

Minutes of the Virtual Council of Administration Meeting

5 March 2022

Meeting opened at 1500 ET by CinC Paquette

Pledge of Allegiance led by Brother Joseph Hall

Invocation by National Chaplain Jerry Kowalski

Roll Call by CinC Paquette

Attendance: CinC Michael Paquette, SVCinC Bruce Frail, JVCinC Peter Hritsko, National Treasurer D. Michael Beard, National Quartermaster James Lyon, COA member Kevin Martin, COA member Shane Milburn, COA member Harry Reineke, COA member Joseph Hall, COA member Kevin Tucker, PCinC Brian Pierson, PCinC Ed Norris, PCinC Mark Day, PCinC Tad Campbell, PCinC Danny Wheeler, National Chaplain Jerry Kowalski, Executive Director David Demmy ,Sr.. PCinC James Pahl joined the meeting after attendance was taken.

Excused: National Secretary Jonathan Davis

Discussion Topics:

1. Recap of Department Encampment coverage (CinC Paquette)
2. Lincoln Memorial 100th Anniversary 22 May 2022 in Washington, D.C. (CinC Paquette)
 - a. Brother Kevin Martin volunteered to be the SUVCW National representative.
3. Travel Reimbursement Discussion. (CinC Paquette) It was noted that travel costs are rising to the point where the current reimbursement cap is not adequate for air travel. There is a \$750 cap for each travel event to represent the CinC. It was noted that the cap is set by the COA and therefore can change by a vote.
 - a. In the annual budget, \$15K is set for CinC travel, \$5K set for National Secretary, National Treasurer, National QM, and Banner Editor travel, and \$6K set for other Brothers' travel.
 - b. **ACTION:** Brother Beard to provide data on past travel expenses to be presented at the Springfield COA meeting.
 - c. CinC tasked COA members to consider this topic for further discussion at the Springfield COA meeting. The COA will determine if a change is needed so that it can be included in next year's budget.
4. P&P Topics (Brother Frail)
 - a. The "About the SUVCW" information document was recommended for adoption. PCinC Day read the text. Numerous minor administrative amendments were offered. As this was a committee recommendation no motion was required. **Vote:** Passed, 10 for – 0 against.

- b. Records Retention guidance was recommended to C&R for review. This would require a change to the CC&R, most notably adding a new section 6 to include records not previously addressed for retention. The topic was discussed in detail, including how the period for retaining certain records was determined (rationale was to comply with the US Tax Code). No action was taken on this recommendation, and it was deferred to the Springfield COA meeting.
 - i. Of note, Retention guidance for Form 2A and the annual Credentials Report was discussed in great detail. Currently, obsolete credentials cards are stored at the National HQ, taking up space. It was offered that the cards themselves do not need to be retained. It was observed that the annual credentials report is included in the proceedings of the National Encampment and should only be retained until the proceedings are published.
- c. The Electronic Meeting policy was recommended for adoption. Electronic meetings were approved at the 2021 National Encampment; this policy was drafted in order to comply with the newly adopted Regulations to provide key guidance on how electronic meetings are to be publicized and conducted. CinC Paquette noted that it was imperative to publish guidance so it would be available for upcoming Department Encampments. It was noted there was one typo to be corrected. **Vote:** Passed, 9 for – 1 against.
- d. The Treasurer’s Handbook was recommended for adoption (specifically that P&P had no objection to it). Brother Beard had revised the handbook and had thought it is within his authority to publish. Brother PCinC Day, acting in his capacity as National Counselor, offered his opinion that in past practice, this has not gone before the COA for approval; and that it is within the purview of the National Treasurer to provide guidance to Departments and Camps. CinC Paquette ruled that Brother Beard is cleared to publish the handbook.
- e. Fundraising Campaign Structure request (follow-up discussion from the last COA meeting). Brother Frail asked for the COA to decide whether to adopt a “Corps” or “Rank” naming construct. PCinC Pierson moved for a rank structure; seconded by Brother Hall. **Vote:** Passed, 10 for – 0 against.
- f. Assistant National Executive Director (ANED) position was presented. CinC Paquette noted up front that this will be discussed at the Springfield COA meeting but that some discussion was needed at this time to clarify the topic. The topic was closely coupled with the intern position at the National HQ, and at times the two were apparently conflated during the discussion.
 - i. ANED. Brother Frail stated that this position would manage the intern. PCinC Pahl’s email concerns were read, (1) that the position would not be a member of the Order, and (2) there is a fiscal concern about paying anything other than reimbursement.

ii. Intern. The intern contract expires at the end of May 2022, two months prior to the next fiscal year, thus leaving a funding gap. At the Springfield COA meeting, it must be decided whether to continue the position next year and if so, include funding for the position in next year's budget.

1. It was also observed that the intern was funded by a directed donation, and that a decision needs to be made in that regard (to include developing a policy on directed donations for the SUVCW, which has been in discussion for a couple of years).

2. Clarification was needed regarding the terms of the directed donation currently being used to fund the intern: specifically, if remaining funds could be used to pay the intern past May and until the new budget was approved. **ACTION:** SVCinC Frail was tasked to retrieve the email received from the intern's position anonymous donor to determine if payment terms had been specified in the email.

5. New Business:

a. Capital Campaign. CinC Paquette asked when it will be launched. Brother Beard replied at the next National Encampment. PCinC Day asked that a proposal be presented at the Springfield COA meeting. **ACTION** to Brother Frail to draft the proposal.

b. Upcoming National Encampments:

i. 2023, Nashua NH

ii. 2024, KY has a bid

c. Promotion & Marketing Committee asked for funding to place an insert in the Banner to update the membership on fundraising. The cost is \$1K per issue. There are funds set aside in the committee's budget. CinC Paquette determined the committee did not need to request funding as sufficient funding existed in the committee's budget.

d. Banner Editor, PCinC Pahl, reminded all that the deadline for the next issue of the Banner is 15 March.

6. Good of the Order

a. The National Signals Officer obtained the password for the QM website and multiple updates to the website.

b. Drupal Connect continues to make progress on the new National website. The goal is to launch it by the National Encampment.

c. The cost of integrating the QM website into the National website is being investigated.

d. Brother Lyon informed the COA of the new Department of Illinois Stephenson Memorial Committee and the work they are doing.

e. PCinC Day is working on the 2023 National Encampment contract with the ASUVCW.

- f. CinC Paquette announced the establishment of a CinC appointed special committee to investigate membership qualifications.
- g. CinC Paquette announced that he has received the materials from the Board of Inquiry regarding the Dept of CO & WY.

Benediction was given by Chaplain Jerry.

The meeting closed at 1700 ET.