Legionville		\$	4,695.00	
M. Child Welfare Foundation		\$	3,677.50	
N. The Armed Forces Center		\$	17,703.21	
O. American Legion Family Hospital Association		\$	4,842.50	
P. Fisher House		\$	15,581.90	
Q. Brain Science		\$	5,895.00	
R. MN Disaster Relief		\$	37,552.78	
S. TFA (Temporary Financial Assistance)		\$	4,220.00	
Grand Total to Date				<u>\$ 310,967.88</u>
IV. Membership				
A. Gross Revenue				
1. Current Dues (Seniors, Juniors, PUFL's)		\$	538,056.75	
2. Back Dues Collected		\$	2,414.75	
Total Dues Collected				\$ 540,471.50
B. Membership Expenses/Cost of Good Sold				\$ 271,655.53
Membership's Net Income				<u>\$ 268,815.97</u>
C. Number of Members				
1. Seniors	19,177			
2. PUFLs	797			
3. Juniors	1,018			
Total Membership			<u>20,992</u>	

February 20th2025

6:00pm

Annual Finance Review

Review started at 6:00pm with Amanda Sykora representing our accounting firm Clinton Larson Allen LLP.

Those in attendance included: President Judy Ackerman, Secretary Christie Avant, Treasurer Shannon Brown, Audit Committee members Kathy Kessler, Deanna Mayer and Chairman Cheryl Schauman. 1st Vice President Robin Dorf was unable to attend, Christie recorded the meeting for Robin.

We went through the financials line by line with a couple of highlights. Our current liabilities went down by \$57,212.00 this was mostly due to having the credit card bill paid before the end of the year. There is also a restated entry for in-kind receivables, this has to do with the donated office space from the state. We need to realize in-kind receivables in our financial statements.

There were no policy changes.

Discussion was had concerning The Creative Arts monies we have. We are no longer taking donations towards this program. There are funds of \$66,195.00 and we have had no applications for these funds in a couple of years.

Our investments continue to grow and there were no major changes to our statements from 2023 to the 2024 ALA year.

Kathy Kessler moved to except the financial statements as written.

Deanna Mayer seconded the motion.

Motion carried.

Respectfully submitted by:

Cheryl Schauman

Audit Chairman

Department Executive Committee Meeting

March 8, 2025 Finance Report

President Judy, DEC members and guests,

The finance committee has been working very hard this year. We have noticed that in the last few years we have had a major difference between the income and the expenses of our department

2022 ALA year Our income was 790,864.83 and expenses were 921,910.52 a difference of **\$131,045.69**

2023 ALA year our income was \$787,992.74 and our expenses were \$858,608.38 a difference of **\$70,615.64**

\$1,260,558.23	Revenue
\$1,262,234.71	Expenses

Recognizing we need a change we have done several things to cut spending and increase revenue. Last convention there was a silent auction – thank you President Judy then VA&R chairman – we obtained extra funds for our VA&R program.

The finance committee saved money by having our meeting immediately following the August workshop. Not sure that was a great idea as we were a bit tired – however we didn't finish and had several zoom meetings to complete the budget process.

Zoom meetings have no cost for transportation or per diem.

We cannot continue with this downward trend. The Finance committee has proposed 6 changes to our standing rules to get our finances back on track.

Proposal #1 – as the rationale states the focus of the DLNC has changed and so we have eliminated the department coordinator from our standing rules Article V
II finance section 6 finance 3

#1 Proposed Amendment to Standing Rules Article VII Finance Section 16 Finance3 – Conference and Conventions (Department & National (i)

Current Wording	Proposed Amendment	If Adopted, Will Read
<p>The incoming Department President, incoming Membership Chairman and Incoming Department Secretary and Department Membership Coordinator may attend the Department Leadership National Conference in Indianapolis if one is held, and they desire to attend. Expenses not paid by National must be budgeted to be reimbursed under the National Leadership fund.</p>	<p>The incoming Department President, incoming Membership Chairman and Incoming Department Secretary and Department Membership Coordinator may attend the Department Leadership National Conference in Indianapolis if one is held, and they desire to attend. Expenses not paid by National must be budgeted to be reimbursed under the National Leadership fund.</p>	<p>The incoming Department President, incoming Membership Chairman and Incoming Department Secretary may attend the Department Leadership National Conference in Indianapolis if one is held, and they desire to attend. Expenses not paid by National must be budgeted to be reimbursed under the National Leadership fund.</p>

Proposed by: Department Finance Committee

Rationale: The Department Leadership Conference has changed focus and there is not a need to finance the Department Membership Coordinator to attend the conference. The change will become effective at the close of the 2025 Department Convention.

