

AMVETS LADIES AUXILIARY DEPT. OF MICHIGAN
S.E.C. MEETING
February 8, 2025
AMVETS Post 4064 – Perry Michigan

Following a Pizza and Salad Luncheon provided by the Dept. Auxiliary, the SEC meeting was called to order by President Gloria Hall at 1:50pm.

The Invocation was delivered by Dept. Chaplain Karen Krumm.

The Salute to the Colors was led by Sgt-at-Arms Jennifer Zelony.

Roll Call of Officers was presented by Exec. Secretary Nancy Middleton. The following Officers/Chairmen were present: President Hall, 1st Vice Pam Lein, 2nd Vice/Fall Conference Chairman/Convention Chairman Nancy Middleton, Treasurer /Personnel Chairman Kathy Keizer, Chaplain Karen Krumm, Sgt-at-Arms Jennifer Zelony, Americanism/SOS Officer Cindy Wolkens, Hospital Officer Trisha Rosenberg, NEC Woman/IPDP/H&A/Liaison/Webmaster/District II Pres. Patricia Michalski, Ways & Means Chairman/District V President Patsy Watkins, Parliamentarian/ Long Range Planning Bert Zeno Lema,

Although not required to attend SEC meetings, Battle Creek VAVS Faye Richardson-Green asked to have her attendance recognized. It was decided ALL Officers, Chairmen and Reps. should be included in the roll call in the future. If they are not required to be there, they will automatically be excused.

Officers and Reps excused: 3rd Vice Maureen Jackson, Higgins Lake Rep Roberta Robinson, PRO Kathryn Cross, Grand Rapids Home Rep Leora Williamson. All VAVS and Home Reps (except for Faye Richardson-Green and Linda Marshall who were present)

Officers and Reps absent: Scholarship Andrea Williamson, District VII President Barb Robare

Two National Officers were in attendance – Scholarship Allison Aldrich and Americanism Faye Richard-Green.

Minutes for the Fall SEC:

**Motion Pat Michalski/2nd Kathy Keizer to approve as written and on the website.
CARRIED

REPORTS OF OFFICERS:

President Gloria Hall turned in her activity report. She discussed our Auxiliary weekend at Higgins Lake Lodge. It will be April 26-27, 2025. She received a quote for the room rates from the Commander: Lodge \$575 and cabin fee of \$175 for the weekend.

Gloria was informed there would be no AMVET Raffle at the upcoming Convention. (this is the raffle for Americanism).

The members of the By-Law Committee at Convention will be Chairman Bert Lema, Nancy Middleton, Patsy Watkins, Maureen Jackson, Pat Michalski, Kathy Keizer, Jennifer Zelony and Pam Lein.

1st Vice President Pam Lein turned in her activity report. Pam reported she has read her instructions (many times), written newsletter articles each month and bulletins for the website. This year has been a challenge for Membership. There were so many problems and now her computer is acting up and she has lost her excel program. Hopefully the repair shop can get it back because ALL membership is done on excel.

2nd Vice President Nancy Middleton turned in her activity report. She will be setting up a date for the Penrickton Tour and is hoping some members will join us who have never been there before. She would like suggestions about which day of the week our members would prefer. The tour notice will go out in the newsletter and website. (Note: March 31 at 1pm)

3rd Vice President Maureen Jackson is excused but she did turn in an activity report

Treasurer Kathy Keizer turned in her activity report. Kathy had reports distributed: Auxiliary Net Worth (3 checking & 2 Savings accounts - \$70,040.76 and 3 CD's - \$66,495.08) / Budget & disbursements as of 2/2025 / Texas Hold'em results for 10/31/24 and 1/6/25.

Chaplain Karen Krum turned in her activity report. She stated 3 Post #1988 past Presidents have passed away this year.

Sgt-at-Arms Jennifer Zelony turned in her activity report

Americanism/SOS Officer Cindy Wolkens turned in her activity report.

Hospital Officer Tricia Rosenberg turned in her activity report

Scholarship Officer Andrea Williamson is marked "Absent" and did not send in an activity report (which is mandatory)

N.E.C. Woman Pat Michalski turned in her activity report. Pat will be having surgery in March and will not be able to attend the NEC Meeting in Pennsylvania. She did send in her report to National. President Glória will attend the meeting to represent Michigan.

