

MINUTES OF COUNCIL OF ADMINISTRATION MEETING
September 30, 2022
ZOOM MEETING

Meeting opened at 7:01 PM. Brother Joseph Hall led us in the Pledge of Allegiance.

Voting Members Present:

CinC Bruce D. Frail, PDC
JVCinC Kevin L. Martin, PDC
National Secretary Daniel W. Murray, PDC
National Treasurer D. Michael Beard, PDC
CofA Member Robert Payne, PDC
CofA Kevin P. Tucker, PDC
CofA Joseph S. Hall Jr., PDC
CofA Member Chris P. Workman, PDC
CofA Member Immed. PCinC Michael A. Paquette, PCinC

Voting Members Absent Excused:

SVCinC Peter J. Hritsko, Jr., PDC
National Quartermaster Donald W. Shaw, PCinC
CofA Member Shane Milburn, PDC

Non-Voting Members Present:

Executive Director David W. Demmy Sr., PCC
Edward Norris, PCinC
Brian Pierson, PCinC
Mark Day, PCinC
Steve Michaels, PCinC

Brother Brian Pierson asked if the Commander in Chief wanted to present encampment streamers at National Encampment to the host Department's or will give some of them out at Gettysburg with those Department's that show up with their flags. The Commander in Chief said to contact the Departments and let them decide. All Departments who hosted a National Encampment prior to the year 2000 will be contacted to see if they want to buy one. Quartermaster Donald Shaw said this is not a Quartermaster item.

A motion to delay to a later date the reading of the minutes from the last meeting was made Brother Joseph Hall. It was seconded by Kevin Tucker and the motion passed.

The following 2 motions were made prior to the meeting but due to a technicality needed to be voted on again. The Commander in Chief made a motion that the Assistant Executive Director travel expenses line item be added to the 2022 – 2023 budget to reimburse reasonable and normal expenses for the Assistant Executive Director in the amount of \$1000. Motion passed. It is reaffirmed. The next one is to increase the National Member at Large dues by \$10 above the last year's dues and to leave the Life Member Reimbursement pre-2001 at the same level as last year. The motion carried. The Commander in Chief opened nominations for Banner Editor. Brother Michael Beard nominated Brother Jim Pahl as

the Banner Editor. There were no other nominations and nominations were closed. Vote was unanimous for Brother Pahl. The Commander in Chief opened nominations for National Expansion Officer and nominated Brother John Conrad. The vote was unanimous for Brother Conrad. The Commander in Chief nominated Brother Alan Russ as the National Member at Large Coordinator. The vote was unanimous for Brother Russ.

The Commander in Chief received notice from Senior Vice Commander in Chief Peter Hritsko that they have not received the subscription to Adobe Pro that was voted on. The SUVCW is attempting to join Tech Soup and then get Adobe Pro at the reduced rate. Brother Chris Workman has reached out to Drupal and gave a synopsis of his discussion with them. The Commander in Chief asked that the follow-up questions to Celeste at Drupal be read along with her answer.

1. What would be the cost for a live social media feed to appear on the website? I am not sure about this. Will have to ask the developer to estimate. Will this be something we would add to the build or add after the initial launch with the current list. This might be Monday before I hear back with an answer.
2. What is the complete maintenance costs for 5 years? She said it would be a minimum of 5 hours a month at the \$100 per hour at the nonprofit rate. That takes care of security updates that are created by Drupal.org contributors. Any hours not used that month are rolled over. Maintenance contracts can be 3 months 6 months or 12 months. We would only be obligated for the initial 12 months; the remainder of the 5 years depends on what we want done. If we do not use the full \$6000, we can scale it back. We won't know until the 1st year is done.
3. What exactly is included in the maintenance of the website? Maintenance can include anything that happens on the site in regard to security updates, contents, feature changes or enhancements, etc. This depends on how much or how little the site holder would like it to be. If there is a feature request we would provide an estimate before proceeding.
4. What is defined as an emergency under the emergency maintenance hours and what time do those take effect each day and what days are included under the emergency heading? An emergency is anything that would stop all developers work or current work and focus on any side needs immediately. This also would be anything outside the Monday to Friday 9 to 5 work hours window, weekends and holidays
5. Are there any annual licensing fees? There is nothing being licensed so we are just providing our Drupal experience and applying it to build or maintain the site.
6. If work was to resume this coming Monday on the website by which date would you have a fully functional test site that would allow us to upload new data and practice creating a new means of electronics forum? This is not firm but I would say 1 to 2 months.
7. If we decide to add a new page like the National Counselor opinion page, for example could we do it or is this something you would need to do? This is something that anyone with site administration credentials could do. Adding a basic page labeling it how you see fit and customizing how it will be needed, this is something we could demonstrate in the training call, record and have on hand for future reference.
8. Is there a Past National proceedings page, if so what does it look like and if we don't like the looks for how it is set up can we change it, or do you need to do that? We do not have this page yet. This is one that has yet to be added knowing there is a lot of content in this to pour over. It is still in discussion.
9. Along those same lines if you had to change the format of the pages the expected cost and time to get this done? This is a very open ended question. It could be as little or as large a page that you would like or if there is something, you would typically discuss it with the developer and have them estimate the

level of effort. This would give you the opportunity to either reduce or add as you like. Changing the format is more involved than just adding a new page. Once you have a format in place with the content entered think of having to rearrange a full room of furniture versus starting with a blank one.

The Commander in Chief made a motion to continue with Drupal. Brother Kevin Tucker seconded the motion. The motion passed with 2 abstaining.

Brother Michael Beard made a motion to amend the 2023 budget to increase the website design from \$10,800 to \$15,000 and website maintenance of \$5000. The motion was seconded by Kevin Tucker and passed unanimously.

The meeting was adjourned at 8:22 PM

Respectfully submitted

Daniel Murray,PDC
National Secretary
Sons of Union Veterans of the Civil War