

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

August 10, 2017, Lansing, Michigan

Commander-in-Chief Donald L. Martin called the meeting to order at 7:02 PM on August 10, 2017. The attendees recited the Pledge of Allegiance. This was followed by the invocation given by National Chaplain Jerry Kowalski.

Voting Members Present:

CinC Donald L. Martin
SVCinC Mark R. Day
JVCinC Donald W. Shaw
National Secretary Jonathan C. Davis
CofA Member Immed. PCinC Eugene G. Mortorff
CofA Member Brian C. Pierson

National Treasurer David McReynolds
National Quartermaster PCinC Danny L. Wheeler
CofA Member Paul Davis
CofA Member Fredric Lynch
CofA Member Edward J. Norris

Voting Members Excused:

CofA Member Michael A. Paquette

Non-Voting Members Present:

PCinC Donald Darby, Nat. Counselor
PCinC Jim B. Pahl, Banner Editor
PCinC Tad D. Campbell
PCinC Leo Kennedy
PCinC Ken Freshley

PCinC Robert E. Grim
Jamie McGuire, National Signal Officer
PCinC Andrew M. Johnson
PCinC Gordon R. Bury
PCinC Brad Schall

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

National Chaplain Jerry W. Kowalski
James Crane, Site Committee Chairman
Robert Petrovic, Charitable Foundation
W. Faron Taylor, Dept. of the Chesapeake
Robert Woltz, National Historian

Kevin Tucker, Encampment Committee
Frank Avila, Encampment Committee
James Houston, Charitable Foundation
Henry E. Shaw, Jr., Charitable Foundation
James Crane, Encampment Committee

National Encampment Site Committee

Brother James Crane addressed the CofA meeting regarding 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. [ACTION: Motion by CofA Member 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. Motion Passed.]

[ACTION: Incoming CinC to create committee to discuss with the allied orders on increasing amount of their seed money.]

Charitable Foundation Discussion

Following discussion the Charitable Foundation will continue to use SUVCW name and will come back for further discussion in a later CofA Meeting.

SUVCW Brochures

We have 1780 as of 30 July 2017. Quartermaster PCinC Wheeler has indicated that he can order them and charge to the quartermaster store as needed.

National Treasurer: David McReynolds, PDC

1. Recommendation: Perform reconciliation between the Executive Director's per capita tax receipts and the amount deposited in the bank.

[ACTION: COMPLETE]

National Treasurer: David McReynolds, PDC

2. Recommendation: Assure that a signed contract is always obtained when contract terms are changed.

[ACTION: COMPLETE]

From National Signals Officer, James P. McGuire,

3. Recommendation 4: Audit: I recommend an audit be performed of digital assets & a determination be made of 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: COMPLETE]

From National Signals Officer, James P. McGuire

4. Recommendation 6: Website and Social Media Census: Based on recommendation by Vision & Strategic Planning, we need to get a grasp of where & how we are represented online. I recommend the Communications & Technology Committee conduct a web presence census in to be completed by July 1, 2017. This census will be compiled & presented to the National Encampment so we will have a complete picture of the Order's web presence top to 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: COMPLETE]

5. National Signals Officer & Webmaster: James P. McGuire (CofA Meeting Columbus, Ohio 25 Mar 17)

We need discussion about the Order buying its own server system or renting significant & secure external server space to this & future databases, as well as to provide secure digital backup for the Order in general.

[ACTION: Withdrawn James P. McGuire Webmaster 24 Jul 2017]

From National Fund Raising Special Committee, Glenn B. Knight

6. Direct CinC to instruct the Committee with Executive Director, National Treasurer & National Counselor to look into creating special funds & accounts that can be used to manage special gifts. This may result in creating an Assistant Treasurer for Major Gifts or Development Officer under the National Treasurer.

[ACTION: Overcome by events and no longer needing the attention of the P&P and is removed as such.

The 501c3 precludes any such action concerning "Special gifts" which is undefined.] [CONTINUING ACTION: To be revisited]

From National Fund Raising Special Committee, Glenn B. Knight

7. Direct the CinC to instruct the Committee to develop with the Executive Director, National Treasurer and National Counselor a response packet to advise members how to include the SUVCW in their last will and testament to include appropriate captioning, legal text, registration requirements and notice of intent.

[ACTION: Overcome by events and no longer needing the attention of the P&P and is removed as such. The 501c3 precludes any such action. The accepting of gifts and wills would need to be looked at under the 501c3 code as well.]

