



East Palo Alto Unit #472

American Legion Auxiliary – Department of California

The meeting of East Palo Alto Unit 472 was called to order by **Unit President, Kerry Finley** at 11:30 am on Saturday, September 16, 2006 in room K-1 at Garden Park School, in Garden Grove CA. The meeting was opened in regular fashion. 12 members and 1 guest were in attendance. **Kelly** acted as chaplain and **Val** acted as sgt-at-arms.

Kerry introduced our special guest, **Anita Biggs**, who is the National Vice Chairman Unit Development & Revitalization, and Department Membership Chair she thanked and recognized our unit membership chair and presentation Kerry with a “blinking” star to go with the “our membership is our pride” and “shoot for the stars” themes to forward to her. Anita also presented a blinky star to Kerry. She showed us the National UDNR Report video in which our E-Unit was introduced at the national level.

The July minutes were approved as read.

The financial statement for the unit stated the balance on hand as of 08/31/06 was 1005.92. No corrections were made so it will be placed on file for audit.

Linda Workman reported that at the last District meeting it was voted to raise the District per capita to \$.50 beginning in the membership year 07-08.

President Kerry; Thanked **Anita Biggs** for coming to our unit meeting. She also thanked **Valerie, Chesed, Yoko**, and **Kelly** for organizing the meeting. She announced that the District membership luncheon will be held at the District meeting on Oct. 7 in San Bruno.

Nicole Willis volunteered to act as the newsletter chairman for our unit.

Kerry presented **Susan** with her first place for the Children Youth program in the western division.

Lou Thompson won first place in Department for the Leadership program, 2nd place in Department for her Historian supplemental and 3rd for Historian narrative.

Linda Workman was awarded first place in Department for her Constitution & Bylaws supplemental.

Bea Wagget was awarded 2nd place in Department for her Poppy display, 2nd Place for her VA&R supplemental and 1st place for Cavalcade of Memories for Past Auxiliary Member of the Year.

The unit reached the 1st target date of 55% membership and has been given the blue star award.

Anita Biggs is escorted out by Valerie Hardy

Americanism report (Kelly): If you know any school teacher or principal, approach them in person. That will be easier for someone to be asked personally. Please ask anyone in grades K-4.

-Suggestion: make a T-shirt that promotes wearing red white and blue with our E-unit emblem that we all wear on the first Monday of the month, etc. Linda Workman and Sarah Sled stated they can get someone who can get us the shirts at cost

Cavalcade of Memories (Sarah): Will make an interactive form or some type of word/pdf form to send digital pictures to post our individual activities on the website as well as get pictures of each member up on the website, along with a brief profile.

Children & Youth (Susan): West Point Academy goals: Care and protection of children of veterans and improved condition for all children. Monthly goals: September - Book drive for Olive Baker Elementary; October - Halloween fun night with books provided with info on Halloween safety; November- DVDs (creative learning solutions) made to teach fractions, etc that teachers can record that the students can learn later at home either by themselves or with parents; December- "Freely Giving"-where adopt children and provide clothing, books, shoes, and fun things (last year was a Katrina

victim). Other activities: Green program to implement involvement in community; Seniors, parents and adults go in to teach a subject or read to implement other adults/professionals in their lives as role models, etc; Plastic bag drive at the Baker elementary (can send Susan plastic bags); Albertsons club card- you can have them donate every time you use your Albertson's card.

Constitution & Bylaws (Linda Workman): Never got amendment back after submitting the constitution & Bylaws; may have to do it over.

Girls State (Kerry for Raylene): It was determined that we would register to send one citizen from East Palo Alto High School and one citizen from Jefferson High School In Daly City. Guang Ming's company also expressed interest in sponsoring one student from a charter school in her area, giving our unit a total of 3 girls to sponsor for Girls State.

