

American Legion Auxiliary
 Department Convention
 Department Executive Board Pre-Convention Meeting Minutes
 Hotel Elegante – Colorado Springs, Colorado
 June 24, 2021 @ 2:00pm

<p>Call to order and opening ceremonies</p>	<p>President Tracy Trujillo called the meeting of the Pre-Convention Executive Board to order at 2:00pm. The secretary was present.</p> <p>Chaplain Donna Rae Smith offered the prayer. Following the prayer, President Elect Theresa Brandt led us in the Pledge of Allegiance to the Flag of the United States of America. After the Pledge, Vice President Tina Cooper led us in reciting the Preamble to the Auxiliary Constitution and Bylaws.</p>
<p>Roll Call</p>	<p>Secretary Terry Rose Lena called the roll call. The following were in attendance: NEC Ann Ritacco, President Tracy Trujillo, President Elect Theresa Brandt, Vice President Tina Cooper, Chaplain Donna Rae Smith, Parliamentarian Donna Thompson. Laurie Kuntz most recent Past Department President. Absent from Executive Board: Historian Marilyn Miyazima, and Sergeant-at-Arms Catherine Barger. DEC's in attendance District 3 – Regina Prentice, District 4 - Nancy Diefenderfer, District 5 - Lynn Cody, District 6 – Nancy Shannon, District 7 – Jackie Bowen, District 8 – Pat Steranka, District 11 – Debra Jackson. The following Past Department Presidents were in attendance: Donna Thompson, Chris Harvey, Pat Steranka, Susie Bozella, Evelyn Espinola, Ann Ritacco, Laurie Kuntz</p>

<p>Minute’s approval committee</p>	<p>President Tracy Trujillo – Without objection, Tina Cooper, Pat Steranka, and Susie Bozella were appointed to the minute’s approval committee.</p>
<p>Committee reports</p>	<p>President Trujillo has stated the next order of business are the reports of the following committees:</p> <p>Audit committee – Chairman Rhonda Redgate was not in attendance. Chris Harvey, a member of the Audit committee spoke on her behalf. Chris stated that they completed the quarterly and everything was in order. There were no questions.</p> <p>Finance committee – Finance committee consisted of Janelle Mendelson, Chair, Donna Rae Smith, Pat Steranka, Eve Gallaher, and Diane Erickson. Ex Officio members were Tracy Trujillo, Tina Cooper, Theresa Brandt, and Terry Rose Lena. Chairman Janelle Mendelson reported it has been 2 years of in person and zoom meetings. The committee met approximately every 4 months. We are in the black. Due to Covid our spending was down in 2020. Thanks were expressed to the Membership committee. We are a dues income basis. Need to think of other ways to increase income. Thank you to Judy Sadler, Donna Thompson, and Tina Cooper during the time when there was not a secretary. More in-depth tomorrow.</p> <p>There were no questions.</p> <p>Resolutions committee – Chairman Donna Thompson reported there is just one resolution. It is a resolution to help cover the expenses the Department of Colorado</p>

will incur hosting the National Veterans Creative Arts Festival which will be held here in 2024. National American Legion Auxiliary has said we could retain all the poppy percentage money to defray some of the costs of the convention. The festival estimated to cost somewhere around \$30,000 to \$40,000. Donna had stated that it will be an honor for the Department of Colorado to host this event and the Chairman is Tracy Trujillo. This will be a restricted account just for this festival. There were no questions.

Constitution & Bylaws – Chairman Donna Thompson reported that there are several amendments to the Constitution and Bylaws. She asked if everyone has read them and then went on to give a description of the changes. The first deals with how meeting notices go out i.e., post office or email.

Next change will be to strike out in the amendments that they are read on one day and read again on the second day to be voted on. Roberts Rules of Order states if they are sent out 30 days prior to Convention that should be enough notice. This will be both in Constitution and the Bylaws.

Dept President identifies the Secretary Treasurer is in charge, if and when we have part time paid employee.

Dept Chaplain in conjunction with Legion and SAL will conduct the memorial service at the end of convention.

The next change brings us into compliance with standing rules, stating that the Executive Board may discipline a unit for failing to discipline a member. It is in National ALA C&B and now it will be in ours.

The C&B Committee will present rules for future electronic meetings.

Election of District Officers – last amendment is who the alternate to the DEC would be. This clarifies that if for some reason DEC or District President cannot attend, the most senior VP can take over.

New standing rule “**RULES FOR ELECTRONIC MEETINGS**” was presented for consideration. These rules may be used for executive board and committee meetings, committee meetings, and regular business meetings. These rules are based on “Sample Rules for Electronic Meetings” found in *Robert’s Rules of Order, Newly Revised, 12th edition*.

1. Governing documents:

Authorization to conduct an electronic meeting must be in the governing documents (Constitution, Bylaws, Standing Rules, or Procedure Manual).

