

**American Legion Auxiliary Winter Park Memorial Unit 112
General Meeting Minutes**

August 14, 2012

The August general meeting of the American Legion Auxiliary Unit 112 was called to order at 7:05pm by President, Marge Berrios. The meeting was opened according to custom.

Members in attendance included:

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

Nell confirmed that we have a quorum for this meeting and Marge was granted permission to deviate from the printed agenda should the need arise.

Nell Colbert reported that the minutes from the last meeting that were emailed to all members. The minutes are also posted on the Unit's YahooGroups site as well as on our unit website. Nell also made hard copies available at the meeting for review by those who had not received them via email. Aunita Padgett 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 \$940.14, received income of \$245.04 and had expenses of \$230.75, leaving us with a closing balance of \$954.43 as of the end of the month. Nell reported that we received additional income tonight totaling \$110.00 and no additional expenses after August 1st. Nell reported that the Treasurer's Report was emailed via the Unit's YahooGroups and was posted on the YahooGroups website. Nell also made hard copies available at the meeting for review by those who had not received the Treasurer's Report via email. JoAnne Russell moved (seconded by Debi Shannon) that the Treasurer's Report be filed for audit. Motion carried.

Nell Colbert shared items of correspondence received this month including: a letter from the IRS regarding our 2011 tax return. Nell reported that apparently the IRS has, in fact, corrected our fiscal year to July 1 – June 30 but didn't associate the tax return that we filed in October 2011 correctly. Nell reported that she responded to their letter, sending copies of both the 2011 and the 2012 tax return acceptance receipts we received. Nell also noted that there hasn't been an issue of the Department Communiqué since the issue at the end of May.

Nell Colbert shared Information from the Post's Executive Committee meeting held last week, noting that 9/11 is the date set by the Post for their Boys State candidates to make their presentations. Nell also noted that the Post will be cutting a check to us for

the work we did at the last yard sale but their new Finance Officer is having difficulty finding accurate records.

COMMITTEE REPORTS:

- **AEF:** Nell reported that we collected about \$30 during 2011-2012.
- **Americanism:** Marge reported that we had no Americanism activity this past month.
- **Cavalcade of Memories:** Aunita reported that she is working on the 2013 scrapbook and that the previous years books are on display in the Post meeting room.
- **Children and Youth:** Aunita reported that the Christmas in July event for the Russell Home went very well.
- **Community Service:** There was a brief discussion about past community service projects. JoAnne reported that there is nothing in the works at the moment.
- **Constitution and By-Laws:** Nell reported that our Constitution and By-Laws are up to date.
- **Education:** Nell reported that we need to determine whether or not we are going to expand our Reading Rockets program beyond what we are doing for Eastbrook. Nell will be contacting the school to see which grade they want us to provide kits for this year and how many packets will be needed.
- **Girls State:** Debi reported that she sent an email to our alternate delegate suggesting that she send a thank you to the unit who actually selected her to represent them. Debi will also contact both girls to invite them to the September meeting.
- **Juniors:** Amy reported that she has not heard from Donna since the one meeting that they attended together so there is a question as to whether or not Donna and her daughter will be joining us. Amy also noted that there has been no progress yet on forming the Girl Scout troop. We need to secure a chair for our Juniors program.
- **Leadership:** Nell suggested that we should set a date for a New Member Orientation at our planning conference next week to help our newest members learn about the Auxiliary programs.
- **Legislative:** Aunita reported that she received copies of a few responses Nell received from Marco Rubio and Sandy Adams and that she has received responses from Daniel Webster.
- **Membership:** Nell reported that prior to tonight we were at 53% of our goal. Tonight we received renewals from our two Junior members and three additional seniors bringing us to 13 of 15 members. This does not include Pam LaPeter since she cannot be registered until her husband application has been processed and his member number assigned.
- **National Security:** Marge reported that this month she sent \$1010 in coupons to the base in Okinawa. Marge picked up lots of new coupons tonight.
- **Past President's Parley:** Aunita reported that since the number of female residents at the VA Nursing Home are decreasing, she spoke with the Lutheran home about doing teas for their female residents, many of whom are spouses of

veterans. Nita reported that the Lutheran home is very excited about having us provide an activity for their residents.

