

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

November 19, 2016, Gettysburg, Pennsylvania

Commander-in-Chief Donald L. Martin called the meeting to order at 7:00 PM on November 19, 2016. The attendees recited the Pledge of Allegiance. This was followed by the invocation given by Brother Brian Pierson.

Voting Members Present:

CinC Donald L. Martin	National Treasurer David McReynolds
SVCinC Mark R. Day	National Quartermaster PCinC Danny L. Wheeler
JVCinC Donald W. Shaw	CofA Member Paul Davis
National Secretary Jonathan C. Davis	CofA Member Brian C. Pierson
CofA Member Imm. PCinC Eugene G. Mortorff	CofA Member Michael A. Paquette

Voting Members Absent:

CofA Member Edward J. Norris	CofA Member Fredric Lynch
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Non-Voting Members Present:

Executive Director David W. Demmy Sr.	PCinC Jim B. Pahl, Banner Editor
PCinC Donald Darby, Nat. Counselor	James P. McGuire, Nat. Signals Officer
PCinC Ken Freshley, Nat. QM Webmaster	PCinC Leo Kennedy

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

Karl Woodcock, Dept. of the Chesapeake	Jerry W. Kowalski, Dept. of Illinois
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CinC Don Martin mentioned that next year the Eisenhower Hotel will serve as Headquarters during Remembrance Day weekend. Cost will be \$129.00 a night, minimum two night stay required which includes breakfast and dinner on Friday. Dates are November 17th – 19th.

ACTION ITEMS FROM NATIONAL ENCAMPMENT OFFICER REPORTS

1. From National Civil War Memorials Officer, Walter E. Busch, PDC– Page 14

**It is my recommendation that future Monuments Officers be included as either voting members or non-voting member of the Grants Committee, so that efforts are not duplicated. [ACTION: Refer to CofA]
[STATUS: Completed]**

2. From National Graves Registration Officer, Bruce D. Frail, PDC– Page 21

Due to the active attacks that are taking place against our Graves Registration Database, a detailed report will be sent to the National Secretary and Commander-in-Chief, this report will be too large to be included with the Encampment Reports Booklet under the one to two page guidelines. There is one recommendation, that the National Encampment authorized legal action to track down and bring these people to justice.

[ACTION: Bruce Frail for more information]

3. From National Patriotic Instructor, Jeffrey French, PDC– Page 22

- a. My recommendation is to have some more made to issue with the Certificates in the future and provide to those who received their certificates without pins. Request a one-time budget be approved for these pins.
[STATUS: Completed]
- b. I like to recommend Brother Kevin Martin to work with our Webmaster Brother McGuire. Brother McGuire has done what he could to include seeking help from Brother Freshley. Once these action have

been executed and implemented the process will be greatly improved.

[STATUS: No communication with Brother Martin]

4. From National Signals Officer, James P. McGuire, PCC– Page 24

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.

[ACTION: Cost is \$60.00 a year though no one paying, seek yearly payment from camps and departments for hosting]

Recommendation 4: Audit: Although I am loathe to do this, I recommend that an audit be performed of digital assets and a determination be made as to how many Camps, Departments, and Allied Orders are riding on the SUVCW hosting agreement, and whether or not any fees have been collected in relation to such.

[ACTION: Communications and Technology, STATUS: Survey needs to be conducted]

Recommendation 5: Social Media Policy: It is increasingly obvious that social media is a powerful tool for web communications. Many of our Brothers are using Facebook and Twitter, possibly other platforms as well, to advance the Order. Facebook, Twitter, et al, has their own rules how to do things, and we need to respect those rules, but we also need to have a policy in place to ensure that the SUVCW's rules and regulations are being upheld by local social media administrators. I have been contacted occasionally with a complaint about how a Camp here or there has posted something political that is forbidden by our C&R. It is a slippery slope, because of the nature of social "sharing." Someone may "share" something that is a nice picture, without even realizing that the original post was attached to something that the SUVCW should not be. I recommend that the Communications and Technology make it a priority to research and devise an SUVCW Social Media Policy and Best Practices to be submitted to Programs and Policies. We need to do this 5 years ago. It may be a stand- alone policy, or it may supplement the National Communication Technology Policy.

[ACTION: Communications and Technology Committee then Policies and Procedures Committee, STATUS: February 28, 2017 to Programs and Policies]

Recommendation 6: Website and Social Media Census: Derived from a recommendation to me by Vision and Strategic Planning, I heartily believe that we need to get a grasp of where and how we are represented online. I recommend that the Communications and Technology Committee conduct a web presence census in to be completed by July 1, 2017. This census will then be compiled and presented to the National Encampment so we will have a complete picture of the Order's web presence from the top down. The National Signals Officer will consult with the CofA and relevant committee chairs in the first quarter of the next administration to formalize the census questionnaire.

