

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

President Abraham Lincoln Springfield DoubleTree Hotel
April 16, 2022, Springfield, Illinois

Commander-in-Chief Michael A. Paquette called the meeting to order at 7:00 pm on April 16, 2022 and those present recited the Pledge of Allegiance. This was followed by the invocation given by Chaplain Jerry Kowalski.

Commander-in-Chief Michael A. Paquette called the roll of officers and recorded the following members of the Council of Administration:

Voting Members:

Commander-in-Chief Michael A. Paquette, CinC – Present	Council of Administration Member Joseph Hall, PDC - Present
Senior Vice Commander-in-Chief Brue D. Frail, PDC – Present	Council of Administration Member Shane Milburn, PDC - Present
Junior Vice Commander-in-Chief Peter L. Hritsko, PDC – Excused	Council of Administration Member Harry W. Reineke, PDC - Present
National Secretary Johnathan C. Davis, PDC – Excused	Council of Administration Member Kevin L. Martin, PDC - Present
National Treasurer D. Michael Beard, PDC – Present	Council of Administration Member Kevin P. Tucker, PDC - Present
National Quartermaster James L. Lyon, PDC – Present	Council of Administration Member Brian C. Pierson, PCinC - Excused

Non-Voting Members Present:

PCinC James B. Pahl, Assistant National Counselor (C&R), Banner Editor
PCinC Mark R. Day, National Counselor

Guests of the Council of Administration:

SVR National Chaplain Jerry Kowalski
Robert Petrovic, PDC
Robert Welch

Conversation and history of Springfield Events by Robert M Petrovic, PDC, Committee Chairman

- We started with the Death Day Association, whose event was always on April 15, no matter which day of the week that fell on which caused low attendance on weekdays
- In 2007, when Jim Pahl was Commander-in-Chief, the 15th fell on a Sunday. He informed the Chairman of the Death Day Association that Sunday violates national policy, but the Chairman refused to move it to Saturday. Commander-in-Chief Pahl then dissolved the association, recontacted MOLLUS, and put us back in charge.
- Bob took over organizing the event in 2010. The job description for the Lincoln Tomb Chairman was updated and we completed a Memorandum of Understanding between the SUVCW and MOLLUS.
- During Bob's first 3 years, a bus was supplied for a roundtrip to the tomb and back to the hotel for the luncheon, followed by a roundtrip to Petersburg. Due to Extremely low ridership, the cost (\$700-\$800) could not be justified and this was discontinued.
- Starting 2021, due to Covid-19 concerns, we were not allowed to use the steps in front of Lincoln's Tomb for the wreath laying event. That is why we now allow an individual one at a time to present of a wreath with a photo opportunity.
- This year, there were several issues with the President Abraham Lincoln Springfield DoubleTree Hotel. Since we may owe the hotel additional funds, the CinC asked Bob to attend the meeting. Bob shared some details:
 - a. Our last hotel contact made themselves available throughout our event just in case we needed anything. Our new hotel contact is not responsive to our questions and concerns and left on Friday afternoon, never to be seen again.
 - b. When we received our contract, the three (3) luncheon options (all with different rates) were now all being charged at the highest rate.
 - c. Multiple people were told there were no more rooms available. No one contacted Bob to inform him we did not have any more rooms (which was not true). A few people were also told that the room rate would not be honored. [We ended up one (1) room short of the 80% minimum room requirement]. Bob will work with the hotel to eliminate any additional fees.
 - d. Commander-in-Chief Paquette did indicate that we did meet our food and beverage quotas.
 - e. We have two (2) more years on our contract with this hotel. To prevent these issues in the future, we need to do the following three (3) things:
 1. **[ACTION: Update the Job Description for this committee in the C&R for to include a change that when this event falls on Easter, that the committee can change the date to either one week prior to or one week after Easter].** **Commander-in-Chief Paquette has already informed MOLLUS of this change to which they had no objection**
 2. **[ACTION: Update the language in our agreement with MOLLUS to reflect the change above].**
 3. The committee is exploring the possibility of selecting a new hotel after the current contract expires. A new Ramada Hotel with a Banquet Center is offering better room rates.
- This year, there was an abundance of last-minute requests to present wreaths. Bob did not have assistance to register them.
[ACTION: Motion 1 by Sr. Vice Commander-in-Chief Bruce Frail to charge a late fee for unregistered wreaths, seconded by Brother Beard. Amended to remove the fees and allow all Organizations to register wreaths on the day of the event. Passed, 8 for – 0 against].

