



American Legion Auxiliary - East Palo Alto Unit 472

alaunit472.org

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

September 9, 2010

General Meeting: Opened at 7:06 PM (PT) by President Linda Workman

Attendance: Yumi Nam, Jerry Heskett, Angela McCoy, Katie Farr, Mary Martin, Valerie Hardy, Elizabeth Hardy, Erica Hardy, Yoko Igawa, Lou Thompson, Ashlie Simpson, Michele (Miller) Wood, Nancy Brown Park, Raylene Merino

1. **Minutes** of July 8, 2010 were approved by those present.

2. **Treasurer's Report** for September 9, 2010 placed on file audit.

Check Request for \$82.68 by Lou for reimbursement of postage and Emblem Sale order was approved. (Moved by Lou, seconded by Jerry.)

3. **Officer/Program Reports**

Girls State :: It was moved by Nancy and seconded by Yumi to accept the Executive Board recommendation to send reservations to the Girls State Chairman for Aragon, Mercy, Notre Dame, and East Palo Alto High Schools. Motion carried.

There was discussion about including Fairmont and Eagle Rock High Schools if additional funds for those schools can be raised.

Poppy :: 1,000 poppies are being ordered per the 2010-2011 Budget.

Membership :: There are 26 members paid as of this meeting.

4. **Unfinished Business**

No Unfinished Business

5. **New Business**

Budget 2010-2011 :: Moved by Lou, seconded by Valerie to accept the 2010-2011 Budget Proposal. Motion carried.

Program Chairmen Pilot Program (Information Only) :: Reported by Executive Board that the way in which the programs are managed for 2010-2011 will be different. The process is attached.

Unit Fundraising Drawing (Information Only) :: Reported by Executive Board that a fundraising drawing will take place from now until November 30, 2010. The Flyer and tickets are published to the Web site and are also attached.

Department President's Pin (Information Only) :: 3 pins available @ \$5 each. Contact the Secretary/Treasurer if you wish to purchase a pin.

6. Announcements

District Meeting at San Carlos Unit 585 at 10 AM on 9/11/10

District Meeting at San Bruno Unit 409 at 11 AM on 10/2/10 ~ Department President Visit ~ Luncheon following meeting

Unit Blog ~ Become a Follower by signing in

7. Adjournment

Meeting adjourned at 7:56 PM (PT)

Lou Thompson (Signature)

Pilot Program Management for 2010-2011 ~ Brainstorming

Why the conversation?

Unit 472 is innovative. It seeks solutions to managing ALA work in new, innovative ways. The Unit is a model for National.

The Unit is made up of young members, new moms, working members, members around the globe. Each member is unique, creative, and interested in different aspects of the ALA.

This suggestion is a way to make it unnecessary to ask permission to do ALA work (unless the member wants financial support from the Unit). All members who do work will get recognition.

What it is now.

Past performance of many program chairmen indicates that they are not interested in, able to, or willing to do the work necessary to provide a well-rounded program, including reporting.

The PLACER programs (those requiring activity by Department) can be managed by budgeting donations with the exception of Legislative and Community Service. In the case of Legislative, the Unit can agree to give a subscription to the Dispatch for one year to a person appointed by the president. In the case of Community Service, the Unit can promote Make a Difference Day. What remains are Poppy, Americanism, Children & Youth, Education and VA&R. Department donations to these programs will constitute activity for the purposes of reporting at the end of the year.

Furthermore, Department donations to Auxiliary Emergency Fund, Junior Conference Raffle, Past Presidents Parley, Spirit of Youth, Child Welfare Foundation, Patient Remembrance, USO (National Security), and sponsorship of delegates to Girls State will show activity in all the other programs.

What it can be.

It is suggested that the EC decide before the 2010-2011 year the program(s) it will focus on. When determining the focus programs, certain activities are agreed upon and the Unit membership will be encouraged to support those activities. The budget will reflect expected income/expense for these agreed upon programs.

The president will not assign a chairman for any of the programs. During the course of the year, members who voice interest in a program will become a member of the "committee" for that program.

Members are to be encouraged to present projects they are interested in managing and reporting about.