#2 Proposed Amendment to Standing Rules Article VII Finance Section 16 Finance – Conference and Conventions (Department & National (h))

Current Wording	Proposed Amendment	If Adopted, Will Read
<p>The Department President, First Vice President, Leadership Chairman, Department Honorary Junior President, and if from MN and not reimbursed by National, the National Northwestern Division Vice President and/or the National Northwestern Division Honorary Junior Vice President, may attend with partial reimbursement, the Northwestern Division Mission Training. Allowable expenses for the Department President and the National Northwestern Division Vice President to include; mileage, registration, room, meals the day of the training when not provided, one meal per day when traveling more than 150 miles to and from the training. Allowable expenses for all others listed above include, mileage, registration, meals the day of the training when not provided, one meal per day when traveling more than 150 miles to and from the training, and one-half the room rate. All expenses will be budgeted from the National Leadership fund. Receipts required with expense reimbursement request.</p>	<p>The Department President, First Vice President, Leadership Chairman, Department Honorary Junior President, and if from MN and not reimbursed by National, the National Northwestern Division Vice President and/or the National Northwestern Division Honorary Junior Vice President, may attend with partial reimbursement, the Northwestern Division Mission Training. Allowable expenses for the Department President and the National Northwestern Division Vice President to include; mileage, transportation, registration, room, meals the day of the training when not provided, one meal per day when traveling more than 150 miles to and from the training. Allowable expenses for all others listed above include, mileage, transportation, registration, meals the day of the training when not provided, one meal per day when traveling more than 150 miles to and from the training, and one-half the room rate. All expenses will be budgeted from the National Leadership fund. Receipts required with expense reimbursement request. Gas and room receipts required with expense reimbursement request.</p>	<p>The Department President, First Vice President, Leadership Chairman, Department Honorary Junior President, and if from MN and not reimbursed by National, the National Northwestern Division Vice President and/or the National Northwestern Division Honorary Junior Vice President, may attend with partial reimbursement, the Northwestern Division Mission Training. Allowable expenses for the Department President and the National Northwestern Division Vice President to include transportation, registration, room. Allowable expenses for all others listed above include transportation, registration, and one-half the room rate. All expenses will be budgeted from the National Leadership fund. Receipts required with expense reimbursement request. Gas and room receipts required with expense reimbursement request.</p>

Proposed by: The Department Finance Committee

Rationale: There are times when a flight would be needed to attend the Northwestern Division Mission Training. This language will allow various ways to transport to the conference. All references to paying for meals are also deleted. The change will become effective at the close of the 2025 Department Convention.

#3 Proposed Amendment to Standing Rules Article VII Finance Section 16 Finance – Conference and Conventions (Department & National (g))	
Current Wording	Proposed Amendment
<p>The Department President, Department Legislative Chairman and Department Veterans Affairs and Rehabilitation Chairman shall be financed to attend the Washington Conference only when the National American Legion Auxiliary participates. At which time the allowable expenses for the Legislative and Veterans Affairs and Rehabilitation Chairman shall include: transportation, registration, IRS per-diem and one-half the room rate. Allowable expenses for the Department President to include; transportation, registration, meals, and room. When the NEC meeting is held during this conference, the National Executive Committee person shall be given a stipend to attend the Washington Conference as budgeted by the Finance Committee when funding is not provided by National.</p>	<p>The Department President, Department Legislative Chairman and Department Veterans Affairs and Rehabilitation Chairman shall be financed to attend the Washington Conference only when the National American Legion Auxiliary participates. At which time the allowable expenses for the Legislative and Veterans Affairs and Rehabilitation Chairman shall include: transportation, registration, IRS per-diem and one-half the room rate. Allowable expenses for the Department President to include; transportation, registration, meals, and room. When the NEC meeting is held during this conference, the National Executive Committee person shall be given a stipend to attend the Washington Conference as budgeted by the Finance Committee when funding is not provided by National. All expenses will be budgeted from the National Leadership fund. Receipts required with expense reimbursement request.</p>
	<p>The Department President shall be financed to attend the Washington Conference only when the National American Legion Auxiliary participates. At which time the allowable expenses for the Department President to include transportation, registration, meals, and room. All expenses will be budgeted from the National Leadership fund. Receipts required with expense reimbursement request.</p>

Proposed by: The Department Finance Committee

Rationale: The National American Legion Auxiliary has changed the way they are providing education at the Washington Conference. Only the Department President would be financed to attend and clarification of where the funds would be allocated from. The change will become effective at the close of the 2025 Department Convention.