Executive Session started 7:40 pm, closed 8:27 pm

Recommendation by Brother Bobby Welch to approve changes to the Form 5

- The document handed out contains the same information that was presented at the Gettysburg CofA meeting, just better organized
- PCinC Don Darby has an issue with the "Republic of Vietnam Campaign Medal"
- Will create an Email Tree to the membership that an updated version of this document is available
- No vote was taken. Will have one more meeting with an electronic vote prior to the Encampment.
- Medals received prior to these changes are grandfathered. Qualified people are also eligible to receive them now if requested.

Issues requiring votes from the Executive Session

[ACTION: Motion 2 by Sr. Vice Commander-in-Chief Bruce Frail - Having received notice from the Commander-in-Chief that the National Secretary can no longer discharge the duties of his office, it is moved that the CofA elect Alan Russ, PDC (Kansas) to a Temporary Acting National Secretary, discharge the duties of that office until such time that the CofA determines that the National Secretary is able to resume his duties. In the event that the National Secretary resigns his office, Alan Russ, PDC be temporarily be appointed National Secretary until the next National Encampment elections are held. He shall have full authority and responsibilities of that office, seconded by Brother Beard. Passed, 8 for – 0 against].

- Commander-in-Chief Michael Paquette appointed Kevin L. Martin, PDC for the purpose of this meeting of capturing the minutes and other responsibilities normally performed by the National Secretary.

[ACTION: Motion 3 by CofA member Harry Reineke - The Commander-in-Chief requests the CofA to grant permission to exercise summary discipline pursuant National Regulations Chapter 5, Article 6, Section 17a, that upon the approval of the CofA, the complaint stands as formally filed and the Sr. Vice Commander-in-Chief is to proceed by the National Regulations Chapter 5, Article 6, Section 17b, it is ordered that the membership of the Sons of Union Veterans of the Civil War (SUVCW) that Eric D. Richhart, PDC of the Department of Colorado/Wyoming is hereby suspended and is not to be present at or participate in any function of the Sons of Union Veterans of the Civil War at any level; 2) Disobedience of the Constitution, Bylaws, Rules & Regulations and Policies or other lawful orders of the Sons of Union Veterans of the Civil War; 3) Conduct unbecoming of a Brother and his relation to the Order; 4) Conduct prejudicial to good order and discipline per the of the Board of Inquiry report. Seconded by Brother Hall. Passed, 7 for – 1 abstained (SVCinC Frail)].

Items from 2019 Springfield CofA Reports

- 4.11 National Committee on Graves Registration, Bruce D. Frail, PDC
RECOMMENDATIONS:

2) We should add advertisement banners to some of our database pages, i.e. search page and results page. These banners would be controlled by the SUVCW and the profit from them would go to the upkeep of the database (up to the yearly amount that has been budgeted) any additional funds could go into the General or Permanent Funds. The upgraded database and our new server location give us the ability to add banners, collect and track revenues. We should take advantage of this.

[ACTION: Motion by Brother Day that we allow the Technology and Graves Registration Committees to work on developing the program or plan on how this would be implemented by 2019 Gettysburg, seconded. Passed] [ACTION: Report, defer action till web site updated.]

Items from 2021 St. Louis CofA Reports

- 5) Department of Massachusetts has issue to IRS of 501c3 status stating that IRS states system declares all departments and camps are 501c4. **[ACTION: Closed – being tracked by the National Treasurer]**

PCinC Pierson Recommendations

- 6) A special committee with a term of five years (2026) be established to plan for the commemoration of the 250th year of the independence of the United States. **[ACTION: Closed - Committee appointed]**
- 8) The Incoming Commander-in-Chief reappoint the Virtual Meeting Committee with a term of one year to work on implementing the policy that will be adopted at this Encampment. **[ACTION: Committee re-appointed]**
[ACTION: Motion 4 by Sr. Vice Commander-in-Chief Bruce Frail to undo the prior vote from the March Virtual Meeting, seconded by Brother Tucker. Passed, 8 for – 0 against.]
- 9) The Order advocate to the DOD, US Army, Arlington National Cemetery, and other patriotic and veterans' organizations to reinstitute the honored practice of patriotic organizations wreath-laying on Memorial Day. **[ACTION: This is being tracked, ongoing action]**

