

**Sons of Union Veterans of the Civil War
Council of Administration
MINUTES**

March 27, 2018, Brentwood, Tennessee

Commander-in-Chief Mark R. Day called the meeting to order at 8:00 am on March 27, 2018 and lead the attendees in reciting the Pledge of Allegiance. This was followed by the invocation given by National Chaplain Jerry Kowalski.

The National Secretary called the roll of officers and recorded the following members of the Council of Administration:

Voting Members Present:

CinC Mark R. Day	CofA Member Immed. PCinC Donald L. Martin
SVCinC Donald W. Shaw	CofA Member Kevin Tucker
JVCinC Edward J. Norris	CofA Member Brian C. Pierson
National Secretary Jonathan C. Davis	CofA Member Michael A. Paquette
National Treasurer David McReynolds	
National Quartermaster PCinC Danny L. Wheeler	

Voting Members Absent being excused by the CinC:

CofA Member Fred Lynch	CofA Member Paul Davis
------------------------	------------------------

Non-Voting Members Present:

PCinC Jim B. Pahl, Banner Editor
PCinC Gene Mortorff, Assist. Nat. Exec.
PDC Mike Downs, TN.

Guests of the Council of Administration (taken from sign-in sheet):

National Chaplain Jerry W. Kowalski	W. Faron Taylor, National Chief-of-Staff
-------------------------------------	--

COMMANDER-IN-CHIEF

CinC Day

Some members of the Council of Administration and brothers of the order have been having a few medical issues and needs prayers.

CinC Day shared streamers for Stephenson Monument which he will be sending out for donations given, donations slowed down but picked up recently.

National Chaplain Award needs nominees, currently not on award list within National Policies.

Thanked Sam Gant for Friday night presentation and looking forward to tour of Franklin Battlefield.

OPEN ITEMS FROM POST 2017 Lansing, Michigan National Encampment CofA Meeting

1. National Encampment Site Committee

Room Cost Survey to hosts of last 5 Encampments. Why possible host are pulling out of hosting? Agreement will be required from other Allied orders that they will be financial responsibility if accepting attendance and pulling out of attending. Agreement drafted that amount of money stated, attendance numbers are rough. \$1,500 current. Seed money needs increased.

Motion by Brian Pierson for seed money to be increased to minimum of \$3,500 starting 2018 encampment and will discuss further with the allied orders, seconded by Mark Day.

[ACTION: CinC Day will chair committee, CofA Council Member Paquette also member. Committee tasked with money amounts and contracts signed and seed money presented when contract signed.]

[Continuing Action: Contract finalized with Auxiliary (2020) with addendum for 2018 and 2019.]

LGAR pulled out of 2018 National Encampment, still in talks with Auxiliary for future National Encampments. Working with other Allied Orders but declining numbers with various groups.

2. National Signals Officer, James P. McGuire

Recommendation 3: Department and Camp Webpages: I was surprised to find out that in 2016, the National Organization is still hosting department webpages and that the National Webmaster is taking care of some of them. I was also contacted by a very dedicated Camp Webmaster asking what he needed to do to get his Camp webpage hosted under National. I told him that I had no idea, because I didn't. I have been advised that there is a fee associated with this hosting, but I don't know where that fee schedule is or how or if it is enforced. In today's day and age this is a waste of time and resources. There are so many resources available in 2016 to make each Camp or Department who desires to have a website for very little expense. For example, any Camp or Department can buy a domain name for less than \$20 on Wordpress and then build a very user-friendly site on the very same platform as the National website for free. There are other platforms out there as well. All of them have tutorials to help users, and are likely a cheaper option for Camps and Departments than National hosting would be if we did an audit. Let's not forget how many Camps simply use a Facebook page as their Camp page, and that's completely free. I recommend that we eliminate the policy of hosting Camps and Department websites under the National Website and phase it out according to a schedule in order to help those few Camps and Departments that are currently under the umbrella time to establish themselves on other platforms. Cost is \$60.00 a year though no one paying, seek yearly payment from camps and departments for hosting.

[ACTION: In Progress, based on Website and Social Media Census Committee Com. & Tech.]

[ACTION: Pending]

National Treasurer: David McReynolds

3. Recommendation: Adopt a written information systems & financial records disaster contingency plan.

[ACTION: PENDING input from the Communications Committee and National Web Master.]

