

Sons of Union Veterans of the Civil War

Council of Administration

Meeting Minutes

April 12, 2014

Springfield, Illinois

1. The Council of Administration meeting was opened by Commander-in-Chief Ken L. Freshley at 8:10 PM. The attendees then recited the Pledge of Allegiance, followed by Ed Kreiser providing a moment of prayer. CinC Freshley gave general opening comments.
2. The National Secretary called the roll of officers and recorded the following members of the Council of Administration:

Voting Members Present:

CinC Ken Freshley

SVCinC Tad Campbell

JVCinC Eugene Mortorff

National Secretary Alan Russ

National Treasurer Richard Orr

National Quartermaster Danny Wheeler

CofA Member Donald Martin

CofA Member Donald Shaw

CofA Member Ed Norris

CofA Member-Immediate PCinC Perley E. Mellor

Voting Members Absent:

CofA Member Steve Hammond – Excused – representing CinC at North Carolina Encampment.

CofA Member Walter Busch – Excused – Family wedding

Non-Voting Members Present:

PCinC Edward J. Krieser

PCinC Robert E. Grim

PCinC and Banner Editor Stephen Michaels

PCinC James B. Pahl

PCinC D. Brad Schall

PCinC Donald D. Palmer

Executive Director David Demmy Sr.

Guests of the Council of Administration:

Mark Day, Department Commander, Department of the Chesapeake

Chuck Odell, Department of the Chesapeake

PDC Robert Petrovic, Department of Missouri

Henry Shaw, Chairman, NMAC, Department of Ohio

COMMUNICATIONS: Secretary Russ reported he had received an email from PDC James Ward, Department of Florida, advising that the minutes of the Gettysburg meeting erroneously reflected Department Commander John Vaughn as presenting a report for Florida. Commander

Vaughn was not present at the Gettysburg CofA meeting. The report was presented by PDC Ward.

OLD BUSINESS

1. COMMANDER-IN-CHIEF

- a. SPECIAL COMMITTEE ON GOVERNMENT HEADSTONE APPLICATIONS: Created at 132nd Encampment. Committee expires August 2016 at end of 135th Encampment. CinC Freshley will be appointing the committee in the near future. (Encampment) **[PENDING]**
- b. COMMITTEE TO UPDATE RITUAL. CinC Freshley will be appointing the committee in the near future. (CofA 11/24/13) **[PENDING]**

2. SENIOR VICE COMMANDER-IN-CHIEF/Programs and Policies Committee

- a. FORM 61: Returned to Committee for more work. This form is in process. (CofA-8/8/13) **[PENDING]**
- b. MERITORIOUS SERVICE AWARD WITH GOLD STAR. There appears to be discrepancies in the criteria on how we make this award. CinC Mellor referred this to the incoming Programs and Policies committee for action. This item is in process. (CofA-8/8/13) **[PENDING]**
- c. PROOF OF LINEAGE BY APPLICANTS. Recommendation by then JVCinC Campbell about concern about requiring proof of lineage by applicants. Also included in this discussion was the use of electronic documents. This item is in process. (CofA-8/8/13) **[PENDING]**
- d. NATIONAL PATRIOTIC INSTRUCTOR'S AWARD. A National Patriotic Instructor's Award should be considered. This could be awarded to the most patriotically active camp or department in the Order. A definitive criteria could be established and distributed on an annual basis to all those who would be interested in applying for this award. This item is in process. (Encampment-referred by CinC) **[PENDING]**
- e. LIFE MEMBER REIMBURSEMENT FORM (Form 10). Remove date from title on form so form remains current from year to year. (CofA 11/24/13) The revised form has been completed and will be available on the website in the near future. **[COMPLETED]**
- c. A policy granting permission for Departments to enter into lawsuits is needed. **[PENDING]**

3. JUNIOR VICE COMMANDER-IN-CHIEF/Membership Committee

- a. IDENTIFICATION NUMBER. Recommendation from Department of New York that an identification number be issued for each brother. This item is in process, along with an overall review of the application process. It is anticipated that it will be presented to the CofA by early summer. [Referred by CinC at Encampment] **[PENDING]**
- b. Working on citation for review.

4. NATIONAL TREASURER

- a. Changes from report. Received engagement letter with audit costs for next three years. Brother Orr moved to approve a three year engagement letter from Maher Mussell, CPA (FY 2014, 2015, 2016), second by Brother Wheeler. Motion carried.
- b. EIN Reports. The Department of Nebraska report was received late and not included with the National report to the IRS. The Department of Oklahoma did not submit a report. The department is no longer listed as tax exempt by the IRS. CinC Freshley has suspended the Department of Oklahoma (General Order No. 16).
- c. 501(c)(3) PROCESS. This is ongoing. We now need to supply five years of financial records, and three years of projected figures. The additional information will be going to the attorney soon.
- d. IRS has upped cost of group exemption letter. The treasurer will have to provide a list of EIN for all subordinate units. The cost of the exemption letter has gone up from \$1,700 to \$5,000.
- e. New camp will still need to request EIN. The camp will not be covered until the treasurer notifies the IRS. Brother Orr recommended that new camps request their EIN as soon after receiving approval to form, as it may take a little while to receive it. It is also critical that the new camp advise their department and the National Treasurer as to what is the new EIN assigned to them.
- f. Form 10 – Form was revised to allow for a date to be entered. Brother Orr moved to accept the revision of the form. Motion was seconded by Brother Mellor. The revised form was approved.
- g. Expense forms need to be revised. CinC Freshley referred this to the Policies and Procedures Committee.