8. National Military Affairs Committee; Henry E. Shaw, Jr., PCC

AMENDMENT TO SVR REGULATIONS, CHAPTER IV, SECTION 2 PROPOSED BY NATIONAL MILITARY AFFAIRS COMMITTEE *Currently reads:*

Section 2. To be eligible for and in order to maintain membership in the SVR, a Brother shall be a member or Associate in good standing in the Sons of Union Veterans of the Civil War.

[ACTION: Completed, vote to be taken during Encampment]

9. Policies and Forms

SVCinC Mark Day mentioned that the C&R states that there is a schedule of review of policies and forms, this will be created and presented for voting.

[ACTION: Completed]

10. 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 Communication & Technology.]

11. Encampment POW Program: start a committee to examine a descendants of SUVCW POW Program.

[ACTION: In progress, National Special Committee on Hereditary Issues]

12. Department of Missouri 2016 Establish a special committee or task force to explore a fee based member-to-ancestor database to assist prospective members and genealogy researchers.

[ACTION: National Special Committee Hereditary Issues, "Regarding the scope of the committee ... determine the feasibility of making a Union Veteran ancestor database available to members, and if possible to the public."]

National Treasurer: David McReynolds

13. 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.

[NEW ACTION: Give to the incoming CinC for action]

14. From SVCinC Mark 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. Furthermore the P&P to consider making the following change to Chapter 1, Article 1, Section 1, removing the word “may” and replacing it with the word “shall”. ‘Camps ... be named ...

[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.]

15. 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]

16. 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 by National Secretary]

17. 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]

18. Form 9

SVCinC Mark Day stated Form 9 needs modified to add “Department Secretaries should retain a copy of this form” due to members having same member numbers. A new form to be produced & presented for vote.

[ACTION: Withdrawn per Executive Director’s suggestion]

19. 2015 Encampment Excess Memorial Grant Funds

After April, CofA may donate additional funds to grant applicants from that fiscal year. CofA may donate up to 75% of the remaining money to National Civil War Parks, State Civil War Parks etc.

[ACTION: Funds are rolled over per CofA vote]

20. CofA 3 Aug 2017 From Special Projects Fund

Spend up to \$300 to exhume Mr. Kroehl remains for re-internment at the Corozal American Military Cemetery

[ACTION: Approved by CofA vote on 6 Aug 2017]

CINC APPOINTED COMMITTEES

Committee for the Preservation of Records (CPR) Don Darby, Chair,

[ACTION: Removed, committee incorporated into larger discussion of digitalizing our records.]

Vermont or Northern New England Department Report- Leo Kennedy

Vermont Department Issue.

[ACTION: COMPLETE, Department of Vermont reinstated]

Memorial Day Committee Report - Chair Keith Harrison, Gene Mortorff, Alan Russ, Walt Busch, Fredric Lynch, Paul Davis.

It is recommended that the 2017 National Encampment sustain the determination by the National Counselor, Council of Administration, and Commander-in-Chief that the motion and action taken at the 2016 National Encampment to move the SUVCW observed Memorial Day from May 30th to the federally established date were out of order and are void, having been found to be in direct violation of the National Regulations, Repealing Clause and Amendments, Chapter VI, Article 1, Sections 2a, 2b, 3, 4 and 5.

[ACTION: To be voted on during encampment]

Donation Request Committee (Non Monuments & Memorials)

SVCinC mark Day, CofA Paul Davis, CofA Fredric Lynch, CofA Edward Norris.

Michigan's Grand Army of the Republic (GAR) Memorial Hall and Museum (Museum) wishes to be considered for a grant of \$4,000.

[ACTION: Denied being no motion was made]

GOOD OF THE ORDER

1. Brother Mortorff shared with those in attendance on Executive Director David Demmy who suffered further injury, hopefully will recover soon and for all to keep him and his family in prayers.
2. Sad news was shared that father of National President Oman of the ASUVCW passed away on Thursday morning, flowers will be sent by the organization.
3. Flowers will also be sent to PCinC Stephen Michael and family.
4. PCinC Ken Freshley shared that the 2019 National Encampment will be hosted by the Department of Ohio, details are being worked on.
5. Chaplain Kowalski provided words of wisdom and advised all to go forward together.

CofA met in executive session following adjournment.

Submitted in Fraternity, Charity, and Loyalty,

Jonathan C. Davis, PDC
National Secretary