Parliamentarian Bert Lema turned in her activity report. A poll vote was taken regarding paying mileage to the 1st Vice President for mileage to the Secretary's home and back to her house due to the Post Office in her area sending back membership postage sent to her from the Secretary. The Poll vote showed approval.

****Motion Bert Lema/2nd Kathy Keizer to ratify the Poll Vote allowing mileage for picking up mail. CARRIED**

Bert reminded everyone to put their name and Officer position on their activity reports.

At this time, we started going through the suggested changes to the Officers instructions recommended by the Parliamentarian, President – and in some cases the current Officers.

ALL SEC DEPARTMENT OFFICERS, CHAIRMEN & REPRESENTATIVES

GENERAL INSTRUCTIONS

Reviewed and Revised January 2025

Section I – General Information

3. As a newly elected/appointed officer, you shall be required to attend officers' training within 30 days following the end of the Department Convention. The Department Parliamentarian will notify you of the place, date, and time of such training.

a. Newly elected/appointed officers with previous experience as Department Officers are not required to attend.

b. At this meeting, you shall also present your themes and contests for approval.

c. This training is not for VAVS/MVH Representatives.

****Motion Bert Lema/2nd Nancy Middleton move to table. CARRIED**

5. With the exception of the Department Treasurer, After elections and at the close of convention, exchange files with are to be turned over to the newly elected officer. The incoming Department Officer will use the checklist included with the files to ensure all records and/or information has been received. Some files may contain a flash and/or thumb drive with records, etc. to keep the amount of paperwork to a minimum. If any items are missing from the file you received, you must notify the incoming Department President and incoming Department Parliamentarian immediately.

****Motion Bert Lema/2nd Trisha Rosenberg move to accept change - CARRIED**

a. Department Treasurer files will be turned over to the newly elected officer at the Conclusion of the audit.

****Bert Lema – delete – is in by-laws.**

7. The Department President and Department Parliamentarian will review all Officer recommended changes to Instructions

a. Department Parliamentarian will remind officers by December 1 to review their instructions for potential changes

b. The Department Parliamentarian must receive changes to instructions by January 1. They will be brought to the Spring SEC for consideration and vote, if necessary. If you do not have any recommendations, you must inform the Dept, Parliamentarian they were reviewed and you have no changes.

****Motion Bert Lema/2nd Kathy Keizer to accept changes - CARRIED**

11. The Department Parliamentarian will send you notification to review your local counterpart's officer instructions by April 1st . These are located on the Department website: amvetsauxdeptmi.org.

b. If any changes are needed, due to the Convention, SEC or other reasonable action, you will make the needed changes and forward a corrected copy to the Department Parliamentarian no later than April 15th .

****per Parliamentarian – no vote necessary**

Section II – SEC Meetings

4. Your annual Activity report is to be received by the Executive Secretary no later than twenty-one (21) days prior to Department Convention in order to be copied for distribution on the Convention floor.

a. This report should only contain those activities you do yourself in conjunction with the office you hold on the Department level and social obligations you attend as a Department Officer.

****Motion Bert Lema/2nd Faye Richardson-Green move to accept change - CARRIED**

Section V – Finance

3. Department Officers will have their registration fee waived for the Department Convention ONLY.

****per Parliamentarian – no vote necessary**

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

8. All Officers attending SEC meetings will receive \$15.00 per diem, if budgeted and funds are available. For those Officers traveling in the same vehicle to the SEC meetings, mileage will be paid to the driver only.

****per Parliamentarian – no vote necessary**

Will go to the by-law committee at convention.

INCOMING DEPARTMENT PRESIDENT'S INSTRUCTIONS

Reviewed and Revised January 2025

Section III – Post-Convention SEC Meeting

POST CONVENTION SEC MEETING AGENDA

Remind all Officers to pick up the Bulletin/Newsletter schedule from the Executive Secretary. can be found on the Department Website.

Explanation – no vote necessary

DEPARTMENT PRESIDENT'S INSTRUCTIONS

Reviewed and Revised January 2025

Section I – General Instructions

10. When a poll vote is needed, you shall notify the Executive Secretary of the poll vote details and set a deadline date for all Department Officers to reply only to the Department Parliamentarian with a “YEA” or “NAY” or “Yes” or “No” votes.