The Web Master reports that his thoughts on the pending "information systems and financial records disaster contingency plan" is that he is not qualified to address this topic, nor is anyone on the committee. This is where consultants should be consulted... Therefore it is my position that we confer with a consultant who has experience in the financial records data backup field. An online secure storage company like Carbonite or NovaStor would be a good place to start.

[ACTION: CinC Day] Continuing ACTION: In progress with Treasurer will use Quick Books and the Cloud. [ACTION: Pending]

4. Commander-in-Chief Day

The P&P is tasked to make necessary corrections to the form 50, remove inconsistencies and create a proper sequence of events. Any proposed changes to the C&R deemed necessary should be filled within the appropriate channels.

[ACTION: Partially Complete. Proposed change to the C&R Chapter 1, Article 1, Section 1 developed and submitted to the C&R Committee. The revision of Form 50 has not been completed.]

Continuing ACTION: under revision. [ACTION: Pending]

5. From the National Treasurer as a Recommendation: CinC & CofA members who receive an advance should submit all receipts to support an advance or refund the unused portion in a timely manner.

[ACTION: IN PROGRESS, policy review by P&P is ongoing with possible proposed C&R changes]

[Continuing ACTION: Treasurer to write something up and submit to committee. [ACTION: Pending]

6. Veterans Administration Booklet

Brother Fredric Lynch stated that the National Veterans Administration publishes a book of recognized Veterans Organizations and wondered why the SUVCW is not listed. Can we file paperwork to be included within the book. This will be followed up on.

[ACTION: IN PROGRESS National Secretary] [ACTION: Pending]

7. National Treasurer Additional Reporting

501c3 status for the National Organization approved February 8, 2017. Registrations complete for charitable solicitation except for D.C. Treasurer's Handbook to follow with directions on a variety of financial and tax issues for Camps and Departments. Examining impact of change in tax exempt status for National on Departments and Camps.

[ACTION: IN PROGRESS] Treasurer will address after 990 N Filing for Fiscal year 2017. Treasurer to submit article to the Banner by December 15th. Treasurer brought both credit card and bank account statements for review if requested. [ACTION: See National Treasurer's report – General Order No. 18 issued, once all items are completed per Form 11, will re-apply to IRS for Group Exemption]

FROM 2017 LANSING, MICHIGAN ENCAMPMENT RECOMMENDATIONS

8. National Signals Officer & Webmaster: James P. McGuire, DC

Engage a professional firm who can conduct the process of “discovery” in order to determine what our needs for a new website are, so that we can make an informed decision regarding what we need when it comes time to get quotes for a new site. **[ACTION: That incoming CinC assign the IT committee or sub-consultant for discovery for website to protect, etc to present to CofA in November.] [ACTION: Deferred]**

9. Assistant National Quartermaster: George Shadman

Recommendation #1: As the guy who has to process the awards I like the “one award per school per branch of service” guideline unless there is a very unusual circumstance to vary from that. I have had schools that have requested as many as four or five awards this past year. Our organization could not afford to accommodate that kind of request if all the schools submitted multiple Form 7s. Thankfully when I explain our guidelines all have been understanding. Please keep this in the program. **[ACTION: Programs and Policies]**

[ACTION: Motion by Council of Administration Member Donald Martin that one medal per branch, per year, per school be awarded, seconded by National Quartermaster Danny Wheeler. Motion Passed]

Recommendation #2: On the Form #7 please consider re-titling the section “Cadet Information” to “School Information” since we are not asking for any information on the cadet only on the school and it is a bit confusing. Also at the top of the page eliminate the part that says “An individual Form 7 must be submitted for each Cadet-No exceptions” That goes against the guideline of one cadet per school per branch of service.

[ACTION: Programs and Policies] [ACTION: Pending]

10. National Committee on Civil War Memorial Grant Fund: Brian C. Pierson, PDC

Recommendation: Evaluate whether grant eligibility should be expanded to include GAR halls, historical GAR furniture and decorations, and if so, define specific criteria, standards and restrictions for these items.

[ACTION: Programs and Policies] [ACTION: Pending]

11. National Committee on Vision and Planning: Brian C. Pierson, PDC

Recommendation: Revamp the recruiting and retention program and develop a strategy to reduce drops. We appear to be recruiting, but not retaining members.

