

**Mid Winter Executive Committee Meeting**  
**American Legion Auxiliary, Department of Washington**  
Spokane, Washington – February 6<sup>th</sup>, 2016

Department President Barbara Cramer called the Mid-Winter Executive Committee meeting to order at 1:31pm. Colors being in place, President Barbara requested that Chaplain Sandy Yakkel give the opening prayer. President Barbara read the POW/MIA Ceremony and asked for a moment of silence for our departed. All joined in reciting the Pledge of Allegiance. President Barbara requested that Jane Montaney lead us in reciting the Preamble to the Constitution. President Barbara declared the Mid-Winter Executive Committee meeting regularly convened.

President Barbara welcomed everyone and recognized all the Present and Past National Chairman, Past Department Presidents in attendance and introduce our special guest Linda Workman the Western Divisional National Vice President.

Department Secretary/Treasurer Nicole Ross took roll call. All were present with the exception of the 3<sup>rd</sup> District President and Vice, 6<sup>th</sup> District President and Vice and 11<sup>th</sup> District President and Vice. 7<sup>th</sup> District President and Vice position were vacant. Department Parliamentarian Barbara Rutherford noted that we do have a quorum.

President Barbara stated that the minutes of the Department Convention Session and Post Executive Committee meeting had been read and approved by the committee and is on file at Department Headquarters. Terri Angell motioned to dispense with the reading of the minutes. Catherine Olson seconded. Motion carried.

President Barbara appointed Laura Bondurant, Janet Sperry and Catherine Olson to approve the minutes of the Mid-Winter Executive Committee meeting.

President Barbara welcomed Linda Workman to speak to the Executive Committee and Members present.

All Department Officers, District Presidents and Chairman were asked to give a brief report and hand in their reports to the Secretary Nicole.

[Attachment A]

Girls State Director Andrea Dobson noted that this year will be the 70<sup>th</sup> Anniversary of the program! The program will be held June 12<sup>th</sup>-18<sup>th</sup>, 2016 at Central Washington University. Reservation fee will be \$285.00 and the Registration fee will be \$120.00. District having an orientation please notify Andrea by March 15<sup>th</sup> and she will have someone from the Committee attend.

Chaplain Sandy Yakkel noted that she would like to have each Unit send her the names of members who have passed away by July 1<sup>st</sup>. Sandy is planning on doing a special ceremony at the Department Convention.

National Executive Committeewoman Lorna Deckert noted that there have been some changes on where coupons can be sent. Lorna will get this information out in the packet soon.

Secretary/Treasurer Nicole Ross noted that the Auxiliary and Girls State Investment accounts have all been set up with Raymond James. The Investment accounts signors will be the President, Secretary/Treasurer, Finance Officer and Assistant, Finance Chairman and the Girls State accounts will have the Director as a signatory.

Secretary/Treasurer Nicole noted that per National guidance will be begin implementing policy for the Executive Committee such as Conflict of Interest and Whistleblower. All members of the Executive Committee were asked to sign a Confidentiality Agreement.

[Attachment B]

2<sup>nd</sup> District President Janet Sperry moved to accept the charter of the Edmonds Unit #66. Terri Angell seconded. Motion carried.

4<sup>th</sup> District President Catherine Olson noted that new Eatonville Unit should have their charter paperwork in soon. There is another possible Unit opening in Rochester.

5<sup>th</sup> District President Terri Angell noted that the new Vancouver Fisher House will be opening March 23<sup>rd</sup> at 1:00pm.

12<sup>th</sup> District President Hanny Elston noted that they plan to set up a canteen program at the Walla Walla Veterans Hospital and CORD Transitional House.

Past Department President Betty Cramer requested that the information on who has donated to the Presidents Project please be sent to her.

President Barbara called for a brief recess at 3:20pm.

Meeting reconvened at 3:30pm.

President Barbara asked for the Finance Committee to report. Chairman Terri Campbell introduced her committee members Mary Davis and Sue Steele. Mary Davis recommended the adoption of the Girls State 2016 Budget. Lora Shanahan seconded. Recommendation carried.

[Attachment C]

Terri Campbell read through the list of Finance Committee recommendations for the Auxiliary budget.

