



American Legion Auxiliary - East Palo Alto Unit 472

alaunit472.org

Department of California's and the Nation's First Electronic Unit

December 11, 2007

Executive Board Meeting

Opened: 7:00 AM (PT)

Attendance: Sherry Schneider
Val Hardy
Mary Martin
Linda Workman
Lou Thompson

Stimulate officer and chairman participation

8 of 14 (57%) chairmen missed 75% or more of last 4 meetings

It was agreed that many members are new to the ALA and the programs may be overwhelming. There was discussion about choosing several programs for the unit to support fully rather than trying to cover all the programs. Discussion about assigning mentors to new program chairmen ended with Sherry agreeing to make assignments as necessary. The outcome of this discussion was not clear due to the fact that the membership participation at meetings appears to be the most important part of getting officers and chairmen more involved. Therefore, concentrating on member involvement is the first concern.

Meeting participation by more members

It was agreed that the day and time of the meetings may be what keeps members from attending. Val will create a poll through Yahoo Groups (YG) to ask the members which day(s) and times would be best for them. The results will assist the e-Board in determining if it is the day and time which keeps members from attending.

It was also reported that all members with email are not registered into YG. Lou will provide the e-Board with a list of those members who have not joined. Sherry and Val will contact each member, by email first and then by phone, to encourage joining.

Once members are signed into YG they will receive all the meeting business and messages sent by email. (Note: The unit uses YG for

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emailing to avoid the spam blocking that members have through their email provider. When emails with many recipients are sent through personal email, often the emails are perceived as spam and blocked from being sent.) Email through YG announces meetings and polls, reporting from officers and chairmen, etc.

The second step is making sure all members can use Instant Messenger (IM) which is the venue through which the unit conducts its meeting. It was suggested that mentors be assigned to new members (and those who might need some support) to help them get started with IM. The mentor could be on the phone with the new member at the same time the meeting is happening “talking” them through the meeting.

How new members are notified of how to use YG and IM to access unit business was discussed. It was agreed that all new members will receive several emails after joining/transferring. The membership chairman will email a welcome which will be copied to the president, chaplain, webmaster, and two other members. The president will personally welcome the new member. The chaplain will request the new member to fill out a survey that captures some personal information. The webmaster will invite the new member to YG. The fourth person copied will do training for IM. The fifth person copied will generate a personal and fun welcome to the new/transferred member.

The meeting was adjourned at 8:25 AM (PT)

Lou Thompson (Signature)