[ACTION: Programs and Policies] [ACTION: Pending]

12. Engagement

Recommendations:

- Assist Departments and Camps in school engagement, perhaps with a standardized kit similar to what the SAR uses. **[ACTION: Patriotic Instructor, report by Spring 2018 CofA Meeting]** **[ACTION: Pending]**
- The Battle Flag Preservation program needs to develop a vision, strategy, goals and objectives. **[ACTION: Stay with Special Committee, report by Spring 2018 CofA Meeting]** **[ACTION: To be submitted to C&R Committee to make single officer]**
- Establish a National Battlefield Preservation Program or assign this responsibility to an existing committee. (There is a link to the Civil War Trust on the Education page of the National Website.) **[ACTION: CinC to appoint Special Committee]** **[ACTION: Pending]**
- Marketing & Promotion Committee evaluate and report the effectiveness of the strategy. **[ACTION: Stay with Committee]** **[ACTION: Pending]**

NEW BUSINESS POST 2017 LANSING, MICHIGAN ENCAMPMENT

13. ROTC Award recognized by US Army

CofA Member Michael Paquette shared handout, Brother Pierson made motion to seek award to be recognized, seconded by Quartermaster PCinC Wheeler. **[ACTION: Motion Passed [Status by Gettysburg CofA Meeting]** **[ACTION: Deferred]**

14. National Office Equipment

Review of equipment at National Office – IT committee to make recommendations by CofA Meeting in Gettysburg for moving forward, budget to be determined by this time. Brother Paquette moved, seconded by Brother Pierson. **[ACTION: Motion Passed.]** **[CofA Member Ed Norris moved that CofA approve spend up to \$1500 to purchase equipment which includes laptop and software, seconded by CofA Member Brian Peirson. Amended to spend up to maximum allowable within the budget to purchase equipment for the National Headquarters as recommended and approved by the CinC and National Treasurer. Passed.]**

15. Encampment Room Arrangement

Room arrangement diagram not in current C&R, do we wish to update C&R. **[ACTION: Encampment Site Committee to review fire code issue.]** **[ACTION: Ritual Committee to forward to C&R Committee]**

16. Veterans

CofA Member Lynch made motion to get number of Veterans within the order. **[ACTION: Communications and Technology Committee, 2017-2018 General Order No. 4 directs that the Committee is hereby tasked to design a digital survey for the purpose of determining the current number of veterans of the United States Armed Services, to conduct that survey, and report its results to the CofA no later than the Gettysburg CofA meeting.]** **[Completed, additions to Form 30]**

JVCinC Norris:

17. Recommendation 1. The membership forms indicate that the Part V relationships be circled. For example: "Part V - To be completed by member / junior applicant only. Circle the relationship." I receive too many with that information missing. **ACTION: looking at check box.** **[Completed]**

Application Process

- *Scan the completed membership applications.*

- *Contact the Department Junior Vice Commander (sending him the application) asking for the local Camp's Junior Vice Commander's name and home address. The DJVC is asked to forward my email to the Camp's JVC so that he can get in touch with the applicant.*
- *Send the applicant's documentation to the Camp JVC via USPS.*
- *Contact the applicant with the Camp information.*

18. Recommendation 2. The Commander-in-Chief send out a General Order or Commander-in-Chief's Message to the Membership, whichever he prefers, asking the Department Junior Vice Commanders to participate in this new process. I'm willing to draft something.

ACTION: JVCinC Norris be directed to C&R. [ACTION: Deferred]

RECOMMENDATIONS FROM 2017 LANSING, MICHIGAN REPORTS:

National Committee on GAR Records and the National GAR Records Officer Dean Enderlin, PCC:

19. Recommendation 1. That the SUVCW Form 49 (Certification of Election and Installation of Department Officers) be updated to include the required office of Department GAR Records Officer. Note: A draft version of the modified fill-in Adobe Acrobat PDF form has been provided to the Commander-in-Chief and the Chair of the National Committee on Program & Policy for their review. **ACTION: P&P Committee [ACTION: Pending]**

2017 GETTYSBURG, PENNSYLVANIA CofA MEETING NEW BUSINESS:

20. Tucker to recommend committee on customs and curtsies, CinC will address by end of week. Pierson chair, tucker and Taylor on committee. **[ACTION: General Order No. 9, Series 2009-2010 to be followed, include in Ritual]**

