

**MINUTES OF THE
AMERICAN LEGION AUXILIARY
DEPARTMENT OF ALASKA
DEC MEETING**

**October 26, 2025 – 2:00 p.m.
(Zoom)**

The meeting was called to order by President Annette Gwalthney-Jones at 5:01 p.m.

OPENING CEREMONIES

MOTION: by Brenda Fiddick (Unit 57) and seconded to dispense with opening ceremonies.

The motion carried by unanimous voice vote.

ROLL CALL

The following members were present for this meeting:

National Officers – Penny Mazonna and April Sinclair

Department Officers – Annette Gwalthney-Jones (President), Nina Ketelsen (1st Vice President), Charlene Martin (2nd Vice-President), Pam Cawley (Treasurer), Chrysti Leigh (Historian), Sabrinas Schmidt (Sgt-at-Arms), Robyn Downs (Executive Committee Member), and Brenda Fiddick (Executive Committee Member)

Standing Committees – Nina Ketelsen (Alaska Girls State), Charlene Martin (Auxiliary Emergency Fund), Mary Scaturchio (Children and Youth), Lisa Williamson (Constitution and Bylaws), Penny Mazonna (Distinguished Guests), Sabrina Schmidt (Finance) Chrysti Leigh (History), Patty Mazonna-Jones (Legislative), Robyn Downs (Membership), Brenda Fiddick (National Security), Lori Fruhwirth (Past Presidents Parley), Lisa Williamson (Public Relations), Pam Cawley (Risk and Compliance), and Charlene Martin (Veterans Affairs and Rehabilitation)

Units – Jack Henry Unit 1, Dorman H Baker Unit 11, Ninilchik Unit 18, Spenard Unit 28, Muldoon Unit 29, Susitna Valley Unit 35, and C. Russell Huber (Unit 57)

Past Department Presidents – Susan Caswell, Sharon Cherrette, Lori Fruhwirth, Jane Larson, Penny Mazonna, Barbara Nath, April Sinclair, Sue Waldhaus, and Lisa Williamson

NEW BUSINESS

Resignations Received – The President announced that resignations have been received from Anarene (Ann) Robinson (Department Secretary) on 10/20/25 and Valerie Rose (Department Chaplain) on 09/26/25. Both letters of resignation were read for the Department Executive Committee. The President was able to confirm Valerie Rose's resignation but was not able to speak with Anarene Robinson).

MOTION: by Sue Caswell (Unit 35) and seconded to accept the resignations.

There was no discussion.

The motion carried by unanimous voice vote.

Recommendations for Interim Replacement

President Annette Gwalthney-Jones submitted the following recommendations for people to fill the necessary positions for the interim.

Membership Processing – Diana Estrada
Department Chaplain – Carrie Hintz
Department Secretary – Barbara Nath

MOTION: by Sue Caswell (Unit 35) and seconded to approve Diana Estrada to process membership, Carrie Hintz to be the Department Chaplain and Barbara Nath to be the Department Secretary on an interim basic.

It was clarified that Diana would only be processing membership transmittals and will not be replacing the Department Chair. A question was raised about the policy stating that the secretary does membership. Lisa Williamson clarified that it only stated who had access to ALAMIS and does not talk about processing membership.

Lisa Williamson expressed that she felt both Diana Estrada and Barbara Nath had filled those positions in the past and that they would be able to slide back into those positions.

President Annette Gwalthney-Jones will be accepting letters until 5:00 p.m. on Sunday, November 2nd for anyone who is interested in those position. If any of the three appointed to those positions wishes to continue in that position for the rest of the administrative year, they should send in a letter of intent.

President Annette Gwalthney-Jones stated that job descriptions will be sent out today and information will be posted on the Department web page. They will include job expectations.

April Sinclair (Unit 57) thought the interim period was going to be until the end of the administrative year. If this is true, we will not require an additional meeting to approve anyone else filling these positions. President Annette's Gwalthney-Jones would also like to see the interim people continue to the end of the administrative year. She was very happy that the three people were willing to step in and take on these roles. She stated the organization would be blessed if they agreed to fulfill those positions to the end of the administrative year. In talking with the three of them she felt that each was willing to do so.

A questions was raised by Lori Fruhwirth (Unit 11) regarding the bank accounts. She believed there were currently three people on the bank account (President, Treasurer and Secretary). With the interim secretary being out of state that could cause a problem if the other two people were not available. Pam Cawley reported that there are six on the account.

Discussion ensued about Diana needing a debit card to process membership. A debit card has to be entered in order to process membership. Pam currently has a debit card. After discussion it was determined that Diana could enter the transmittal information, then someone on the department level with Tier 3 access can go in and submit the payment.

Concerns were raised about access to Department finances. It was pointed out that all mail goes to the Department mailing address and the post office box is checked by President Annette Gwalthney-Jones and/or Treasurer Pam Cawley. No one else will have access to checks being submitted or financial information. Transmittals will be sent to Diana to enter and Pam will process the payment. The debit card with Ann Robinson's name on it cannot be used by anyone else.

Nina Ketelsen (Unit 35) indicated our current Department Secretary is a paid position. She asked if that payment would be provided to the interim Secretary. President Annette Gwalthney-Jones agreed that would be the case. She also recommended that Diana be compensated for her work (which would give the department three paid positions). Diana Estrada stated she is volunteering to do the job and does not expect compensation.

The motion carried by unanimous voice vote.

COMMENTS:

The President expressed her appreciation to both people formerly filling the positions. She thanked them for stepping forward into their position and for their dedication. She also thanked the three people who are willing to fill in for the interim to the betterment of the organization.

Sue Caswell and Diana Estrada did not receive the email for this meeting. President Annette Gwalthney-Jones will confirm their email addresses are correct.

Robyn Downs, Membership Chair (Unit 1) asked for an email providing her with the correct mailing address for the Department. She will then send out an email to all Unit Presidents and Unit Membership Chairs to assure they have the correct address.

The following items need to be dealt with in the immediate future:

- National headquarters notified immediately of the change for each position.
- Remove Ann from Department tier for ALAMIS.
- Confirm the department PO Box.
- Get access to the Department Secretary e-mail account and provide to Barb.
- Annette to work with Barb on a letter to be sent out with information about the changes.
- Pam has already received the keys and will get the passcode to the email address.

- Department items will be moved from Ann's house to the Legion headquarters. This is to be done by close of business on October 29th. This storage is supposed to be only temporary. Barb will be in Alaska in December and she and Annette will go over the materials to determine what needs to be shredded and what needs to be kept. There is also Girls State files which will need to be stored.
- Make sure Ann is aware of what is happening. Annette will do an email to Ann.
- Diana has a lot of membership paperwork at her house which need to be removed. She will let the Department know how much she has and it will be moved.

ADJOURNMENT

MOTION: by Nina Ketelsen (Unit 35) and seconded to adjourn the meeting.

There being no objection, the meeting was adjourned at 2:48 p.m.

Respectfully submitted

Barbara Nath

Barbara Nath
Department Secretary