

**American Legion Auxiliary
 Department Executive Board Meeting Minutes
 Held via Zoom
 January 22, 2022 @ 2pm**

<p>Call to Order and Opening Ceremonies</p>	<p>President Theresa Brandt opened the DEC zoom meeting at 2:05pm. There were forty members in attendance. She welcomed everyone and thanked them all for attending. She announced a special guest, National Northwestern Divisional Vice President, Dee Dee Buckley. Dee Dee gave greetings prior to her talk later in the agenda.</p> <p>Department Chaplain Donna Rae Smith offered the opening prayer.</p> <p>President Elect Tina Cooper lead us in the Pledge of Allegiance to the Flag of the United State of America.</p> <p>Vice President Bettina Kossow lead us in the Preamble</p>
<p>Minutes Approval Committee</p>	<p>If there are no objection, the following three members are appointed to the Minutes Approval Committee for this meeting.</p> <p>Tracy Trujillo, Pat Steranka, and Laurie Kuntz.</p> <p>There being no objection, they have been appointed the Minutes Approval Committee.</p>
<p>Roll Call</p>	<p>Secretary Terry Rose Lena will do the roll call of Officers, DEC's and Past Department President's.</p> <p>The following Officers were in attendance: National Executive Committee; Laurie Kuntz, Department President; Theresa Brandt, Department President Elect; Tina Cooper, Department Vice President; Bettina Kossow, Department Secretary/Treasurer; Terry Rose Lena, Department Historian; Nancy Diefenderfer, Department Chaplain; Donna Rae Smith, Department Sergeant-at-Arms; Catherine Barger, Department Parliamentarian; Donna Thompson, Department Immediate Past President; Tracy Trujillo.</p>

	<p>The following DEC's were in attendance: District 1; Vacant, District 2; Vacant, District 3; Vacant, District 4; Susie Bozella (in for Nancy Diefenderfer, District 5; Janelle Mendelson, District 6; Deb Davis (in for Nancy Shannon), District 7; Catherine Barber representing but holding one vote as an officer, District 8; Pat Steranka, District 9; Vacant, District 10; Sue Patterson, District 11; Debra Jackson, District 12; Vacant, District 13; Jennifer Avery, District 14; Absent.</p> <p>The following Past Department President's were in attendance: Donna Thompson, Sue Patterson, Pat Steranka, Susie Bozella, Diane Erickson, Evelyn Espinola, Ann Ritacco, Laurie Kuntz, and Tracy Trujillo</p> <p>The roll call is now complete.</p>
<p>Dispensing with reading of prior minutes</p>	<p>President Brandt stated if there be no objection, we will dispense with the minutes of the pre- and post-convention as they were approved and previously sent to all members.</p> <p>There being no objection, the minutes will not be read.</p>
<p>Committee Reports: Audit Report - Donna Thompson</p> <p>Finance Report - Donna Rae Smith</p>	<p>President Brandt asked Donna Thompson to give an Interim Audit Report. Donna stated that the Audit Committee has met twice and both times everything was in order. They expect to meet for again the last week of January to go over the second quarter.</p> <p>President Brandt called on Donna Rae Smith to do the Finance Report. Donna Rae began by asking if everyone has seen the most recent December Financials that were sent out and if there were any questions. There being no questions, she proceeded to discuss the report that was sent out by Karen Zuppa of CBA Complete Bookkeeping & Accounting. Her company oversaw the conversion of QuickBooks desktop to QuickBooks online. Janelle initiated this the former Chair of Finance. The report included information about bill.com a program that does electronic payments of checks. It makes it more convenient because anyone can now be on the Finance Committee regardless of your location. Checks are approved online and sent out via bill.com. She also discussed payroll</p>

being outsourced by Altitude payroll. This takes the liability off the secretary writing her own paychecks.

There was a fraudulent charge on the credit card on 12/13. The credit company gave us the credit back on 12/16. The card was cancelled immediately. For reporting purposes, the charge needed to go somewhere so Terry put the charge in account 6250-3 Software expense and the credit went back onto the 4250-3 Software income.