National Signals Officer Recommendations

- 10) Considering the ever-growing role of social media in serving to enhance the visibility of SUVCW and attract new members, the Commander-in-Chief establish a national award, to be presented at the annual National Encampment, that will recognize outstanding accomplishments and achievements by Departments and Camps in promoting the mission of SUVCW through social media. **[ACTION: CinC, to be reviewed by Gettysburg] Need recommendation from the Social Media Committee, P&P has action.**
- 11) The incoming Commander-in-Chief direct the National Signals Corps to develop a resource guide, to be made available to all Departments on request that will suggest optional best practices in developing and maintaining SUVCW-related websites and social media accounts. **[ACTION: CinC to appoint one-year term Special Committee] Assigned to Nat. Signal Officer, Commander-in-Chief to follow up.**

2021 Gettysburg Reports - Commander-in-Chief Discussion Topics

- GAR Kit Carson Monument located in Santa Fe, NM
[ACTION: The Commander-in-Chief talked with GSA, has not yet talked with the Mayor of Richmond, Kentucky, but will prior to the National Encampment. Must make a decision on whether or not we claim it with GSA]
- Request from Vicksburg National Cemetery requesting our participation as a consulting party
[ACTION: Henry Duquette to be representative]
- NPS Policy on placing of flags in the Gettysburg National Cemetery – what is our way forward?
[ACTION: The Commander-in-Chief will establish the Committee to start the planning]

- Congressional initiative to promote Ulysses Grant to General of the Armies of the United States [Letters sent out to the Senators who sponsor such legislation. **The Commander-in-Chief sent out General Order #6**]
- Resolution of SUVCW copyright infringement by DUVCW [Covered by Executive Session - **The little brown buttons were destroyed**]
- Potential additions to the National Secretary job description [**ACTION: Undocumented Tasks need to be added - P&P**]
- Potential need to identify a second source of supply for Camp and Department flags [No need]

2.15 Executive Director; David W. Demmy, Sr.

Recommendation: Records, reports, documents, correspondence photos, proceedings, auxiliary proceedings, fiche, credential cards of old encampments, national encampment VHS tapes, old department records, PCinC records, former JVC records, and potential surplus *Banners* at Hqs be added to our Retention Schedule or be a stand-alone schedule or policy. [P&P just released a **retention policy** to cover this recommendation] According to National Treasurer Michael Beard, Accounts Receivable Records, Canceled Checks, Bank Statements, and Records of Stocks, Bonds, and Mutual Funds after redemption can be three (3) years. He visited the National Headquarters last year and destroyed anything older. Original checks to the Quarter Master can also be destroyed after three (3) years. The National Treasurer has digitized everything on his national owned computer that is backed up, therefore there is no need to keep paper copies. Everything at the National Headquarters can be destroyed. Ledgers can be destroyed after digitization. Audit Reports do not need to be retained. All of the Records Retention above the Forms is in the C&R. Make a recommendation to Strike the Records Retention Policy from the C&R. Change Form 1 to retain for three (3) years by the National Treasurer. Change Form 2 on the website to Form 2A. Add jj for Disciplinary Proceedings which must be retained until a licensed attorney reviews it and not less than the Statute limitations. Form 7 does not need to be retained. Change j (Form 10), k (Form 11), and m (Form 13) to three (3) years. Change n (Form 17) to permanently.

3.33 Assistant National Quartermaster ROTC, Daryl V. VerStreate, PDC

Recommendations

- I would like to see Space Cadet added to the Form 7. [**ACTION: Change “Space Cadet” to Space Force Cadet” and add the Form 7**]
- On the Department Patriotic instructors report (Form 41) Line 17 says did you actively support the JROTC/ROTC Cadet program...the last two boxes are blacked out for Hours and amount. I would like to see these two boxes opened so camps can report the hours invested and then calculate the amount equivalent to dollars as demonstrated above. These forms turned in to be forwarded to the ROTC chairman each year to be tallied and written into the ROTC officer yearly report for National Records in case we are ever audited by the IRS for our tax-exempt status. [**ACTION: Un-blackout the boxes. Ask to not fill in the amount**]
- I received a request for medals from previous years. [**ACTION: Motion 5 by Council Member Joe Hall to not provide ROTC medals for past years, seconded by Brother Lyon. Passed, 8 for – 0 against**]