Explanation – no vote needed

Section III – State Executive Committee (SEC) Meetings

5. With SEC approval and NO LATER THAN the Spring SEC meeting, you shall appoint at least one (1) member representing each of the Department areas currently or formerly referred to as Districts for a total of no less than six (6) members to serve on the Bylaws Committee.

Approved at convention

IMMEDIATE PAST DEPARTMENT PRESIDENT'S INSTRUCTIONS

Reviewed and Revised January 2025

Section II – Department Delegate at National Convention Duties

~~2. You and the NEC Woman are to poll the Michigan delegation and vote with the majority. EXCEPTION: When mandated by the Michigan Convention Body, you are to vote as mandated. Neither you nor the NEC Woman are required to vote with the majority on National Convention motions.~~

Approved at convention

DEPARTMENT 1st VICE PRESIDENT'S INSTRUCTIONS

Reviewed and Revised January 2025

Section III – National Rosters

2. National Rosters are to be reviewed, corrected and returned to the Executive Secretary ~~within fifteen (15) days by October 15.~~ The Exec. Secretary will notify local 1st Vices if a date change is necessary.

~~**Motion Bert Lema/2nd Trisha Rosenberg to accept change. CARRIED~~

Section IV – Membership Chart and Local Rosters

~~3. You shall send a copy of all local rosters to the Department Parliamentarian no later than April 10th so she has them to use as verification of members on the Revalidation forms.~~

Delete – no vote necessary – changed at convention.

Section IV – Reports

1. Keep an official Department membership chart listing prior year ending totals as your beginning year totals as well as columns for: renewals, new, renew to life, new life and life members.

Additional columns are to be added by the Parliamentarian.

Section VI – Pre-Convention and Convention Responsibilities

2. Be sure you have an award to be presented for each of your membership contests, if you have not already awarded them. You will present any contest awards not presented during your Membership report on the Convention floor. The Executive Secretary will make the contest award certificates for you if you give her the information no less than fourteen (14) days prior to Convention, unless the contest is a drawing which will be held at Convention.

Explanation – no vote necessary

PROCEDURE FOR PROCESSING MEMBERSHIP

(D&R's and other membership forms)

Adopted February 2024

11. When you have finished with the first D&R, count how many of each type of membership is on the D&R.

~~c. NOTE: Do not file the D&R's until you have compared chart figures with the Executive Secretary. You may occasionally need to refer back to one or two of them when your figures do not match.~~

Motion Bert Lema/2nd Trisha Rosenberg to remove section 11-C. CARRIED

12. At this time you should file away the Dept. portion cards which the Dept Secretary included and pull the cards for the annual members who have renewed ~~(which you will receive from the Executive Secretary after National sends them)~~ and file them under each local Auxiliary # alphabetically. This can come in handy when there is a discrepancy comparing figures at the end of the month.

**Motion Bert Lema/2nd Trisha Rosenberg to approve the change. CARRIED

SECOND VICE PRESIDENT'S INSTRUCTIONS

Reviewed and revised January 2025

Section I – General Information

3. Service report forms from Local Auxiliaries must be postmarked either by the Post Office or by e-mail by November 5th for the mid-year report and May 5th for the final report. When you receive the report, staple the envelope to the report. You must notify the local Auxiliary Officer regarding the postal or e-mail date if the report is late.

b. When the deadline falls on a Sunday or a holiday, the next business day will only apply for the Post Office date only but NOT for email. Emailed reports must be received by the deadline.

****Motion Bert Lema/2nd ?? to approve this change. CARRIED**

Section IV – Worchid

1. In your bulletins, you will promote the Worchid program and explain how this program works with the children of deceased Veterans.

2. Advise the Local members how they can work with the Local Veteran's Council or funeral home for the names of deceased Veterans with children under 18 years of age.

****Motion Kathy Keizer/2nd Bert Lema to have our NEC Rep. ask for clarification on the Worchid program. CARRIED**

DEPARTMENT THIRD VICE PRESIDENT'S INSTRUCTIONS

Reviewed 2024

Section I – General Information

3. Service report forms from Local Auxiliaries must be postmarked either by the Post Office or by e-mail by November 5th for the mid-year report and May 5th for the final report. When you receive the report, staple the envelope to the report. You must notify the local Auxiliary Officer regarding the postal or e-mail date if the report is late.

b. When the deadline falls on a Sunday or a holiday, the next business day will apply for the Post Office date. only but NOT for email. Emailed reports must be received by the deadline.