She went on to discuss Fisher House and Fisher House Foundation and it is important to know the difference. National will not give us V&R credit if we donate to a Foundation and we could be liable for misappropriation of funds. Diane Erickson has been in touch with Fisher House so we know exactly what address and what account it should go in to get the proper credit from National.

Donna plans on meeting with Judy Sadler soon to go over and review the equity account for accuracy. She stated that this is an incorrect term because a not for profit does not have equity. It should be named Net Assets.

Finally, she wanted to discuss a fundraising idea with Little Caesar Pizza. It can be done virtually, with every kit purchased, there will be \$6 profit. There were no questions asked except by Tracy Trujillo who asked where we stood with the Budget vs. expenses. Donna stated the Finance committee did not meet and she plans to go over the budget with Terry soon and will report on it once it is complete.

ALA Girls State Report - Ann Ritacco

President Brandt asked Ann Ritacco to provide an ALA Girls State Report. Good afternoon. I come before you today to report on ALAL Colorado Girls State 2021 and where we are at for ALA Colorado Girls State 2022.

First, I would like to let you know the members of the Operations Committee of the ALA Colorado Girls State: Susie Bozella, Kellie Hays, Rachel Van Bouton, Kaylene

Khosla, Director 2022, Megan Valliere, Assistant Director 2022, Debra Herrick, Member at large, Terry Lena and myself.

At our 2021 session of ALA Colorado Girls State we held a virtual session on June 7th through 10th. We came to this decision over several meetings. We did not know where Covid was going to take us next, and we wanted to make sure that we held some session this year. We only charged the units \$40 per delegate. But unlike past years we gave each delegate and staff member a T-shirt. They were able to purchase more of the t-shirts if they chose to or they could purchase a t-shirt or other items that we had available from past sessions by placing an order and then we shipped them to the delegates and staff on the Monday after session ended. The theme that Marissa Sotomayor, our director, had picked was Rise. We had sixty-one delegates and thirteen staff.

This year we are hoping and planning for an in-person session at UNC Greeley. The dates are June 4th through 9th. The cost is \$265 per delegate. Some important dates are as follows:

Delegate applications due by May 1st, 2022.
Staff and Junior Counselor application is due by February 28th, 2022
Steering Committee member application is due by February 15th, 2022.
Director/Assistant Director application for 2023 is due by June 9th, 2022, at the close of Girls State session.

All applications can be found on the Girls State page of the Department website:
<https://www.alacolorado.com/girls-state.html>.

We also encourage units, especially if they have no delegates to sponsor, to donate money to help units who have delegates but not enough money to pay for additional delegates. We would like to encourage units to help recruit the girls by emailing or visiting the high school counselors and sending or providing the brochures and posters that are available on the website. When Kellie, our registrar, received a delegate application, she

will notify the nearest unit and they will be responsible for contacting the applicant as in the past. Please refer to the website for the Unit Chairman instructions.

The Steering committee did their due diligence this year on venues. We wanted to make sure we were still getting a good deal for our money. We looked at UNC Greeley, YMCA of the Rockies in Estes Park, and two hotels. What we found out were that the hotels were way outside our budget. The YMCA was within our budget, but they were limited on space for us. UNC was still in budget, and they have the space. So, we presented these options to the Operations committee, and we voted to stay with UNC another year.

Juniors Report

President Brandt asked Faline Fobare to report on the Juniors. Faline was having issues getting her computer to unmute and Secretary read her report that she had sent in. The Juniors participated in several fun activities during our Department Convention this year. They had fun Creating Positivity Rocks to leave in their respective communities. They sold Poppy Seeds as well as pins to contribute to the Juniors account. Kira made and sold candles and was able to donate a portion back to the Juniors. We all laughed while learning how to defend ourselves again this year, empowering and building self confidence in our Juniors. We used some of our funds to have an afternoon playing Mini Golf, building friendships. This activity was enjoyed by all.

