

American Legion Auxiliary  
East Palo Alto Unit 472  
Executive Board Meeting  
February 21, 2009  
Pittsburg, CA  
Opened at 10:20 by 2<sup>nd</sup> VP Angela McCoy

<i>20 minutes</i>	<b>Bylaws Change</b>	Meetings clarification
<i>30 minutes</i>	<b>Public Relations/Newsletter</b>	Separation Wikipedia Canned Press Releases/Committee Membership Tool Grow subscribers
<i>15 minutes</i>	<b>Membership Committee Clarification</b>	Not about screening New Member Packet
<i>15 minutes</i>	<b>Budget Process 2009-2010</b>	Timeline Committee
<i>30 minutes</i>	<b>Lunch</b>	Topic to be announced
<i>60 minutes</i>	<b>Executive Board Roles</b>	President 1 <sup>st</sup> Vice President 2 <sup>nd</sup> Vice President Secretary/Treasurer Executive Committee Woman Junior Past President Historian Chaplain Parliamentarian Advisory Committee Pilot e-Leadership Training
<i>60 minutes</i>	<b>Programs</b>	Project then Program 2009-2010 Programs Appointments
<i>40 minutes</i>	<b>Nominations 2009-2010</b>	President 1 <sup>st</sup> Vice President 2 <sup>nd</sup> Vice President Secretary/Treasurer Executive Committee Woman

## Executive Committee Roles and Nominations Form

Recommendations: Be electronically connected and able to manage basic computer/Internet programs

Make suggestions for nominations for the next year

Make recommendations of appointments

Office/Appointment	Suggested Nominee or Appointment	Duties
President*	Linda Workman	
1st Vice President*	Valerie Hardy	National Security
2nd Vice President*	Angela McCoy	Leadership
Secretary/Treasurer*	Lou Thompson	Business manager Recorder Bookkeeping
Executive Committee Woman*	Mary Martin	Manager of reporting
Junior Past President	Guang Ming Whitley	Chairman of Advisors Mentor President
Advisor**	Kerry Finley	Mentor President Voice/No Vote
Advisor**	Susan Middendorf	Mentor President Voice/No Vote
Historian**	Sherry Schneider	Writes annual history
Chaplain**	Raylene Merino	Meeting prayers 'Sunshine'
Parliamentarian**	Yoko Igawa	Advisor during meetings on parliamentary procedures

\* Elected Office

\*\* Appointed Position

## Programs

Recommendations: Choose three to four programs to “work” for the year

Members interested in a project would be appointed to program which will support the project

Four appointments will be mandatory; three appointments will be automatic, if Executive Committee duties accepted

<b>Program/Activity Title</b>	<b>Suggested Activity</b>	<b>Appointment Required</b>	<b>Appointment Recommendation</b>
Americanism*	Donation to Department	No	Kelly Satterthwaite
Auxiliary Emergency Fund	Donation to National	No	Joyce McLeod
Children and Youth*	Donation to Department	No	Jasmine Crews
Community Service	Donation to CA Disaster Fund	No	Bea Waggett
Education*	Donation with Poppy Seal order	No	Elissa Kirkland
Girls State	Send Delegates	<b>Yes</b>	Yoko Igawa Elissa Kirkland
Junior Activities	Donation to Junior Conference raffle tickets	No	Christina McBride
Leadership	e-Leadership Training See 2 <sup>nd</sup> Vice President	Automatic	Angela McCoy
Legislative*	Subscribe to <i>Dispatch</i>	No	Nancy Brown Park
Membership*	Per Capita to Department	<b>Yes</b>	Lou Thompson
National Security		<b>Yes</b>	Valerie Hardy
Newsletter Editor**	Newsletter	<b>Yes</b>	Mary Martin
Past Presidents Parley*	Donation to Department Nurse's Scholarship Junior Past President from two years back	Automatic	Sherry Schneider
Poppy*	Order/offer poppies See 1 <sup>st</sup> Vice President	Automatic	Jerry Heskett
Public Relations	Web site managed	No	Unit Website
Veterans Affairs and Rehabilitation*	Donation to Department Gift Shop/Patient Remembrance	No	Nicole Heskett

