

American Legion Auxiliary Unit 1, Wheeling
January 2024 Meeting Notes
Meeting Date/Time: 01/02/2024 @ 7:00 PM

Meeting called to order by President Michelle Powell

Prayer led by Chaplain Martha Bloomfield

Pledge of Allegiance and Preamble recited by all members

Auxiliary Mission Statement recited by Michelle Powell

Roll Call of Officers:

Present: President- Michelle Powell, 2nd Vice- Sandy Koontz, Treasurer- Paula McCroskey, Chaplain Martha Bloomfield, Sgt at Arms- Marcia Bolner

Not Present: 1st Vice- Denise Wycherley, Secretary- Brenda Minch

Other Members Present: Brenda Joseph, Courtney Clark

Total Present: 7

Total Voting Members: 6

Secretary Position:

President Michelle Powell notified the members that Secretary Brenda Minch resigned her office per email 12/11/2023 @ 4:32 PM. Copy of email placed in meeting notes binder.

President Michelle Powell asked members if anyone wanted to volunteer for the position. Courtney Clark volunteered to fill the Secretary position to the end of term (June 2024).

Motion made by Brenda Joseph for Courtney Clark to be approved as Secretary until the end of term.

Motion seconded by Sandy Koontz.

Discussion: None

In favor 6, Against 0, Motion carried.

Minutes from November 2023 meeting were emailed/mailed to members by Secretary Brenda Minch. Minutes were corrected by President Michelle Powell and passed out at this meeting. Minutes were read by Secretary Courtney Clark.

Motion made by Brenda Joseph to accept minutes as read.

Motion seconded by Marcia Bolner.

Discussion: None.

In favor 6, Against 0, Motion carried.

Finance Report provided by Treasurer Paula McCroskey.

Written report submitted and placed in meeting notes binder.

General Fund Beginning Balance \$2,615.02

Deposits:	\$1,000	Ways & Means
	\$155.00	December 2023 Paint and Sip

Expenditures:	Check 1119 \$4.08	Michelle Powell- Stamps
	Check 1120 \$1,000	WV Department- Ways & Means
	Check 1121 \$67.30	US Post Office- Stamps

General Fund Ending balance \$2,698.64

Poppy Fund Beginning Balance \$338.55

Deposit/s: None

Expenditure/s: None

Poppy Fund Ending Balance \$338.55

Motion made by Courtney Clark to accept treasurer's report.

Motion seconded by Brenda Joseph.

Discussion: None.

In favor 6, Against 0, Motion carried.

Sick Call and Relief: NA

President's Report:

President Michelle Powell requested member stay after the meeting to get a picture. Department President Debbie Michael requested a picture for her scrap book from all units.

Membership:

No new members.

December 2023 Spirit confirmed the unit had 18 current members for 78.26 % of goal (as of 12/15/23).

Unit 1's goal for 2023-2024 was 23 members.

Old Business:

- Paint and Sip
 - o Held 12/14/23 and made \$155.00 (deposited in account).
- Standing Rules
 - o General Fund includes Bonding, Scholarship and Girl's State
 - o Welfare Fund includes Veteran's Fun, Poppies, and 10% of Poppies
 - o Signature page added Kim Elliott and Michelle Powell
- Constitution
 - o Article IV- Eligibility; (4); Section 2 (a)
 - Senior membership shall be the active group and shall be composed of members over the age of eighteen years; provided, however, that a wife under the age of eighteen years, who is eligible shall be classed as a Senior member.
 - o Article IV- Eligibility; (4); Section 2
 - Removed (c) American Legion Auxiliary Unit shall vote on each application for membership with full privileges.
 - Removed (d) Transfers to Unit shall be in good standing with previous Unit. Transfers are to be voted on at a regular Unit meeting.
 - (e) is now (c) No person may be a member at any one time of more than one Unit.
 - o Article V- Unit Officers
 - Removed- Section 2. In the event there is a vacancy of either Secretary or Treasurer both offices can be combined.
 - o Article VIII- Amendments
 - Updated- Section 1. Added "a" previous meeting
This Constitution may be amended by a two-thirds vote of the members at a regular Unit meeting, provided the proposed amendments shall have been read at a previous meeting.

Old Business Continued:

- Article VIII- Amendments

- Updated Section 3. Added “district”

This Constitution shall be automatically amended to conform to the District, Department and National Constitution and Bylaws and Standing Rules of the American Legion Auxiliary.

- By Laws

- Article I- Executive Committee; Section 3

- Changed- Four to Three

Three members shall constitute a quorum for a meeting of the Executive Committee, providing all the Executive Committee members have been notified.

