

American Legion Auxiliary Unit 1, Wheeling
Meeting Date/Time: 11/03/2025 @ 7:00 PM

November 2025 Meeting Notes

Meeting called to order by President Michelle Powell

Prayer led by Chaplain Denise Abell

Pledge of Allegiance, Preamble and Mission statement recited by all members.

Roll Call of Officers:	PRESENT	NOT PRESENT
President- Michelle Powell	X	
1 st Vice- Melissa Stegman	X	
2 nd Vice- Sandra Koontz	X	
Secretary- Courtney Clark	X	
Treasurer- Diana Mey	X	
Chaplain Denise Abell	X	
Sgt at Arms- Marcia Bolner	X	
Historian Lois Sine-Hoffman		X

Other Members Present: Margaret Erickson, Marie Farnsworth, Janet Jaquay

Total Present: 10

Total Voting Members: 09

SECRETARY:

Minutes from the October 2025 meeting were read by Secretary Courtney Clark.

Motion made by Melissa Stegman to accept minutes. Motion seconded by Sandy Koontz.

Discussion: None. In favor 9, Against 0, Motion carried.

TREASURER:

Treasurer Diana Mey provided report.

General Fund

Starting balance \$3,938.34, Ending balance \$4,093.49

Poppy Fund

Starting balance \$542.00, Ending balance \$542.00

Finance report will be on file for audit.

Diana will go to the bank to initiate online banking, so she has access to bank statements rather than relying on Post 1 finance officer to give her mailed statements.

PRESIDENT'S REPORT

Department of WV Auxiliary yearly fundraiser, Means and Ways

- Tickets are \$20, winners are based on the WV Lottery Pick 3
- There were no winners from Post/Unit 1 in October.

Poppy Program

- Michelle Powell and Melissa Stegman attended the 1st District Fall Conference in Weirton on 10/26/25.
- Members discussed how to share the Poppy meaning with the public. Encouraged members to attend civic events.
- Auxiliary will have a table at the Son's of American Legion's Car Show on 05/24/26 (National Poppy Day is 05/22/26).
- Mid-Winter Conference In February 2026 will have a poster contest, Miss Poppy, and a hat contest.
 - o Courtney Clark will be making the unit's Poppy hat for the conference. Winners are voted on by monetary donation and all donations go toward the ALA President's special welfare fund.
 - o Motion made by Courtney Clark to for ALA Unit 1 to donate \$100 to the hat for purposes of voting. Motion seconded by Melissa Stegman.
Discussion: None. In favor 9, Against 0, Motion carried.
 - Courtney did share that she nor Unit 1 will receive money (if a winner). Courtney is also paying for all supplies needed for this project.
- Melissa Stegman encouraged all members to attend the district conferences

Building

- Cameras were installed 11/03/25 and will be recording 24/7. The recordings will be kept on a 21-day cycle.
- Members recommended signs be posted that the building has cameras and recording.
 - o It was noted that would be up to Post 1 to secure signs and put them up.

Constitution and By-Laws

Article VII- Fiscal Year

Section 1. The fiscal year shall run from August 1 to July 31.

- Previously the fiscal year ran from July 1 to June 30.

Voting on Membership

The ALA National Constitution was publicized in October 2025 and Unit 1 will incorporate their working regarding membership.

- Unit 1 membership chair will confirm new member eligibility with Post 1 adjutant.

Motion made by Melissa Stegman to accept changes. Motion seconded by Janet Jaquay.

Discussion: None. In favor 9, Against 0, Motion carried.

Sick Call & Relief

Marilyn Collins

Chaplain Denise Abell provided a prayer.

OLD BUSINESS

ALA Unit 1 Veteran's Dinner

- Scheduled 11/18/25 @ 5:30 PM (members helping should arrive at 4:00 PM)

1st District Fall Conference

- This year's Department theme is the beach.
- Department President Kim Mellie is a teacher and wants to teach ALA members about the American Legion (what it is and how we can help Veterans).
- Michelle Powell passed out recruitment forms for new members.

NEW BUSINESS

ALA Fundraiser

- Door mat craft with Queen E's Art (Robin Elliott)
- November 23, 2025 @ 1 PM (should be over about 3 PM)
- \$40 and registration is completed on Facebook Event link

Jay & Pearl

- ALA will donate \$100

Christmas Party & First Friday

- December 5, 2025
- Members are asked to bring a covered dish

Department of WV Mid-Winter Conference

- February 13-14, 2026 at Oglebay

National American Legion Auxiliary President Pam Ray Dinner

- February 6 or 7, 2026 and will be held at Post 1

National American Legion Commander Dan Wiley

- March 10, 2026 and will be held at Post 1

Night at the Races

- Scheduled March 14, 2026
- Volunteers will be needed to work the event

Post 1 Family Steak Fry

- Scheduled April 18, 2026
- Volunteers will be needed to work the event

COMMITTEE REPORTS:

Membership

- No new members applied for the meeting.
- On 11/03/25, m
- Three members (Nancy Kish, Patti Kota and Tracy Doyle) contacted secretary/membership chair Courtney Clark in October and advised they would not be renewing their membership.
- They have been removed from the email list for monthly meeting notes.
- Department has been notified that they will not be renewing.

Correspondence: None

For the Good of the Unit:

Melissa Stegman talked to members about the holidays and helping our Post/Unit family members. Melissa recommended gift cards be purchased and have them on hand at the Post for Post Commander Abell or Unit President Powell to hand out if /when needed or requested. This would be anonymous as asking for help is often hard for people to do.

- Motion made by Melissa Stegman for ALA Unit 1 to purchase \$200 worth of gift cards (or 8 \$25 gift cards). Motion seconded by Courtney Clark. Discussion: None. In favor 9, Against 0, Motion carried.
- Courtney Clark shared there may be a lot of people in need due to the government shut down and SNAP (food assistance) not being issued for November.
- Sandy Koontz and Melissa Stegman both donated \$100 toward the purchase of gift cards in place of the ALA Unit 1 doing it. Therefore, no check from the ALA Unit 1 is necessary.

UPCOMING EVENTS

11/07/25- First Friday (bring a covered dish)

11/18/25- Veteran's Dinner and Fun Night

12/02/25- Monthly meeting @ 7 PM

12/05/25- Frist Friday and Christmas Party (bring a covered dish)

Closing Prayer/Benediction: Chaplain Denise Abell

Adjourned by President Michelle Powell at 8:00 PM

Quarter Drill for (has not been determined)

Notes Taken: 11/03/25

Typed: 11/06/25

Courtney L Clark
Auxiliary Unit 1, Wheeling
Secretary

Michelle Powell
Auxiliary Unit 1, Wheeling
President