

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

November 19, 2017, Gettysburg, Pennsylvania

Commander-in-Chief Mark R. Day called the meeting to order at 8:01 am on November 19, 2017 and lead the attendees in reciting 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	CofA Member Immed. PCinC Donald L. Martin
SVCinC Donald W. Shaw	CofA Member Kevin Tucker
JVCinC Edward J. Norris	CofA Member Brian C. Pierson
National Secretary Jonathan C. Davis	CofA Member Michael A. Paquette
National Treasurer David McReynolds	CofA Member Paul Davis
National Quartermaster PCinC Danny L. Wheeler	CofA Member Fred Lynch

Voting Members Absent being excused by the CinC:

Non-Voting Members Present:

PCinC Jim B. Pahl, Banner Editor	PCinC Ken Freshley
PCinC Perley Mellor	PCinC Andrew M. Johnson
PCinC Edward Krieser	

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

National Chaplain Jerry W. Kowalski	James Crane, Chair Encampment Site Comm.
David Demmy, Sr., Executive Director	W. Faron Taylor, National Chief-of-Staff

Commander-in-Chief Day gave some brief comments that a call for a Special Encampment was withdrawn by the camp and Department of Pennsylvania and work continuing with the women's allied orders on the 2018 encampment.

OPEN ITEMS FROM POST NATIONAL ENCAMPMENT CofA Meeting

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: 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.]

[Continuing Action: Contract finalized with Auxiliary (2020) with addendum for 2018 and 2019.]

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.]

Continuing Action: Still in progress

National Treasurer: David McReynolds

3. 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] Continuing ACTION: In progress with Treasurer will use Quick Books and the Cloud.

4. 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.]

Continuing ACTION: under revision.

5. 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]

Continuing ACTION: Treasurer to write something up and submit to committee.

6. 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]

7. 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] Treasurer will address after 990 N Filing for Fiscal year 2017. Treasurer to submit article to the Banner by December 15th. Treasurer brought both credit card and bank account statements for review if requested.

FROM 2017 ENCAMPMENT RECOMMENDATIONS

8. Department of Colorado and Wyoming Resolution

Idaho Resolution:

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

[ACTION: Complete]

9. 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] ACTION: Completed**

10. 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.] (ACTION: In progress)**

11. 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] Continued**

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] Continued

12. 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] Continuing ACTION: In Progress

13. 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] Continuing ACTION: In Progress

14. 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 2018 CofA Meeting]**
- The Battle Flag Preservation program needs to develop a vision, strategy, goals and objectives. **[ACTION: Stay with Special Committee, report by Spring 2018 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: CinC to appoint Special Committee]**
- Marketing & Promotion Committee evaluate and report the effectiveness of the strategy. **[ACTION: Stay with Committee]**

15. 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.]** **[ACTION: Voting on Electronic Boardroom.]**

NEW BUSINESS FOLLOWING 2017 ENCAMPMENT

16. 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. **[ACTION: Motion Passed [Status by Gettysburg CofA Meeting]** **[Continuing ACTION: In progress]**

17. 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. **[ACTION: Motion Passed.]** **[Continuing ACTION: in Progress]**

18. Encampment Room Arrangement

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

NEW BUSINESS

19. Motion Brian and seconded by Martin that CinC Day will a dispensation letter for brother in England to join Fredericksburg Irish Brigade Camp. Passed

ACTION: CinC Day issued G.O. #7 to address this action.

20. 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.]** Continuing ACTION: Committee completed and to be voted on.

21. 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.]** Continuing ACTION: In Committee.

RECOMMENDATIONS FROM OFFICER REPORTS:

JVCinC Norris:

22. Recommendation 1. The membership forms indicate that the Part V relationships be circled. For example: "Part V - To be completed by member / junior applicant only. Circle the relationship." I receive too many with that information missing. ACTION: looking at check box.

Application Process

- Scan the completed membership applications.
- Contact the Department Junior Vice Commander (sending him the application) asking for the local Camp's Junior Vice Commander's name and home address. The DJVC is asked to forward my email to the Camp's JVC so that he can get in touch with the applicant.
- Send the applicant's documentation to the Camp JVC via USPS.
- Contact the applicant with the Camp information.