[ACTION: Communications and Technology Committee, STATUS: Survey to be conducted]

5. From Committee on Vision and Strategic Planning, Brian C. Pierson, PDC– Page 48

Bring disparate programs (ROTC medal program; Eagle Scout patch; Flag Certificate) under one umbrella, perhaps National PI.

[ACTION: Program and Policy Committee, STATUS: Not completed]

6. From National Fund Raising Special Committee, Glenn B. Knight, PDC– Page 57

1. The chairman recommends any one of the following actions:
 - a. Appoint new committee members who are capable of functioning.
 - b. Appoint a revised committee with a revised charge.
 - c. Drop the committee.
2. Direct the incoming Commander-in-Chief to instruct the Committee to develop ~~Executive Director, National Treasurer and National Counselor~~ a response packet to advise members how to include the Sons of Union Veterans in their last will and testament to include appropriate captioning, legal text, registration requirements and notice of intent.
3. Direct the incoming Commander in Chief to instruct the Committee ~~Executive Director, National Treasurer and National Counselor~~ to look into the creation of special funds and accounts that can be used for the management of special gifts if and when necessary. Such a review may result in the creation of an Assistant Treasurer for Major Gifts or a Development Officer under the National Treasurer.

[ACTION: CinC, until 501(c)3]

From Real Sons and Daughters Special Committee, Jerome L. Orton, PDC– Page 59

Recommendation: Real daughters may become honorary members of the SUVCW in the department they reside in or in the department where their father's enlisted. Action: C&R Committee to report back during 2017 National Encampment.

[ACTION: Untenable, CinC possible Award, STATUS: None]

POW Program: option that the incoming CinC to start a special committee to examine of descendants of SUVCW POW Program.

[ACTION: Program and Policy Committee]

ACTION ITEMS FROM NATIONAL ENCAMPMENT DEPARTMENT REPORTS

1. Department of California and Pacific– Page 59

Recommendation: The Department of California and Pacific recommends that the Commander-in-Chief create a special committee at the 2016 National Encampment in Springfield, Illinois, to review the year 2000 resolution supporting any display of Battle Flags of the Confederacy, and that the committee shall report its findings at the 2017 National Encampment.

[STATUS: Committee Members – PCinC Brad Schall, PCinC Donald Darby, Sam Gant of Dept. of Tennessee, PCinC Ed Krieser, and PCinC Leo Kennedy.]

2. Department of Missouri– Page 64

Recommendations:

1. That the National Organization, Sons of Union Veterans of the Civil War, be directed to expand approved preservation efforts concerning Civil War battlefields and historic sites and establish a formal historic preservation program, including its own fund, with the purpose of providing annual contributions to national, state, and local governments to (1) support battlefields and Civil War and Grand Army of the Republic historic sites; (2) increase the percentage of financial resources considered charitable by the IRS; and, (3) address a key initiative under the Vision 2020 plan. Action: CinC for committee following approval of 501(c)3.

[ACTION: PCinC Donald Palmer will re-introduce at 2017 Encampment.]

2. That the National Organization, Sons of Union Veterans of the Civil War review the Department of Missouri's study and

implement four supplemental membership process improvements:

- 1) ~~Update the SUVCW Form 3 Membership Application to add “Supplemental (14 Yrs & Older, Has Membership, Complete Pages 1 & 2)” as an additional membership type.~~
- 2) Request the SUVCW National Quartermaster to create and sell an “Ancestor Certificate” modeled with similar graphics to the standard membership certificate. Wheeler
- 3) Increase the minimum application fee to \$15, with \$5 national fee, \$5 department fee, and minimum \$5 camp fee. This fee being applicable to both membership and supplemental applications. No Action
- 4) Establish a special committee or task force to explore a fee based member-to-ancestor database to assist prospective members and genealogy researchers. **[ACTION: Program and Policy Committee to report to CofA in Gettysburg in November, STATUS: Not completed]**

RECOMMENDATIONS FROM OFFICER REPORTS

From National Treasurer: David McReynolds, PDC – Pages 12 & 13

Recommendation: Create a separate process to approve invoices from the cash disbursement process. Auditor requested invoices on a more timely manner. National Treasurer McReynolds supplied to members of the CofA a folder containing copies of all checks paid from the General Operation account. **[ACTION: Include on form for admittance for re-imbursement for expenses within 30 days of event. SVCinC Mark Day moved, Council of Administration Member Michael Paquette seconded. Motion passed.]**

Recommendation: Perform reconciliation between the Executive Director’s per capita tax receipts and the amount deposited in the bank. **[ACTION: Programs and Policies]**

Recommendation: Bank reconciliations and bank statements should be reviewed and approved by an individual independent of the person doing the bank reconciliations. **[ACTION: Programs and Policies]**

