**Fall SEC Agenda**

**Friday, October 3, 2025**

**Department Officers’ Training**

9:00 am-9:15 am- Expectations and Due Dates

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| **Attendees** | **Presenter** |
| All Department Officers | President Janell Ashman |

9:15 am-10:15 am- Service Officer Training

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| **Attendees** | **Presenters** |
| * 2nd Vice- Dawn Flavin * 3rd Vice- Michelle Hayes Gardner * Scholarship Officer- Chickie George, PDP * Hospital Officer- Donna Smith, PDP * Americanism Officer- Mary Robert * Any Dept Officer that is interested | * Parliamentarian Laura Bugaj, PDP * NEC Shirley Sochia, PDP |

9:15 am-10:45 am Secretaries and Convention Chair Training / Policy and Procedure/ Binder Preparation

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| **Attendees** | **Presenter** |
| * Recording Secretary- Tammy Schollard * Executive Secretary- Cindy Queyor, PDP * Convention Chair- Ashley Kubiak | National President Mary Lanphere, PDP |

10:15am- 10:45am Policy and Procedure/ Binder Review

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| --- | --- |
| Officer | Trainer |
| 2nd Vice- Dawn Flavin | Linda “Chickie” George, PDP |
| 3rd Vice- Michelle Hayes Gardner | Debi Feary, PDP |
| Treasurer- Sharon Heinemann | Shirley Sochia, PDP |
| Hospital- Donna Smith, PDP | Laura Bugaj, PDP |

10:45am- 11:15am Policy and Procedure/ Binder Review

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| --- | --- |
| Officer | Trainer |
| Scholarship/ Chaplain- Chickie George, PDP | Donna Smith, PDP |
| PRO- Ashley Kubiak | Laura Bugaj, PDP |
| Americanism- Mary Robert | Shirley Sochia, PDP |
| Sgt@Arms Debra Relyea | Cindy Queyor, PDP |

11:15am- 11:30am Policy and Procedure/ Binder Review

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| --- | --- |
| Officer | Trainer |
| NEC Shirley Sochia, PDP | Mary Lanphere, PDP |
| 1st Vice- Josephine Pearl | Cindy Queyor, PDP |

11:30am- 11:45AM

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| Officer | Trainer |
| President- Janell Ashman | Shirley Sochia, PDP |

**Fall SEC Agenda**

**Friday October 3, 2025**

**Committee Meetings**

2:00 pm- 3:00 pm- Finance Committee

2:00 pm- 2:30 pm- Committee Meetings

* Membership Committee (1st Vice- Josephine Pearl)
* Child Welfare Committee (2nd Vice- Dawn Flavin)
* Hospital Committee (Hospital Officer- Donna Smith, PDP)

2:30 pm- 3:00 pm- Committee Meetings

* Scholarship Committee (Chaplain/Scholarship Officer- Chickie George, PDP)
* Community Service Committee (3rd Vice- Michelle Hayes Gardner)
* Americanism Committee (Americanism Officer- Mary Robert)

3:00 pm- 3:30 pm- Committee Meetings

* Bylaws Committee (Parliamentarian- Laura Bugaj, PDP)

3:30 pm- 4:00 pm- Honors and Awards Committee Meeting (1st Vice- Josephine Pearl)

4:00 pm- 4:30 pm-Department Officers Meeting/ Debrief (President- Janell Ashman)

7:00 pm- Round table/ Training on Membership (Executive Secretary- Cindy Queyor, PDP and 1st Vice- Josehine Pearl) **OPEN TO ALL AUXILIARY MEMBERS**

**Saturday, October 4, 2025**

**8:00 am** Gaveliers’ Breakfast

**9:00 am** Joint Opening

***Auxiliary Business Meeting Immediately Following Joint Opening***

**Meeting Called to Order** President- Janell Ashman

**Invocation** Chaplain- Chickie George, PDP

**Pledge of Allegiance** Sgt. At Arms- Debra Relyea

**Preamble** 1st Vice- Josephine Pearl

**Code of Ethics** 2nd Vice- Dawn Flavin

**Aims and Purposes** 3rd Vice- Michelle Hayes Gardner

**Definition of Americanism** Americanism Officer- Mary Robert

**Introduction of National Officers** President- Janell Ashman

**Introduction of PDPs**  President- Janell Ashman

**Roll Call of Officers** Recording Secretary- Tammy Schollard

**Roll Call of Local Auxiliaries** Recording Secretary- Tammy Schollard

**Intro of First Time Attendees** President- Janell Ashman

**Appointment of Timekeeper** President- Janell Ashman

**Minutes of Previous Meeting** Recording Secretary- Tammy Schollard

**Correspondence** Recording Secretary- Tammy Schollard

**Treasurer’s Report** Treasurer- Sharon Heinemann

**Reports of Officers**

President Janell Ashman

1st Vice (Membership) Josephine Pearl

Membership Committee Report

2nd Vice (Child Welfare) Dawn Flavin

Child Welfare Committee Report

3rd Vice ( Community Service) Michelle Hayes Gardner

Community Service Report

Treasurer Sharon Heinemann

Finance Committee Report

Executive Secretary Cindy Queyor, PDP

Recording Secretary Tammy Schollard

Sgt. At Arms Debra Relyea

PRO/Convention Chair Ashley Kubiak

Parliamentarian Laura Bugaj, PDP

By-laws Committee Report

Americanism Mary Robert

Americanism Committee Report

Chaplain/Scholarship Chickie George, PDP

Scholarship Committee Report

NEC Shirley Sochia, PDP

Hospital Donna Smith, PDP

Hospital Committee Report

VAVS Bath Candance Clemens, PDP

VAVS Northport Josephine Pearl

Lottery Chair Debi Feary, PDP

**Committee Reports**

Honors and Awards Josephine Pearl

Gaveliers/ Board of Trustees Linda “Chickie” George, PDP

**Unfinished Business**

**New Business**

**Benediction** Chaplain- Chickie George, PDP

**Salute to Flag** Sgt. At Arms- Debra Relyea

**Motion to Close**

**50/50**