SPRING S.E.C. MEETING February 16, 2018 Grand Rapids Michigan

The meeting was called to order at 2:00pm by President Kathryn Schultz

Chaplain Linda Marshall gave the invocation.

<u>Sgt-at-Arms Sue Christe</u> led us in the Pledge of Allegiance.

<u>The President</u> asked everyone to put their phones on vibrate so there was no ringing during the meeting. Because the Ways & Means Chairman is ill, President Kathryn asked for approval of Becky Kovach to be acting Ways & Means for this meeting.

**Motion Linda Marshall/2nd Peggy Liss to approve Becky Kovach as acting Ways & Means Chair for this SEC meeting. CARRIED

<u>Roll Call</u> showed all in attendance with the exception of: Judy Smith, Jacobetti Home Rep (excused), Pat Krzesowik, Ann Arbor VA Rep. (excused), Harriet Altherr, Ways & Means Chairman (excused), PRO/Dist. VII President Betty Petitjean (excused)

<u>Correspondence</u>: A letter from the Department of Pennsylvania announcing the candidacy of Amy Stopira for the office of National 3^{rd} Vice President.

<u>Treasurer's Report</u> - Gloria Hall reported the balances (as of 2/15/2019) in our General Fund is \$12,424.21, Hospital 4,023.09, Texas Hold'em \$9,798.16, Savings #1 (Reserved funds) \$17,946.69 and Savings #2 (donation funds) \$3,752.28 for a total of \$47,944.43. We have a total of \$38,526.96 in 5 CDs.

There was a long discussion on available funds. Our budget this year is \$26,822 of which we have spent \$11,340.27 so far. We exceeded the budget last year by a large amount but this year we will probably come in short. We only brought in about \$1,500 for the Texas Hold'em this year (compared to \$22,000 last year). We discussed cuts which may need to be made. It was mentioned we might need to cash in a couple CDs. It was also pointed out if we start cashing in CDs, in about 3

years we will be down to nothing unless we start making cuts or raising more money. There were many questions - but not many answers.

OFFICER'S REPORTS:

<u>President Kathryn Schultz</u> has enjoyed all her visits this year. She has been very impressed with the visits to the VA's and Jacobetti.

1st Vice President Bert Lema. As of December 31 we had 1,473 members which is down from last year's total of 1,535. We have had 194 new members - but lost 251. She questioned the District President's as to what is going on? We need to start retaining members along with gaining new members. Membership is down which affects the hospital allotments. We did not have enough money to give the double allotment at Christmas.

<u>2nd Vice President Kathy Keizer</u> received midyear reports from 12 Auxiliaries. After seeing the reports, Kathy strongly urged a class on reporting be held at Fall Conference. Maureen Jackson stated those who need the reporting class the most don't come to Fall Conference. It was suggested we need to get Districts involved, but we have lost a couple Districts.

**Motion Faye Richardson-Green/2nd Kathy Biela a Committee be formed to rewrite the District President's instructions with Faye Richardson-Green, Peggy Liss and Maureen Jackson to work with Kathy Keizer as Chairman. CARRIED

<u>3rd Vice President Clarice Poisson</u> reminded Auxiliaries to use Paws Prints as fundraisers. Locals can call PAWS for more prints if they need them. Just give PAWS as little time to put them together and mail them. Clarice reported she received 15 midyear reports and sent out 8 correction letters.

<u>Secretary Nancy Middleton</u> stated there was no discussion about the Fall SEC minutes.

**Motion Maribeth Wescott/2nd Bert Lema moved to approve the Fall SEC minutes as written. Carried by majority vote.

There was a question about 2 Officers marked absent when they had sent letters by e-mail to be excused. The President hadn't seen the e-mails so she said 'absent'. After the meeting, she checked again and did find the letters asking to be excused and asked for the minutes to be changed. This could not be done because the correction did not come during the meeting.

**Motion Kathy Biela/2nd Clarice Poisson to amend the minutes to reflect Kathy Biela and Pat Krzesowik should have been excused at the Fall SEC meeting. CARRIED

<u>Americanism Officer Pat Michalski</u> asked about the AMVET raffle tickets which were sent to each Auxiliary. There have only been 3 or 4 returned and the AMVETS would like them by May. Kathy Keizer stated Aux. #23 sent their check quite a while ago and wanted to know why it still has not been cashed. Pat will check on this.