****Motion Bert Lema/2nd Kathy Keizer to approve the change. CARRIED**

DEPARTMENT TREASURER'S INSTRUCTIONS

Reviewed and Revised January 2025

Section I – General Information

1. You will chair the Finance Committee meeting at the Department Convention. The members of your committee are the Department Executive Secretary, and the District Presidents. 1st Vice President, Personnel Chairman, Ways and Means Chairman, and any existing District President or District Representatives.
Bert Lema – no vote necessary – clarification of wording.

Section II – Auxiliary Accounts and Transmittals

1. All Department accounts will be in the name of AMVETS Ladies Auxiliary, Department of Michigan. The Department President, Executive Secretary and

Department Treasurer shall be authorized signers on these accounts. You shall maintain in your files the bank name(s) and address(es) for all Department account numbers including investment accounts.

- a. **Two (2) names required for all checks written and/or savings account withdrawals.**
- b. **A Department debit card will be issued to the Executive Secretary for approved expenses. in situations where checks cannot be written.**
- c. **A second pre-loaded debit card may be issued to the Treasurer by the Executive Secretary for approved expenses where checks cannot be written.**

****Motion Bert Lema/2nd Kathy Keizer to accept changes - CARRIED**

2. All checks issued by the Department from all checking accounts shall carry the words "Void after 30 days" and include two (2) signatures.

3. There will be three checking accounts set up for the Department requiring three (3) authorized signers on the account(s) with two of these persons signatures required on all checks. ~~The exceptions are the VA and MVH accounts whereby a minimum of two names are required on the account. One of these names must be the Executive Secretary. Only one signer is required on VA and MVH issued checks.~~ Delete last 3 sentences because they are in the MVH/VAVS instructions.

- a. A General Fund checking account which will be used for the operating expenses of the Department.
- b. A Hospital Fund checking account which will be used for ~~operating expenses~~ allotments and meeting mileage for the VA hospitals and the Michigan Veterans Homes (MVH).
- c. A Texas Hold'em checking account which will be used for expenses to hold the events, and budgeted donations to designated Department and National service programs.

****Motion Bert Lema/2nd ?? to accept change - CARRIED**

4. The Department will have two Savings accounts requiring three (3) authorized signers on the account(s) ~~with two of these persons signatures required on all withdrawals:~~

- a. Savings account (#1) is to hold all reserve monies: ~~New Life, Membership contests, Equipment reserve, Sunshine Fund, General Fund reserve, and President Gift Fund.~~ Emergency Reserve (for equipment replacement, Founding Forward Conferences held every two (2) years for the Americanism Officer, Scholarship memorial cards, New Life Reserve (emergency funds for unseen expenses), President's Gift (presented every year at Convention), Sunshine Fund (under the direction of the Department Chaplain for gifts to Auxiliary members during illness), General Fund Reserve (to help cover budget amount shortage) and Check Holding (for outstanding checks noted at the annual audit).

****after much discussion Motion Bert Lema/2nd Kathy Keizer to table the discussion
= CARRIED**

5. No monies will be taken from the General fund for Department Service programs. Only monies received by the Executive Secretary postmarked by May 5th will be donated at Convention. Money received after the deadline may ~~should be~~ returned to the Local Auxiliary before the annual audit Convention

****Motion Bert Lema/2nd Kathy Keizer to accept the change – CARRIED**

6. You will keep a running balance in each checkbooks to insure ensure there are sufficient funds when checks are written.
No vote taken – added 'each' for clarification.

10. Keep ledger sheets for all ~~both~~ savings accounts. Record all ~~receipts and expenditures~~ transfer activity in and out of savings in the proper accounts. The reserve account funds (Savings #1) are not to be used for general expenses except in dire emergency. Set up a separate line item for checks that have not been cashed and keep the money in the restricted savings account for a period of ~~three (3) years~~ two (2) years.

****Motion Bert Lema/2nd Kathy Keikze3r to approve the changes – carried**

11. ~~Keep a ledger sheet for each~~ Update expenditures on the budget sheet for each item as they are disbursed in order to keep the Department within the approved budget.

