

**American Legion Auxiliary Winter Park Memorial Unit 112**  
**General Meeting Minutes**  
**May 8, 2012**

The May Annual Business Meeting of the American Legion Auxiliary Unit 112 was called to order at 7pm by President, Aunita Padgett according to ritual. Debi Shannon offered the invocation and Johanna Langis led the Pledge of Allegiance and Preamble to the Constitution of the American Legion Auxiliary.

Members in attendance included:

Marge Berrios	Amy Martin	Aunita Padgett
Nell Colbert	Pamela Martin	Jo Anne Russell
Johanna Langis	Patricia Martin	Deb Shannon

Nell confirmed that we have a quorum for this meeting. Aunita moved for permission to deviate from the printed agenda should the need arise. Johanna seconded the motion and everyone agreed.

We had two guests this evening, Donna Oakley and her daughter. Donna is a prospective Senior member and her daughter is a prospective Junior member who will join Pamela and Patricia Martin to form our Juniors group. We are very excited about having our first Junior members. Everyone introduced themselves to Donna and to our newest members, Amy, Patricia and Pamela Martin.

Nell Colbert reported that the minutes from the last meeting that were emailed to all members and posted on the Unit's YahooGroups. Johanna Langis moved (seconded by Debi Shannon) that the minutes be approved as written. Motion carried.

Nell Colbert gave the Treasurer's Report showing that we began the month with \$518.40, received income of \$188.02 and had expenses of \$67.35, leaving us with a closing balance of \$639.07 as of the end of the month. Nell reported that we have received no additional income since April 30<sup>th</sup>. Nell noted that we paid out \$29.00 to United Trophy for ribbons for the Poppy Poster Contest on May 4<sup>th</sup> that will be reflected in next month's Treasurer's Report. Nell reported that the Treasurer's Report was emailed via the Unit's YahooGroups and was posted on the YahooGroups website. Johanna Langis moved (seconded by Joann Russell) that the Treasurer's Report be approved as written and filed for audit. Motion carried.

Nell Colbert shared items of correspondence received this month including: information about the Department Convention that can also be found on the Department website, the Goldenrod Chamber of Commerce newsletter, an Emblem Sales flag catalog, a credit application from United Trophy and two letters from the Department regarding a discrepancy with our fiscal year that needs to be changed with the IRS and notification that the name associated with our EIN does not meet the Department's formatting requirements and has resulted in our non-profit status to be suspended. Nell also shared this month's Department Communiqué that can be downloaded from the Department website.

Nell reported that there were no requests for Auxiliary help discussed during the Post's Executive Committee meeting held last week. Nell noted that there was no mention of any funding from our assistance at the Post's Yard Sale.

## **COMMITTEE REPORTS:**

- **Membership:** Nell reported that with the addition of the martin family, we have now reached 113% of our membership goal.
- **Community Service:** No activity this month
- **Children and Youth:** Aunita reported that Unit members assisted with the Post's Easter Egg Hunt on April 7<sup>th</sup> and Nell explained that we have been asked to sponsor a new Girl Scout troop that would like to begin meeting at the Post in the fall. Donna Oakley and Amy Martin will serve as the troop leaders. Nell and Amy explained that the troop will be a blended troop covering the Girl Scout Junior and Cadette programs and that there is no financial or legal responsibility for the troop. Most of the girls who will be in the troop will also be Junior members of the Auxiliary.
- **Americanism:** No activity this month
- **Education:** Aunita reported that Sam's has indicated that they will make a donation to support our School Supply drive but that they need a letter on our letterhead to fill the request. Nell will do the letter and get it to Aunita. Nell explained about the School Supply drive service project to bring our new members and guests up to speed about the program, noting that we will begin placing collection boxes in local stores in late June so that they can be in place through July.
- **National Security:** Marge noted that while she had no report this month, now that she has recovered from her surgery, she is back to processing our coupons and shipping them to the base we support. Marge explained our coupon clipping program to our new members and guests.
- **Veterans Affairs and Rehab:** Aunita reported that she will begin representing Unit 112 with a new committee that is forming in Orlando to support homeless Veterans. She will report on the first committee meeting next month. Aunita also noted that she will be placing about 50 flags on the graves of veterans in a local cemetery for Memorial Day. Aunita also explained the VASH program and how we are supporting that effort by donating personal items like socks, underwear T-shirts, personal hygiene items, etc. to the group based out of the VA Nursing Home at the clinic.
- **Girls State:** Debi and Marge reported on Girls State noting that the orientation for the 6<sup>th</sup> District is Saturday, May 12<sup>th</sup>. Debi sent an email reminder to both of our candidates yesterday and both Marge and Debi are planning to attend the orientation at Pinecastle Unit 286.
- **Poppy Distribution:** Aunita reported that Sam's has agreed to allow us to hold a Poppy Distribution booth at the store on Goldenrod Road at Colonial Drive this year. She will book Saturday, May 26<sup>th</sup> from 10am – 4pm. Nell and Aunita committed to man this booth. Anyone else who is available is welcome to join in the fun. It was also suggested that we contact the Sam's store in Fern Park to set up another day. Nell explained that we can only distribute Poppys in conjunction with Memorial Day and Veterans Day but that we can have booths during the week before and the week after the holiday. Joann Russell reported that she has set up another booth at the Walgreens in Oviedo for Friday, May 25<sup>th</sup> from 10am – 4pm. Again, anyone who would like to help at this booth is welcome to attend. Aunita noted that we are looking for additional dates and locations to distribute

