

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

March 25, 2017, Columbus, Ohio

Commander-in-Chief Donald L. Martin called the meeting to order at 9:00 PM on March 25, 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	National Treasurer David McReynolds
SVCinC Mark R. Day	National Quartermaster PCinC Danny L. Wheeler
JVCinC Donald W. Shaw	CofA Member Paul Davis
National Secretary Jonathan C. Davis	CofA Member Fredric Lynch
CofA Member Imm. PCinC Eugene G. Mortorff	CofA Member Michael A. Paquette
CofA Member Edward J. Norris	

**Voting Members Absent:**

CofA Member Brian C. Pierson

**Non-Voting Members Present:**

PCinC Donald Darby, Nat. Counselor	PCinC Edward Krieser
PCinC Jim B. Pahl, Banner Editor	

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

National Chaplain Jerry W. Kowalski	John Eger, National Guard
James Crane, Site Committee Chairman	

**Open Items from 2016 ENCAMPMENT OFFICER REPORTS**

***1. From National Graves Registration Officer, Bruce D. Frail, PDC– Page 21***

Due to the active attacks that are taking place against our Graves Registration Database, a detailed report will be sent to the National Secretary and Commander-in-Chief, this report will be too large to be included with the Encampment Reports Booklet under the one to two page guidelines. There is one recommendation, that the National Encampment authorized legal action to track down and bring these people to justice.

***[ACTION: WITHDRAWN by Bruce Frail]***

***2. From National Patriotic Instructor, Jeffrey French, PDC– Page 22***

b. I like to recommend Brother Kevin Martin to work with our Webmaster Brother McGuire. Brother McGuire has done what he could to include seeking help from Brother Freshley. Once these action have been executed and implemented the process will be greatly improved.

***[ACTION: COMPLETE]***

***3. From National Signals Officer, James P. McGuire, PCC– Page 24***

**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: PENDING results from Survey. Communications and Technology Committee]**

**4. Recommendation 4:** Audit: Although I am loathe to do this, I recommend an audit be performed of digital assets & a determination be made as to 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: IN PROGRESS, Survey in Development, Communications and Technology]**

**5. Recommendation 5:** Social Media Policy: It is increasingly obvious that social media is a powerful tool for web communications. Many of our Brothers are using Facebook and Twitter, possibly other platforms as well, to advance the Order. Facebook, Twitter, et al, has their own rules how to do things, and we need to respect those rules, but we also need to have a policy in place to ensure that the SUVCW's rules and regulations are being upheld by local social media administrators. I have been contacted occasionally with a complaint about how a Camp here or there has posted something political that is forbidden by our C&R. It is a slippery slope, because of the nature of social "sharing." Someone may "share" something that is a nice picture, without even realizing that the original post was attached to something that the SUVCW should not be. I recommend that the Communications and Technology make it a priority to research and devise an SUVCW Social Media Policy and Best Practices to be submitted to Programs and Policies. We need to do this 5 years ago. It may be a stand-alone policy, or it may supplement the National Communication Technology Policy.

**[ACTION: COMPLETE per James P. McGuire]**

**6. Recommendation 6:** Website and Social Media Census: Derived from a recommendation to me by Vision and Strategic Planning, I heartily believe that we need to get a grasp of where and how we are represented online. I recommend that the Communications and Technology Committee conduct a web presence census in to be completed by July 1, 2017. This census will then be compiled and presented to the National Encampment so we will have a complete picture of the Order's web presence from the top 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: IN PROGRESS, Survey in Development, Communications and Technology Committee]**

**7. From Committee on Vision and Strategic Planning, Brian C. Pierson, PDC-** Bring disparate programs (ROTC medal program; Eagle Scout patch; Flag Certificate) under one umbrella, perhaps National PI.

**[ACTION: COMPLETE with Patriotic Instructor Guide and Forms 40-42]**

**From National Fund Raising Special Committee, Glenn B. Knight, PDC- Page 57**

**8. Direct** the incoming Commander-in-Chief 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 Sons of Union Veterans in their last will and testament to include appropriate captioning, legal text, registration requirements and notice of intent.

**[ACTION: P&P with National Treasurer]**

**QUESTIONS:**

- How this would affect the 501(c)3 proposal?

- How this would have to occur?
- Will this be a specific fund (ONLY be used for the purpose of that fund e.g. scholarships or general fund)

**9. Direct** the incoming Commander in Chief to instruct the Committee with the Executive Director, National Treasurer and National Counselor to look into the creation of special funds and accounts that can be used for the management of special gifts if and when necessary. Such a review may result in the creation of an Assistant Treasurer for Major Gifts or a Development Officer under the National Treasurer.

**[ACTION: P&P with National Treasurer]**

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*From Real Sons and Daughters Special Committee, Jerome L. Orton, PDC– Page 59*

**10. Recommendation:** Real daughters may become honorary members of the SUVCW in the department they reside in or in the department where their father's enlisted.