****Motion Bert Lema/2nd Kathy Keizer to accept the change – CARRIED**

12. When extra money becomes available, you, the Department President and Executive Secretary may together make the together to purchase CDs.
No vote necessary – for explanation purposes

13. There ~~will~~ are to be a savings account (#1-reserved) and/or certificates of deposits to hold the bulk of the Department Auxiliary funds. These accounts will be in the name of AMVETS Ladies Auxiliary, Department of Michigan and shall have the names of the Department President, Executive Secretary and Treasurer on them.

Section III – Department Vouchers

1. When updates are needed, you will design voucher forms for the checking accounts for to be used by yourself and those requesting funds for disbursement of officer expenses and SEC mileage. the Department Executive Secretary. They will be:

- a. General Fund
- b. Hospital Fund
- c. Texas Hold 'Em Fund

d. ~~Savings #1~~

e. ~~Savings #2~~

****Motion Bert Lema/2nd Kathy Keizer to accept the change – CARRIED**

2. Vouchers will contain the following information:

- a. Date
- b. Payee
- c. Explanation/reason
- d. ~~Check number~~
- e. Voucher number
- f. Receipts attached, if applicable
- g. Mileage, if applicable
- h. ~~Transmittal number, if applicable~~

No vote needed – just for explanation

Section IV – Reports, Audits and Record Relinquishment

1. Copies of the financial report shall be available to ~~persons~~ those attending in-person the ~~Fall & Spring~~ SEC meetings. When ~~you make out~~ preparing the financial report, the reserve account amounts for the sub-accounts are to be identified.

****Motion Bert Lema/2nd Kathy Keizer to accept the changes. CARRIED**

3. The Treasurer's books are not to be turned over to the incoming Treasurer until all accounts are balanced out showing the correct balances to be carried forward for the following year and audited by the Department Ladies Auxiliary audit committee. This is to be done within fifteen (15) days following Convention.

- a. The audit committee consists of three (3) members: Incoming Department President, Incoming Department Treasurer and an auditor appointed by the ~~incoming~~ outgoing Department President and ideally residing in the area where the audit will occur. If the outgoing Department Treasurer is succeeding herself, another auditor will need to be appointed to take her place by the outgoing Department President and ideally residing in the area where the audit occurs.
- b. The audit is also attended by the outgoing ~~and incoming~~ President, outgoing ~~and incoming~~ Treasurer, and the Executive Secretary.

No vote was called for on this change.

5. During the Department audit, Ladies Auxiliary Audit committee members will review all ledger or check register entries as well as all checks, vouchers, and transmittals written, and bank statements. received noting any Reconciliation or process issues shall be noted by the auditor who shall and submit recommendations for improvement to ensure expected financial protocols are maintained.

****Motion Bert Lema/2nd Kathy Keizer to accept changes. CARRIED**

7. At the end of your term in office, all records pertaining to your year will be placed in a large manila envelope for storage and transferred to the incoming Department Treasurer. The year will be written on the front of each envelope and the date which the contents can be destroyed. Records are to be kept for seven (7) years; the current year plus the six (6) previous years.

** No vote required – add Department for clearer explanation.

Section V – Budget Requirements

4. After review of the proposed budget by the Finance Committee, you shall submit the proposed budget ~~if there are changes~~ with any committee changes, to the Executive Secretary or confirm the acceptance of the proposed budget as ~~presented~~ so copies can be made for distribution to the Convention delegates, one (1) day prior to voting.

No vote required – wording change for clearer explanation.

6. If funds are left in the treasury General account after all expenses are met, 1/3 of the balance may be used as the starting basis for next year's budget and the remaining funds will be transferred to Savings #1 – General Reserve. ~~otherwise,~~ If funds are not sufficient to meet the current and anticipated budget items, funds will need to be transferred from the savings account #1-General Reserve as a starting basis and funds will be reimbursed when monies are available.

No vote required – wording change for clearer explanation.

7. ~~Any~~ Donations from Local Auxiliaries to the Department General Fund will be credited towards the Ways & Means Chairman's amount to be raised to balance the budget.

No vote required – wording change for clearer explanation.

- 9 Receipts are to be given to the Department Treasurer for all monies received and/or requested from the Department Officers. The only exceptions to this are: mileage to SEC meetings, compensation, allotments, and donations.

