

**AMERICAN LEGION AUXILIARY
DEPARTMENT OF OREGON**

FALL DEPARTMENT EXECUTIVE COMMITTEE MEETING

October 6, 2019

Lebanon, Oregon

Department President, Gea Clausier called the DEC to order.

Acting Department Chaplain, Phyllis McDaniel gave the prayer.

Department Americanism Chairman, Donna Hartwell led us in the Pledge of Allegiance to our Flag.

We all sang The National Anthem

Department Parliamentarian, Lynda Dryden, led us in the Preamble to the Constitution of the American Legion Auxiliary.

Welcome

President Gea, welcomed everyone and thanked them for coming. Gea said that it has been an honor and joy and very humbling to be the Department President. She attended the dedication of the Blue Star Highway at the Oregon Gardens. The VFW was to be there to present the colors but were unable to attend. Gea presented the colors and held them throughout the ceremony. She was so glad that the American Legion and the American Legion Auxiliary were there to step in when needed.

This is our 100th Birthday and we are going to have a party. Every member attending the DEC received the National President's pin and a 2019-2020 Centennial notebook.

Roll Call

- Department President, Gea Clausier
- Department Vice President, Kathi Karnowski
- Department Secretary, Linda Liebenow
- Department Treasurer, Karen Banks
- Department Chaplain, Susan Guerin (excused)
- Department Historian, Phyllis McDaniel
- Department Parliamentarian, Linda Dryden
- National Executive Committeewoman, Pam Seelye
- Department Sergeant at Arms, Barbara Sumner
- Department Assistant Sergeant at Arms, Trudi McGriff
- Department Aide to the President, Linda Hellickson

District Presidents

- District #1, Catherine Brockmann (excused), VP Jody Marsh
- District #2, Debra Godwin

- District #3, Suzanne Driver, VP Roberta Peebler
- District #4, Cindy Soria, VP Donna Hartwell
- District #5, Yvonne Drury, VP Louise Carter
- District #6, Maggie LaMont, VP Mary Ward
- District #8, Angie McKinney (excused)
- District #9, Krisann Owens, VP Betty Adams
- District #10, Linda Schmidt, VP Shirley Torrey

Past Department Presidents

- Krisann Owens, (2018-2019, 2003-2004), District #9 President, Girls State Director
- Louise Carter, (2004-2005), District #5 Vice President
- Cyndi Dahl, (2008-2009)
- Trudie McGriff, (2010-2011), Alternate National Executive Committeewoman, Asst. Sgt-at-Arms
- Jody Marsh, (2011-2012), Admin Committee Chairman, Convention Chair
- Pam Seelye, (2012-2013), National Executive Committeewoman (2016-2020)
- Virginia “Ginny” Williams, (2013-2014), Distinguished Guest Chairman
- Linda Liebenow, (2014-2015), Department Secretary, Admin Committee Member
- Helen Hisaw, (2017-2018) Admin Committee Member, Finance Committee Member

Department Committee Chairman

- | | |
|--------------------------------|---|
| • Administrative Committee | Jody Marsh, Chairman
Helen Hisaw, Linda Liebenow |
| • Americanism | Donna Hartwell* |
| • Aux. Emergency Fund | Cindy Lee* |
| • Centennial Celebration | Krisann Owens |
| • Chairmanship Coordinator | Karol Satterfield |
| • Children and Youth | Roberta Peebler |
| • Community Service | Margie DeMoss* |
| • Constitution and Bylaws | Lynda Dryden |
| • Convention Chairman | Jody Marsh |
| • Distinguished Guest Chairman | Ginny Williams |
| • Education and Scholarship | Edna Redhead (absent)* |
| • Finance | Karen Banks, Chairman
Helen Hisaw, Maggie LaMont |
| • Girls State Commission | Krisann Owens, Director
Cindy Hillyard (absent) |
| • Junior Activities | Angie McKenney (absent) |
| • Leadership | April Judy (absent) |
| • Legislative | Susan Guerin (absent)* |
| • Membership | Kathi Karnowski |
| • National Security | Pam Seelye |
| • Past Presidents Parley | Krisann Owens |
| • Poppies and Poppy Poster | Cindy Soria |

APPROVED 1-12-2020

- Public Relations Yvonne Drury
- VA&R Linda Liebenow, Member
- Portland VA Medical Center Ardis Snyder, Deputy (absent)*
 - Gift Shop Coordinator Linda Liebenow*
 - Rose Court Becky Crosby (absent)*
 - Transplant Unit Becky Crosby (absent)*
- Rosburg VA Medical Center Evelyn Welch, Deputy (absent)
- Oregon Veterans Home Gift Shop Geanne Horne (absent)
- Lebanon Veterans Home Shirlee Harrington (absent)*

***Chairman ratified at this DEC**

Minutes

You have received minutes of the July 29, 2019 DEC Conference Call, the 2019 Pre-Convention DEC, the 2019 Post Convention DEC and the 2019 Convention. If there are no corrections and no objections, the minutes of the previous meetings will stand approved as printed.

