



Sons of Union Veterans  
of the Civil War  
1 Lincoln Circle, Suite 240  
Harrisburg, PA 17105-1865

QUARTERLY JOURNAL  
TIME-DATED MATERIAL

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# SUVCW Charitable Foundation

## Special until next Banner

### NEW ITEMS



**#457 Black & Royal  
Portfolio Bag**  
3" gusset w/zippered  
closure & pocket  
**\$15.00 + shipping**



**#713 Black Satin Jacket**  
L-2X \$80.00  
3X-4X \$85.00  
+ shipping



**2014 Limited Edition  
Remembrance Day Coin**  
**\$5.00 + shipping**  
**3+ coins free shipping**  
**MUST USE THIS FORM WHEN  
ORDERING THE ABOVE  
SPECIALS**

Item#	Description	Price	Qty.	Total
457	Black Portfolio Bag	\$15.00		
713	Black Satin Ball Jacket			
sizes	L XL 2X	\$80.00		
sizes	3X 4X	\$85.00		
	2014 Remembrance Day Coin	\$5.00		

Shipping for bags- \$7.00  
Jackets- \$10.00  
Shipping for coins- \$3.50  
3+ coins free shipping

<b>Sub Total</b>	
<b>Shipping</b>	
<b>Total</b>	

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone No. ( ) \_\_\_\_\_  
Email: \_\_\_\_\_

ORGANIZED IN 1881 • CHARTERED BY CONGRESS IN 1954  
LEGAL SUCCESSOR TO THE GRAND ARMY OF THE REPUBLIC (GAR)

SUVCW Charitable Foundation  
Robert M. Petrovic  
6519 Cherokee Lane  
Cedar Hill, MO 63016-2527  
P# 636-274-4567, fax# 636-274-4568  
e-mail- sales@suvchw-cf.org

## EFFECTIVE MEETINGS

Good meetings don't happen by luck or accident. Here are a few simple rules to effective meetings:

**Establish hard edges.** Good meetings start and end on time. When you start late, you inadvertently penalize the punctual and reward the tardy. People get "trained" to come late because they know nothing significant will happen until well after the announced start time. When you finish late, you also frustrate participants. People are busy. Be as disciplined about ending times as start times. It's amazing how much can be covered if you know you absolutely must finish on time.

**Create an agenda.** Leaders must set the example here. Use the format provided by the Order's Rituals and Ceremonials guide. Think about the topics to be covered and how the meeting should flow. Usually a chronological order of both Unfinished and New business. Advertise key agenda items in the newsletter and any email meeting alerts. Members should know what to expect and how to prepare.

**State the desired outcome.** If you are the leader, it is important to know exactly what outcome you want from the meeting. If you don't know where you are going, how will you know when you've arrived?

For example, "the purpose of our meeting is to give you a chance to comment on our participation at last month's activities and plan for next month's parade and plaque dedication." By stating the outcome, members can work together to achieve it and keep the meeting from wandering off-track.

**Review the minutes and action items.** The first thing I do in any meeting is to review the minutes and action items from the previous meeting. This gives the participants context and gives those that were absent an opportunity to get up-to-speed.

You also want to get a progress report on each action item from the person responsible for it. If you make a habit of always doing this, people will soon learn that you expect them to complete their assignments. If they have to give an account in front of their peers, so much the better. This may give them the added "incentive" to complete their assignments, so that they are not embarrassed in front of their colleagues.

**Written minutes.** Normally, the secretary will take minutes, even if the meeting only has two participants. Detailed notes that chronicle the discussion as it unfolds are almost always unnecessary. Recording key decisions and action items is sufficient. Document decisions, so there is no misunderstanding later. Document action items so that you can track accountability and progress. See that minutes are distributed per your Camp's, Auxiliary's or Tent's bylaws, usually NLT two weeks before the next meeting. Participants can review key items, as well as review what's expected of them.

**Patriotic Presentations.** The Patriotic Presentation portion of any regular meeting is the icing on the meeting cake. It increases the knowledge base of the Camp, Auxiliary or Tent; calls attention to one of the three missions of our Orders, develops confidence in those presenting, and provides the entertainment highlight to an otherwise dry business meeting. Cutting the Patriotic Presentation is a mistake.

