

Sons of Union Veterans of the Civil War

Council of Administration

Meeting Minutes

November 24, 2013

Gettysburg, Pennsylvania

1. The Council of Administration meeting was opened by Commander-in-Chief Ken L. Freshley at 8:07 AM. The attendees then recited the Pledge of Allegiance, followed by PCinC Steve Michaels providing a moment of prayer. CinC Freshley gave opening comments.
2. The National Secretary called the roll of officers and recorded the following members of the Council of Administration as present:

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 Steve Hammond

CofA Member Walter Busch

CofA Member Ed Norris

Immediate PCinC Perley Mellor

Non-Voting Members Present:

Banner Editor PCinC Stephen Michaels

Executive Director David W. Demmy, Sr.

PCinC Leo F. Kennedy, Chief of Staff

PCinC James B. Pahl

PCinC Edward Krieser

PCinC Charles Kuhn

PCinC D. Brad Schall

Guests of the Council of Administration:

Robert M. Petrovic, PDC, SUVCW
Foundation

Brian Pierson, PDC, GA & SC

DC Richard Essenwein, PCC, Dept of PA

Kevin Martin, Dept of Chesapeake

James Ward, PDC, Dept of FL

Bruce D. Frail, PDC, National Graves

Registration Officer, Dept of RI

DC Vaughn, Dept of FL

3. Old Business:

a. COMMANDER-IN-CHIEF

CinC Freshley

- 1) MEMORIAL UNIVERSITY AND LEADERSHIP TRAINING PROGRAM:
National Patriotic Instructor to have the Memorial University program revised.
(CofA-8/11/13) - Committee on Memorial University Redesign was appointed.
- 2) SPECIAL COMMITTEE ON GOVERNMENT HEADSTONE APPLICATIONS:
Created at 132nd Encampment. Needs appointed membership. Committee expires
August 2016 at end of 135th Encampment. (Encampment) CinC to appoint
committee.

b. SVCinC/Programs and Policies Committee

SVCinC Campbell

- 1) SES FORM. (CofA-8/8/13) Form Approved by CofA 9/16/2013.
- 2) SCHOLARSHIP APPLICATION FORM. (CofA-8/8/13) Form Approved by
CofA 9/30/2013.

- 3) EIN Form 11 – Form Approved by CofA 9/17/2013.
- 4) Graves registration book being looked at.
- 5) FORM 61: (CofA-8/8/13) PENDING.
- 6) MERITORIOUS SERVICE AWARD WITH GOLD STAR. Criteria under review (CofA-8/8/13).
- 7) PROOF OF LINEAGE BY APPLICANTS. In process. (CofA-8/8/13)
- 8) NATIONAL PATRIOTIC INSTRUCTOR’S AWARD. (Encampment-referred by CinC). PENDING.

c. JVCinC/Membership Committee

JVCinC Mortorff

- 1) IDENTIFICATION NUMBER. Recommendation from Department of New York that an identification number be issued for each brother. [Referred by CinC at Encampment]. PENDING.

d. NATIONAL TREASURER

PCinC Orr

- 1) NEW COMPUTERS FOR NATIONAL OFFICERS. (CofA-8/8/13) New computers have been distributed.
- 2) 501(c)(3) PROCESS. Ongoing. IRS not currently processing non-profit applications. Approval date unknown.
- 3) Financial reports distributed.
- 4) Capital budget should be set up for computers and dies. Motion by Brother Orr to approve, seconded by Brother Mellor. Motion passed.

e. BANNER EDITOR

PCinC Michaels

- 1) STEPHENSON MEMORIAL PLAZA BRICKS. (CofA-8/11/13) Ad was published in Autumn Issue.
- 2) 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]

- f. QUARTERMASTER** - Per Danny Wheeler, ESCO in Wisconsin is new supplier for medals.

g. CONTRACTS

PCinC PAHL

- 1) CONTRACTS: (CofA-8/11/13) Brother Pahl has reviewed contract expiration dates and information has been updated.

4. GUESTS:


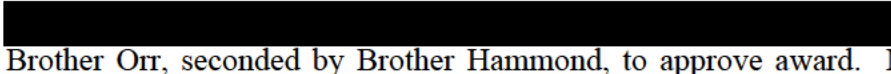

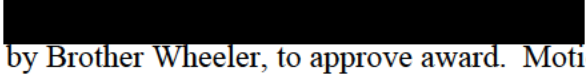
- a. Brian Pierson, PDC, Dept of GA&SC

- 1) GA&SC Encampment coming along nicely. Things are being set up.
- 2) Vision and Strategic Planning – see report. CinC to assign recommendations to committees and officers, as appropriate.

- b. DC Vaughn, Dept of Florida – General report. Camp 9 doing well, camp 8 is disbanding. Encampment Saturday, June 14 in Florida.
- c. Bruce Frail, PDC.
 - 1) National charter –National archives will be the one to make copies – 15” x11” for \$100 color copy of original chapter in cd format.
 - 2) Graves Registration Database. Looking to go for a test for a full week of the graves registration database and hope to be live a week before Springfield. Database will work on cellphones and tablets.