Minutes stand approved as printed

The Rules of the DEC were read by Department Secretary, Linda Liebenow.

Ratification of appointments:

Consent was given for the following Chairman:

- Americanism, Donna Hartwell
- Auxiliary Emergency Fund, Cindy Lee
- Community Service, Margie DeMoss
- Education and Scholarship, Edna Redhead
- Legislative, Susan Guerin
- Portland VAMC Christmas Gift Shop Coordinator, Linda Liebenow
- Portland VAMC Rose Court, Becky Crosby
- Portland VAMC Transplant Unit, Becky Crosby
- Portland VAMC Deputy, Ardis Snyder
- Roseburg VAMC Deputy, Evelyn Welch and Andrea Bernhardt
- Lebanon Veterans Home, Shirlee Harrington

Reports from Department Officers

Secretary- Linda asked the District Presidents to take what they need out of the binders but leave the binder. They also had an envelope that contained the information that had been mailed out to the Unit. They also had some reports that were left at convention. District Presidents were reminded to look at the end of convention and pick up reports that their Units had not picked up.

Make sure that the contact information is correct on the roster. An updated roster will be e-mailed out in the next few weeks.

Bulletins are on the website including the Education and Scholarship bulletin that did not go out with the other bulletins.

We have some “for sale” items in the back of the room.

Please have a hard copy of any floor remarks to give to me.

Treasurer, Karen Banks asked if there were any questions on the budget to actual. There were none.

Historian, Phyllis McDaniel asked for pictures from the Units.

NEC, Pam Seelye, reported that the National search for a National Secretary is complete. Kelly Circle has been hired as the Executive Director and Linda Boone will stay on as National Secretary. Kelly will start November 12.

Membership, Kathi Karnowski would like to have a workshop with the membership chairman or representative from each Unit. She also would like each Unit to have a membership drive. We all need to recognize our members with 20+ years of membership. Make your members feel special. Next target date is December 7, 2019 at 75%.

Kathi asked Barb Sumner to come forward. Barb recruited the first Oregon male member of the Auxiliary. Dennis Bolan is the NEC from Florida. He was here in Oregon with his wife and Barb asked him to join the Unit 1 Auxiliary. Kathi presented Barb with a few little gifts.

We also had a special guest, our first male Auxiliary member that lives in Oregon; Mike Scalf joined Lebanon Unit 51. Mike said he joined "because it was the right thing to do". His wife, Connie, is also a dual member of Post and Unit 51.

We had a special guest, Department Commander, Steve Adams. He talked about the fund raiser project for this year that will include Legion, Auxiliary, SAL and Riders. The amount raised will be divided among all the organizations. The money will be used only on Children and Youth. At pre-convention DEC there will be an announcement of the amount in the fund. The fund will be divided between all entities. The Auxiliary will be making quilts, wall hangings or anything else that is donated to be raffled, auctioned or sold.

District Presidents Reports

District #1. They had one member that was attending her first DEC. Carla Staub from Aloha Unit 104.

District #2. Capital #9 voted on May 15, 2019 to close their Unit. They do not want to rebuild the Unit. Debra Godwin, District #2 President, moved to close Capital Unit #9. Motion seconded and passed.

District #3. Suzanne Driver, District #3 President, reported that she will be asking for Charter from Unit #11 at the Winter DEC.

District #4. Cindy Soria, District #4 President, reported that she had coloring sheets that go with the Poppy Bulletin.

District #5. Extra report was added to the Book of Reports.

District #6. Ione is doing a great job making their members feel welcome. They have welcomed members from Heppner Unit that has closed.

District #9. District President, Krisann Owens, reported that all 3 Units were at the last District meeting. They are all working hard and staying busy. Roseburg will be sending

in their Charter soon. Krisann will be working on reopening Coquille and Port Orford. Krisann accepted these 2 Charters when she was Department President in 2003-2004.

Administrative Committee-Jody Marsh, Chairman

The American Legion Auxiliary Department of Oregon severed ties with Office Manager Andrew Miley after much thought and discussion.

We, as a department, have been diligent over the past few years to implement policies and procedures that provide guidance to our employees and volunteers and these policies are designed to protect our department. The Administrative Committee and the Department Officers became concerned with departures from these established policies.