**Review Upcoming Activities and the next meeting date.** This is easy to do when a calendar is established at the beginning of the year and distributed to everyone. Members are encouraged to bring their calendar to the meeting (or their iPad, iPhone, or Blackberry). New activities may be added, but most of the year's events will be set for the membership well ahead of time. It is a waste of time to discuss in detail activities any further out than two months; members are most concerned about what will affect them in the next two weeks.

**Improving the quality of meetings takes work.** Every once in a while we need to step back from the meeting and ask, "How can we make our time together more productive?" We need to be honest. Meetings consume a lot of resources. The more efficient they are, the better the return on our investment.

*From Seven Rules for More Effective Meetings at MichaelHyatt.com*

### 2015 National Encampment Allied Orders Banquet Order Form

Name	
Street	
City, State Zip Code	
Phone	
Email	
Organization	

Reserve \_\_\_ chicken entree, starch, salad, and dessert @ 38.00 each.  
 Reserve \_\_\_ fish entree, starch, salad, and dessert @ \$38.00 each.  
 Reserve \_\_\_ vegetarian meal and dessert \$ 38.00 each  
 Reserve \_\_\_ children's meal (chicken fingers, fries, vegetable, and cookie) @ 17.00 each.

Total enclosed \$ \_\_\_\_\_

Please list any dietary restrictions here:  
 \_\_\_\_\_

Mail this form plus check payable to **Dept. of the Chesapeake, SUVCW** to:  
 2015 Allied Orders Banquet  
 c/o Michael Paquette, PDC  
 11901 Branchwater St.  
 Fredericksburg, VA 22407-6701

Seating is limited to 300 persons. Reservations must be received prior to 14 August, 2015.

### 2015 National Encampment Group Tours - Order Form

Two tours will be offered on Thursday 20, August 2015 and will be presented by a National Park Service representative. Seating is limited to 54 persons for each tour.

- The morning tour will be in the immediate Richmond area and cover the Gaines Mill and Cold Harbor Battlefields. The morning tour will depart the Omni Hotel at 8:00 AM and return at 12:00 noon. Cost is \$25.00 (no NPS admission fee).
- The afternoon tour will cover the Petersburg Battlefield and depart the Omni Hotel at 1:00 PM and return at 5:00 PM. Cost is \$25.00 plus \$2.00 NPS admission fee – total cost \$27.00.

Name	
Street	
City, State Zip Code	
Phone	
Email	
Organization	

Reserve \_\_\_ seats @ 25.00 each for the morning tour. Cost \$ \_\_\_\_\_  
 Reserve \_\_\_ seats @ 27.00 each for the afternoon tour. Cost \$ \_\_\_\_\_  
 Total enclosed \$ \_\_\_\_\_

Mail this form plus check payable to **Dept. of the Chesapeake, SUVCW** to:  
 2015 National Encampment Tour  
 c/o Michael Paquette, PDC  
 11901 Branchwater St.  
 Fredericksburg, VA 22407-6701

**Reservations must be received prior to 14 August, 2015.**

### 2015 National Encampment Vendor Table - Order Form

Name	
Street	
City, State Zip Code	
Phone	
Email	
Organization	

Reserve \_\_\_ tables @ 25.00 each. Total enclosed \$ \_\_\_\_\_  
 (This \$25.00 fee covers the duration of the encampment.)

Mail this form plus check payable to **Dept. of the Chesapeake, SUVCW** to:  
 2015 National Encampment Vendor Tables  
 c/o Michael Paquette, PDC  
 11901 Branchwater St.  
 Fredericksburg, VA 22407-6701

Reservations must be received prior to 7 August, 2015 and will be confirmed via email. There is limited number of tables this year due to a smaller room space for vendors. Please get your reservation in early.  
**Note: Vendors must be packed out of the vendor room by 3 PM on Saturday 22 August, 2015 as the hotel will use this space to prepare for the Allied Orders Banquet.**

### 2015 National Encampment SVR Breakfast Registration Form Saturday 22 August 2015

Name \_\_\_\_\_

Street \_\_\_\_\_

City/State/Zip \_\_\_\_\_

SVR Unit or Camp \_\_\_\_\_

Number of seats required \_\_\_\_\_ X \$13.00 per person

Amount enclosed \_\_\_\_\_

**Reservations and Payment MUST be received by 8 August 2015**

**NO AT THE DOOR SALES**

Make Check payable to TAG-SVR

Return this form and payment to  
 Colonel Donald E. Darby  
 Adjutant General, SVR  
 1382 Western Ave.  
 Chillicothe, Ohio 45601