Action: C&R Committee to report back during 2017 National Encampment.

**[ACTION: UNTENABLE, CinC Possible Award, CinC Declines] Complete**

**11. POW Program:** the incoming CinC to start a special committee to examine a descendants of SUVCW POW Program.

**[ACTION: IN PROGRESS, Program and Policy Committee]**

**ACTION ITEMS FROM NATIONAL ENCAMPMENT DEPARTMENT REPORTS**

12. *Department of Missouri* Update the SUVCW Form 3 Membership Application to add “Supplemental (14 Yrs & Older, Has Membership, Complete Pages 1 & 2)” as an additional membership type.

**[ACTION: COMPLETE] Parent or Guardian needs added per 2014 Encampment (needs verified?)**

13. *Department of Missouri* Request the SUVCW National Quartermaster to create and sell an “Ancestor Certificate” modeled with similar graphics to the standard membership certificate.

**[ACTION: COMPLETE. On website.]**

14. *Department of Missouri* Increase the minimum application fee to \$15, with \$5 national fee, \$5 department fee, and minimum \$5 camp fee. This fee being applicable to both membership and supplemental applications.

**[ACTION: Ruled Out of Order]** Article XI Finances Section 1 page 44 of C&R states: *"Each Camp shall regulate its dues and fees for revenues, provided the Minimum application fee shall not be less than ten (\$10.00) dollars of which one half shall be forwarded to the Department Treasurer with camp status report (form 30) by the 15th day of the month following receipt of the application. No part of the admission fee shall be credited for any other purpose....."* Department of MO should be a resolution to change the C&R.

15. *Department of Missouri* 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 on Hereditary Issues to report to P&P Committee.]**

**From National Treasurer: David McReynolds, PDC – Pages 12 & 13**

- **16. Recommendation:** Perform reconciliation between the Executive Director’s per capita tax receipts and the amount deposited in the bank. National Treasurer McReynolds supplied to members of the CofA for review a set of bank accounts the SUVCW holds.

**[ACTION: IN PROGRESS, P&P Committee]** (The P&P has begun a discussion with the Executive Director and the National Treasurer in order to identify a process, involving additional spreadsheet documentation, to conduct the reconciliation.)

**17. Recommendation:** Bank reconciliations and bank statements should be reviewed and approved by an individual independent of the person doing the bank reconciliations.

**[ACTION: IN PROGRESS, P&P Committee]** P&P has not taken action on this recommendation yet.)

**UPDATE ACTION: COMPLETE**

**18. Recommendation:** Adopt a written information systems & financial records disaster contingency plan.

**[ACTION: IN PROGRESS, P&P Committee]** (Awaiting Communications Committee Webmaster input)

**19. Recommendation:** Adopt a formal policy for the capitalization of fixed assets.

**[ACTION: COMPLETE]**

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

**[ACTION: IN PROGRESS, P&P Committee]**

**RECOMMENDATIONS FROM COMMITTEE REPORTS**

**21. National Committee on Graves Registration: Bruce D. Frail, PDC - Page 29**

**Recommendation:** To replace photos would be to purchase a scan program that would scan photos for embedded code prior to being placed in the database.) Removed the ability to post Photos, this was done because two photos that were listed contained hidden script that allowed outside access to the database MySQL script.

**[ACTION: WITHDRAWN by Bruce D. Frail]**

**RECOMMENDATIONS FROM DEPARTMENT REPORTS**

**22. Recommendation:** To replace new submitter account access to add a new reCAPTCHA system to this section). This will be done once we are ready to go live with this section. Removed the ability for new submitters, this was another process that was used to enter code into the database. Bots were used to probe the databases mainframe to locate entry points by submitting hundreds of applications for submitter accounts at one time.

**[ACTION: COMPLETE by Bruce D. Frail]**

**CINC APPOINTED COMMITTEES**

**23. Donation Request Committee (Non Monuments & Memorials)**

SVCinC Day, Chair, CofA Member Davis, CofA Member Lynch, CofA Member Norris.

Items are to be forwarded to the committee chair from the CinC, National Treasurer, National Secretary or any other member that receives them. Committee recommend approval or disapproval to CofA to include where funding would come from.

**[ACTION: Revisit during CofA meeting in March]**

**24. Vermont or Northern New England Department Report-** Leo Kennedy  
Vermont Department Issue.

**[ACTION: Revisit during CofA meeting in March] UPDATE ACTION: Nothing to report**

**25. Committee for the Preservation of Records (CPR)**

Don Darby, Chair, Leo Kennedy, Jim Pahl, David Demmy, Loren Bures. Bures contacting church of Latter Day Saints, and other organizations.