6.27 Department of Southwest, John R. Conrad, DC

Recommendation

We recommend that Form 30 Line 5 (Change of Status) be amended to include a box to check for of Dual Status; currently, that has to be written in by hand. Camp Annual Report Form 27 has such a line (14) for noting loss by Termination of Dual Status. [**ACTION: P&P approved – Commander-in-Chief Paquette will add it to the Form 27**]

PCinC Mark Day brought up discussion on Scholarship donation

- The deadline has passed and they have four (4) people. Unless there is a recommendation from the committee that all four (4) are qualified, we are not going to give away four (4) this year. Hopefully we get at least two (2). The guidance from the Commander-in-Chief to the committee is, since there is additional money this year, the committee has the option to awarding none, one (1), two (2), three (3), or four (4). Normally they can go from zero (0) up to two (2). The criteria are to not give away four (4) just because we have the money, rather have the committee determine, based on the quality of the applications this year as compared with other past years, we have a standard for providing the award. If we do not have at least two (2), we will need to go back to the donor to see if they are willing to extend it another year. Otherwise, we will need to return it.

Directed Fund Raising

Background: Should the National Organization establish guidelines on directed fundraising or allow Depts to do it on their own?

A brief discussion included the following points:

- Question: Would a National Policy directed at the National Organization only, or would it apply to Departments and Camps?
- How a Dept raises funds is up to Depts and Camps as long as they don't break the law.
- There is some desire to put a framework in place that allows flexibility at the Dept level.
- Most other organizations have policies in place that set limits and caps.
- PCinC Pahl remarked that some directed donations may not be tax deductible, due to telling a charitable organization what to do with the funds.
- It was noted that a national policy is not prescriptive as is a National Regulation

[**ACTION: The P&P committee is working with Brothers Jim Pahl and Mike Beard**]

Draping of the Charter Ceremony

PCinC Day reported that he had drafted a “Draping of the Charter Ceremony” for departed brothers based upon one used in the Department of the Chesapeake and other organizations and will send it to P&P for consideration whether to incorporate it into the Ritual & Ceremonies.

[**ACTION: Deferred to the National Encampment**]

Travel Reimbursement Discussion (CinC Paquette)

It was noted that travel costs are rising to the point where the current reimbursement cap is not adequate for air travel. There is a \$750 cap for each travel event to represent the CinC. Brother Beard provided the following data on past travel expenses from page 6 of the Report packet:

- We have not exceeded \$6,000 in the past

2015 \$2,766
2016 \$5,788
2017 \$5,773
2018 \$4,490
2019 \$4,049
2020 \$3,398
2021 \$2,362

Issues to consider:

- Is the per trip ceiling of \$750 sufficient?
- Is the \$6,000 budget sufficient?
- What happens if we exceed the budget?

- For trips exceeding \$750 for a representative to travel, the CinC has the option to cover the overage from his own budget that does not have a ceiling
- In the annual budget, \$15K is set for CinC travel, \$5K set for National Secretary, National Treasurer, National QM, and Banner Editor travel, and \$6K set for other Brothers' travel.
[NO ACTION REQUIRED]

P&P Topics (Brother Frail)