#4 Proposed Amendment to Standing Rules Article VII Finance Section 16 Finance – Conference and Conventions (Department & National (e)
(2)

Current Wording	Proposed Amendment	If Adopted, Will Read
<p>A States Dinner ticket will be provided to the incoming and outgoing Department Commander and guest, incoming and outgoing SAL Detachment Commander and guest, Department Adjutant, Past National Commander(s), Past National Commander(s) and incoming and outgoing Honorary Department Junior President not otherwise provided for by National.</p>	<p>A States Dinner ticket will be provided to the incoming and outgoing Department Commander and guest, incoming and outgoing SAL Detachment Commander and guest, the outgoing ALR Director, Department Adjutant, Past National Commander(s), Past National SAL Commander(s) and incoming and outgoing Honorary Department Junior President not otherwise provided for by National.</p>	<p>A States Dinner ticket will be provided to the outgoing Department Commander, outgoing SAL Detachment Commander, the outgoing ALR Director, Department Adjutant, Past National Commander(s), Past National SAL Commander(s) and outgoing Honorary Department Junior President not otherwise provided for by National.</p>

Proposed by: The Department Finance Committee

Rationale: The National Convention is for the outgoing elected officials and not the incoming. The change will become effective at the close of the 2025 Department Convention.

#5 Proposed Amendment to Standing Rules Article VII Finance Section 3		
Current Wording	Proposed Amendment	If Adopted, Will Read
<p>The annual Department dues shall be twelve dollars (\$12.00), effective in 2020 per senior member and three dollars and fifty cents (\$3.50) per Junior member payable to the Department Office along with the National dues. Twenty-five cents (\$.25) per member shall go to the American Legion Family Hospital Association, ten cents (\$.10) per member shall go to the Department Junior Conference Account. Twenty cents (\$.20) per member shall go to the Department National Leadership Fund until said account exceeds \$35,000.00. The funds will then divert to the Reserve account until the National Leadership Fund falls below \$20,000.00. At that time twenty cents (\$.20) per member will then again go to the National Leadership Fund until it reaches \$35,000.00 when it will again divert to the Reserve Account. The balance of the dues will inure to the General Operating Fund.</p>	<p>The annual Department dues shall be seventeen dollars (\$17.00) twelve dollars (\$12.00), effective in (2027) 2020 per senior member and three dollars and fifty cents (\$3.50) per Junior member payable to the Department Office along with the National dues. Twenty-five cents (\$.25) per member shall go to the American Legion Family Hospital Association, ten cents (\$.10) per member shall go to the Department Junior Conference Account. Twenty cents (\$.20) per member shall go to the Department National Leadership Fund until said account exceeds \$35,000.00. The funds will then divert to the Reserve account until the National Leadership Fund falls below \$20,000.00. At that time twenty cents (\$.20) per member will then again go to the National Leadership Fund until it reaches \$35,000.00 when it will again divert to the Reserve Account. The balance of the dues will inure to the General Operating Fund.</p>	<p>The annual Department dues shall be seventeen dollars (\$17.00), effective in (2027) per senior member and three dollars and fifty cents (\$3.50) per Junior member payable to the Department Office along with the National dues. Twenty-five cents (\$.25) per member shall go to the American Legion Family Hospital Association, ten cents (\$.10) per member shall go to the Department Junior Conference Account. Twenty cents (\$.20) per member shall go to the Department National Leadership Fund until said account exceeds \$35,000.00. The funds will then divert to the Reserve account until the National Leadership Fund falls below \$20,000.00. At that time twenty cents (\$.20) per member will then again go to the National Leadership Fund until it reaches \$35,000.00 when it will again divert to the Reserve Account. The balance of the dues will inure to the General Operating Fund.</p>

Proposed by: The Department Finance Committee.

Rationale: In the last several years the expenses of the department have exceeded the income by around \$100,000. We have tried several ways to decrease spending and still have a large deficit. The increase would not take effect until the 2027 membership year.

#6 Proposed Amendment to Standing Rules Article VII Finance Section 14 Per Diem and Mileage: (a)		
Current Wording	Proposed Amendment	If Adopted, Will Read
<p>One day per diem will be fifty dollars (\$50.00); multiple day per diem will be seventy-five (\$75.00) per day; and mileage will be paid if stated at forty cents (\$.40) per mile.</p>	<p>One day per diem will be fifty dollars (\$50.00); multiple day per diem will be seventy-five (\$75.00) per day; and mileage will be paid if stated at forty cents (\$.40) per mile.</p>	<p>Per diem will be fifty dollars (\$50.00); per day and mileage will be paid if stated at forty cents (\$.40) per mile.</p>

Proposed by: Department Finance Committee

Rationale: To cut down on spending and simplify the per diem. The change will become effective at the close of the 2025 Department Convention.