Examples of possible Unit designated projects:

Girls State

Sponsor no more than two delegates

If other schools surface during the year, get membership/Department approval to sponsor

Make a Difference Day (Community Service)

Members doing some volunteer work in own community and report

Josh Dog (Children & Youth)

Arrange to purchase 6 dogs

Mail dogs to children's hospitals or local pediatricians

American Pocket Flag (Americanism)

Ask one member to either manage the program in her local school or do at home

Christmas Gifts for Menlo Park (VA&R)

Use list given by District VA&R, shop, wrap, send gifts to District Chairman

Crochet/Knit Scarves for Operation Gratitude

All members encouraged to participate

Executive Committeewoman Response: In years past, the projects have been chosen by the Program Chairman; they made the decision for the Unit. Not all the activities interested me and there were times when e-mail suggestions for other activities went unanswered. I would like the opportunity to become involved in more than one program and work on a project that excited me. If other members would like to participate in that activity, that would be great.

Reporting

Do not appoint or keep roll call of chairmen

If a member agrees to participate in a program, her name is used for purpose of reporting at the end of the year. If there is more than one member supporting the program, all names will be listed as co-chairman. When reporting to District, a note will be attached to the report requesting that all names on the report be included on citations, etc. (One citation can be presented to the Unit; the Unit will copy the citation to all those named on the citation.)

If a member wants to report on an activity/project during a regular meeting, she will be asked to send a written report to the Webmaster for publication before meetings. If funds are necessary to complete the activity and there is not a budgeted item for the activity, the member must request funds from the general membership during a regular meeting. She should prepare her request in writing for publication to the Meetings page of the Website prior to the meeting so that members have time to read and prepare questions/concerns. The president should not entertain motions to support projects without prior publication.

The Vice Presidents, Executive Committeewoman, and Secretary/Treasurer will work as a committee to fill out and mail the new consolidated Unit report form. (See attached.) As a project is completed, the member overseeing the project will be asked to submit a report of the activity immediately. (See attached.) The report will be used as a supplemental report to the year-end statistical report.

Executive Committeewoman Response: Having been responsible with the year-end reporting I see the validity of this process. Had it not been for others stepping in to guide me and process some of the reports, our Unit would not have had all of the reports sent in.

Members wanting recognition for their work will complete the activity form and send to a Unit leader for processing. The form is required to be submitted within 30 days of the closing of the project

Budget

The agreed upon program projects which require funding will be included in the annual budget. The budget and program emphasis will be presented and voted upon in September during the meeting.



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Activity Reporting Form

Submit completed form to Unit President

Date: _____ Name of project: _____

Person submitting information: _____

Names of additional participants: _____

Cost of materials: _____ Hours: _____ Miles: _____

Explanation of activity/project: (Not to exceed 1000 words ~ may be edited for Program's Year-end Report.)

Unit Fundraising Drawing

The Executive Board agreed to conduct a fund raising activity during the 2010-2011 Auxiliary Year.

Two drawings are planned. One for September 1 through November 30 and, if the first drawing goes well, a second drawing May 1 through July31.

The first drawing will be for one prize of a [Choose-Your-Gift©](#) catalog with a value of 50% of the funds raised up to \$300. All funds raised over the cost of the prize will be held in the General Fund.

Print this [flyer](#) to help you sell tickets to your friends, family, and colleagues.

Print out the [tickets](#) as you need them.

How to use the tickets:

1. Cut the tickets (5) to separate them.
2. There are two stubs:
 - a. The left side is to include the information about the person who is purchasing the chance(s) to win. The number of chances purchased is to be included on this stub. Based on the number of chances purchased, the donor's name will be entered into the drawing that number of times.
 - b. The right side is to be given to the person purchasing the chance(s) and can be used as a receipt.
3. Send the left side and the funds to: ALA EPA Unit 472, 2121 Crosspoint Avenue, Santa Rosa CA 95403. All funds and tickets stubs must be in the hands of the Secretary/Treasurer before November 30, 2010 (the day of the drawing).

We will talk about this activity during the September 9 meeting. If you have questions that you think will help other members, please ask them prior to the meeting using Yahoo Groups email.