5. BANNER EDITOR

- a. BROTHER HENKE'S BEQUEST. Recommendation from Scholarship Committee that information regarding Brother Henke's bequest be included in a future issue of the Banner and members of the Allied Orders be encouraged to consider making gifts or bequests to the G.A.R. Fund. [Referred by CinC at Encampment] **[PENDING]** Secretary Russ will send an email to Scholarship Committee Chairman requesting they provide Brother Michael with information to be placed in the **Banner**.

6. PCC SHAW

- a. Child Protection Policy Update. Brother Shaw submitted a report from the committee. See recommended Youth Protection Policy.
- b. CinC Freshley thanked Brother Shaw and the committee for their work. CinC Freshley will work with Brother Orr with the intent to issue general order to rescind General Order No. 3, along with new guidelines added in the new general order.

7. DISTRIBUTION OF OFFICER AND DEPARTMENT REPORTS. Distribution of reports in electronic format. CinC Freshley will send the reports to Secretary Russ and the Webmaster for appropriate distribution.**NEW BUSINESS**

1. PCinC Pahl presented a request from Gen. Benjamin Pritchard Camp No. 20, Department of Michigan, for approval of license to sell polo shirts embroidered with the badge of the Order.

Brother Don Shaw moved to grant the license with an expiration date of August 2014¹ (National Encampment). Motion was seconded by Brother Mellor. Motion carried.

2. Recommendations from Officer and Department Reports.
 - a. Secretary recommendations to P&P. Recommendations for Form 27 and 35 had already been identified by Brother Campbell and are in process.
 - b. Treasurer report. Expense reimbursement policy needs to be revised to comply with C&R. CinC Freshley referred this to Programs and Policies Committee.
 - c. Ebay Surveillance Committee recommendations – CinC will advise the chairman that these will need to be addressed on a case by case situations.
 - d. Graves Registration Officer – P&P handling.
 - e. Illinois recommendation – CinC will advise it is cost prohibitive to do. The information is available on line.
 - f. Iowa recommendation – duly noted
 - g. Pennsylvania Eagle scout recommendation – to Ritual update committee
3. Brother Wheeler inquired if the organization has a “black list” to prevent someone who was removed from SUVCW from rejoining? The answer is that we do not have such a list. Per CinC Freshley, we may need to have a policy that someone who resigns in lieu of disciplinary action shall receive a dishonorable discharge. Referred to P&P.
4. Financial Coordinator Contract. Brother Russ moved to accept the proposed contract, retroactively to January 1, 2014. Motion seconded by Brother Mellor. Brother Orr recused himself from voting. Motion Carried
5. CinC Freshley declared at 9:50 PM that the CofA was going into executive session. All attendees who were not members of the CofA were then requested to leave the room. At 10:12 PM, the CofA returned to regular session, and guests were again permitted into the room. One item was acted upon by CinC Freshley during the executive session.
6. Springfield Issues from Brother Petrovic and Brother Orr about changes to announcement for Springfield event in the *Banner*. Brother Petrovic reported there may be as much as a \$6,000 penalty from the hotel for not meeting rooms requirement at hotel. CinC Freshley and Brother Michael agreed that the Springfield announcement can and will be put in the earlier issue of the *Banner*. With regard making changes to the form, CinC reminded all that changes should not be changed without the involvement of the originating committee.

GOOD OF THE ORDER

1. Brother Russ: New Camp forming in Branson MO – Brother Ed Kreiser is the camp organizer.
2. Brother Mark Day: Advertisements have been placed in periodicals (America’s Civil War) and on website. Committee will renew through National Encampment. Ebay seller selling ribbons as SUVCW ribbons. This will be looked at.

¹ Original motion was to approve license to August 2015; however, CinC Freshley subsequently ruled the expiration date should be August 2014, when all other licenses expire.

3. Brother Schall: He had visited Petersburg, today, and the SUVCW should support site and have signs identifying cannon.
4. Brother Donald Martin: He announced he will run for JVCinC.
5. Brother Petrovic: Thank you for making weekend successful.
6. Brother Henry Shaw: Stated it is uncertain if the Gettysburg Police Department will require more money and how much? Charges will be on hourly basis instead of flat rate \$1,000.
7. Brother Orr: Canadian Civil War monument. We have \$1,400 in restricted account. Brother Orr moved it be donated to maintenance endowment fund for the monument. Brother Mellor seconded. Motion carried.

CLOSE OF BUSINESS

1. Commander-in-Chief Freshley provided his closing comments to the Council.
2. The meeting adjourned at 10:50 PM.

Submitted in Fraternity, Charity, and Loyalty,

Alan L. Russ, PDC
National Secretary

Minutes approved by vote of the Council of Administration as of May 5, 2014.