Pat reminded everyone to send the Americanism contest entries to her. The correction has recently been made on the contest forms on the website but some of the older applications still have Christine Keenan's name on them. The forms need to be returned by April 1^{st} and the judging will be on April 13 at Post #22 in Bay City at 2pm. The winners will be notified by May 3^{rd} .

National has requested \$100 from each Auxiliary for Freedoms Foundation.

The SOS project this year is 22 2 None.

<u>Hospital Officer Leora Williamson</u> reported 12 Auxiliaries sent in midyear reports (2 of which said Nothing to Report). The total evaluation was \$66,976.

Lee has received copies of all the VAVS/Home checking accounts.

Requests for pins and/or bars needs to be received by March 1^{st} . Faye Richards-Green suggesting sending the pin date to all local Hospital Officers. Lee said she has been in touch with all of them.

Lee has the updated VA/MVH Account Verification Forms from each of the Department Representatives. She gave copies to the President, Treasurer and Secretary.

<u>Scholarship Officer Maribeth Wescott</u> has been submitting bulletins to the website. She had 11 Auxiliaries reporting at midyear with a total evaluation of \$6,166.

Applications need to be to Maribeth by May 24th. The students need to follow ALL requirements on the application including a teacher's recommendation and a certified copy of their transcript. Applications and criteria on the regular scholarship and the career scholarship are on the website. There was a discussion about the date the application needs to be turned in. It may be impossible to get the transcripts from school in this early timeframe.

<u>Chaplain Linda Marshall</u> turned in her activity report. She announced 5 Sunshine gifts have been sent so far this year. She thanked everyone who sent thinking of you cards, letters and prayers for her mother Marcella. Bert Lema asked for prayers for her cousin Donald who is a Viet Nam vet. He is very ill.

Sgt-at-Arms Sue Christe has no report at this time.

<u>NEC Woman Pat Michalski</u> turned in her activity report. She has questions asked by the Secretary and 1^{st} Vice regarding Honorary members to take to the NEC.

Pat was given the answer about the 990 requirements for the Auxiliary and not the AMVETS: The AMVETS took it out of their Constitution. The Auxiliary did not.

**Motion Pat Michalski/2nd Leora Williamson to take to National - the requirement for 990's be taken from the National Constitution. CARRIED

There was a question about which comes first in an agenda - God or Country. The AMVETS have been putting the Flag first/Prayer second. The Auxiliary puts God before Country.

A question was raised about the National Presidents program, AMVETS Diabetes Research Institute. If donations are made - what service program does it come under? The donations are used for grants to students, does it make this scholarship? Our NEC will take it to National for clarification.

Maureen Jackson asked who is doing something about the visit to Freedoms Foundation. She can't find much information. The NEC will check when money needs to be turned in for the seminar.

<u>Legislative/Honors & Awards Chairman Wendy Lynema</u> presented a list of the legislative bills we are asked to support.

During the Honors & Awards meeting (2/16) a question came up about the service report forms. One Auxiliary lists only the 1^{st} names of the volunteers. The consensus of those present feels first and last names need to be listed.

There were many changes to the Donor's Rules this year. All the corrections/changes/etc. are in the Convention Digest and on the Aux. website. In the interest of space, here are the motions made to change the wording on the Donor's Rules as requested by the donors.

- **Motion Wendy Lynema/2nd Linda Marshall to approve changes to the PDP Wendy L Lynema Child Welfare Award. CARRIED
- **Motion Wendy Lynema/2nd Kathy Biela to approve changes to the PDP Kathy Biela Child Welfare Award. CARRIED
- **Motion Wendy Lynema/2nd Maureen Jackson to approve changes to the District II Community Service Award. CARRIED
- **Motion Wendy Lynema/2nd Maureen Jackson to approve changes to the PDP Maureen Jackson Community Service Award. CARRIED
- **Motion Wendy Lynema/2nd Clarice Poisson to approve changes to the District V Council Paws With A Cause Award. CARRIED
- **Motion Wendy Lynema/ 2^{nd} Linda Marshall to approve changes to the District I Hospital Award. CARRIED
- **Motion Wendy Lynema/ 2^{nd} Maureen Jackson to delete the words 'or the SEC' (last line) on the PDP Pat Michalski Americanism Award. CARRIED
- **Motion Wendy Lynema/2nd Maureen Jackson to delete the words 'or the SEC' (last line) on the PDP Allison Aldrich Americanism Award. CARRIED
- **Motion Wendy Lynema/2nd Linda Marshall to correct the wording of the title of the PDP Carol Pickett S.O.S. Award. CARRIED

<u>Parliamentarian Kathy Keizer</u> has worked on the Officer's instruction which will be discussed during new business.