Valerie: **Move to recess** (1:10pm)
Sarah: Second

1:20 meeting called back to order

Girls Nation (Sarah Sled): Girls are split into communities and have a junior counselor (GN Senators from 2 years ago) and another older counselor. Government counselors (4) are not assigned to girls. Half work with the Federalist/Antifederalists and the other half of the counselors do Senate. They did sightseeing and meetings with politicians. Sarah was in charge of the Senate while Girls Nation was in session. She had to check every senator's bill was timely (no existing legislation on it) and appropriate. It is a different environment where everything is formal and goes by strict parliament procedure. Our California girls were very well received. Both their names were brought up for the Girls Nation Outstanding senator and one of them is probably going to be invited back as a counselor in two years. The National President and Secretary visited Girls Nation. Our girls met with Senators Feinstein and Boxer. Saw Tony Blair while waiting to go into the White House. President Bush took any question for 45 minutes. The pictures have been recently posted to the Girls Nation website. Sarah also talked about the E-unit there. Indiana is very

interested in starting their own E-unit as well and they are looking to use our unit as an example.

Leadership (Kerry): There will be three Department Leadership Workshops this Auxiliary year. If you live nearby, it would be educational to attend:

October 15: Chino Post 299, Esther Garcia, 909.627.6538

October 28: California City Post 476, Pat Sweeney,
760.373.4462

November 4: Monterey Cypress Post 694, Ruby Kapsalis,
831.394.4514

Membership (Sherry for Mary): Currently we have 36 members (4 junior members and 32 senior members of which 3 are VIM's). 2006-2007 Member packets were passed out.

Past President's Parley (Linda) – Unit PPP dues are \$5 please give to Linda.

Kerry had raffle tickets for sale for a fundraiser for the Department junior conference; Valerie moved that the members present donate a dollar to go under the name of the East Palo Alto E-unit.

Linda: Amended the motion to read that the donations from the members will be made in the name of the East Palo Alto E-unit 472 and that should the unit win the prize the prize should be donated to the general fund; Sarah: second; Passed as amended.

National Security (Bea for Ashlie): Goal this year is to improve community's welfare and prepare for any emergency. Suggested activities: contact local blue star mothers (who have children overseas in the military and work to send care packages); Fly flags every day; Promote supporting materials (like yellow flags, etc); Go to www.guardfamily.org to adopt a guard and work with their families; Operation Toasty Toes- gives slippers to those who are serving; Comfort Quilts. Send squares or make quilts; Coupon Clipping clip and send coupons to military commissaries www.commissary.com, record estimated values for yearly report; Offer help at local USO; ALA has partnered with Homeland Security Citizen's Corps (www.Citizenscorps.gov) to tackle Emergency Preparedness; Participate in blood drives (keep track of amount of blood donated for

year end report); Host a POW/MIA memorial. (FYI Sept 15 was POW/MIA Memorial Day).

Poppy (Nicole): Need to decide how many poppies to order, and decide how to make the poppy program work because we're so spread out. Sherry: Move that the unit order 1500 poppies at 15 cents each; Chesed: Second; under discussion Susan wants to have 1000 so Linda: Amended the motion to 2500 poppies. Motion carries that the unit will order 2500 poppies. Sarah had an idea to send a virtual poppy in emails to all our friends, etc with the story of the poppies. Information on donations and ordering physical poppy should be available as well in email.

VA&R (Bea): We will continue with regular volunteering since there is no new development. Asked members to volunteer in one of the following categories each month; 1) Hospital Service, 2) Field Service, or 3) Home Service, and establish a habit of reporting it (hours, miles, \$ spent, etc) Encouraged members to check out hirepatriots.com

Fundraising (Chesed): Register your credit and debit cards. Check out the eScrips website off http://alaunit472.org/unit_fund_rasinig.htm Have Flag sales during patriotic holidays. Linda commented the small flags have traditionally been donated; Hold eBay sales; Bonnie suggested flag pins which Linda said could be found at Emblem Sales; Linda stated if you have any fundraiser for children, the Lutheran church Thrivent will match your fund; -Bea recommend designating one week Recycle Week and turn in the proceeds to the unit; Yoko suggested having Paypal on our website and having wake-thons (or any -thons).

Online Meeting Committee (Sarah): will report at a later time.

New Business The attached Budget for the year 06-07 was passed.

The attached Standing rules were passed.

Announcements - The next meeting will be online from 12pm Pacific Time October 12th – 12pm Pacific Time October 13th.

A BBQ for all members and their guests will be held at Casa de Hardy at 8742 Adams Ave, Huntington Beach 92646 immediately following the adjournment of this meeting. If you need directions, please ask Valerie or Kelly.

Meeting was adjourned at 4:05pm in regular fashion.