Poppies so everyone is encouraged to contact stores in their areas to see if the business will allow us to hold a booth. We can coordinate additional dates/locations via email. Nell noted that the Poppy booths are great venues for the Juniors to participate in Unit activities. Nell also reported that the Poppy Poster Contest information along with about 100 Poppies was delivered to Eastbrook Elementary in mid-April. Nell will pick up the entries on May 15<sup>th</sup> in time for those attending the Constitutional Convention on 5/19 to help judge the posters. We can use the entries to decorate our Poppy booths.

- **Constitution and By Laws:** No activity this month
- **Legislative:** Aunita reported that she continues to send emails and make phone calls to our legislators and encouraged everyone else to become active in this area to support issues that are important to Veterans.
- **Leadership:** Nell Colbert reported that the 6<sup>th</sup> District held its last ABC School for the 2011-2012 program year on April 28<sup>th</sup> at Unit 10 in Kissimmee. No one from Unit 112 attended. Future ABC Schools will be scheduled by the District leadership Chair after the fall School of Instruction. Nell encouraged everyone to attend an ABC School every year as procedures change from time to time and this is how we get periodic updates.
- **Public Relations:** No activity this month
- **Past President's Parley:** Aunita reported that our next tea for the ladies at the VA Nursing Home is set for Saturday, July 7<sup>th</sup> at 11am, noting that this is another great activity in which our Junior members can participate.
- **Juniors:** Nell explained that since Unit 112 has never had Junior members before now, we need someone to champion this program so that we can provide beneficial program to our youngest members. Donna and Amy will take on the Junior program and will research the kinds of activities available for the girls.

#### **LEADERSHIP TRAINING:**

The topic for tonight's training feature was "Conducting a Financial Review of Unit Books." Nell explained that we are mandated to perform a financial audit of our books each year at the close of the fiscal year. Nell reviewed the process of verifying that bank statements tie out from month to month, that copies of each cancelled check are attached to the bank statement and that there are no unauthorized charges to the account. Nell also reviewed the process for examining each month's Treasurer's Reports to verify that expenditures are either budgeted items or have been authorized by a vote of the membership, with documenting meeting minutes attached. Nell explained that our audit is generally conducted in mid-July by an audit committee appointed by the Unit President.

#### **OLD BUSINESS:**

- **Poppy Distribution** – see committee reports above. Please call Aunita if you are able to set up an additional Poppy Distribution booth.
- **Department Convention** – Nell shared the packet we received from the Department, noting that there are classes on Thursday afternoon beginning at 1pm and that there are General Sessions on both Friday and Saturday. Sunday morning features the standard Memorial Service followed by the installation of the Department officers. The Commander's and President's banquet is Friday night and there is a free concert on Thursday night, poolside. Nell noted that

based on the information posted recently on Facebook, the convention resort is already sold out for the convention but there are several of nearby resorts (within walking distance) that have space available at the same rates as the convention resorts.

### **NEW BUSINESS:**

- **Election of Officers** – Nell read the slate of officers proposed last month by the Nominating Committee:
  - **President** – Marge Berrios
  - **Vice President** – Joann Russell
  - **Secy-Treas** – Nell Colbert
  - **Chaplain** – Debi Shannon
  - **Sgt-at-Arms** – Johanna Langis
  - **Historian** – Aunita Padgett
- Aunita called for nominations from the floor. Hearing none, Debi Shannon moved (seconded by Joann Russell) that nominations be closed and that the slate by the Nominating Committee be approved by acclamation. Motion carried. Nell will complete the paperwork for the Department and send it in.
- **Election of Delegates to Department Convention** – After a brief discussion about the convention, Marge Berrios and Nell Colbert were nominated to be our delegates with Joann Russell and Aunita Padgett nominated to serve as our alternates. Debi Shannon moved (seconded by Amy Martin) to approve our delegates and alternates as nominated. Motion carried. Nell noted that per our Constitution and By-Laws, the Unit will pay the registration fees for our delegates and alternates.
- **2012-2013 Committee Chairs** – It was agreed that we should table the appointment of our committee chairs for next year until June's meeting.
- **School Supply and Food drives** – Discussion about our School Supply and food drives was tabled until June.

### **OTHER BUSINESS:**

Aunita reminded everyone about the May 19<sup>th</sup> Constitutional Convention (delegates are Aunita and Nell, alternates are Debi and Joann) and encouraged everyone to attend. Nell also encouraged everyone to attend as this is the one District meeting held during the year where we can learn about what other units have been doing during the year that we may want to adopt for our Unit. The new District president is also elected at the May Constitutional Convention.

After passing the AEF Piggy, Debi Shannon offered the closing prayer and Aunita Padgett closed the meeting at 8:29pm.

Respectfully submitted



Nell Colbert  
Secretary-Treasurer

Minutes approved \_\_\_\_\_

Nell Colbert, Secretary \_\_\_\_\_

Aunita Padgett, President \_\_\_\_\_