**Motion Kathy Keizer/2nd Nancy Middleton to set May 25th as the final date for locals to be in good standing in order to be seated at Convention. CARRIED This will be published in the newsletter, website and the Convention Digest.

Kathy has been working on a proposed bylaw change and would like all the Officers to think about the possibility of holding the Post convention SEC within 30 days following the close of the Convention. No discussion today – just think about it. After several questions and comments, Kathy reiterated this is not being proposed

right now. It is just to THINK ABOUT! She will send out e-mails with more info on why this might be a good idea.

**Motion Faye Richardson-Green/2nd Clarice Poisson to move the website committee up on the agenda to after the Parliamentarian. CARRIED Website Committee Pat Michalski (Chairman), Bert Lema, Wendy Lynema, Faye Richardson-Green. The new website is http://:amvetsauxdept.mi.org. The

A discussion was held about a protection plan for this website. The cost has not been determined yet.

committee put on a very good Power Point presentation about the new website.

**Motion Maureen Jackson/2nd Bert Lema to approve the cost of the protection plan for the website up to \$150. CARRIED

**Motion Nancy Middleton/2nd Cel Rose Solak: website funds approved to date, overage from budget will come from the miscellaneous fund. CARRIED

<u>Convention Chairman Maureen Jackson</u> stated you may see a \$50 per night charge for misc. expenses on the hotel bill but it will be removed (if there are no extra charges) before check out. She passed out a flyer with hotel information: date 6/6-9, 2019; reservation # 616/957-1770, room rate \$98 plus tax, location Crowne Plaza Hotel in Grand Rapids.

The Secretary asked if any of the Officers whose room is covered by the budget would like her to reserve their room. The Convention Chairman was the only one to request the Secretary do this.

<u>Fall Conference Chairman Maureen Jackson</u> reported on Fall Conference. There were 55 attendees. 13 paid on site, 34 paid early registrations, 8 had registration fees waived, 3 Fall Conference books were sold at \$5 each for a total income of \$785.

There was a problem with the acoustics which prevented those in the back from hearing well. Those in attendance enjoyed the classes and especially like the joint session with the AMVETS.

Thanks to instructors Pat Michalski, Pat Whitcher and Faye Richardson-Green. Also thanks to Nancy Middleton and all who attended the Fall Conference. She asked everyone to encourage members to attend this year.

<u>Personnel Chairman Kathy Biela</u> this is the year we accept applications for the office of Secretary. They are due to Kathy by May 1st. The committee will meet prior to the pre-SEC meeting. Kathy reminded the President to add this to the agenda. The committee consists of the President, 1st Vice, 2nd Vice, 3rd Vice and Treasurer. Kathy is expecting 100s to apply!

A request was made for an up dated equipment list for the Personnel files.

<u>Higgins Lake Lodge Rep. Peggy Liss</u> announced there will be a Spring cleanup from May 10th to the 12th. If anyone in interested in helping, let Carol Hebert know. The lodge is in need of sheets and towels.

VAVS/Home Representatives:

<u>Aleda E Lutz VA - Linda Marshall</u> turned in her activity report. The President made her official visit at the VA yesterday (2/15/19). The balance in the checking account is \$104.26 in checking and \$901.16 in savings.

<u>Battle Creek VAMC - Faye Richardson-Green</u> turned in her activity report. The President will tour Battle Creek VAMC in May. She has a balance of \$273.26 in her checking account.

<u>Grand Rapids Home for Veterans - Clarice Poisson</u> reported the President will tour the Grand Rapids Home on May 18 at 2pm. Please let Clarice know 10 days prior if you wish to go on the tour. She has a balance of \$65 in Savings and .85 cents in her checking account.

<u>Jacobetti Home - Judy Smith</u> sent in her activity report and finance statement. She has \$425.46 in checking and \$6.88 in savings.

<u>Ann Arbor VA - Pat Krzesowik</u> sent in her activity report and finance statement. She has \$553.36 in her account.

District Presidents:

<u>District I - Cel Rose Solak</u> introduced the guests of District I - Carmen Simpson. The District donated 2 large afghans to Penrickton.

Rose announced Bert Lema from #57 will be seeking the Office of Dept. President.