American Legion Auxiliary
 East Palo Alto Unit 472
 Budget for 2006-2007

Income

Beginning Balance	843.94
Membership	
Seniors 28 x 25	700.00
Juniors 3 x 5	15.00
VIM 3 x 0	0.00
Link Share - Internet Income	50.00
Total Income	1608.94

Expenses - General Fund - Available funds are 1098.94

Fidelity Bond	5.50
Department Donations	
Americanism - Book of Reports	34.00
Girls State	60.00
Junior Conference	20.00
National Donations	
Spirit of Youth	34.00
Auxiliary Emergency Fund	34.00
Displaced Homemakers	34.00
Child Welfare Fund	34.00
Web Site - URL & Maintenance	155.00
Membership Per Capita to Department	
Seniors 28 x 12	336.00
Juniors 3 x 2	6.00
District Per Capita 34 x .25	8.50
Initiation Materials	100.00
Officer & Chairman Expenses	
President	40.00
Secretary/Treasurer	40.00
Membership	75.00
Delegate Fees	40.00
Available for other expenses	8.94

Total GF Expense	1064.94
Expenses - Welfare Fund - Available funds are \$510 from previous year's Poppy Campaign ²	
Income	
Member Poppy Donations	150.00
Poppy Days Income	400.00
Total Welfare Income	550.00
Poppy Order 2500 x .15	375.00
District Donations	
Gift Shop/Patient Remembrance	50.00
Rehab ³	50.00
District 4th of July ¹	34.00
Department Donations - Book of Reports	
Children & Youth	34.00
Education	34.00
Past Presidents Parley	34.00
Gift Shop/Patient Remembrance	14.00
Rehab ³	20.00
National Donations	
Creative Arts Festival	34.00
Other Donations	
Palo Alto Fisher House	70.00
Palo Alto VAMC	60.00
Available for other expenses	50.00
Total Welfare Expenses	859.00
Total Income	2158.94
Total Expenses	1923.94

Notes:

1. July 4th donation to District per District Standing Rules
2. Income generated from Poppy Days is restricted and can only be used for welfare expenses
3. VA&R Christmas donation to Department per District Standing Rules

**East Palo Alto Unit #472
American Legion Auxiliary
Standing Rules**

1. All Unit officers are urged to pay their dues by the Early Bird deadline.
2. The budget shall be proposed at the first meeting of the fiscal year. Once a budget for the year has been accepted, it shall be the responsibility of the Unit as a whole to raise the expected income to cover the expenses.
3. If a chairman holds a Unit-approved fund raiser/raffle for a specific purpose outside of established programs, the funds raised shall be listed as a segregated line item in the financial statements. Funds will be released upon a vote of the Unit and must be spent within 6 months of the designated project's completion.
4. The Treasurer is responsible for placing all orders with National Emblem Sales to make sure that **membership and Past Unit President's pins are ordered**. She will be responsible for retrieving all officers' pins prior to installation of the new officers.
5. If an officer wishes to obtain **her** past officer pin(s), **she is** at the liberty to order them through National Emblem Sales personally.
6. The unit will present honor guards (year bars) to members in increments of every 10 years of continued service.
7. The Secretary shall provide a copy of the Unit meeting minutes to the President within one week of the meeting past. She shall give a copy of the Executive Board recommendations to the President at least one day before the next Unit meeting.
8. The newly elected President shall plan her own installation, which is not to say that she must do it alone, only that she plans it.
9. Each newly elected President shall be provided with a current manual of ceremonies at the time of her installation. The Past Unit President is responsible for turning over a procedure book from her year as President to the newly elected President.
10. In the event of a Unit member's death, a memorial in the amount of \$20.00 will be sent for either a floral arrangement or monetary donation to a fund of the family's choice.
11. In the event of a Unit member's illness, the Chaplain will be responsible for sending a card of cheer to the member.
12. The Treasurer shall forward all District financial obligations to the District Treasurer by the September Unit meeting.
13. All Department President's Pins that are accepted by the Unit shall be paid for in full by the December Unit meeting, with a check being sent to the District Treasurer.
14. A District President making her official visit during a physical meeting will receive a corsage and traveling expense not to exceed \$20 total. A District President making her official visit during an online meeting will receive a \$20 gift card at the discretion of the President. An official from Department will also receive the same courtesy if attending as an invited Unit guest.