I have spoken to the Department Junior officers and although we have not been able to coordinate a meeting since convention, they are all remain active in their Units or with projects to support the organization. Kira is planning to participate in the Oratorical contest at the Post 6 in Cheyenne. Juniors at Unit 180 provided a Veterans Day Brunch, ran a cookie decorating stop during local holiday celebrations. Adrianna continues to be active at Unit 32.

I look forward to a gathering of these great young ladies during the second half of the year.

**National Veterans Creative Arts Festival
Update Tracy Trujillo**

Faline Fobare
ALA Department of CO Juniors Chair

President Brandt called upon Tracy Trujillo, National Veterans Creative Arts Festival Department of Colorado Chair to give a report on the National Veterans Creative Arts Festival.

Diane Erikson, Judy Sadler, and I meet with Executive Director, Michael Kilmer, and his leadership team regarding the NVCAF - Colorado on Friday, January 21 via virtually.

The VA leadership sends gratitude and appreciation for the donation Department has given for the NVCAF - Colorado.

The VA meeting consisted of quickly reviewing the National Veterans Creative Arts Festival manual. The VA responsibilities and duties were highlighted during the VA presentation. The manual will be 'the Bible' for the next 3 years - with a few minor adjustments.

The VA has narrowed the host hotel to three. However, the decision and signing of the contract will not be made until a much later date. The VA has already reached out to government (city, county, and state) officials, venues, and other major entities to begin to promote this event.

Only two employees (Dan and Eva) are the able to solicit on behalf of the VA. If an ALA member has a 'contact' that might be able to donate for this event, please contact Judy, Diane, or me. A master list will be compiled and shared with the VA. This will prevent the 'stepping on toes' when reaching out for donations. Also, the sharing of information will in the long run will save time and energy for all.

ALA Department of Colorado will be responsible for the hospitality room and items for the 'swag' bags for the participants. The estimate cost from the last in-person NVCAF was approximately \$25,000 - \$30,000.

Colorado and/or Denver - themed items are suggested for the swag bags.

Based on meeting, I developed a power point presentation that highlights the ALA responsibilities and duties for the NVCAF. The power point presentation and the NVCAF manual is available to any ALA member who wishes to have a copy. The power point presentation was created to assist any Unit to describe the NVCAF to its membership.

As information regarding committees, sub-committees, and other matters become available they will be shared with ALA members.

Constitution & Bylaws

Donna Thompson was asked to give a report on Constitution & Bylaws. She requested a motion for a change in the Standing Rule agreement.

This motion was submitted by Diane Erickson, Representative to Rocky Mountain Regional VA Center, Aurora. She suggested striking the word "hospital" and inserting the word "each" in the Veterans Affairs and Rehabilitation (VA&R) and Community Living Centers. The rationale for amendment is the CLCs are not hospitals, and those reps need to comply with reporting and sending thank you (note) for donations. No second was needed. The Secretary tallied a vote. It was unanimous with no negative vote cast. The motion has passed.

The Standing Rule shall read as follows:

XXIII
VETERANS AFFAIRS and
REHABILITATION (VA & R) and
COMMUNITY LIVING CENTERS

1. All contributions intended for the VA Hospital and community living centers shall be sent to the department. The representatives should request the balance in the facility account before requesting funds.
2. Each representative shall list supplies purchased for veterans out of moneys allotted to them on r expenditure reports. Each representative shall submit itemized

statements showing expenditures of all department VA Regular funds to the Finance Committee Chairman and Secretary Treasurer on July 15th, October 15th, January 15th, and April 15th each year. All expenditures must preapproval of the department president and finance committee.

3. Each representative shall send acknowledgement notes to units for moneys contributed to the facilities caring for veterans.

4. The individual unit auxiliary member shall be responsible for purchasing the Service to Veterans or Hospital Volunteer pins.