<u>District II - Peggy Liss</u> announced Harriet Altherr, Ways & Means Chairman, may need a pacemaker. She is having problems regulating her blood pressure. It is 90 over 40. Peggy introduced the guests from District II - Carol Orlowski #52 and Caroline Wisniewski #22. Caroline in a candidate for the Office of Dept. Chaplain and Linda Marshall will be seeking the office of Dept. Scholarship.

On behalf of Aux. #22 and District II, it was announced Peggy Liss will be seeking re-election to the office of National Scholarship.

**Faye Richardson-Green/2nd Linda Marshall to support Peggy's efforts for reelection as National Scholarship Officer. CARRIED

<u>District V President Faye Richardson-Green</u> turned in her report. There are no guests. Faye announce Kathy Keizer in running for the Office of Department 1^{st} Vice President and is well supported by her local Aux. #23.

<u>District VII President Betty Petitjean</u> - excused. President Kathryn announced Betty had a fall this winter and broke some bones in her back. Other medical issues were discovered and she will need a pacemaker.

<u>Ways & Means Chairman Harriet Altherr</u> - excused. The Secretary brought the Department Raffle tickets for distribution. Nancy said if anyone wants to pay for them today, they can give the stubs and money to her.

New Business

Hospital Officer Leora Williamson said she is trying to determine the number of patients/residents in the individual Vas/Home but is not having much luck. The only one she has been able to get is the Grand Rapids Home but there is even a discrepancy there. Lee was told 265 and Clarice Poisson said 320. The allotments for the hospitals has not changed in many years, but the number of patients/residents served has changed a lot.

<u>Proposed Officer's Instructions - Kathy Keizer, Parliamentarian</u> there were several Dept. Officer Instructions which needed approval.

UNDER General Instructions for All Officers:

<u>Article I – #7 now reads:</u> The Department President will establish a deadline date for replying to poll votes and you shall reply *to the Department Parliamentarian* within the time frame ONLY if you are voting "no". The results of the vote will be brought back to the next SEC meeting to be ratified and recorded in the minutes.

CHANGE TO READ: When you receive a poll vote, you are to reply by the deadline date to the Department Parliamentarian with "NO" votes ONLY. Results of the poll vote will be brought to the next SEC meeting to be ratified and to be recorded into the minutes.

<u>Article V –#3 now reads</u>: As a Department Officer your registration fee at Department Convention shall be waived. CHANGE TO READ: Department Officers will have their registration fee waived for the Department Convention ONLY.

A. The following shall have their registration fee waived for Fall Conference: Department President, Fall Conference Chairman, Instructors (limit 3), National President and out-of-State guests.

NOTE: the following is currently in the 2^{nd} and 3^{rd} Vice President's instructions only. It is not in any of the other three Service Officer's Instructions.

PROPOSED CHANGE: Add the following new section of instructions which will read as follows:

General Instructions for Service Officers

(Americanism/SOS, Child Welfare, Community Service, Hospital, Scholarship)

Article I – Service Reports, Corrections, Compiling

- 1. You will serve as a member of the Honor & Awards Committee at the Department Convention to judge all service program reports.
- 2. Service report forms from Local Auxiliaries must be postmarked by the Post office or by e-mail NO LATER THAN November 5th for the Mid-year report and NO LATER THAN May 5th for the Final report. When you receive the report, staple the envelope or a printed copy of the email with the date submitted to the report. You must notify the local Auxiliary Officer regarding the postal or e-mail date if the report is late.
 - A. Reports mailed through the USPS shall have the envelope showing the postmark date stapled to the BACK of the report.
 - B. If reports are submitted electronically, you will print a copy of the e-mail which shows the date submitted and staple it to the back of the report.
 - C. When the deadline falls on a Sunday or a holiday, the next business day will apply for the Post Office date only. (Check donor rules regarding method of submission.)
- 3. Corrections are to be made in RED only. You must place your initials next to any changes when you make a correction on Mid-year and Final reports. You must notify the Local Auxiliary Officer by letter explaining in detail any errors you found. Local Officers are to be notified of both Mid-year and Final report corrections.
 - A. Mid-year correction letters are to be mailed no later than twenty (20) days after the Department Officer receives them.
 - B. Final corrections will be in letter form made out by the Department Officer and passed out to the Local Auxiliary Representative on the Convention floor, after the Award presentations.
 - C. If the Local Auxiliary is not represented at Convention, the letter is to be forwarded by mail to the respective Local Officer for her files.
- 4. You shall bring ALL Mid-year reports to the Spring Honor & Awards meeting, which is normally scheduled before the Spring S.E.C. meeting. This meeting is for the Service Officers to meet with the Honors and Awards Chairman to become familiar with the various programs they will be judging at the Department Convention. This is also an opportunity for any questions you may have on any reports you received.
- 5. Service Officers shall send one copy of their completed NEC Mid-year report postmarked or emailed no later than November 20 and Final report postmarked or emailed no later than May 20 to the Department NEC Woman.