- **Poppies:** Nell confirmed that our additional 2012 poppies have been ordered and the check was cashed but the poppies have not been received. Aunita and JoAnne reported that they are working to set up booth dates.
- **Public Relations:** No update
- **Veterans Affairs and Rehab:** Aunita reported that she received a receipt for \$261 for one of our previous donations but has not yet received the receipt for the last donation we made to the VASH program. She will call them about the receipt. Aunita noted that she donated five bags of clothing to the Vietnam Veterans but they did not offer a receipt.

LEADERSHIP SEGMENT:

Nell presented our leadership segment tonight that dealt with the proper placement of pins, ribbons and corsages on our shirts. We also discussed the use of the Auxiliary emblem on shirts, noting that we must get permission to use the logo each time we want to place an order for new shirts if we want to continue using the logo.

OLD BUSINESS:

- Confirm Committee Chairs – The only committee chair position still open is Public Relations. Amy indicated that she might be interested in this role but she will need additional information about what is required before she can decide.
- Donation Requests – Debi reported that she has researched where we need to send letters requesting donations, noting that Publix requires requests go to their corporate offices. Debi shared a letter that she has drafted to go to Publix to secure a donation to cover the expenses associated with the holiday food baskets we provide to needy veteran families.

NEW BUSINESS:

- Reading Rockets – Nell explained the program for our newer members because we need to decide on whether or not to expand this program to additional schools. Nell reported that Cheney has a new principal who is very supportive of scouts and anything else that will benefit the students at her school. Nell also noted that we had discussed previously about including Lawton Elementary in this program if they are interested. JoAnne suggested that we continue to do this for Eastbrook and maybe Cheney until she can get a feel for how receptive Lawton Elementary will be towards this program. Nell will contact Cheney to see if they are interested.
- Early Bird Stamp – Nell explained that there is an early bird stamp in the Emblem Sales catalog that could be put on our membership cards as an incentive to get more of our members who pay their annual dues early each year. The stamp costs about \$5.00. Debi Shannon moved (seconded by Amy Martin) that we purchase the Early Bird stamp. Motion carried.
- Halloween coloring books – Nell explained that we have provided the Halloween safety coloring books for the kindergarten classes at Eastbrook in the past to help promote the Post's Halloween party. Last year we purchased 100 coloring

books. Nell will contact the school to see how many students there are this year. Aunita Padgett moved (seconded by Amy Martin) that we purchase however many coloring books we need. Motion carried.

- School Medals – Nell explained that last year we attempted to get essays for the Americanism Essay contest and purchase one medal. We also purchased and presented one Scholastic Achievement medal to one fifth grade girl at both Cheney and Eastbrook Elementary Schools. JoAnne Russell moved (seconded by Debi Shannon) that we purchase two Scholastic Achievement medals to present at the same schools as last year. Motion carried.

Nell explained that the reason for discussing the above topics even though we won't need some of the items for several months is that if we place the order from Emblem Sales with everything, we're only paying one shipping fee rather than paying for shipping with each order.

OTHER BUSINESS:

- Reminders – Nell reminded everyone about the School of Instruction this Saturday in Pinecastle. This is a great way to learn about the Auxiliary programs. Marge reminded everyone about our annual planning conference that will be held at the Post on Monday, August 20th beginning at 6pm.
- AEF – Nell passed around the AEF piggy.

After everyone made their contributions to the AEF piggy bank, Debi Shannon offered the benediction and Marge Berrios adjourned the meeting at 8:24pm.

Respectfully submitted



Nell Colbert
Secretary-Treasurer

Minutes approved _____

Nell Colbert, Secretary _____

Marge Berrios, President _____