- Article I- Executive Committee; Section 5

- Removed- All major purchases shall be approved by the Executive Committee before being voted on at a regular meeting of the Unit.

- Article II- Duties and Powers of Officers; Section 1

- Changed female pronouns to non-gender pronouns

- Article III- Dues; Section 2

- Changed state to Department

A member failing to pay annual dues, including the Unit, Department and National assessments, by December 31, shall be classed as delinquent and shall be suspended from all membership privileges. Payment of back dues, after suspension, shall reinstate such member to active membership. Any member delinquent to December 31 of the year of delinquency shall be automatically dropped from the rolls and may be reinstated only by paying all back dues or by re-establishing eligibility and making application as a new member.

- Article IV- Unit Meetings; Section 1

- Added wording

Special meetings *of the unit* may be called *by order of the President or on written request of at least three members of the Unit.*

- Article V- Elections; Section 1

- Removed- Nominations for elective officers shall be by a committee elected by the Unit at the meeting in April.

Added- Elections will be by voice vote if there is only one candidate; but where there is more than one candidate for the same office, elections shall be by ballot and the majority of votes cast shall be necessary to elect.

- Article V- Elections; Section 2

- Removed- Elections will be by voice vote if there is only one candidate; but where there is more than one candidate for the same office, elections shall be by ballot and the majority of votes cast shall be necessary to elect.

- Added- Delegates and Alternates for Spring and Fall District Conference shall be taken from the floor at a regular Unit meeting sixty (60) days before said conference. Alternates shall have priority in the order of their election.

- Article V- Elections; Section 3

- Removed- Delegates and Alternates for Spring and Fall District Conference shall be elected at a regular Unit meeting in the month of said Conference. Alternates shall have priority in the order of their election.

- Added- Delegates and Alternates for Department Convention shall be elected at a regular unit meeting in June of that fiscal year. Alternates shall have priority in the order of their election.

- Article V- Elections; Section 4- Removed
- Article VI- Committees; Section 2
 - Changed “and” to “an”
- Article VII- Finances; Section 3
 - Added wording
All persons handling funds of the unit shall be bonded by the *mandatory funds* at the unit’s expense.
- Article VIII- Officers
 - Reworded- Section 1. *Unit* officers elected, shall be installed *immediately following their election or as soon thereafter as possible, but an installation ceremony is not mandatory for officers to assume their duties. An officer takes possession of the office immediately upon election unless the bylaws or other rules specify a later time.*
 - Reworded- Section 2. In case of a vacancy in the office of President, the First Vice President steps up to President and the Second Vice President steps up to First Vice President. All other *vacancies* will be filled for the *duration of term*.
- Article IX- Delegates; Section 4
 - Section 4 delegate expenses shall be paid as follows:
 - 1. Registration fees for District Conference and the Department Convention shall be paid for the delegates and alternates by the unit.
 - 2. Driver of vehicle to District Conferences or the Department Convention shall be paid at \$.25 a mile by the unit prior approval of unit is required.
 - 3. One nights lodging at Department Convention shall be paid for Delegates and Alternates by the Unit at the time money is available. In the event money is not available for lodging, \$25 shall be given to each Delegate and Alternate to help with the cost of meals.
- Article X- Discipline; Section 1
 - Changed “state” to “Department”
- Article X- Discipline; Section 2
 - Reworded- Neither this Unit in the Department nor any member thereof shall circularize any other Unit or member thereof.
Removed- without the consent of the Department Executive Committee.
- Article XI- Parliamentary Authority; Section 1
 - Added- The Unit organization shall be governed by the current edition of "Roberts Rules of Order, Newly Revised" on all points not covered by *District, Department or National Constitution and Bylaws*.
- Signature Page- Added Kim Elliott and Michelle Powell

New Business:

- Bank Account/Check Book
 - President Michelle Powell shared that Department Constitution and Bylaws Committee Chairman Lisa Cadwallader and Kim Elliott mentioned their Unit/s have two signatures on the bank account/check book.
 - Discussion: Brenda Joseph stated one signature is fine. Sandy Koontz disagreed but later changed her mind when she knew one signature was in the Constitution and Bylaws (which was previously approved by the Department). Members discussed it would be difficult to get two people together to sign checks. Would bills and reimbursement need to wait until meetings? Would two people need to sign checks in advance so one could write them?