**Motion Bert Lema/2nd Kathy Keizer add #9 as new CARRIED

Section VI – Receipts and Disbursements

1. Donations to National Scholarship, John Tracy, Paws With a Cause, National President's Project, St. Jude's Research, Parke Youth Hospital Scholarship and ~~Freedom Foundation~~ Founding Forward are to be paid from the Texas Hold 'Em account budget allocation.

No vote required

2. Dues overpayments of \$10.00 or less from Local Auxiliaries will not be returned but will be credited to the General Fund for Ways and Means.

No vote required

3. Amounts of more than \$10.00 or more will be kept on record and then a check will be written by the Department Treasurer monthly, as needed, ~~at the end of May~~ and sent to the Local Auxiliary by the Executive Secretary.

**Motion Bert Lema/2nd Trisha Rosenberg – to table the change - CARRIED

4. Notification of an over or under payment will be documented by the Executive Secretary on a debit or credit slip, with a deadline date, included with the D&R and membership cards sent by the Department Secretary she returns to the local Auxiliary which made the over or under payment.

**Motion Bert Lema/2nd Trisha Rosenberg – to table the change - CARRIED

5. The Executive Committee shall receive mileage (drivers only) to the SEC meetings at the current rate paid round trip from home address to meeting site. All elected and appointed Department Officers shall receive \$15.00 per diem for up to four (4) days of Department Convention, if it has been budgeted and funds are available. Mileage and per diem for VAVS/MVH Representatives will be paid out of the Hospital Fund when funds are available and have been budgeted.

a. VAVS/MVH Representatives are only required to attend the pre-Convention SEC meeting and shall receive mileage only for this meeting to be paid from the Hospital Fund.

b. The Fall Conference Chairman is required to attend the Fall SEC and pre-Convention SEC meetings and shall receive mileage only for these meetings.

c. The Convention Chairman is required to attend the Spring SEC and pre-Convention SEC meetings and shall receive mileage only for these meetings.

No vote required

7 One half of the monies received for new Life Members is to be placed in the Life Membership Reserve Account and used only in the case of emergency.

a. In the case of an emergency, the Department President will issue a poll vote to Department Officers in which she details the nature of the emergency and asks for a yea or nay vote response to the Department Parliamentarian by a specified deadline.

**Motion Bert Lema/2nd Kathy Keizer move to accept change - #a - CARRIED

8. Membership drawings and 100% renewal contest funds will be disbursed from the Membership Reserve Contest Savings #1 Account from the portion placed in it during the current year.

No vote required

9. Donations from Local Auxiliaries to the VA hospitals and/or MVH homes will be sent out as they are received to the respective Department Representatives

No vote required.

10. In advance of each scheduled disbursement, you will consult with the Hospital Officer regarding availability of Hospital Funds scheduled for distribution to VAVS/MVH representatives on the 1st of August, November, February and May. The Department Treasurer and Based upon information which you provide, the Hospital Officer will together with the VAVS/MVH Representatives will determine if there are sufficient funds available for the November allotment to be double the usual amount.

No vote required

~~11. The Department Executive Secretary, Ways & Means Chairman and Chaplain shall receive mileage to the Fall SEC meeting only if a driver..~~

Delete – no vote required

13 The Department President, Executive Secretary, Department Treasurer, Ways & Means Chairman, and Convention Chairman shall receive lodging for the Department Convention, as budgeted.

No vote required

Section VII – SEC Meetings

1. Immediately following the close of the after the pre-convention SEC and the Fall SEC meetings, meet with the Executive Secretary to review vouchers and write checks to those receiving mileage, or requesting receipt reimbursement. Following Spring SEC, meet with the Executive Secretary to review vouchers and write checks to those receiving mileage or requesting reimbursement. Checks will then be mailed to Department Officers.

****Motion Bert Lema/2nd Kathy Keizer to accept**

2. At the close of the ~~pre-convention SEC meeting and~~ each session of the Department Convention, you will meet with the Executive Secretary to verify all funds turned in that for the day. At ~~that~~ this time, any vouchers can be reviewed, and the checks can be prepared for SEC mileage, donations, and any raffle winners, if applicable.

