

**Department of North Dakota American Legion
Post Executive Committee Meeting
Veteran's Club, Wahpeton, ND
September 13, 2008**

Voting Members Present

Harvey Peterson – Chairman
Carroll Quam – Department Commander
Jerry Samuelson – Dept Commander-elect
Dave Rice – Eastern Region DECman
Robert Ludwig – Central Region DECman
Dale Roth – Western Region DECman
George Zeller – Finance Officer

Non-Voting Members Present

Curt Twete – NECman
Wayne Satrom – Alternate NECman
Mitch Olson – Department Adjutant
Mark Antal – Department Chaplain
Patricia Hodny – Department Judge Advocate
Al Tuma – Eastern Region Vice Commander
Larry Vetter - Department Membership Chairman

Guests Present

Allen Ruzicka – Department Boys State Executive Director
Marvin Collins – Past Department Sgt at Arms

Chairman Harvey Peterson called the meeting to order at 1:00 pm with a salute to the colors and the Pledge of Allegiance. Chaplain Antal offered prayer.

Chairman Peterson called upon Boys State Executive Director Allen Ruzicka for his report. Ruzicka referred the committee to the past year financial report. They had a good year, with more donations than last year. Allen also indicated that the Boys State attendance numbers were; 221 in 2006, 179 in 2007 and 144 in 2008. They have steadily declined these past three years. Ruzicka indicated that the current Governor of Boys State, Mitch Smette, will be going around the state with Jim Clifford to help get the word out on the program. Commander Quam asked if it would be better if there was any one else from the staff available to conduct this recruiting drive instead of Clifford. Allen indicated that he was going to get the District Boys State Chairman to assist with this effort.

Adjutant Olson asked if we could change the Boys State fiscal year to a calendar year. This would allow actual income and expenses of the program to be accurately reflected for a good financial analysis of the program. Allen indicated that he will get approval from the Boys State Committee.

The minutes of the June 19th, 2008 meeting were read.

On a MOTION by Commander Quam and SECONDED by George Zeller, the minutes of the meeting were unanimously approved with minor changes.

The minutes of the June 22nd, 2008 meeting were read.

On a MOTION by George Zeller and SECONDED by Commander Quam, the minutes of the meeting were unanimously approved with minor changes.

The Financial Report was presented by Finance Officer George Zeller.

On a MOTION by Robert Ludwig and SECONDED by Dale Roth, the financial statements were approved subject to audit.

Alternate NECman & Eastern Region NDAL Foundation Director Wayne Satrom discussed the possibility of having a raffle to raise additional money for The Foundation. Wayne mentioned that they would like to raffle off an attractive vehicle and has been checking into this process. There would also be a whole list of other prizes.

On a MOTION by Commander Quam and SECONDED by Dale Roth, the DEC unanimously indicates their support for this venture by The Foundation.

Department Commander Carroll Quam discussed the new convention & conference handbooks. Commander Quam set up a committee of different cities/areas to get their feedback on this project. The final product will be sent to every Post who is hosting either a Winter Conference or a State Convention. These documents will be continually updated and can also be sent electronically from the Department Administrative Assistant.

On a MOTION by Dale Roth and SECONDED by Dave Rice, adoption of the new Department Conference & Convention handbooks were unanimously approved.

Chairman Harvey Peterson discussed conference & convention bid process for the year 2012. Discussion was held on whether we should centrally locate the Winter Conference for the ease of winter travel and only certain cities to bid on the State Convention. Chairman Peterson asked all committee members about their thoughts and opinions on this issue.

On a MOTION by Dale Roth and SECONDED by Dave Rice, conference & convention bids will be open to all cities within the State of North Dakota and to **not** require on certain cities to bid on certain events, was unanimously approved.

Chairman Peterson called on Mitch Olson for the Adjutant's Report.

Adjutant Olson discussed that the room across the hall of the Department HQ's has been empty since we moved there. Olson discussed the possibility of renting that in addition to our current office space with Westgo Square owner Wally Tintes. Mr. Tintes indicated that it had been empty for quite some time and he would entertain an offer from the Department. Olson discussed this with Chairman Peterson & Commander Quam and came up with a figure of \$100.00 per month. Olson also indicated that the Department was already paying "off site rental" of a small storage garage of \$65.00 per month. Mr. Tintes accepted the proposal. This new area would allow storage of the supplies in a heated environment and also would be enough room for a small separate meeting area.

On a MOTION by Carroll Quam and SECONDED by George Zeller, leaving our old storage area and securing the additional rental of the new storage area was unanimously approved.

Adjutant Olson discussed Quickbooks Accounting Software and Aim Training. Olson indicated that he needs to have some AIM Training in combination with his new position and would like Teri to, at a minimum, attend Quickbooks Level One training. This will allow her to make general transaction input and process payroll in the absence of the Adjutant.

On a MOTION by Department Commander-Elect Jerry Samuelson and SECONDED by Eastern DECman Dave Rice, approved the expense of Quickbooks Training when offered and was unanimously approved.

Adjutant Olson indicated that the copier in the Department Office has been giving the staff problems for quite some time. He inquired and the copier is a 1997 model and it is getting tough to get parts. Olson will look into this for a possible upgrade.

Adjutant Olson also discussed Christ Heinz's Delegate Check. Since Heinz did not give a committee report as required by Department directives and memos, his check was withheld because he didn't obey the rules. NECman Curt Twete & Commander Quam indicated that Christ was on the convention floor the whole time, over and above most of the Convention Delegates. After lengthy discussion, Department Quam made a motion to give Heinz his delegate check and the motion died for lack of a second. Finance Officer George Zeller (who was in this situation last year) offered a different motion.

On a MOTION by George Zeller and SECONDED by Robert Ludwig, since Heinz **did** participate on four of the five requirements of a Department National Convention Delegate, he be awarded \$200.00 instead of \$250.00. Motion unanimously approved.

Adjutant Olson discussed the request for new hire. NECman Curt Twete discussed retirement program issues and that we should see what new program National Headquarters is implementing before we address this further. Discussion was also held on updating job descriptions for all the Department Staff and offering an updated advertisement for hiring a new Administrative Assistant. After lengthy discussion about a hiring committee, salary, when to hire the following motion was made.

On a MOTION by Dale Roth and SECONDED by George Zeller, we will advertise for a new Administrative Assistant to start around mid-January, salary cap of \$24,000, paid single health & vacation plan and no offer of a retirement plan at this time. It was unanimously approved.
(with the caveat that we may offer a retirement plan later, once a new plan is proposed).

Western DECman Dale Roth discussed the 2011 State Convention in Dickinson. He indicated that the last time it was there, we conducted events at Medora on Saturday and evening. This included a parade, pitch fork fondue and attendance at the Medora Musical. Roth asked committee members if they would like to implement that schedule again? He received excellent support for this idea and will contact the Dickinson VCB to set this up in 2011.

On a MOTION by Dale Roth and SECONDED by Robert Ludwig, the DEC supports the concept from the last State Convention activities in Medora be the same for the Saturday during the State Convention of 2011.

Eastern DECman Dave Rice discussed the NDAL Legionnaire of the Year Award criteria. Many posts have been submitting individuals based on years of dedicated service to the Legion. In most instances this does not comply with what they did in just one year. Chairman Peterson indicated that we may need to look at this and possibly changing the criteria and maybe present two awards, one for the year and one for many years of outstanding service. This will be discussed further at a later date.

The meeting adjourned at 2:45 p.m.