Proposed Amendment to Standing Rules – Section 16 Finance – Conference and Conventions (Department and National)		
Current Wording	Proposed Amendment	If Adopted, Will Read

<p>(h) The Department President, First Vice President, Leadership Chairman, Department Honorary Junior President, and if from MN and not reimbursed by National, the National Northwestern Division Vice President and/or the National Northwestern Division Honorary Vice President, may attend with partial reimbursement, the Northwestern Division Vice President and/or the National Northwestern Division Honorary Junior Vice President, may attend with partial reimbursement, the Northwestern Division Mission Training. Allowable expenses for the Department President and the National Northwestern Division Vice President to include; mileage, registration, room, meals the day of the training when not provided, one meal per day when traveling more than 150 miles to and from the training. Allowable expenses for all others listed above include, mileage, registration, meals the day of the training when not provided, one meal per day when traveling more than 150 miles to and from the training, and one-half the room rate. All expenses will be budgeted from the National Leadership fund. Receipts required with expense reimbursement request.</p>	<p>Amend by changing the word mileage to transportation</p> <p>(h) The Department President, First Vice President, Leadership Chairman, Department Honorary Junior President, and if from MN and not reimbursed by National, the National Northwestern Division Vice President and/or the National Northwestern Division Honorary Vice President, may attend with partial reimbursement, the Northwestern Division Mission Training. Allowable expenses for the Department President and the National Northwestern Division Vice President to include; transportation, registration, room, meals the day of the training when not provided, one meal per day when traveling more than 150 miles to and from the training. Allowable expenses for all others listed above include, transportation, registration, meals the day of the training when not provided, one meal per day when traveling more than 150 miles to and from the training, and one-half the room rate. All expenses will be budgeted from the National Leadership fund. Receipts required with expense reimbursement request.</p>	<p>Amend by changing the word mileage to transportation</p> <p>(h) The Department President, First Vice President, Leadership Chairman, Department Honorary Junior President, and if from MN and not reimbursed by National, the National Northwestern Division Vice President and/or the National Northwestern Division Honorary Junior Vice President, may attend with partial reimbursement, the Northwestern Division Mission Training. Allowable expenses for the Department President and the National Northwestern Division Vice President to include; transportation, registration, room, meals the day of the training when not provided, one meal per day when traveling more than 150 miles to and from the training. Allowable expenses for all others listed above include, transportation, registration, meals the day of the training when not provided, one meal per day when traveling more than 150 miles to and from the training, and one-half the room rate. All expenses will be budgeted from the National Leadership fund. Receipts required with expense reimbursement request.</p>
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Proposed by:

Rationale: Mileage implies that the member must drive. Changing the word mileage to transportation allows for the option of driving, flying or any other means of public transportation. In many cases, the cost of a flight is less expensive than the cost of mileage.

Proposed Amendment to Constitution & By-laws – Article VIII: Duties of Officers		
Current Wording	Proposed Amendment	If Adopted, Will Read
<p>Section 2. The Executive Secretary shall be in full charge of the work in the Department office. The Executive Secretary shall allocate all duties and be responsible that all work is kept up to date. The Executive Secretary shall keep all books and files that are necessary for the proper conduct of the Secretary's office and shall conduct the official correspondence and other business as the Department President and Department Executive Committee may direct. The Executive Secretary shall be responsible to the Department President for the efficient and proper performance of the Executive Secretary's duties and those of the Department staff.</p>	<p>Amend by adding a line concerning minutes of Department Executive Committee meetings.</p> <p>Section 2. The Executive Secretary shall be in full charge of the work in the Department office. The Executive Secretary shall allocate all duties and be responsible that all work is kept up to date. The Executive Secretary shall keep all books and files that are necessary for the proper conduct of the Executive Secretary's office and shall conduct the official correspondence and transact such other business as the Department President and Department Executive Committee may direct. <i>The Executive Secretary shall provide the minutes of all Department Executive Committee meetings within 10 business days.</i> The Executive Secretary shall be responsible to the Department President for the efficient and proper performance of the Executive Secretary's duties and those of the Department staff.</p>	<p>Section 2. The Executive Secretary shall be in full charge of the work in the Department office. The Executive Secretary shall allocate all duties and be responsible that all work is kept up to date. The Executive Secretary shall keep all books and files that are necessary for the proper conduct of the Executive Secretary's office and shall conduct the official correspondence and transact such other business as the Department President and Department Executive Committee may direct. <i>The Executive Secretary shall provide the minutes of all Department Executive Committee meetings within 10 business days.</i> The Executive Secretary shall be responsible to the Department President for the efficient and proper performance of the Executive Secretary's duties and those of the Department staff.</p>

Proposed by:

Rationale: The insertion of a timeline for the Department Executive Committee minutes provides awareness for all members of when the minutes will be available.