ARTICLE II – JUDGING AND AWARDS

- 1. To be eligible for any Department Service Award, a Local Auxiliary must follow the Donor Rules.
- 2. For award judging at Convention, bring all the Final & Mid-year reports to the Honor & Awards Committee meeting. Be prepared to only discuss your top five (5) Final reports. If your awards indicate two categories of selection (10-40 members & 41 members and over), separate your Final reports into those categories and be prepared to discuss your top five (5) Final reports in each category.
- 3. You can receive information regarding donations (from the Local Auxiliaries) from the Treasurer at any time.
- 4. You and the Department President will sign the certificates for the winning reports.
- 5. Youth Volunteer certificates are the responsibility of the Local Auxiliary in the purchasing and presenting of said certificates. It is the responsibility of the Local Auxiliary Officer to report Youth volunteers to the Department Officer, who in turn will be responsible to have same printed in the Department and National books. The only Youth Volunteers to have their individual names listed in the Convention books are Jr. AMVETS and those volunteers affiliated with the AMVETS

family. Youth Volunteers from schools or clubs are to be listed in the Convention Book by school or club, the number of volunteers participating, the number of hours for all volunteer and a list of projects they participated in.

6. The decision of the Honor & Awards Committee is final.

All the above from "Under General Instructions for All Officers to #6 of the Judging and Awards were approved under one motion.

**Motion Maureen Jackson/2nd Linda Marshall to accept changes from pages #1, #2, #3 - CARRIED

UNDER Department President's Instructions:

<u>Article I –#10 now reads:</u> After receiving copies of bulletins from the Department Officers, you shall notify the Department Secretary of approval of each bulletin within three (3) days so she can post them on the Department website. If you are unavailable, the Department 1st Vice President will approve them.

CHANGE: DELETE & make a new #10 to read: When a poll vote is needed, you shall notify the Department Secretary of the poll vote details and set a deadline date for replying to the Parliamentarian with 'no' votes only.

**Motion Wendy Lynema/ 2^{nd} Maureen Jackson to delete Article 1 #10 and replace with the poll vote requirements. CARRIED

UNDER Incoming President's Instructions

<u>Article I -# 4 now reads:</u> Check with the in-coming Commander to see if he/she would like to hold a joint reception after the elections. If so, arrangements will need to be made.

CHANGE: Delete

**Motion Maureen Jackson/2nd Harriet Biela to delete Article 1 #4 under Incoming Department President. DEFEATED

UNDER Americanism/SOS Officer's Instructions:

Article I –add a new #2 – renumber the remaining accordingly

New #2 to read: As the SOS Officer, you will choose a project for your year and have it approved no later than the Fall SEC meeting.

Add a NEW Article V - SOS Activities

#1. In your bulletins, you will promote the SOS program by suggesting/sharing ideas of ways to Serve our Service personnel. #2. You shall inform the local auxiliaries of your approved project for the year in your newsletter articles and website bulletins and encourage their donations and/or participation.

**Motion Faye Richardson-Green/ 2^{nd} Maureen Jackson to approve changes under Americanism. CARRIED

UNDER Hospital Officer's Instructions:

Article I – add a new #4:

Add new #4 to read: You shall contact each facility by July 10 to obtain the number of residents being served which will help determine if the amount to be allotted for each Representative needs to be adjusted.

**Motion Faye Richardson-Green/2nd Bert Lema to approve changes under Hospital. CARRIED

UNDER Sergeant at Arms Instructions:

<u>Article III – #2 now reads:</u> You are the keeper of the doors during the meeting. You, with the help of pages, will answer any calls and deliver messages, distribute and collect items needed by the body. Officers or guests.

CHANGE TO READ: You are the 'keeper of the door' during SEC and Convention meetings. You are to station yourself near the door at all times. When there is more than one set of doors you will ask a page to cover the second set of doors. You are to answer calls, deliver messages and distribute or collect information needed to/from the Officers, delegates and guests.