The Administrative Committee has recommended, and the Department Officers have approved hiring Cindy Hillyard full-time. She started September 16, 2019. A wage increase is forthcoming and will be retro-active to her start date. At this time, the Administrative Assistant is working through this change and developing an analysis of what tasks have been added to her workload, what tasks she has been doing that have been transferred to volunteers and/or what is not getting done. This information will provide Finance the data in which to determine the appropriate salary for the added responsibilities.

There is currently no plan to hire an additional full-time employee at this time. Keep in mind that the 2019-2020 budget included an increase for both positions. We anticipate a savings in personnel expenses for this fiscal year.

To answer some of your questions; your Department Secretary has accepted the challenge to step up and be responsible for transcription of the minutes, track deadlines pertaining to meetings and spend more time in the office to assist in all ways.

As Admin Chair, I have committed to another year of weekly visits to the office to share knowledge and continue to revise/rework the monthly planning document to ensure that it is up-to-date and a useful tool for the staff.

We thank all of you for your understanding and support of these decisions, made to strengthen our department and carry us through the next 100 years.

No vote is required for this decision.

Constitution and By-laws-Lynda Dryden, Chairman

All Units will have to update their Constitution and By-laws to reflect the change from the Legion Act and the change in wife to spouse. We are just waiting for the official language from National.

Convention-Jody Marsh, Chairman

No report currently. More to come later.

Centennial Celebration- Krisann Owens, Chairman

Each District President was given a Centennial Tool Kit to prepare for the Auxiliary Birthday.

VA&R- Linda Liebenow, member

We don't have a Chairman at this time but that doesn't mean that we can't work for our Veterans.

Gift shops are being planned. There is a needs list at the back of the room for Portland VA and the Oregon Veterans Home needs list is part of the Christmas Gift Shop Report in the Book of Reports.

The Veterans Affairs Voluntary Services (VAVS) is a combination of all the organizations that volunteer at the hospitals. The Portland VAVS has an ice cream sale and craft table every other month. From March 1997 through August 2019 they have returned \$234,342.05 to the hospital by buying things for the Veterans that is not in the VA budget.

Chairman Coordinator-Karol Satterfield

When we looked over the awards list we found that some of the awards were antiquated and not user friendly. The whole awards list has been revised. District Presidents please tell your Units to read the awards list that has been sent out. Hopefully we will receive more entries this year.

The bulletins and the awards list are all on the web site. There were questions about where to find the new bulletins. It is in a different place than the old bulletins and people are confused. You can find the bulletins under the "News" tab. The old bulletins were under the "forms" tab and they will be deleted from there.

Legion College

The Legion College was opened to include all members of the family, Legion, Auxiliary, SAL and Riders. It was a one-day event for the Auxiliary. In the morning, we heard from each of the organizations so that we all had a better understanding of each other's programs. The Auxiliary didn't have it in the budget to help members with expenses, but we had 20 members attend. The National organization, also, is talking more and more about the Legion family and including all the branches of the organization.

Yesterday the Auxiliary was invited to attend the membership meeting conducted by Michell Steinmentz from the American Legion National Headquarters. We all need to get more members. The presentation applied to us even though we both use different membership recording systems. The Legion is now open to all Veterans that served from December 7, 1941 through today. We increased our Units goal by 10% because of the Legion Act.

President, Gea, presented certificates of graduation from the Legion College to the Auxiliary members that attended. They were:

Krisann Owens, Kathi Karnowski, Linda Hellickson, Donna Hartwell, Cindy Soria, Linda Liebenow, Phyllis McDaniel, Naomi Wilkes, Loyal Hjelmervik, Tawnya Lege, Hazel Pierce, Teresa Hammond, Michelle Butler, Catherine Brockmann, Donise Dietz.

We would like for this to be an annual event. It was good for everyone to understand each other's programs. A survey was sent out and all positive feedback was received.

Unfortunately, at Convention someone didn't get her ribbon. President Gea, presented Kathi Karnowski, Vice President, her ribbon of office. Kathi was told to make sure that she had a toilet paper roll for her ribbon so that it would be nice and smooth with no fold marks.

President/Commanders project.

It was suggested to have quilts made to raffle off at convention. Could the District Baskets go toward the President/Commanders project? President Gea responded "yes".

Much discussion about size and kind of quilts to be donated even wall hangings.

