



American Legion Auxiliary

*A Community of Volunteers Serving Veterans,
Military, and their Families*

To: ALA Red Book contacts

From: Kelly Circle, Executive Director

Re: **Weekly Briefing 09-24-2021**

NHQ is a beehive of activity this week with our membership division taking renewal calls, our development division welcoming a new staff member (more on that later), our communications team putting the finishing touches on the magazine, and our finance team circling on the year-end close.

Our programs and events team has been working hard wrapping up the expenses from convention, double and triple checking invoices and reports. They are also sending authorizations and preparing for the Girls State Conference, National President Kathy's Homecoming, and the Department Presidents' Retreat.

Our Operations Director and I are working on a member survey and training modules for Diversity, Equity, and Inclusion (DEI) based on the committee's recommendations. While drafting this first survey, we are learning the mechanics on survey development so we can continue to distribute surveys in the future without the extra expense of having an outside vendor do it for us. We want to hear what is important to our unit members so when the time comes, please help us get the word out!

Please help me welcome two new staff members! Tomee Sue Bunner joins the membership team as a membership coordinator, reporting to Kelly Harrier. She brings excellent customer service skills and industry knowledge within the ALA. She is an ALA member and held various positions across the organization at the unit and district level. Tomee Sue's volunteerism has been recognized by receiving various awards and leadership roles.

Zane Glotzbach joins the development team as a development coordinator, reporting to Madison Maves. He has previous experience fundraising in the non-profit sector, serving with AmeriCorps VISTA, and building youth development programs by establishing community relations. Zane has a Bachelor of Arts in Political Science, and earned his Master's in Public Administration with a concentration in Non-Profit Management from IUPUI.

The online Red Book has been updated.