

American Legion Auxiliary
 Department of Colorado
 Department Executive Board Meeting
 Sunday, January 17th @ 1pm
 Zoom Conference Call meeting

Call to Order	President Tracy Trujillo called the Mid-Year Department Executive Board to order at 1:00pm. The secretary was present.
Opening ceremonies	Chaplain Donna Rae Smith offered the opening prayer. This was followed by the recitation of the Pledge of Allegiance to the Flag of the United States of America led by Theresa Brandt. Preamble to the Department Constitution was read by Tracy Trujillo
Roll call	<p>Roll call was answered by President Tracy Trujillo, NEC Ann Ritacco, President Elect Theresa Brandt, Vice President Tina Cooper, Secretary / Treasurer Terry Lena, Chaplain Donna Rae Smith, Historian Marilyn Miyazima, Sergeant-of-Arms Cathy Barger, Parliamentarian Donna Thompson. The following district president or alternates answered roll call: District 4 – Marilyn Miyazima, District 5 - Lynn Cody, District 6 Edrie O'Brien, District 7 - Jackie Bowen, District 8 – not present, District 9 vacant, District 10 District – Sue Patterson, 11 not present, District 12 not present, District 13 not present, District 14 not present. The following past department presidents were present: Donna Thompson, Chris Harvey, Sue Patterson, Karen Boehler, Diane Erickson, Ann Ritacco, and Susie Bozella. Also in attendance were Terri Clinton, Janelle Rodriguez, Bettina Kossow, Shelly McLatchie and Judy Sadler.</p> <p>President Tracy Trujillo declared a quorum is present.</p>
Minutes' approval committee	Without objection, the following members were appointed to the minutes' approval committee for this meeting. Ann Ritacco, Donna Thompson, and Theresa Brandt
Committee Reports Americanism Terri Clinton	Terri Clinton discussed the Americanism activity. She came up with social platform of the 25 patriotic days until Christmas which highlighted juniors. There were some technical challenges but overall was a huge success and boosted the National presence.

<p>Oratorical Contest Terri Clinton</p>	<p>Terri Clinton provided the following oral report about the Oratorical Contest. The Oratorical Contest semi-finals will be held virtually on February 27th. The finals will be held at Post 1 on March 6th with 3 competitors. The national contest will be held April 7th – 9th in Indianapolis, IN. She asked for everyone to go back to their units and ask for a donation of any amount to keep the program going in perpetuity.</p>
<p>Legislative Terri Clinton</p>	<p>Terri Clinton touched on the fact that many female veterans are not being seen or are getting their issues resolved. More work is needed on every unit and pleads for all to get more involved with legislative issues by writing to your Congressman.</p>
<p>Girls State Susie Bozella</p>	<p>Susie Bozella reported that after multiple meetings, it was decided that Girls State will be held virtually this year. It will be held on June 7th – 10th. Information is posted on the website. The theme this year will be Rise. The theme song will be On Top of the World by Imagine Dragon. They are looking into the total costs. Zoom, insurance, and background checks etc. They estimate to be around \$1,500. They are asking each delegate for a \$40 fee to cover tee shirt, pin, and certificate. Delegates are due May 1st. Platform is undecided. Juniors and Seniors can apply. Staff and junior counselors can apply online.</p> <p>Janelle Rodriguez had presented The Girls State Budget. There were no questions. A motion was made by Jackie Bowen and seconded by Cathy Barger to approve the Girls State Budget. A roll call vote was taken. There were no negative votes. The Girls State Budget was adopted.</p>
<p>Finance Report Janelle Rodriguez</p>	<p>Janelle Rodriguez went over the general budget that was approved in November and the expenses that had occurred to date. The good news is we did not spend much money due to the pandemic. However, she stressed membership is the key to income and while we had an increase in the department membership fees, there was a decline in total membership. An outside audit is scheduled for the spring. The audit committee will continue to monitor the books quarterly.</p>
<p>Constitution and Bylaws Donna Thompson</p>	<p>Donna Thompson presented six amendments and one conforming amendments to the department Standing Rules. After discussion, the following six amendments and one</p>

conforming amendment were approved via a roll call vote. There were no negative votes.

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**CONSTITUTION & BYLAWS, STANDING RULES,
PROCEDURE MANUAL**

**The Constitution & Bylaws, Standing Rules, and
Procedure Manual committee shall”**

1. Periodically review the governing documents to ensure compliance with national governing documents.
2. Work with the department secretary treasurer to ensure that the governing documents in the office and on the department web page are accurate. Members may download and print from the web page or request a printed copy.
3. Put any submitted amendments are submitted in the proper format for consideration by the delegates at the department convention.
4. Work with the department secretary treasurer to ensure that proposed amendments are submitted to the members thirty days prior to the department convention.
5. present the proposed amendments to the constitution and bylaws to the convention delegates for their consideration.
6. present the proposed amendments to the department standing rules to the department executive board for their consideration.
7. Serve as a resource on the department governing documents for the members.
8. Review district and unit governing documents to ensure these documents at the department headquarters are current.

