

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

August 13, 2017, Lansing, Michigan

Commander-in-Chief Mark R. Day called the meeting to order at 8:02 am on August 13, 2017. The attendees recited the Pledge of Allegiance. This was followed by the invocation given by National Chaplain Jerry Kowalski.

The National Secretary called the roll of officers and recorded the following members of the Council of Administration:

Voting Members Present:

CinC Mark R. Day	National Treasurer David McReynolds
SVCinC Donald W. Shaw	National Quartermaster PCinC Danny L. Wheeler
JVCinC Edward J. Norris	CofA Member Paul Davis
National Secretary Jonathan C. Davis	CofA Member Fredric Lynch
CofA Member Immed. PCinC Donald L. Martin	CofA Member Brian C. Pierson
	CofA Member Michael A. Paquette

Voting Members Absent being excused by the CinC:

CofA Member Kevin Tucker

Non-Voting Members Present:

PCinC Jim B. Pahl, Banner Editor	Jamie McGuire, National Signal Officer
PCinC Tad D. Campbell	PCinC Andrew M. Johnson
	PCinC Don Palmer

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

National Chaplain Jerry W. Kowalski	W. Faron Taylor, National Chief-of-Staff
-------------------------------------	--

Prior to the official business Commander-in-Chief Mark Day presented to PCinC Donald Martin a Certificate of Appreciation for his year of service as Commander-in-Chief.

Carry over from Pre CofA Meeting

1. National Encampment Site Committee

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.

Motion by 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.

[ACTION: Passed, incoming CinC to create committee to discuss with the allied orders on increasing amount of their seed money.] [CONTINUING ACTION: CinC Day will chair committee, CofA Council Member Paquette also member. Committee tasked with money amounts and contracts signed and seed money presented when contract signed.]

2. 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 Com. & Tech.] In progress.

3. 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: This is now a component of the National Special Committee Hereditary Issues and is therefore removed. "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

4. 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.

[ACTION: CinC Day]

5. Commander-in-Chief 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.

[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.]

6. 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]

7. 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 National Secretary]

8. 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]

FROM ENCAMPMENT RECOMMENDATIONS

9. Department of Colorado and Wyoming Resolution

Idaho Resolution:

Motion passed that Idaho be returned to the Department of Colorado and Wyoming.

[ACTION: CinC Martin to issue General Order.][General Order No. 33 issued 12 August 2017]

10. Junior Vice Commander-in-Chief: Donald W. Shaw, PDC

I recommend that the Web site application have a notice inserted that in the event the applicant knows the camp he wishes to join the Order through, that he is encouraged to approach the Camp and make application directly through that group. **[ACTION: Web Master]**

11. National Signals Officer & Webmaster: James P. McGuire, DC

Engage a professional firm who can conduct the process of “discovery” in order to determine what our needs for a new website are, so that we can make an informed decision regarding what we need when it comes time to get quotes for a new site. **[ACTION: That incoming CinC assign the IT committee or sub-consultant for discovery for website to protect, etc to present to CofA in November.]**

12. Assistant National Quartermaster: George Shadman

Recommendation #1: As the guy who has to process the awards I like the “one award per school per branch of service” guideline unless there is a very unusual circumstance to vary from that. I have had schools that have requested as many as four or five awards this past year. Our organization could not afford to accommodate that kind of request if all the schools submitted multiple Form 7s. Thankfully when I explain our guidelines all have been understanding. Please keep this in the program. **[ACTION: Programs and Policies]**

Recommendation #2: On the Form #7 please consider re-titling the section “Cadet Information” to “School Information” since we are not asking for any information on the cadet only on the school and it is a bit confusing. Also at the top of the page eliminate the part that says “An individual Form 7 must be submitted for each Cadet-No exceptions” That goes against the guideline of one cadet per school per branch of service.

[ACTION: Programs and Policies]

13. National Committee on Civil War Memorial Grant Fund: Brian C. Pierson, PDC

Recommendation: Evaluate whether grant eligibility should be expanded to include GAR halls, historical GAR furniture and decorations, and if so, define specific criteria, standards and restrictions for these items.

[ACTION: Programs and Policies] [UPDATE by Gettysburg CofA Meeting]

14. National Committee on Vision and Planning: Brian C. Pierson, PDC

Recommendation: Revamp the recruiting and retention program and develop a strategy to reduce drops. We appear to be recruiting, but not retaining members.