23. Recommendation 2. The Commander-in-Chief send out a General Order or Commander-in-Chief's Message to the Membership, whichever he prefers, asking the Department Junior Vice Commanders to participate in this new process. I'm willing to draft something.

ACTION: JVCinC Norris be directed to C&R.

RECOMMENDATIONS FROM COMMITTEE REPORTS:

National Committee on GAR Records and the National GAR Records Officer Dean Enderlin, PCC:

24. Recommendation 1. That the SUVCW Form 49 (Certification of Election and Installation of Department Officers) be updated to include the required office of Department GAR Records Officer. Note: A draft version of the modified fill-in Adobe Acrobat PDF form has been provided to the Commander-in-Chief and the Chair of the National Committee on Program & Policy for their review. ACTION: P&P Committee

RECOMMENDATIONS FROM DEPARTMENT REPORTS:

Department of Missouri, Randal A. Burd, Jr., PDC:

25. Resolution

The U.S. Grant Camp #68, Department of Missouri, respectfully presents this resolution to Department Commander Randal A. Burd, Jr, and the Department of Missouri representatives meeting in October, 2017, for the betterment of the Sons of Union Veterans of the Civil War.

Whereas, since 2013, the Department of Missouri has attempted to annually submit paperwork to hold a National Encampment of the Allied Orders of the Grand Army of the Republic (GAR) within the state of Missouri, and;

Whereas, except for 2015 and 2016, where National Encampments were held at locations commemorating significant events relative to the Civil War Sesquicentennial and the founding of the GAR, proposals from the Department of Missouri have apparently been rebuffed, refused, or ignored, and;

Whereas, U.S. Grant Camp #68 has found that the procedures for submittal and review of proposals to host a National Encampment are insufficient and, as a result, proposals from the Department of Missouri have not been given due consideration for all National Encampments up to and including the 2020 event, and;

Whereas, National Encampments have been awarded by the National Encampment Site Committee to other Departments without any explanation or communication;

Now therefore, we, the members of U.S. Grant Camp #68, Department of Missouri, Sons of Union Veterans of the Civil War, meeting on the 11th of September, 2017, have unanimously passed this resolution requesting the Commander-in-Chief to task the National Encampment Site Committee chairman to establish procedures, including (1) deadlines for all applications, (2) a statement that no decision will be made as to where the encampment will be held prior to that deadline, (3) a statement that the National Encampment Site Committee must vote on the proposals submitted for a given year, and (4) a statement that the votes of the National Encampment Site Committee members be made available to the proposing Departments, along with a summary debrief including the rationale for the selection.

Respectfully submitted, in Fraternity, Charity and Loyalty,

Mark Coplin, PCC, Commander – US Grant Camp #68

[ACTION: Receipt of Resolution and noted same, Denied by vote of CofA.](#)

26. Tucker to recommend committee on customs and curtsies, CinC will address by end of week. Pierson chair, tucker and Taylor on committee.

27. Proposed by Brother David McReynolds and second Brother Kevin Tucker second to continue contract for three year with Executive Director David Demmy.

28. PCinC Freshley presentation on jacket to raise funding for 2019 Encampment.

Motion by Brother Edward Norris, seconded by Brother Donald Shaw to approve sales of jacket to raise funding for 2019 Encampment, Passed.

29. Department Visitations Completed.

30. Motion by Brother James Pahl, seconded by Brother Don Martin to leave intact Charitable Foundation licensing till post 2018 encampment. Passed ([ACTION: VOIDED](#))

GOOD OF THE ORDER:

Brother Martin to send to Executive Director David Demmy 1868 GAR Rules and Regulations booklet.

Brother Brian C. Pierson announced he will be running for election to Jr. Vice Commander-in-Chief during 2018 Encampment in Boston.

BENEDICTION: National Chaplain

ADJOURNMENT: 10:59 am

Submitted in Fraternity, Charity, and Loyalty,

Jonathan C. Davis, PDC

National Secretary