New Business Continued:

- Bank Account/Check Book
 - Motion made by Marcia Bolner to keep bank account/check book with one signature.
Motion seconded by Brenda Joseph.
In favor 6, Against 0, Motion carried.
- Home Corporation Update
 - President Courtney Clark shared the Board of Trustees have been in contact with financial donor, Jodi Prather, about remodeling, ownership, etc. Building remodel/drawing have been submitted and changed several times. Prather is interested in putting Chef & Co Adam Luiso in the kitchen/building. Home Corp had a list of wants which were presented to Prather before Christmas but has not received feedback as Prather has been in Florida for the holidays. The “wants” were submitted to the Legion’s attorney Don Tennant as he is drafting a contract. Next meeting is Monday 01/08/24.
- December Tracking Form- Veteran Community Service
 - Form passed around for members to add their services, hours, and financial/donation.
- Mid-Winter Conference
 - Registration
 - President Michelle Powell and Secretary Courtney Clark informed membership they were interested in attending the conference February 9-10, 2024.
 - Friday 02/09/24 is free and anyone can attend. The fee is for 02/10/24.
 - Motion made by Martha Bloomfield for Unit to pay the registration fee of \$25 per person for any member to attend the Mid Winter Conference in Wheeling, WV.
Motion seconded by Brenda Joseph.
In favor 6, Against 0, Motion carried.
 - Comfort Items
 - Items collect from Unit 1 will be donated to the Department at Mid Winter Conference. President Michelle Powell, 1st Vice Denise Wycherley and Secretary Court Clark met on 12/17/23 to organize the items and Michelle took an inventory to turn in at Mid Winter. Michelle thanked members who donated items. She told members no information from District or Department has been provided by donating time or food for the conference.
- District 1- Spring Conference
 - Unit 1 will be hosting the Spring District Conference on April 20, 2024.
 - Secretary Courtney Clark has contacted Chef & Co Adam Luiso about catering the event. Courtney will reach out to him again after 01/08/24 for menu/prices.
 - President Michelle Powell informed members a small door prize was given to all attendees at the Fall Conference and they had a Chinese raffle with 10 baskets.
 - Michelle asked for donations. Members discussed door prizes from Dollar Tree, Amazon, Oriental Trading, etc.
 - Michelle would double check (with Susan at Department) but believes the registration fee for the conference will go to the hosting Unit to cover food, prizes, etc.
 - Motion made by Martha Bloomfield for \$600 budget for Spring District Conference to get items in advance.
Motion seconded by Courtney Clark.
In favor 6, Against 0, Motion carried.

- Bank Account
 - o Treasurer Paula McCroskey contacted the bank and was told the account is a business account. The account can become a Veteran's Organization account and therefore would receive free checks from the bank.
 - Michelle Powell asked what was needed to make the change. Paula didn't obtain that information but would contact the bank.
- Tax Exempt- Tax Filing
 - o Legionnaire Commander John Powell contacted Glessner about tax exempt and tax filing status but there has been no update.
 - o 990 will need to be completed.

Committee Reports:

- Americanism- Lois Sine
 - o Lois was not present but sent President Michelle Powell a text stating she spoke with the Secretary at Middle Creek School and was told the request would need to be approved by the Ohio County Board of Education.
 - o Courtney Clark had been in contact with Elm Grove Elementary Principal Richard Dunlevy (email and phone call) about Auxiliary providing books re: Americanism to a certain grade. Lois was to follow up with him but didn't realize they were different places.
- Emergency Fund- Martha Bloomfield
 - o No information/update.
- Constitution and By Laws- Michelle Powell
 - o Michelle has met with Lisa Cadwallader and Lisa Elliott discussing 5 Unit's Constitution and Bylaws.
- Community Service- Denise Wycherley
 - o No information/update. Denise was not present at the meeting.
- Girls State- Paula McCroskey
 - o Paula is working on a letter to send out requesting donations.
 - Girls State is June 9-16, 2024 and it's \$300/girl.
- Membership- Courtney Clark
 - o Courtney obtained a copy of the 200 list or members *at large* (who don't belong to a specific unit) and mailed letters to them in hopes of gaining new members. To date, Unit 1 had not received any new members from this endeavor.
- Poppy- Sandy Koontz
 - o Poppy Day was held November 12, 2023 at Cabela's, Wheeling, WV. Sandy shared the event went well. Members added it was chilly between the two doors. It was a busy day but families were in a hurry to see Santa as they were on a reserved/time schedule.

Correspondence

None

Good of Auxiliary

First Friday- January 5, 2024. Social hour is at 6:00 PM. Food is at 6:30 PM.

Next Meeting: February 6, 2024 @ 7 PM

Closing Prayer/Benediction: Chaplain Martha Bloomfield

Closing Statement: President Michelle Powell

Adjourned by President Michelle Powell at 8:09 PM

Quarter Drill for Children & Youth fund

Notes Taken: 01/02/2024

Typed: 01/03/2024

Approved:

Courtney L Clark
Auxiliary Unit 1, Wheeling
Secretary

Michelle Powell
Auxiliary Unit 1, Wheeling
President