5. The VA & R chairperson shall be reimbursed at the rate approved by the DEC's for one official visit to the hospitals.

She went on to discuss the Past President's Parley Dues. There have been little contributions to date, and she asked that everyone go back to their individual units and assess if this is worth continuing. She would like the members to discuss and make this decision. The scholarships could be moved to the Education committee. A vote could be done at convention if there is a request for this.

Another motion put forth was for President Brandt to appoint a committee representing large and small units to establish a long-range planning committee complete with guidelines and duties to be considered at the 2022 Department Convention. A discussion ensued as to exactly what this committee would do. After everyone was satisfied with the reasoning, the Secretary tallied A vote. It was unanimous with no negative vote cast. The motion has passed.

President Brandt has appointed Laurie Kuntz, Donna Rae Smith, Evelyn Espinola, and Shelly McLatchie to lead the ad hoc committee to appoint a long-range planning committee which will take place in 2022-2023.

**Special Report:
National Northwestern Divisional
Vice President
Dee Dee Buckley**

NEC Laurie Kuntz introduced National Northwestern Divisional Vice President Dee Dee Buckley with her impressive years of service with the American Legion Auxiliary.

Dee Dee began her report with stating she was pleased with listing to all the reports and noted how interesting and organized they were. She recognized the dual members and Riders in the group. She then went on to point out about Doxo and not to use it for payment of membership. This is a phishing thing, and they have nothing to do with the American Legion Auxiliary. She requested Theresa to send an e. blast to all members to warn them.

National President Kathy Daudistel had requested all her VPs to visit their district states to "teach." There were three areas she wanted to touch upon.

First is recognizing caregivers. Many American Legion Auxiliary members are caregivers and do not even realize it because they are family members. There are 5.5 million military and veteran caregivers in the U.S. Many of these are veterans and service members that served after 9/11.

She wants to recognize these unsung heroes and make sure they have the resources and support they need to care for those caring for others.

What is new this year is credit for voluntary VAIR service hours. If they are a caregiver for a related veteran member that lives with you, you can earn 10 hours a week. If you are a caregiver for a related veteran who does not live with you, you can earn 5 hours a week. If you are not related to the veteran, you would earn the actual hours to volunteer. If you are a caregiver for a non-veteran, it would be recorded as community service hours.

The second thing she wanted to talk about was the National President's Award for Excellence. The application is available online and there are II-unit awards and one department award. Units can highlight their amazing work and accomplishment by working mission outreach programs. These are our programs. The best way to win would be to write up your work in a fantastic narrative and include great photos. The department awards are through the membership program.

	<p>The last thing she wanted to talk about was the ALA Academy. This is free and available to all members. She suggested getting together with the unit and do it together. They are self-paced training courses which are from 15-45 minutes. There is also live webinar training. You can access the ALA by going to the legion-aux.org and log in with your membership number. She discussed some of the programs such as Intro to ALA 10 I, Branding, Communication, Fundraising, How to Deal with Conflict etc.</p> <p>Dee Dee went on to discuss something she did when she was a department parliamentarian. She wrote a 16-page booklet which is an unofficial guide to parliamentary procedure and protocol. She shared with us some of the things in the book such as who is a voting member and what a quorum is.</p> <p>Lastly, she wanted to remind everyone of the 6 P's which are Proper Prior Planning Prevents Poor Performance and ended with noting about the four different years the Auxiliary has. The Auxiliary year is close of department convention to next year close of convention. The FY is August 1st - July 31st. Membership year is calendar year even though they start collecting earlier. And the Reporting year is from April 1st - March 31st.</p> <p>She thanked us for inviting her and wishes us luck in the future with the National Veterans Creative Arts Festival.</p>
<p style="text-align: center;">Resignation of Tina Cooper</p> <p style="text-align: center;">President's Pin</p>	<p>President Brandt turns the meeting over to Tina Cooper to announce her resignation. Tina has stated she is resigning her position as President Elect at the close of business today. She will be moving out of state to a better climate conducive to her health. She thanked everyone for their support and will miss everyone dearly. President Brandt agreed that she will be missed as well and thanked her for her years of service with the American Legion Auxiliary and wishes her well.</p> <p>With Tina's resignation, Bettina Kossow will automatically become President Elect. Janelle Mendelson was recommended for interim Vice President and since she was a DEC</p>

