



**AMERICAN LEGION AUXILIARY**

Department of California  
401 Van Ness Avenue, Room 113  
San Francisco, California 94102-4586  
(415) 861-5092 FAX (415) 861-8365

**MINUTES From  
Department Executive Committee Meeting  
Oxnard, California  
January 13-15, 2012**

Beginning Saturday January 14, 2012 at 0830 hours and ending on Sunday January 15, 2012 at 1130 hours.

**Actions Taken**

Moved by Finance Chairman, Susie Tozier, seconded and carried, to retain the services of Driver and Nix Court Reporters for the current 2012 Convention in Redding, California.

Moved by Girls State Chairman, Lou Thompson, seconded and carried, the recommendation of the Girls State registration for \$75 and application fee of \$350 be brought to the Convention Floor in Redding, CA June 2012.

**Announcement of Candidates for 2012-2013**

- President ..... Terry Mikesell U 197 / D 2
- Vice President ..... Anita Biggs U 252 / D 23
- Junior Member of Finance ..... Geri Fitzpatrick 807 / D 4
- Candidate for National President 2013..... Nancy Brown Park U 472 / D 26

Moved, seconded and carried to accept the following for the 2012-2013 Americanism Essay Titles:

- Group 1, Grades 4<sup>th</sup> & 5<sup>th</sup> - Why do we celebrate the 4<sup>th</sup> of July?
- Group 2, Grades 6<sup>th</sup> & 7<sup>th</sup> – What “Freedom of Speech” means to me.
- Group 3, Grades 8<sup>th</sup> & 9<sup>th</sup> – How do you show your Americanism?
- Group 4, Grades 10<sup>th</sup> – 12<sup>th</sup> – Is Patriotism a commitment?
- Group 5, Exceptional Children – What does it mean to be a good citizen?

The following actions were moved by the respective District Presidents, seconded, and carried:

Unit Name and Number District Number	Place on Probation Until 6/12	Remain on Probation Until 6/12	Remove from Probation	Charter Surrender
Hoopa Unit 415 D 1		X		
Hopland Unit 529 D1		X		
George A Thompson Unit 544 D 1		X		
Chico Un17 D 4	X			
Richard Townsend Unit 84 D 7		X		
Next Generation of Heroes Unit 911 D 8		X		
Elijah B Hayes Unit 168 D 12			X	
Willow Glen Unit 318 D 13		X		
San Gabriel Unit 442 D 18				X
San Dimas Unit 475 D 18		X		
Chilelli Memorial Unit 888 D 18		X		
JB Clark Unit 149 D 22		X		
Leyte Unit 625 D 22		X		
Inglewood Unit 188 D 23		X		
Boron Unit 636 D 27		X		

Mono Basin Unit 672 D 27

X



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### **MINUTES from Pre-Convention Department Executive Committee Meeting Redding, California June 21, 2012**

Beginning Thursday June 21, 2012 at 0715 hours and ending at 0950 hours.

#### **Actions Taken**

Administrative Code Additions (see attachment #1)

M/S/C

Amendment to Administrative Code Additions – Add the words “Long Form 990” to paragraph & 3 after the words “199N E Postcard”

Add the letters “EIN” to paragraph 5 between the words “and & number”

M/S/C

Add the Confidentiality Agreement and the Conflict of Interest Statement to the Dept. Policy #7.

M/S/C

Add the Confidentiality Agreement and Conflict of Interest Statement to Personnel Policy, under ethics, #4, for Staff to sign.

M/S/C

The word “Yearly”, to be added to the 2 previous motions.

M/S/C

The following actions were moved by the respective District Presidents, seconded, and carried:



Unit Name and Number District Number	Place on Probation Until 1/13	Remain on Probation Until 1/13	Remove from Probation	Charter Surrender
Hoopa Unit 415 D 1		X		
Hopland Unit 529 D1		X		
George A Thompson Unit 544 D 1			X	
Chico Un17 D 4			X	
Richard Townsend Unit 84 D 7				X
Next Generation of Heroes Unit 911 D 8				X- REVOKED
Elijah B Hayes Unit 168 D 12			X	
Clinton McCausland Unit 190 D11	X			
Sharp Army Depot Unit 632 D 11	X			
Willow Glen Unit 318 D 13		X		
Moorpark Unit 502 D16	X			
Jimmas Unit 475 D 18		X		
Chilelli Memorial Unit 888 D 18		X		
Sunland Tujunga Unit 377 D20	X			
Newhall Saugus Unit 507 D20	X			
Owen Coffman Unit 519 D 21	X			
Morrison Memorial Unit 574 D 21	X			
Ray Worrell/Desert Hot Springs Unit 763 D21				X

JB Clark Unit 149 D 22			X	
Leyte Unit 625 D 22			X	
Inglewood Unit 188 D 23				X
Steele Towne Inc Unit 772 D 25	X			
P...on Unit 636 D 27			X	
Quechan Unit 802 D30	X			

### Suggested Administrative Code Additions

- The Department Secretary/Treasurer shall keep all pertinent and relevant tax information up-to-date and current with National Headquarters and California State Franchise Tax Board.
  - Units shall send copies of annual confirmation for filing of Federal 990N E-Postcard and State forms 199N E-Postcard, Attorney General's Office Registry of Charitable Trusts CT-1 Form or RRF-1 Form whichever is applicable to District President NO LATER THAN September 30th. *Long from "990"*
    - Units turning in their Charters shall ensure all State and Federal forms are filled out and filed with the appropriate agencies to dissolve the Unit.
  - District President shall send copies of annual confirmation for filing of Federal 990N E-Postcard and State forms 199N E-Postcard and CT-1 or RRF-1 Forms whichever is applicable for all Units and District to Department Headquarters NO LATER THAN October 30th. *Long Form "990"*
    - District Presidents shall ensure that Units turning in their Charters have filled out and filed all State and Federal forms with the appropriate agencies to dissolve the Unit.
  - Department shall maintain an Excel list of all Units and Districts in the Department of California containing name of Units and Districts; State Entity #s, EIN#s, Corporate # (if applicable) and point of contact name and mailing address for all Units and District.
    - *EIN#* Department shall email an Excel list containing name of Unit and number; State Entity #, Corporate # (if applicable) and mailing addresses for all Units in California to National Headquarters annually NO LATER THAN FEBRUARY. National assumes the responsibility of sending a current and up-to-date list for all Units and Departments covered by the National GEN 0964 tax exemption annually to the Internal Revenue Service.
    - Department shall email an Excel list containing name of Unit or District and number; State Entity#, EIN#, Corporate # (if applicable) and mailing addresses for all Units and Districts in California to the Franchise Tax Board annually NO LATER THAN FEBRUARY.
    - Department shall include summary of tax mandates in packages for all newly chartered Units.