XVI

LEADERSHIP

- A fee may be charged at each leadership development conference to defray the cost of the required materials that are printed by the department office or instructor.

XXII

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

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

3. Hospital and CLC representatives 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 chairman shall be reimbursed at the rate approved by the DEC's for one official visit to the facilities caring for veterans.

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NATIONAL CONVENTION

4. The national organization discourages gift giving to other NECs, and department officers. If gifts are given at the national convention, the donating member will be responsible for the expenses

XXVI

DEPARTMENT GENERAL STANDING RULE

7. In the event of the death of a past department president, \$25.00 shall be transferred from the past presidents parley dues account to the past presidents parley scholarship account as a memorial. A note describing this memorial should be sent to the past department president's family.

IV

Duties of Department Officers

C. The president elect selects a fund-raising project with the assistance of the fund-raising committee. The project is submitted to the executive board for their information and approval or in the event the project would require any "seed money" for completion. This project may be a "president's pin." Seed money not to exceed \$500.00 can be given to this project. The seed money shall be repaid to the department treasury.

Standing Rule XVI – Financial expenditures to officers, committees, and members. "8. Department President shall be able to order a maximum of 500 or fewer pins." Was struck out as a conforming amendment and the remaining items were renumbered.

Membership Report Tracy Trujillo	<p>Tracy reported on behalf of Nancy Diefenderfer. We need 400 more members to reach our goal. It is our only source of income. She stressed that if there are any problems, to please contact Terry Lena and/or herself. She asked DEC and PDP to work with their units to get memberships in.</p>
Secretary Report Terry Lena	<p>Terry reported on the 2021 Dues review rates with 42 units having their membership at \$30 which would leave them with 0 dollars for their own bank. She requested that all unit update their unit/district/leadership roster even if there were no changes so to be assured that both unit and department have the correct info. She noted on multiple errors with units using the incorrect membership form resulting in 71 members from 4 units waiting to be put into Alamis but is unable until the units send in their corrected dues. Assessment dues went out and currently 47 units have paid which is a little more than half. A reminder will go out to those units not paid within a week. Alamis fee invoices will go out to any units who have not already paid within a week as well.</p>
Leadership Report Bettina Kossow	<p>Due to technical difficulties, Bettina was unable to give her report. It will be sent out electronically.</p>
Community Service Edrie O'Brien	<p>Edrie reported about the Socktober and its success with giving out 748 socks to local VA's. This is their second year of doing it with the help of the web, Facebook and flyers.</p>
Education Karen Boehler	<p>Karen stated that due to the pandemic there was not much to report. Out of 24 reports 11 of them stated they had nothing to report. She noted the importance on focusing on our own education with the ALA academy.</p>
Ratification of President Elect Theresa Bandt Appointees	<p>President Elect presented her appointees for the next year. Advisors: Sue Patterson, Pat Steranka, Chris Harvey, Susie Bozella, Tracy Trujillo. Finance Committee: Donna Rae Smith, Pat Steranka, Rhonda Larkowski, Tracy Trujillo, and Diane Erickson; Ann Ritcacco: Ex-Officio, Theresa Brandt; President, Tina Cooper; President Elect, Terry Lena: Ex-Officio. Membership Chairman; Shelly McLatchie, Parliamentarian: Karen Boehler, Constitution and By-Laws: Donna Thompson and Judy Sadler. A motion to accept the appointees by Chris Harvey, seconded by Jackie Bowen. A voice vote was taken and approved by a majority vote.</p>
Endorsements for offices 2021-2022	<p>During the 2019 Midyear Conference the following members were endorsed for the 2020- 2021 year. President Elect – Tina Cooper, Vice President Bettina Kossow, Chaplain Donna Rae Smith, Sgt.-at-Arms Cathy Barger, and Historian Marilyn Miyazima. Prior to this meeting, President Tracy Trujillo asked these candidates if they wished to continue as endorsed. She</p>

	reported Marilyn had withdrawn her endorsement and that the other candidates wished to continue. Karen Boehler endorsed Nancy Diefenderfer for Historian. Nancy indicated her acceptance of this endorsement via a text message to Jackie Bowen.
Announcements Tracy Trujillo	Prior to the closing prayer, Tracy discussed the many emails, phones and texts she has received. She stated if someone makes a mistake to point out the correction in private without rudeness or bullying. She stressed we are here for service not self.
Closing Prayer Donna Rae Smith	Chaplain Donna Rae Smith offered the closing prayer.
Adjournment	President Tracy Trujillo declared the meeting adjourned at 3:23 p.m.

Terry Rose Lena

Terry Rose Lena
Department Secretary Treasurer

January 20, 2021

Date signed

Minutes approval names and dates of approval

Ann Ritacco

Ann Ritacco

January 19, 2021

Date signed



Donna Thompson

January 19, 2021

Date signed

Theresa Brandt

Theresa Brandt

January 20, 2021

Date signed