

Department of North Dakota American Legion
Minutes of the Department Executive Committee Meeting
Department Winter Conference
Wahpeton, ND
February 9, 2007

Voting Members Present:

Wayne Satrom, Chairman
Orville Simundson, Department Commander
Harvey Peterson, Dept. Commander-Elect
Lester Mutschelknaus, Dept. Finance Officer
Blaine Meier, Central Region DEC
Jim Karas, Eastern Region DEC
Dale Roth, Western Region DEC

Non-voting Members:

Curt Twete, NECommitteeman
Jeff Hall, ANECommitteeman
Kim Anderson, Dept Adjutant
*Vern Houser, Eastern Region
Vice-Commander*
Robert Ludwig, Central Region
Vice-Commander

Guests:

Seb Roll, Past Dept Commander
Keith Kerbaugh, Fargo Post 2
Bob Lechtner, Fargo Post 2
Dave Johnston, Fargo Post 2
Bob O'Shea, Fifth District Commander

The meeting was called to order by Chairman Satrom with a salute to the colors and the Pledge of Allegiance. Prayer was offered by Harvey Peterson, Department Commander-Elect.

The minutes of both meetings, Nov 4, 2006 and Nov 28, 2006 were read and discussed.

On a MOTION made by Blaine Meier, seconded by Jim Karas, and unanimously carried, it was

RESOLVED that the minutes of Nov 4, 2006 be accepted as written.

On a MOTION made by Harvey Peterson, seconded by Dale Roth, and unanimously carried, it was

RESOLVED and that the minutes of the Nov 28, 2006 minutes be accepted with the following changes: That the Department membership goal be corrected to 20,326 throughout the document and that Harvey Peterson did not appoint Kim Anderson and Harvey Peterson to check into space available to lease, but that Commander Simundson had made the appointments.

The Boys State tax returns were discussed. Karen England had been doing the 990s until her retirement on Jan 31,2007.

On a MOTION made by Harvey Peterson, seconded by Dale Roth, and unanimously carried, it was

Approval of these Minutes, as amended, made at the DEC Meeting on March 21, 2007

RESOLVED that the ND Boys State, Inc. form 990's be completed by the Department Finance Officer, Lester Mutschelknaus, with Kim Anderson providing the financial data and Allen Ruzicka, Boy State Executive Director assisting as necessary.

An annual vote on how to apply the LIT refund must be made by the DEC.

On a MOTION made by Lester Mutschelknaus, seconded by Blaine Meier, and unanimously carried, it was

RESOLVED that it be applied the same as last year. (*That the experience refund received from the Legionnaire Insurance Trust be applied to Americanism, Children and Youth and community activities and information and education programs relative to national security and foreign relations and any other eligible humanitarian and charitable programs operated, conducted and administered by the Department of North Dakota American Legion.*)

The retirement of Karen England was briefly discussed. It was noted that Karen has agreed to consult with the Department HQ for a fee of \$50.00 per hour. The question of continuing to pay for Karen's medical/dental insurance was also discussed. **The DEC made a unanimous decision that Karen would not be called to help out in the office/hired without the consent and approval of the Commander**

Curt Twete volunteered to talk to Mr. & Mrs Useldinger about whether they can continue to be carried on the Department Group policy for dental insurance

On a MOTION made by Harvey Peterson, seconded by Lester Mutschelknaus, and unanimously carried, it was

RESOLVED that (by Federal Law) Karen's COBRA time limits started on Feb 1, 2007 and that the Department would pay for Karen's medical/dental benefits for the month of Feb 2007 only. Effective March 1, 2007, Karen will be responsible to pay the full costs of her own insurance benefits. No monthly reminder will be mail to her and the full amount for such costs must be received by the Department HQ office by the 1st day of each month.

(The meeting adjourned for lunch at 11:50a and resumed at 12:35p)

The issue of staff reductions was discussed.

On a MOTION made by Jim Karas, seconded by Harvey Peterson, and unanimously carried, it was

RESOLVED that the discussion of further staff reductions be tabled until a later date.

The issue of the Department Personnel Policy was discussed. Harvey Peterson had been previously asked by Commander Simundson to solicit input as to possible changes to the Policy. As of the day of the meeting, Harvey had not received any input. However, Harvey provided a handout as to the changes he'd like considered; Kim Anderson would like to see cost limits put on HQ staff travel; Orville Simundson would like to see travel time limits (i.e., travel to/from Winter Conference/Summer Convention) considered.

Wayne Satrom appointed a committee of: Tom Moe (Judge Advocate), Kim Anderson (Department Adjutant), and Harvey Peterson (Department Commander-Elect) to make recommendations to the DEC. The deadline for the recommended changes is June 22, 2007 (Department Convention)

On a MOTION made by Blaine Meier, seconded by Jim Karas, and unanimously carried, it was

RESOLVED that the committee appointments and their timeline for recommendations be approved.

As it pertains to signing authority on the Department checking, savings, and investment accounts:

On a MOTION made by Commander Simundson, seconded by Harvey Peterson, and unanimously carried, it was

RESOLVED that Kim Anderson be added to, and Jim Deremo (Department Service Officer) and Karen England (former Membership/Finance Asst) be removed from every Department bank and investment account. All other names on the above-referenced accounts will remain.

Discussion ensued as to the sale/donation of old Department HQ computer equipment, printers, and antiquated software.