Recommendation: Adopt a written disaster contingency plan for the information systems, including financial records. **[ACTION: Programs and Policies]**

Recommendation: Adopt a formal policy for the capitalization of fixed assets. **[ACTION: Programs and Policies]**

Recommendation: Adopt a formal whistleblower policy. **[ACTION: Programs and Policies]**

Recommendation: Assure that a signed contract is always obtained when contract terms are changed. **[ACTION: Programs and Policies]**

Recommendation: The C-in-C (and all other officers or members of the CoA who receive an advance) should submit all receipts to support an advance or refund the unused portion in a timely manner. **[ACTION: Programs and Policies, then to Constitution and Regulations Committee]**

Council of Administration – 2018: Edward J. Norris, PDC – Page 14

Recommendation:

That a policy on a voting period be established for critical and non-critical time constrained motions. May I suggest someone make a motion on my behalf for 3 days for critical motions and 7 days for non-critical motions. **[ACTION: Rejected, leave to the CinC]**

RECOMMENDATIONS FROM COMMITTEE REPORTS

National Committee on Graves Registration: Bruce D. Frail, PDC - Page 29

Recommendation: To replace photos would be to purchase a scan program that would scan photos for embedded code prior to being placed in the database.)

Removed the ability to post Photos, this was done because two photos that were listed contained hidden script that allowed outside access to the database MySQL script. **[ACTION: Will come back with prices]**

RECOMMENDATIONS FROM DEPARTMENT REPORTS

Recommendation: To replace new submitter account access to add a new reCAPTCHA system to this section). This will be done once we are ready to go live with this section.

Removed the ability for new submitters, this was another process that was used to enter code into the database. Bots were used to probe the databases mainframe to locate entry points by submitting hundreds of applications for submitter accounts at one time. **[ACTION: Will get back with Prices]**

NEW BUSINESS

Reminder about the Appointment of the Donation Request Committee (Non Monuments and Memorials)
SVCinC Mark Day, Chair, CofA Member Paul Davis, CofA Member Fredric Lynch, CofA Member Ed Norris. Items are to be forwarded to the committee chair from the CinC, National Treasurer, National Secretary or any other member that receives them. Committee recommend approval or disapproval to CofA to include where funding would come from. **[ACTION: Revisit during CofA meeting in March]**

Northern New England Department Report- Leo Kennedy
Vermont Department Issue. **[ACTION: Revisit during CofA meeting in March]**

Committee for the Preservation of Records (CPR)
Don Darby, Chair, Leo Kennedy, Jim Pahl, David Demmy, Loren Bures. Bures contacting church of Latter Day Saints, and other organizations. **[ACTION: Revisit during CofA meeting in March]**

Memorial Day Committee Report - Chair Keith Harrison, Gene Mortorff, Alan Russ, Walt Busch, Fredric Lynch, Paul Davis. Still working. **[ACTION: Revisit during CofA meeting in March]**

Panama Memorial - CofA Member Brian Pierson
Maximum of \$5000 upon approval of plaque. Cost, description, and request on embassy letter head in advance of approval. Council of Administration Member Brian Pierson moved, National Treasurer David McReynolds seconded. Motioned passed.

Ensign John Davis Camp 10: requested in accordance with Chapter 1, Art. V, Section 3 of the National Regulations that the camp be granted and extension to the dates section set forth in Section 2 of the aforementioned Article. National Treasurer David McReynolds moved, Jr. Vice CinC Donald Shaw seconded. Motion passed.

Banner Mailing to members outside U.S.: Executive Director David Demmy, Sr. by email dated November 16th that a USPS Customs Declaration Form (PS Form 2976-R) must be completed for the mailing of Banner for every member living overseas. Recommended that per General Order No. 8 that all members living overseas be given the option to receive the Banner electronically. **[ACTION: After discussion it is determined that this is covered by prior vote followed by General Order No. 8.]**

FORM 27: Will be revised, draft will be submitted for approval online.

NEW BUSINESS

Revamp annual Patriotic Instructor reporting. **[ACTION: Constitution & Regulations Committee, penalty for not filing. [STATUS: Draft of Handbook for the National Patriotic Instructor reviewed. SVCinC Mark Day moved, Council of Administration Member Brian Pierson seconded to approve handbook. After discussion, CofA Member Brian Pierson amended motion to removed dates to submit reports from handbook and forms. Eight members voted for approval with one against. Motion passed.]**

Application form needs changed to JVCinC Donald Shaw. **[ACTION: Program and Policy, SVCinC Mark Day] [STATUS: Completed]**

CLOSING

CinC Martin provided closing comments, followed by Chaplain Kowalski giving the Benediction.

Meeting was officially adjourned at 9:15 pm.

Submitted in Fraternity, Charity, and Loyalty:

Jonathan C. Davis, PDC
National Secretary