**Motion Faye Richardson-Green/ 2^{nd} Wendy Lynema to approve changes under Sgt-At-Arms. CARRIED

UNDER National Executive Committee Woman's Instructions:

<u>Article I – # 3 now reads:</u> When the National President or National Officer visits the Department of Michigan you shall be contacted and asked to meet her at the place of her arrival, if possible.

CHANGE TO READ: Anytime an Auxiliary National Officer visits the Department of Michigan you will make arrangements for her to be met at the place of her arrival, by you or another Department Officer.

MAKE A NEW #4 to read: When the National President attends our Fall Conference you shall be sure arrangements are made for a reception for her to meet the members in attendance.

NOTE: Remaining will be renumbered accordingly.

**Motion Faye Richardson-Green/2nd Harriet Biela to approve changes under NEC Woman. CARRIED

UNDER Fall Conference Chairman Instructions:

<u>Article IV – Registration</u> – add a new #2 to read: The registration times are as follows: Friday – 5:30 pm until 6:15 pm; Saturday – 8:00 am until 8:45 am.

**Motion Faye Richardson-Green/2nd Wendy Lynema to approve changes under Fall Conference Chairman. CARRIED

UNDER Ways and Means Chairman Instructions

Article IV - #2 now reads: The Convention raffle tickets are to be sold for \$1.00 each or in a booklet of six (6) for \$5.00. When sold, the seller will return the ticket stubs and monies to the Ways & Means Chairman. The check is to be made payable to AMVETS Ladies Auxiliary Department of Michigan

Change to read: The Convention raffle tickets are to be sold for \$2.00 each or in a booklet of six for \$10. When sold, the seller will return the ticket stubs and monies to the Ways & Means Chairman. The check is to made payable to AMVETS Ladies Auxiliary Department of Michigan.

**Motion Faye Richardson-Green/2nd Wendy Lynema to approve changes under Ways & Means Chairman. CARRIED

UNDER Convention Chairman Instructions:

Article IV – make a new #1: (renumber the rest)

NEW #1 to read: Registration times for Convention will be as follows: Thursday – 5:30 pm until 6:00 pm (for Department Officers only); Friday – 8:00 am until 8:30 am and 4:00 pm until 4:30 pm; Sunday – 8:00 am until 8:45 am and Sunday – 8:00 am until 8:30 am.

**Motion Maureen Jackson/2nd Bert Lema to approve changes under Convention Chairman. CARRIED

NEW - Webmaster Instructions:

Article I - General Information

- #1. You shall be in charge of posting information which may include events, announcements and well-being information of the AMVET family; which you receive from the local Auxiliaries, Districts, members, the Department President or Department Secretary.
- #2. Bulletins from the Department officers are due by the 15th of each month according to the schedule set for them.
- #3. Minutes of all SEC meetings the Department Convention shall be submitted by the Department Secretary for inclusion to the website.
- #4. National Convention minutes/report is to be submitted by the Department Head Delegate for inclusion to the website.
- #5. NEC minutes/reports shall be submitted by the NEC Woman for inclusion to the website.
- #6. Information and bulletins should be edited for typos. If you are not sure of some of the information sent to you, you shall contact the appropriate person for clarification and make appropriate edits/corrections before posting the item.
- #7. You shall review the website at least once a month and delete events, announcements and any other information which is outdated.
- #8. When the revised Department Bylaws and/or Standing Rules are sent to you to be posted, you will move the previous documents to the Archives page. They are NOT to be deleted in case we need to refer back to them in the future.
- **Motion Faye Richardson Green/2nd Bert Lema to approve changes under Webmaster. CARRIED
- **Motion Kathy Keizer/2nd Linda Marshall to pay the bills. CARRIED
- **Motion Linda Marshall/2nd Bert Lema to adjourn.

The closing prayer was delivered by Chaplain Linda Marshall.

The retirement of the colors was conducted by Sqt-at-Arms Sue Christe.

The meeting was adjourned at 5:47pm.

Respectfully submitted Nancy Middleton, Secretary. March 14, 2019 Minutes approved with corrections:

President - 3/20/19

Parliamentarian - 3/16/19

Because of the joint Testimonial which was schedule to start at 6pm, there were a few items we did not get to discuss including announcements, proposed additions/changes to the Dept. 1^{st} Vice President's Instructions. Also Bert Lema had planned a short meeting with the Dist. President after the SEC. We did not have the time.