\* Required by Department to show activity and/or donation

\*\* New activity

## Bylaws Change Recommendation

### Current

#### ARTICLE V - UNIT MEETINGS

**Section 1.** The Auxiliary Unit shall hold nine (9) meetings per year to be held on the second Thursday of each month. Seven (7) meetings will be held via electronic meeting devices in the months of October, November, December, January, February, March and July. Two (2) physical meetings will be held, one in April and another in September (location to be determined by a consensus of the membership). Any of the above can be changed by a vote of the Unit. Members shall be notified via email of any changes in meeting terms at least three days prior to the date of the meeting. (3/07)

### Recommendation

#### ARTICLE V - UNIT MEETINGS

**Section 1.** The Auxiliary Unit shall hold nine (9) meetings per year to be held on the second Thursday of each month. ~~Seven (7) Meetings~~ will be held via electronic meeting devices **or physically** in the months of **July, September**, October, November, December, January, February, March, **April, and May**, ~~and July~~. ~~Two (2) physical meetings will be held, one in April and another in September (location to be determined by a consensus of the membership)~~. Any of the above can be changed by a vote of the Unit. Members shall be notified via email of any changes in meeting terms at least three days prior to the date of the meeting.

**If recommendation accepted the bylaw would read as follows and be presented to the membership at the March meeting**

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Regular Meeting	Regular Meeting	Regular Meeting Nominations	Regular Meeting Elections	Regular Meeting	No Meeting	Regular Meeting Installation	No Meeting	Regular Meeting	Regular Meeting	Regular Meeting	No Meeting
<b>J</b>	<b>F</b>	<b>M</b>	<b>A</b>	<b>M</b>	<b>J</b>	<b>J</b>	<b>A</b>	<b>S</b>	<b>O</b>	<b>N</b>	<b>D</b>
	Board Meeting		Board Meeting				Board Meeting			Board Meeting	

## **Budget Process for 2009-2010**

### Budget Committee

Sherry Schneider  
Lou Thompson  
Rebecca Dunham

- Prepare budget in March and April; committee to determine logistics
- Review proposed budget with president by April 30
- Present budget to membership at May 14 meeting for approval
- Budget to take effect July 1

## **Pilot Program for 2009-2010 - e-Leadership Training**

Using all the certified Leadership Instructors who are members of EPA Unit 472, create an online training workshop that can be attended electronically.

## **Membership Committee**

- Review role of this committee
- Discuss Membership Packet to be sent to all new members

## **Public Relations Program and Newsletter**

- Separate newsletter from Public Relations
- Public Relations website goals for FY2009-2010
  - manage media contacts – Newslink - <http://www.newslink.org/>
  - hold pre-written news releases to cover many activities
  - *table of contents* for press releases
  - Wikipedia presence
  - members to help write press releases for those activities they have first-hand experience
  - write instructions for use of content

Vet's Xmas T-shirts - \$265 collected

Send \$265 to District 26 to be used for the 2009 Christmas project at Menlo Park VA Hospital

Unit Data Form 2010 – Who's Address?

Secretary/Treasurer Lou Thompson's address

District Hostess (Linda) - \$25

Pay

District Ways & Means - \$50

Pay

American Pocket Flag Project - \$70

Valerie will contact and assist Kelly in purchasing and distributing the pocket flags

Josh Dog Purchase - \$225 (C&Y Project)

Lou to order and give two dogs each to Guang Ming for the LA Children's Hospital, Kerry Finley for the UC Davis Medical Center, and Linda Workman for the Oakland Children's Hospital Foundation

Junior Conference Tickets - \$10

Secretary/Treasurer to send check to Stacy Estes, Conference Director

Department President's Pins - \$50

There are no pins for this year

USO Donation - \$50

Secretary/Treasurer to send donation to SFO USO

Poppy Order Status

Rebecca has not received the poppies. Linda will contact Melanie Taylor to ascertain situation

Girls State Status

Unit has received two checks in support of program. 2 schools dropped out, leaving 4 schools to send to 2009 session

**Attendance:** Guang Ming Whitley, Valerie Hardy, and Sherry Schneider via conference call; Angela McCoy, Linda Workman, Kerry Finley, Mary Martin, Lou Thompson

Meeting closed at 2:49 PM (PT)

Submitted by Lou Thompson