	<p>President Brandt appointed Pat Steranka to replace her as elected DEC of the Executive Board meeting for the remainder of the year. There were no objections.</p> <p>Bettina Kossow presented her pin to the DEC. We were unable to share the document due to technical difficulties, but Secretary Terry Rose Lena had a printed copy and showed it to the group. Ann Ritacco asked if we got permission from National and the answer was no because we needed to get it approved first at the DEC meeting and move on from there. There was discussion on the cost and the bylaws stated \$500 is allotted for the President Pin. Anything above this must be approved by the Finance Committee. Donna Rae Smith made a motion to approve the pin and it was seconded by Laurie Kuntz. The Secretary tallied a vote. It was unanimous with no negative vote cast. The pin has been approved to go to National for the approval of the emblem. Once we receive approval from National, the pin will be ordered to be here by the Department Convention in June.</p>
<p style="text-align: center;">Charter to be Suspended</p>	<p>President Brandt asked Shelly McLatchie, Membership Chair, to go over the lists of Units in jeopardy. There was a lengthy discussion as the most up to date list had not been distributed. In addition, the verbiage used was questioned such as why you would revoke a charter when it could be suspended for 3 years with the hope of revitalization. It was apparent more work and information need to be obtained, and it was suggested that this be postponed until the June Convention. Donna Rae made the motion, seconded by Suzie Bozella. The Secretary tallied a vote. It was unanimous with no negative vote cast. This issue is postponed until the June convention.</p> <p>It was also suggested volunteers come forth to assist Shelley with these units. Jennifer Avery, Evelyn Espinola, Laurie Kuntz, Bettina Kossow, Debra Jackson, Pat Steranka all volunteered to go through the struggling units with the goal being by the time June convention comes around it will be a complete list with the proper verbiage as to whether a unit should be revoked, suspended, revitalized or if a unit wishes to surrender their charter.</p>

<p>Ratification / Confirmation of President Elect Bettina Kossow's appointment</p>	<p>Bettina has presented the following names as her Committee Chairs:</p> <p>Membership - Nancy Diefenderfer Finance Committee - Judy Sadler 3-year appointment PDP - Diane Erickson 1 year appointment - need to fill</p> <p>Advisors - Susie Bozella, Diane Erickson, and Donna Thompson</p>
<p>Endorsement of Officers</p>	<p>President Brandt has called out for any members to be endorsed for candidates for 2022-2023?</p> <p>Department President Bettina Kossow by virtue of being President Elect, Bettina will automatically become President for 2022-2023</p> <p>Virginia Rodriguez spoke on behalf of George C. Evans American Legion Auxiliary Unit 103 in Littleton, CO to endorse Janelle Mendelson as President Elect</p> <p>Past Department President Tracy Trujillo endorsed Terri Clinton for Vice President</p> <p>President Elect Tina Cooper endorsed Donna Rae Smith for Chaplain</p> <p>Past Department President Susie Bozella has endorsed Nancy Diefenderfer for Historian</p> <p>There were no endorsements for Sergeant at Arms</p> <p>President Brandt asked if there were any other endorsements? There were none.</p>

	<p>Adjournment</p> <p>There being no further business before this meeting, President Brandt asked Chaplain Donna Rae Smith to off the closing prayer.</p> <p>The meeting of the Department Executive Board adjourned at 4:50pm</p>
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 Terry Rose Lena
 Department Secretary Treasurer

2/8/2022
 Date

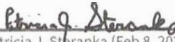
Minutes' Approval Committee


Tracy Trujillo
 Tracy Trujillo

Pat Steranka
 Pat Steranka

Laurie Kuntz
 Laurie Kuntz

Signature: 
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