On a MOTION made by Commander Simundson, seconded by Blaine Meier, and unanimously carried, it was

RESOLVED that Department Headquarters will prepare a list of all such items. The list will include a brief description of the item and an estimate of the present value of each. The list will be presented to the DEC prior to at the Department Convention 2007. A silent auction is being considered as a means of disposal.

Discussion regarding additional revenue enhancement ideas were discussed such as the sale of the WWII pins on hand at the Department HQ office. If the pins were sold, the Department Headquarters could make a donation to the WDAY Honor Flight project.

On a MOTION made by Harvey Peterson, seconded by Jim Karas, and unanimously carried, it was

RESOLVED that this issue be tabled for discussion at a later date.

Three CVBs presented their bids for 2011. Dickinson (presented in person; host post did not accompany them but a letter of cooperation accompanied the bid); Minot (presented in person; host post did not accompany them but a letter of cooperation accompanied the bid); Bismarck (presented their bid via proposal only; host post provided a letter of cooperation which accompanied the bid).

On a MOTION made by Blaine Meier, seconded by Jim Karas, and unanimously carried, it was

RESOLVED that the bid for the Winter Conference 2011 be awarded to Minot with the host hotel being Grand International and the bid for the State Convention 2011 be awarded to Dickinson, with the host hotel being the Days Inn.

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On a MOTION made by Dale Roth, seconded by Lester Mutschelknaus, and unanimously carried, it was

RESOLVED that for the Winter Conference 2011 (host hotel being Grand International), that a stipulation be added to the hotel contract that the basement meetings rooms not be used during the Convention.

The issue of the possibility of the Department Headquarters office moving to Post 2 was discussed. Harvey Peterson informed everyone about the information he has received from various Fargo-Moorhead REALTOR@s, briefly touching on what we can expect for the price. Keith Kerbaugh followed with additional information about the Post 2 proposal, fielding questions about internet, length of the contract, parking, etc.

On a MOTION made by Jim Karas, and seconded by Blaine Meier, and unanimously carried, it was

RESOLVED that the discussion be tabled until the next DEC meeting, set for March 21, 2007, at Department Headquarters in Fargo. At that time the DEC will, as a group, look at the space available at Post 2 and make a decision as to whether to pursue further negotiations with the Post.

The Department received three nominations for ND Dept Legionnaire of the Year award and two nominations for ND Dept Firefighter of the Year award. By written ballot, all voting members who were present voted. Mr. Roger Boe received the most votes for the Legionnaire of the Year award and Mr. Glenn Lueck received the most votes for the Firefighter of the Year award.

OTHER DISCUSSION TOPICS

Keith Kerbaugh offered to assist Tom Moe, Harvey Peterson and Kim Anderson with the re-writing of the Department Personnel Policy.

~~Keith Kerbaugh brought to the attention of the DEC that it appears that Jim Brent, Cass County Veteran's Service Officer, is not referring his clientele to the ND American Legion DSO. The DEC will ask Jim Brent to attend the next DEC for his response.~~

Keith Kerbaugh reported on the status of the complaint filed at Post 2 by Jim Brent, Cass County VSO, against Past Commander Satrom and the Department of ND. Post 2 is done with the complaint and should not have been involved with it in the first place.

The complaint centered on a disagreement between the Department and Senator Conrad regarding the flag amendment. Kerbaugh determined that it was political and outside the scope of Post 2.

Kerbaugh commented regarding the letters provided him by the Department regarding Brent's refusal to recommend that veterans use the Legion VSO. Kerbaugh stated that it was Department business and not Post 2. If they wanted further information they should invite Brent to the next DEC meeting and ask him. Kerbaugh said he would give the information he collected to Adjutant Kim.

The Legionnaire Insurance Trust travel information was given to Wayne Satrom. As the immediate Past Department Commander, Wayne is given the opportunity to travel to Miami on April 24, 2007, to attend the Trustee meeting and to accept the LIT experience refund check.

Department financial information was handed out by Kim Anderson. Information included Boy's State, Department Foundation, and General Fund checking/savings account balances. Investment and reserve fund balances were also included.

On a MOTION made by Harvey Peterson, and seconded by Dale Roth, and unanimously carried, it was

RESOLVED that the meeting adjourn until 7:30am, February 10, 2007.

The meeting resumed on February 10, 2007 at 7:35am with Jim Deremo addressing the DEC as to the impact it will on his family if the Department makes a ruling to no longer pay his family medical premiums. He also thanked the DEC for allowing him to serve as Acting Adjutant.

On a MOTION made by Jim Karas, and seconded by Dale Roth, and unanimously carried, it was

RESOLVED that effective April 1, 2007, the Department will pay the medical premiums for a single plan only. Each employee will still have the option of carrying their family on the plan, but the entire cost of the family portion of the premium will be borne by the employee.

The last issue on the agenda was what to do with the CDs that have recently matured (one for \$50,000 with Bank of the West and one for \$50,000 with UBS in Grand Forks).

On a MOTION made by Blaine Meier, and seconded by Jim Karas, and unanimously carried, it was

RESOLVED that the CD, and all associated interest, with UBS should be withdrawn and deposited to the General Fund. The CD, and all associated interest, with Bank of the West should be withdrawn and reinvested per prior investment instructions (into a CD with a local bank offering the highest interest rate available.)

The meeting adjourned at 8:20am, February 10, 2007.