Poppy Production Audit-Helen Hisaw

Before Convention last year, then President Krisann, asked me to do an audit of Baker City Unit #41 Poppy Production. That preliminary audit has been completed and turned over to powers that be. I was very thankful the we had a District President that was paying attention and that asked questions and made it part of her job. We all need to ask questions and receive questions. It is our fiduciary responsibility to ask how our organization is doing. When you are receiving those questions, you should not take them personally. It is our job to be out there and let the information be known and that it is understood. Is it our job to be good stewards of our organization if we want to last another 100 years. Ask questions, be attentive and caring. Make sure that all our Units are following their Constitution, Bylaws and Standing Rules. All Units should have current Standing Rules and if they don't, then it is the job of the District President to find out why. Also make sure that they have a current Constitution and By-laws. All Units should have minutes of their meetings. If the Unit votes on anything, it should be in the minutes. They should also contain who attended the meeting, what officers were there and what business you conducted. Down the road, no one knows what was done if you don't have minutes. The minutes serves a purpose as to what has happened in the past so that when someone new comes in, they have somewhere to start.

Units should be working programs. It doesn't matter how many programs or how much money you bring in for that program, we should all be working our programs. Minutes, Constitution and By-laws and Standing Rules, we all need them, and they should exist.

NEW BUSINESS

Travel Policy-Finance Committee

Everyone should have a copy in their binder.

The Finance Committee felt that the reimbursement policy was not clear, so we made changes to clarify it. Helen will explain the changes.

Policies

II. Lodging/Housing

- a. Lodging/housing will be allowed for a shared or single occupancy room. Those who room alone or shared will be reimbursed only for 50% of your expense of the room, including taxes and fees. Any exceptions shall require the prior approval of the Department President and the Department Finance Chair.

- b. Receipts for lodging/housing must be submitted with the name of the requestor on the receipt before reimbursement will be processed.

IV. Reimbursable Expenses

- a. All travel expenditures will be reviewed by Department Headquarters. Expense reimbursement requests must be submitted within 45 days of the last meeting day and must be accompanied by receipts.

Fill the request out with all the information. Don't assume that the office will know your personal information without looking it up. Your authorization for expenses comes in the form of the Call to DEC or Convention. The call states who is called in to give reports.

Kathi Karnowski asked if you must visit a Unit that is in crisis, do you have to get prior approval before you go? We understand that District Presidents are to visit each of their Units, but what if they must make more than one trip? Helen answered that it would be nice if the Finance Committee had a heads up. If it is a pre-approved budget that you are working on, then you don't have to have it approved again by the President or Finance Committee.

District Presidents should turn in a reimbursement request to keep the money in the budget. We thank those District President for not requesting expenses but from a financial standpoint, then we have skewed information. Now we don't know what it cost us as an organization to send the District Presidents out to do their job. We need to know what our programs cost us.

It was asked if they could submit the request and then donate it back? Yes, then the District President could add to the bottom of their request, where they would like the donation to go. Just keep in mind not to get too specific because the money must go where you request.

Cindy Soria asked about District Presidents budget for travel. It is all in one line item to be shared with all District Presidents. Should the Finance Committee break it out for each District? Yes, the District Presidents would like to have it broken out.

We need to finish the Travel Policy. Karen Banks, Treasurer, recommends the DEC accept the Travel Policy as rewritten. Recommendation passed.

There was much discussion about splitting up the District Presidents budget. The Finance Committee recommends that you vote on breaking out the District Presidents travel to indicate each District Presidents amount. Recommendation is passed.

Upcoming Events

Department Christmas Party-Saturday, November 30th at Post #180. More details to follow.

Expense vouchers are being handed out to those that are allowed expenses for this DEC. This is in hopes that it will eliminate some of the confusion about who is allowed expenses and who is not. Because the District Presidents were called in for the Saturday morning meeting, you are getting two nights paid instead of the normal one night.

Mid-Winter DEC will be January 12, 2020. The location is set for Springfield and we will be sending more information soon. This event is being hosted by Department. All meetings will be in the Headquarters hotel. There will be no banquet.

Thank you to the Unit and Post #51 for hosting the meeting.

Having no further business to come before this meeting the PDP's led by Patti Cooper congratulated President Gea on a well- run and quick DEC.

Was it decided that everyone would be ordering their own poppies? Poppies are available from Department and Poppy Order Forms are available.

One last chance to buy raffle tickets.

There are copies of past Department proceedings on the back table, if you would like them, please take them. There are copies of these at Department.

Closing prayer was given up Phyllis McDaniel, Chaplain, (pro tem)

Winner of the Poppy painting is Maggie LaMont.

Clarification by Helen Hisaw about the Americanism Essay contest. The money that the students receive comes from National, not Department.

Till we meet again, let us remember that our obligation to our Country can be fulfilled only by the faithful performance of all duties of citizenship. Let service to the Community, State and Nation be ever a main objective of the American Legion Auxiliary and its members. Let us ever be watchful of our organization and ourselves, that nothing shall swerve us from the path of Justice, Freedom, Loyalty and Democracy.

Hand Salute to the Flag of our Country

I now declare this meeting of the American Legion Auxiliary Executive Board, Department of Oregon. Adjourned 11 AM