



# East Palo Alto Unit #472

American Legion Auxiliary – Department of California

The Executive Board convened on Sunday January 22, 2006 at 1:15 at the home of unit President Kerry Finley. In attendance were: Kerry Finley – Unit President, Sherry Schneider – Unit Secretary/Treasurer, Linda Workman – Unit Parliamentarian, Lou Thompson – Unit Historian/Webmaster, Mary Martin – Unit Membership Chairman.

The remaining chairmanships were assigned to give us the officers and chairmen listed on the unit website at : <http://alaunit472.org> under officer and chairman listings.

The 1<sup>st</sup> meeting of Unit 472 will take place between noon on Thursday Feb 2 and noon on Feb 3. We will use the yahoo group for this meeting. Any motions requiring a ballot will extend the meeting an extra 24hr period. It's possible the meeting could extend for multiple 24hr periods if there are motions on the motions. We will discuss ways to avoid this when the agenda is presented to the membership. The agenda will be sent to the membership prior to the meeting so that members can voice their comments or opinions on any item during the 24 hr period.

Nominations will take place during the March meeting

The April meeting will take place in Sacramento on April 1<sup>st</sup> at 1pm. Kerry will research hotels in the area and determine a meeting place. A social activity will be planned for the evening hrs.

It was recommended that a signing committee be formed for Bank accounts.

It was recommended that an assessment of \$6.00 per person be assessed for each Senior Member with a \$1 for each of the programs Americanism, Children & Youth, Education, Past President's Parley, VA&R, and Gift Shop. (This would be an example of something that would need a motion and add the extra day to the meeting)

Fundraising ideas were discussed we will try to sign up for a few such that have no up front cost to see how they work. They will be added to the website as we register for them.

It was recommended that we show our gratitude to East Palo Alto Post 472 with a courtesy resolution (letter). Linda Workman volunteered to try and attend one of their meetings to find out a little bit about them to see if we could possible work together on some programs in the future.

Kerry will send a letter to Gerry Wilcox, 26<sup>th</sup> District President inviting her to our April meeting. (It was discussed via email the following day that since the Dist meeting is the same day we would try to get her to participate in one of our meetings and/or post a letter to the members.)

Unit protocol for meetings outside the district was discussed. The unit President should be the voice of the unit at any other ALA meeting. If the unit President can not attend then she should appoint a unit spokesperson and inform the membership of that appointment.

The best way to approve the standing rules was discussed. It was felt that voting on them at the April meeting would probably be the easiest. Will post preliminary standing rules for the March meeting.

Initiation of new members will take place at the April and June/July Meeting.

Mary and Lou will develop an orientation or welcome packet for new members.

Mary will at the start of the new membership year contact members of Post 472 and inquire if any of their mothers, wives, daughters or grand-daughters would be interested in joining our unit. She will also contact members of Unit 1000 and see if joining our unit would be avenue for them to participate in the programs of the ALA.

A mentor will be assigned to new chairmen to help teach them about the ALA programs.

We would like to have a program emphasis each meeting to teach the members about the programs without trying to overwhelm them with all of them at once. Kerry will notify the Chairman whose month it is ahead of time so that they can prepare information about their program to be posted/given during the meeting.

Lou will put together info on how to create and maintain a procedure book for your program. We will suggest that the standing rules make it mandatory for all officers & chairman to create and pass on a procedure book.

There is a leadership workshop in San Carlos on March 18<sup>th</sup> from 9-3ish all members in the area are encouraged to attend.

Kerry will contact the Department office via email that we have still not received any of the Department bulletins requested. Sherry will stop by the office during the week ending 1/28/06 to see if she can pick them up.