

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

March 19, 2024

The March 2024 general meeting of the American Legion Auxiliary Unit 112 was called to order at 7:01pm by President, Marge Berrios. The meeting was opened according to ritual.

Members in attendance included:

Marge Berrios
Terry Berrios
Nell Colbert

Maria Santiago
Debi Shannon

Guests in attendance were:

Bob Colbert, Post 112 Adjutant

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.

The minutes from the last meeting were emailed to all members. Debi Shannon moved (seconded by Terry Berrios) that the minutes be approved as written. Motion carried.

Nell Colbert gave the Finance Report. Debi Shannon moved (seconded by Maria Santiago) that the Finance Report be filed for audit. Motion carried.

Nell Colbert shared items of correspondence received this month including:

- Department *The Florida Canvas* newsletter
- Unit Membership Credit Report
- Letter from orange County East Rotary
- Email from 6th District President

Bob Colbert reported on the Post Executive Committee meeting:

- The Post continues to add new members but meeting attendance and participation in Post activities remains low.
- The windows in the Sea Cadet area will be replaced soon.
- Three of the four Boys State delegates have completed filing their paperwork.
- The new sink for the kitchen still needs to be installed as the plumber we want to use is not available until sometime in April.
- The Post's supply of school medals is sufficient for this year, but the Post will have to order more medals for next year.

COMMITTEE REPORTS:

Marge called on the Committee Chairs to give their updates if there was activity during the month. Marge reminded our chairs that year-end reports are due to our 6th District Chairs before 4/1. Nell emailed Debi the list of District Chairs since she, Marge, and Nell handle all our annual reports. It was noted that our reports for AEF, Americanism, Constitution & ByLaws, and Past president's Parley have already been submitted.

- **Girls State:** All four of our delegates have completed their paperwork. One girl was listed as being in the 7th District; Marge notified Paula and Paula will ask Brandi to fix her district listing.

- **National Security:** Marge indicated that the rules have changed for coupons submitted overseas; they can be expired by no more than 60 days.

LEADERSHIP SEGMENT:

Debi presented information on the Helen Gardner Member of the Year. It appears that while we have members who go above and beyond to support our activities and the Unit in general, we do not have anyone who spearheads only one activity which is the criteria for this award. Therefore, it was agreed that we would not submit anyone for the award this year.

UNFINISHED BUSINESS:

- MOAA grant – nell reported that the final report for the MOAA grant has been submitted to and accepted by the National Foundation.

NEW BUSINESS:

- Updating our banner – There was a brief discussion about updating our unit banner to remove the old logo and add the new marketing brand. Debi Shannon moved (seconded by Maria Berrios) that Nell should do the research on the cost and whether we need National’s permission to replace the banner. Motion carried.
- Email from Penny – Nell read the email from Penny requesting that we email copies of the reports that we have already sent to the Department. There was a lengthy discussion about email security, especially when emails are sent to individuals who might not be as careful with their personal online security. Marge suggested that we invite Penny to our next meeting so that she can view the documents on Zoom as we have done for the last several years. It was agreed that no copies of our documents that contain personal unit member information or sensitive information like our tax number, etc. should be emailed. It was also noted that the Legion Department of Florida does not allow District Commanders to collect hard copies of Post sensitive documents and that all our Auxiliary Department training sessions over the last ten plus years has noted that no one should be supplying copies of Unit sensitive documents.

ANNOUNCEMENTS AND REMINDERS:

- Send service hours to Marge and Nell

Debi Shannon offered the benediction and Marge Berrios adjourned the meeting at 7:47pm.

Respectfully submitted



Nell Colbert
Secretary-Treasurer

Minutes approved _____

Nell Colbert, Secretary _____

Marge Berrios, President _____