[ACTION: Programs and Policies]

15. Engagement

Recommendations:

- Assist Departments and Camps in school engagement, perhaps with a standardized kit similar to what the SAR uses. **[ACTION: Patriotic Instructor, report by Spring CofA Meeting]**
- The Battle Flag Preservation program needs to develop a vision, strategy, goals and objectives. **[ACTION: Stay with Committee, report by Spring CofA Meeting]**
- Establish a National Battlefield Preservation Program or assign this responsibility to an existing committee. (There is a link to the Civil War Trust on the Education page of the National Website.) **[ACTION: Incoming CinC] [Special Committee]**
- Marketing & Promotion Committee evaluate and report the effectiveness of the strategy. **[ACTION: Stay with Committee]**

16. DEVELOPMENT OFFICER

Motion by Richard Orr, PCinC that the encampment recreates an development officer as a contractor position; and that the incoming CinC appoint a special committee to development the criteria of the responsibilities of the development officer and solicited applicants and submit one name to the CofA candidates by 30 June 2018 and for this Committee to present a report to the 2018 National Encampment. **[ACTION: Passed] [CONTINUING ACTION: Committee appointed by 2017-2018 General Order No. 4, the committee is to provide its recommended wording for the new job description to the CofA at the Gettysburg CofA meeting.]**

NEW BUSINESS

1. NATIONAL EXPANSION OFFICER

Brother Eric D. Richhart, PDC resume was reviewed and approved by the CofA.

2. Gettysburg Meeting will be Sunday, November 19th

3. ROTC Award recognized by US Army

CofA Member Michael Paquette shared handout, Brother Pierson made motion to seek award to be recognized, seconded by Quartermaster PCinC Wheeler. Motion Passed [Status by Gettysburg CofA Meeting]

4. National Office Equipment

Review of equipment at National Office – IT committee to make recommendations by CofA Meeting in Gettysburg for moving forward, budget to be determined by this time. Brother Paquette moved, seconded by Brother Pierson. Motion Passed.

5. Encampment Room Arrangement

Room arrangement diagram not in current C&R, do we which to update C&R. **[ACTION: Encampment Site Committee to review fire code issue.]**

6. National Office Assistant

PCinC Mortorff has been filling in for Executive Director Demmy at his own expense. Discussion was brought forth to compensate PCinC Mortorff for mileage. Motion by Brother Wheeler to reimburse Brother Mortorff for mileage, seconded by Brother Norris. Motion passed.

7. Form 27

Discussion on a \$5.00 additional fee for international members which was passed by the CofA during Richmond CofA Meeting. It is determined that this was to cover additional cost of postage for the Banner which was revised by 2016-2017 General Order No. 8. **[ACTION: Motion to discontinue the fee requirement, Passed. P&P instructed to remove.]**

8. National Conflict of Interest Policy

Secretary J. Davis reminded attendees of the National Conflict of Interest Policy Requirements. Forms were provided for those in attendance who needed to complete one. The remainder will be mailed to the officers not in attendance.

9. Veterans

CofA Member Lynch made motion to get number of Veterans within the order. **[ACTION: Communications and Technology Committee, 2017-2018 General Order No. 4 directs that the Committee is hereby tasked to design a digital survey for the purpose of determining the current number of veterans of the United States Armed Services, to conduct that survey, and report its results to the CofA no later than the Gettysburg CofA meeting.]**

10. Treasurers Handbook to be posted on website. **[ACTION: Posted]**

11. Primary Bank Accounts by Treasurer McReynolds was available for review during meeting.

12. 2017-2018 Budget

Motion to approve the budget by Brother McReynolds, seconded by Brother Paquette. Motion Passed. National Treasurer Reynolds discussed to work on getting a better risk on investments, no vote required.

13. National Membership-at-Large fee.

Brother Norris moved, seconded, to remain at \$40. Motion passed.

14. Life Membership reimbursements (pre-2001 Life memberships)

Brother Norris moved, seconded, to reimburse camps at \$4.00 for program one (Life Member numbers less than 500). Motion Passed.

15. CinC Day directed National Treasurer McReynolds to submit article for Banner for contributions by end of month.

GOOD OF THE ORDER

1. Brother McGuire paid fee for not following dress code.
2. Brother Paquette gave thanks for the Department of Michigan for hosting the National Encampment.
3. National Parliamentarian Kent Melcher will be putting information out on Parliamentarian procedures.

CLOSE OF BUSINESS

1. Brother Kowalski gave the benediction.
2. The meeting adjourned at 10:34 am

Submitted in Fraternity, Charity, and Loyalty,

Jonathan C. Davis, PDC
National Secretary