[Attachment D]

Terri noted that the Committee would like to withdraw the recommendation for Account 601: Department Office Package. Budget to be increased to reflect at 2.3% Cost of Living Adjustment (COLA) retroactive January 1, 2016. The 2.3% is based on the latest Federal CPI Index data, and will be applied to the base salary of all Auxiliary Department Employees. A Resolution to make an annual COLA permanent will be presented at 2015 Convention for approval.

Account 618: CPA Expense:

Due to increase costs from current CPA, Treasurer to seek Request for Proposal from a minimum of 3 local Certified Public Accountants for preparing the Department's annual IRS 990 tax form.

Account 614: Leased Office Equipment

Decrease Leased Office Equipment budget from \$6500 to \$3800 to reflect the equipment lease change which significantly lowered the payments. Budget reduction of \$2700.

Account 626-025: National President Visit  
Increase budget by \$200 to fully cover anticipated travel expenses

Account 682: National Convention  
Increase budget by \$37 to cover Flower Expense

Terri Campbell recommended the above variances for adoption. Terri Angell seconded. Discussion was had. Terri Angell moved to increase line 626-025 to \$2,000.00. Seconded by Lora Shanahan. Discussion was had. Hanny Elston moved to amend the amendment to combine all lines under Distinguished Guest and have a total allotment of \$3,000.00. Amendment seconded. Amendment to the amendment carried. Recommendations to the 2015/2016 budget carried.

[Attachment E]

Sue Steele read through the list of Finance Committee recommendations for action approval from the Executive Committee.

[Attachment D]

1. The Finance Committee Chairperson to be assigned “view only” access to all Department online banking accounts. This will negate the need for additional reports to be sent on a monthly basis, give financial relief to the travel budget to view these statements, and most importantly will provide “real time” view of financial transactions so that any errors or inconsistencies can be addressed right away. This proposal was discussed and fully supported by the 3 members of the Finance Committee, Department President and Department Secretary/Treasurer during a meeting held on January 22, 2016 at the Department office.

Sue recommended approval of this action. Janet Sperry moved that the Finance Committee Chairman receive copies or view only access of the monthly bank statements, credit card statements, investment account statements and any other reports that they request in order to fulfill their financial responsibilities to the Department of Washington. Laura Bondurant seconded. Discussion was had. Sandy Yakkell moved to amend the motion to remove “receive copies”. Sharon Stewart seconded. Amendment carried. Motion carried as amended.

2. The Finance Committee recommends that the Poppy Manufacturers be required to submit monthly reports, due the 20th of each month, the first such report due February 20th, through the remaining of this fiscal year so that the Secretary/Treasurer can more accurately track Poppy Manufacturing expenses under Budget Account 659-012. A resolution to make this recommendation a permanent requirement will be submitted at the Department Convention.

Hanny Elston moved to accept the recommendation. Susan Patterson seconded. Motion carried.

Mary Davis reported that the National President visit is scheduled for March 14<sup>th</sup> – 15<sup>th</sup>, 2016.

President Barbara requested Chairman Lorna Ledoschuk report on the Employee Feasibility Committee and the Policy and Procedure Revision Committee. Lorna noted that the Policy and Procedures Revision Committee had no report at this time and read the Employee Feasibility Committee report.

[Attachment F]

12<sup>th</sup> District President Hanny Elston suggested that the Junior Convention be held in conjunction with the Sons of the American Legion Campout.

Department Convention Commission Chairman Hanny reported on Department Convention at the Great Wolf Lodge in Grand Mount, July 2016.

Suspended Charter update: Jane Montaney reported that Nespelem Unit #114 is working on getting their membership into good standing. They do not want to lose their charter. Catherine Olson reported that she has attempted to get a hold of members from the Tacoma Unit #222 with no luck. She will be recommended pulling their charter at the Pre Convention meeting in July.

Phyllis Christofferson reported on Mary Davis campaign for National President and thanked everyone for their support.

President Barbara requested Chaplain Sandy close us in prayer.

President Barbara adjourned the meeting at 4:54pm.

Attachment A – Mid Winter Reports

Attachment B – Confidentiality Agreements

Attachment C – Evergreen Girls State 2014/2015 Budget

Attachment D – Finance Committee Recommendations

Attachment F – Employee Feasibility Committee Report