****Motion Bert Lema/2nd Kathy Keizer to accept change - CARRIED**

****Motion Nancy Middleton/2nd Bert Lema to add to all Officers individual instructions "Read the *All SEC Department Officers, Chairmen & Representatives General Instructions*". CARRIED**

****Motion Bert Lema/2nd Allison Aldrich to table the rest of the instructions. CARRIED**

Personnel Chairman Kathy Keizer turned in her activity report. She reported the account statements and the newly ordered checks for the John Dingell account are being sent to the Department Secretary. This should be going to the John Dingell Rep. This needs to be changed at LMCU.

Higgins Lake Lodge Rep Roberta Robinson – excused. No activity report received.

Ways & Means Chairman Patsy Watkins turned in her activity report. \$658 profit was made at the Fall Conference Quarter Auction. Patsy is planning another calendar game for the month of April along with other fundraisers.

Kathy Keizer noted we have had some Texas Hold'ems. Since this is the Departments biggest fundraiser, it is nice to have the Ways & Means Chairman working the events.

Immed. PDP/Honors & Awards/Liaison Pat Michalski turned in both her activity reports.

Liaison - She did not send the AMVETS a report because she was not aware their SEC was today.

Honors & Awards: There are 5 awards which do not have donors and are presented by the Dept. of MI. two locals are interested in taking them in memory of a PDP (Past Department President). The Honors and Awards committee asked why a local can't be an award donor.

Aux. #93 would like an SOS award in memory of PDP Millie Foss. It will be a traveling plaque for 66 and over members.

**Motion Cindy Wolters/22nd Linda Marshall to approve the award. CARRIED

Aux. #22 would like an award in memory of PDP Sharon Colley. It will be a traveling plaque for 10 to 65 members.

**Motion Pat Michalski/2nd Trisha Rosenberg to approve the award. CARRIED

**Motion Pat Michalski/2nd Nancy Middleton a local Auxiliary can be a donor for a department award if no PDP is available to take the award with the exception of the Membership awards. CARRIED

**Motion Pat Michalski/2nd Linda Marshall: All awards (local, District, Department) will be for 5 years. Under discussion, there will be consistency if all the awards are the same length of time. The Department awards can be renewed every five years. The local and District awards can also be renewed every five years unless a PDP wants to take it over. Carried.

**Motion Pat Michalski/2nd Trisha Rosenberg to add the last two motions to the Standing Rules. CARRIED.

Fall Conference/Department Convention Chairman Nancy Middleton turned in her activity reports. She is requesting the President to approve Trisha Rosenberg as the Credentials Chairman at the 2025 Convention. Done!

Per President Gloria, the By-Laws Committee at Convention will be Bert Lema as Chairman, Kathy Keizer, Nancy Middleton, Pam Lein, Pat Michalski and Faye Richardson-Green.

Webmaster Pat Michalski turned in her activity report.

PRO Kathryn Cross was excused but did turn in her activity report.

Long Range Planning Committee Chair Bert Lema turned in her activity report. She stated she is working with a great group who have some great ideas:

District II President Pat Michalski turned in her activity report. She reported 3 out of 5 local Auxiliary have ha grievances filed. There are some conflicting personalities. The District holds 6 meetings a year – Oct., Nov., Dec., Jan., Feb. and March.

District V President Patsy Watkins turned in her activity report.

ANNOUNCEMENTS:

Candidates for 2025/26 Offices from #1988

Jennifer Zelony – Americanism

Christine Simon – Sgt-at-Arms

Doni Simon – Chaplain

National Office

Allison Aldrich – Hospital

****Motion Nancy Middleton/2nd Trisha Rosenberg to support Allison Aldrich for National Hospital Officer. CARRIED**

March 1st is the deadline for bulletins for the Convention Digest

April 5th Department President Gloria's Testimonial in Grand Rapids

April 10th – 13th Department Texas Hold'em in Grand Rapids

April 25th – 27th the Auxiliary weekend at the Higgins Lake Lodge.- call 616/322-2520 to reserve your room.

May 5th is the date all final service reports must be postmarked

June 19-22 is the Department Convention at the DoubleTree by Hilton in Grand Rapids

July 11th is the Depart Audit. All Convention checks MUST be cashed before June 30.

The benediction was delivered by Chaplain Karen Krumm

The Colors were retired by Sgt-at-Arms Jennifer Zelony

The meeting was adjourned at ????

Nancy Middleton, Secretary
March 9, 2025

Approved by President Gloria – 3/20/25

Approved by Parliamentarian Bert – 3/12/2025