5. **New Business:**

- a. General Order No. 3 – Follow up. Brother Don Shaw and committee is looking into it. The timeline is for Springfield. Brother Pahl reports they are looking at Boy Scouts, as the Department of Pennsylvania has done. Brother Mortorff offered additional discussion.
- b. Wilmington Cannon –Nothing additional since Special General Order No. 1 was issued.
- c. Olustee monument – Florida – It was agreed it is a worthy project ongoing and should be supported.
- d. Request for fund for making video - Request for \$20,000. Motion by Brother Russ to deny request because of lack of funds. Motion seconded by Brother Wheeler. Motion passed.
- e. Change of Address form submittal (IRS Form 8822-B) was briefly discussed. Departments will be advised that in cases where current officers have not changed, the current officer might also want to submit the form to ensure the IRS has current information.
- f. EIN Report form (Form 11). Form is ready and is necessary to ensure compliance to IRS.
- g. Life Member Form –Date will be taken out of title so it remains current.
- h. Line of Credit/Credit Cards – From Brother Orr: Over the past 5 years, repeated attempts to acquire a credit card in the name of the Order have been denied because we have no credit history and thus no credit rating. This is the result of never having borrowed money in 132 years. The card is needed for the Executive Director to purchase supplies for the HQ without using his own funds and then being reimbursed. Also, we are being asked to provide a credit card number as a deposit on contracts for the National Encampments. Discussions with one of the banks we use led to a solution. While the bank will not issue a credit card (VISA, MC, Discover and American Express are denying the cards, not the banks), they are willing to give us a line of credit with a debit card. This will allow us to establish a credit history. The bank is willing to give us up to a 1 million dollar line of credit with a minimum of \$5,000. It has been indicated that as long as the entire balance is repaid within 30 days no interest will be incurred. The \$5,000 limit can be increased at any time the COA approves an increase if we need to do so. We can use the line of credit for the guarantee on the contracts and for the ED purchases. Only the Executive Director and National Treasurer will have cards. These Brothers and the Assistant National

- Treasurers will be signators on the account. Motion by Brother Wheeler, seconded by Brother Mellor, to authorize the National Treasurer to secure a \$5,000 line of credit with First Commonwealth Bank. Motion passed.
- i. Deposits for Encampments and Lincoln tomb – See above. Motion by Brother Wheeler and seconded by Brother Mortorff to reimburse \$2,909.70 to Brother Jim Houston for 2014 Encampment hotel deposit to be reimbursed to National by host committee. Motion passed.
 - j. Remembrance Day challenge coins. – Small sales. Only make \$0.04 per sale. Will not do these for 2014 and 2015. SVR may pick it up on their own. GAR medals-First medal has sold out.
 - k. Recommendation from Brother Norris to CinC for a “what’s new” section on website. Also, to place a link for National flags = forwarded to National Webmaster for action.
 - l.  [ITEM IS REDACTED AT THIS TIME DUE TO PENDING ACTIONS.]
 - m. Department of CO/WY - recommendation that reports be sent to departments after meetings. Brother Orr moves that the Chief of Staff send out the reports to departments in electronic format. Motion seconded by Brother Russ. Motion passed.
 - n. Recommendations for Meritorious Service medal with Gold Star:
 - 1)  - Motion by Brother Orr, seconded by Brother Hammond, to approve award. Motion passed. [NAME AND DEPARTMENT WILL REMAIN REDACTED UNTIL NATIONAL ENCAMPMENT]
 - 2)  - Motion by Brother Orr seconded by Brother Russ, to approve award. Motion passed. [NAME AND DEPARTMENT WILL REMAIN REDACTED UNTIL NATIONAL ENCAMPMENT]
 - 3)  - Motion by Brother Mellor, seconded by Brother Wheeler, to approve award. Motion passed. [NAME AND DEPARTMENT WILL REMAIN REDACTED UNTIL NATIONAL ENCAMPMENT]
 - o. Brother Wheeler informed the council he has 50 ritual books left. There needs to be a committee to update the ritual with the changes. CinC Freshley will appoint a committee.
 - p. **Good of the order:**
 - a. Brother Mellor reported that he and his wife, ASUVCW National President Diane Mellor, attended and participated in the dedication of a GAR sundial at Concord, NH
 - b. Brother Wheeler reported that the National Quartermaster cannot sell SUVCW merchandise at Remembrance Day hotel. He did get a room for free this year, but the room would cost \$250 for next year.
 - q. Brother Petrovic reported the DUVCW are talking about 2016 encampment dates.

- r. Commander-in-Chief Freshley provided his closing comments
- s. Brother Michaels provided the blessing.
- t. The meeting adjourned at 10:40 AM.

Submitted in Fraternity, Charity, and Loyalty,

Alan L. Russ, PDC
National Secretary

Minutes approved by vote of the Council of Administration as of XXXXXX, 2013.