2. Contents of the call to the electronic meeting:

- A. Date and time of the meeting
- B. Dial in information plus the time members may start dialing in, usually fifteen minutes before the start of the meeting
- C. Agenda plus any proposed motions.
- D. Reports submitted by officers or committees.

- E. How to seek recognition to speak
- F. Any special rules of debate for this meeting.
- G. When not speaking, the speakers must be muted.

3. Arrival and departure announcements:

Without interrupting a speaker, a member may announce their arrival or departure if the member must leave the meeting before adjournment.

4. Agenda:

The agenda should follow the agenda of a regular face to face meeting as closely as possible.

5. Opening ceremonies:

When reciting both the Pledge of Allegiance and the Preamble all speakers except the member reading the recitation should be muted.

6. Roll call:

- A. The secretary will call the roll for the authorized members who are identified in the bylaws as being in attendance. These members would be the voting members for the meeting.
- B. All other members who in attendance should announce their names and unit number. These members would be allowed in the meeting as “privileges of the floor” and may listen but cannot speak or vote.

7. Quorum:

The quorum for the meeting will be the same as for a regular face to face meeting.

8. How to seek permission to address the meeting:

- A. Without interrupting a speaker, unmute speaker and say, “Madam President” and wait for recognition from the president.
- B. State your name and unit number and address the meeting,
- C. After speaking, mute your speaker.

9. How to make a motion:

- A. No written motion may be submitted during the meeting.
- B. Written motions may be submitted to the presiding officer and secretary to be included in the call to the meeting.
- C. A member may make a verbal motion during the meeting.
- D. Without seeking recognition, another member may “second” the motion.

10. Voting methods:

- A. All votes should be by roll call.
- B. Unanimous consent may be used when applicable.

11. How to record results of votes in the minutes.

- A. The secretary records the number of votes for and against adoption of the motion and if the motion was adopted or was lost.
- B. The secretary records that the motion was adopted without objection.

12. Unanimous consent:

The presiding officer may use unanimous consent for motions that are usually noncontroversial, such as minutes’ approval or appointment of a special committee to approve the minutes of that meeting.

13. How to handle disruptive members:

- A. First, call the member to order.

	<p>B. If the disruptive behavior continues, have a procedure to either permanently mute the disruptive member's speaker or disconnecting the member.</p> <p>14. Technical problems: The individual member will be responsible for their connection to the meeting. A member may not challenge the outcome of the meeting based on the loss or poor quality of the member's connection to the meeting.</p> <p>A motion to adopt the new standing rule was made and seconded. The new standing rule was adopted.</p> <p>Tracy thanked Donna for all her help in pandemic. Having a National Registered Parliamentarian is an extreme blessing.</p>
<p>Nomination of officers for 2021-2022</p>	<p>President Trujillo has stated the next business in order is the endorsements for officers for 2021 - 2022. If you have an endorsement to read, please come forward and be ready to read your endorsement.</p> <p>By virtue of being Department President-elect Theresa Brandt will automatically become president for 2021-2022.</p> <p>During the midyear conference, Tina Cooper was endorsed for the office of President-Elect. There were no further endorsements.</p> <p>During the midyear conference Bettina Kossow was endorsed for the office of Vice President. There were no further endorsements.</p>

	<p>During the midyear conference, Donna Rae Smith was endorsed for the office of chaplain. There were no further endorsements.</p> <p>During the midyear conference, Nancy Diefenderfer was endorsed for the office of Historian. There were no further endorsements.</p> <p>During the midyear conference, Cathy Barger was endorsed for the office of Sergeant-at-Arms. There were no further endorsements.</p> <p>Laurie Kuntz was endorsed by Deb Jackson for the office of NEC. Following her endorsement, Julie Woodell endorsed Ann Ritacco for the office of NEC.</p>
<p>New Business</p>	<p>President Tracy Trujillo asked if there was any new business to come before this Executive Board meeting? Ann Ritacco spoke and asked to use no more \$450 to use for Junior lunches. There was a question if there was money in the account and the answer was yes. Chris Harvey made a motion Deb Jackson second. All were in favor, no one opposed, motion carried.</p>
<p>Closing</p>	<p>There being no further business to be brought before this meeting, Chaplain Donna Rae Smith offered the closing prayer.</p> <p>The meeting is adjourned at 4:30pm.</p>

Terry Rose Lena

 Terry Rose Lena
 Department Secretary Treasurer

7/14/2021

 Date signed

Minute's approval names and dates of approval

<u><i>Tina Cooper</i></u>	<u>7/20/21</u>
Tina Cooper	Date signed
<u><i>Patricia Steranka</i></u>	<u>7/28/21</u>
Pat Steranka	Date signed
<u><i>Susie Bozella</i></u>	<u>7/20/21</u>
Susie Bozella	Date signed