**[ACTION: Revisit during CofA meeting in March] UPDATE ACTION: Check local companies in Harrisburg, PA for scan contacts.**

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

**[ACTION: IN PROGRESS, see report] UPDATE ACTION: Preliminary report ready for National Encampment.**

**27. Panama Memorial -** CofA Member Brian Pierson

Maximum of \$5000 upon approval of plaque. Cost, description, and request on embassy letter head in advance of approval. Council of Administration Member Brian Pierson moved, National Treasurer David McReynolds seconded. Motioned passed.

**[ACTION: COMPLETE, Check Sent]**

**28. FORM 27:** Will be revised, draft will be submitted for approval online.

**[ACTION: COMPLETE and posted on the National Website]**

**29. Revamp annual Patriotic Instructor reporting.**

**[ACTION: Constitution & Regulations Committee, penalty for not filing?]**

[STATUS: Draft of Handbook for the National Patriotic Instructor reviewed. SVCinC Mark Day moved, Council of Administration Member Brian Pierson seconded to approve handbook. After discussion, CofA Member Brian Pierson amended motion to removed dates to submit reports from handbook and forms. Eight members voted for approval with one against. Motion passed.]

## **NEW BUSINESS**

**30. 2.1 National Signals Officer & Webmaster: James P. McGuire, DC**

There needs to be more discussion about the National Organization investing in its own server system or seriously consider renting significant and secure external server space to his this and other future databases, as well as to provide secure digital backup for the Order in general.

**[ACTION: Committee on Communication & Technology]**

**UPDATE ACTION: Committee to include cost of ownership**

**31. 2.2 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: C&R Committee]**

**32. 2.3 Committee on Lincoln Tomb Observance: Robert M. Petrovic, PDC**

That the CofA make the spring meeting in Springfield the weekend of the Lincoln Tomb program a permanent meeting just like the winter one Remembrance Day weekend.

**[ACTION: Ruled Out of Order]**

**33. 2.4 National Special Committee on Confederate Battle Flag Policy (2017): Brad Schall, PCinC**

A version of a recommendation from this committee was shared but is not a discussion of the Confederate Flag but the narrow focus the encampment charged the committee with, the prior resolution.

**[ACTION: This is an FYI report requiring no action from the CofA.]**

**UPDATE ACTION: Return to Committee to re-word the document to be a policy.**

**34. National Treasurer Additional Reporting**

- 501c3 status approved February 17, 2017, Not for District of Columbia. Handbook to follow with instructions for Department and Camps. Exemption of State Sales taxes possible for Departments and Camps.
- Appointing of Auditor. Change to Pew and Company Auditors of Knoxville, Tn., closer to Treasurer for 3 years. No objections from CofA

**35. Last Soldier Medallion**

Commander-in-Chief Martin received request from the Col. Hans C. Heg Camp No. 15, Department of Wisconsin for a License Merchandise approval to sell a Last Soldier medallion. This was reviewed with motion by Brother Edward Norris to approve with SUVCW listing, seconded by Brother Mark Day. Amended that license would follow the current expiration date of August, 2018 per the other items. This is passed by the Council of Administration. Information would be provided to the National Secretary.

**36. Charitable Foundation Document Holder**

The Charitable Foundation is seeking a merchandise license to sale a document holder. This was denied as currently a document holder is being sold within the Quartermaster Store.

**37. Membership Cards**

National Quartermaster and Danny Wheeler, PCinC stated new membership cards would be at no additional costs for new cards with printing on back. Order of 1000 ordered. On hold till current supply used or when everything completed.

**38. SUVCW Brochures**

Current supply of SUVCW brochures is one case.

**39. ROTC Awards**

National Quartermaster Danny Wheeler, PCinC talked on the issues of our ROTC Awards. With the high volume of request, a limit of one per school, per service line will be provided, this was clarified to be one per male and one per female if requested.

**40. 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.



#### **41. Form 9**

SVCinC Mark Day stated Form 9 needs modified to add that Department Secretaries should retain a copy of this form due to multiple members having same member numbers. A new form to be produced and presented to be voted on.

#### **42. 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.

#### **43. Banner to Suspended Members**

Motion made by PCinC Gene Mortorff that brothers under suspension continue to receive The Banner, seconded by Brother Jonathan Davis. Motion passed with one vote against.

### **GOOD OF THE ORDER**

PCinC and Banner Editor James Pahl: Spring Banner at layout, to be issued towards end of April with National Encampment items.

PCinC Gene Mortorff mentioned that JoAnn Kuhn sent thanks to all members for their assistance with PCinC Charlie Kuhn arrangements. He also thanked everyone for opportunity and trust in his working in National Office. Shared list of addresses of undeliverable Banners from USPS, working to find correct addresses.

PCinC and National Quartermaster Danny Wheeler: Website is good, please check out.

National Site Committee Chairman James Crane: Survey to be sent to host of last five Encampments on costs of rooms. Looking at why possible host are pulling out of being host. Agreement will be required from other Allied orders that they will be financial responsibility if accepting attendance and pulling out of attending.