21. Proposed by Brother David McReynolds and second Brother Kevin Tucker second to continue contract for three year with Executive Director David Demmy. **[ACTION: Completed]**

22. Motion by Brother James Pahl, seconded by Brother Don Martin to leave intact Charitable Foundation licensing till post 2018 encampment. Passed **(ACTION: VOIDED)**

[ACTION: Motion by Brother Martin, seconded by Brother Paquette to leave intact Charitable Foundation licensing till post 2018 encampment. Motion passed]

Discussion presented by National Treasurer McReynolds on the Endowment Fund. (Covenant Group)

RECOMMENDATIONS FROM 2018 BRENTWOOD, TENNESSEE SPRING REPORTS:

23. 2.8 Council of Administration – 2018; Brian C. Pierson, PDC

RECOMMENDATIONS:

Recommendation 1. The Committee recommends this language be included in the Order's Ritual & Ceremonies via the appropriate process. (see Appendix) See Item 23

24. 3.3 National Chaplin, Jerome W. Kowalski

Recommendations:

Recommendation 1. The Chaplain is nearing the end of his tour of duty and has experienced the tremendous expense associated with attendance at Springfield, Gettysburg, the CofA Meeting and the National Encampment. He would like the Officers to consider a stipend, or some other honorarium to help defray the expenses of being a Chaplain. Not so much for Chaplain Jerry, but for those who follow him.

[ACTION: Motion by Council of Administration Member Brian Pierson accepting recommendation from Brother James Pahl that National Treasurer look if stipend may be found within the 2019 National Budget, seconded by National Quartermaster Danny Wheeler. Motion passed.]

25. 4.8 National Committee on Fraternal Relations, Kevin L. Martin, PDC

Recommendation 1. Request the National Encampment Site Committee Chair establish a line of communication with the DUVCW for the formation of joint Conventions/Encampments starting in 2021. **[ACTION: Moved by Council of Administration Member Brian Pierson that National Treasurer explore if funds may be found within the National Budget, seconded by Council of Administration Member Edward Norris. Friendly amendment by National Treasurer McReynolds will review budget for items currently within budget that relate to the Fraternal Relations Committee and report back to the CofA.]**
Passed by 6 to 3 vote.

26. 4.13 National Committee on Program and Policy, Donald W. Shaw, PDC

Recommendation 1. That the Council issue letters of thanks to the two individuals who donated time and talent to fixing the problems we had with the calculation features on the Form 27. They are David Wallace, PDC and Robbie Gifford, Technology Coordinator for Michigan's 7th Judicial Circuit Court.
[ACTION: Council of Administration Member Brian Pierson moved as written, seconded by Council of Administration Member Edward Norris. Passed (CinC to write letters)]

NEW BUSINESS:

27. Brother David Hund of Department of New Jersey request \$150.00 to purchase a SUVCW banner for a National Recruiting Tent during the 155th Gettysburg Battle and Remembrance Day Event. National Treasurer David McReynolds recommended funds be expended from Special Project Fund. Council of Administration Member Brian Pierson moved that recommendation be accepted, Council of Administration Member Edward Norris seconded. Motion passed.

GOOD OF THE ORDER:

Martin passed out flyer on project to restore Joshua Sill Monument. Motion by CofA Member Brian Pierson to spend \$2850 from special project fund to cover, seconded by CofA Member Kevin Tucker. Motion Passed.

Pierson that Gene Turner is in poor health, recommended that Meritorious Service award with Gold Star be considered.

Motion by CofA Member Don Martin that Commander-in-Chief's expense fund to be raised to \$15,000, to be inclusive for this current year, seconded by CofA Member Michael Paquette. National Treasurer David McReynolds asked this be amended to raise National Treasurer and National Secretary to \$5,000 each. Accepted by Brother Martin and Brother Paquette. Motion Passed with one (1) abstaining.

CinC Day will be spending Memorial Day laying a wreath for the 150th anniversary of General Logan's General Order #11 in Washington D.C.

Benediction: National Chaplain
Adjournment: 10:59 am

Submitted in Fraternity, Charity, and Loyalty,
Jonathan C. Davis, PDC
National Secretary