- The "About the SUVCW" information document was recommended for adoption. PCinC Day read the text. Numerous minor administrative amendments were offered. As this was a committee recommendation no motion was required.
Vote: Passed, 10 for – 0 against. **[ACTION: Closed]**
- The Electronic Meeting policy was recommended for adoption. Electronic meetings were approved at the 2021 National Encampment; this policy was drafted in order to comply with the newly adopted Regulations to provide key guidance on how electronic meetings are to be publicized and conducted. CinC Paquette noted that it was imperative to publish guidance so it would be available for upcoming Department Encampments. It was noted there was one typo to be corrected.
Vote: Passed, 9 for – 1 against. **[ACTION: Need input from Virtual Meetings committee]**
- The Treasurer's Handbook was recommended for adoption (specifically that P&P had no objection to it). Brother Beard had revised the handbook and had thought it is within his authority to publish. Brother PCinC Day, acting in his capacity as National Counselor, offered his opinion that in past practice, this has not gone before the COA for approval; and that it is within the purview of the National Treasurer to provide guidance to Departments and Camps. **[ACTION: Closed]**
CinC Paquette ruled that Brother Beard is cleared to publish the handbook.
- Fundraising Campaign Structure request (follow-up discussion from the last COA meeting). Brother Frail asked for the COA to decide whether to adopt a "Corps" or "Rank" naming construct. PCinC Pierson moved for a rank structure; seconded by Brother Hall.
Vote: Passed, 10 for – 0 against. **[ACTION: Closed]**
- Assistant National Executive Director (ANED) position was offered to volunteers of the Organization – none came forward. The intern contract expires at the end of May 2022, two months prior to the next fiscal year, thus leaving a funding gap. At the Springfield COA meeting, it must be decided whether to continue the position next year and if so, include funding for the position in next year's budget.
 - It was also observed that the intern was funded by a directed donation, and that a decision needs to be made in that regard (to include developing a policy on directed donations for the SUVCW, which has been in discussion for a couple of years).
 - Clarification was needed regarding the terms of the directed donation currently being used to fund the intern: specifically, if remaining funds could be used to pay the intern past May and until the new budget was approved. Most interns are not paid.
 - Where do we get the money other than raising the per capita (\$2) or suspending the Preservation fund?
[ACTION: SVCinC Frail was tasked to retrieve the email received from the intern's position anonymous donor to determine if payment terms had been specified in the email. Followup – no terms were specified in the email.]
[ACTION: Need to advertise the sub-contractor position of Assistant Executive Director or give Susan 1st chance]
[ACTION: Need a virtual meeting to continue the budgeting discussion]
- Capital Campaign. CinC Paquette asked when it will be launched. Brother Beard replied at the next National Encampment. **ACTION: Brother Frail to draft the proposal. [NO ACTION TAKEN]**

2022 SPRING CofA REPORTS

- 3.6 National Civil War Memorials Officer, Walter E. Busch, PDC, pages 9-10

RECOMMENDATION 1: We need information left on the monument files so we contact people. Letterheads, bid estimates, photos, etc. are all information needed by us and should be left. So too are e-mail addresses to a general contact for an organization. However, we need to redact information on the old forms that contain contact information for members. [Personally, my information is so out there on the web, I really don't care about redacting mine, but I know a story about a monument to start this off. It's short. Louisiana, Missouri, use to have a monument to Senator/Major General Frank Blair in front of their hospital. They have a large GAR monument in Riverview Cemetery to the 6 men of the area who were executed during the Civil War. Apparently 2 Union monuments aren't allowed in the town. I have been checking into if there ever was a Blair monument in Louisiana and if there was, what happened to it. This March I found out. I was speaking to a man who use to be journalist in the town. He reported to me that it had been cut down and thrown into the Mississippi River. Such vandalism is why we need good documentation of monuments.

RECOMMENDATION 2: We need information left on the monument files so we contact people. Letterheads, bid estimates, photos, etc. are all information needed by us and should be left. So too are e-mail addresses to others are concerned.] **Therefore, I recommend that, if we must redact, only 1 method of contacting a member be left on forms previously submitted.** Normally, the form has Name, Address, E-Mail and Phone No. I recommend that all information except name and address be redacted; unless the only information provided is an e-mail or phone number. We must have some way to contact the person filling out the form in case there are questions by other researchers. Name and address would be the least hacked. All they can do with that is send someone junk snail-mail. Once a decision is made as to what information is to be redacted. I will amend the forms and submit them for approval. Also, several hundred can be ready to go on-site once I know if we are going to redact or not, and if so what will we redact.

[ACTION: Assigned to Communications and Technology]

- 4.16 National Committee on Scholarships, Donald L. Martin, PCinC, pages 25-26

RECOMMENDATION 1: Scholarships: Change C&R Section 15. 2c: to read:

The committee shall evaluate, ~~the applications and~~ select and recommend to the Commander-in-Chief the applicant or applicants ~~(consistent with the number of scholarships available) for the scholarship awarding. of the scholarships. , providing supporting information.~~ Recommendations shall be determined by the number of individuals with distinctive records of performance as demonstrated in the committee's evaluation criteria and the number of available scholarships. Recommendations need not match the number of available scholarships, but cannot exceed that number.

[ACTION: Assigned to C&R]

3. 6.25 Department of Pennsylvania, John Gipson, DC, pages 50-51

RECOMMENDATION 1: That the SUVCW update the Form 7 to read "ROTC/JROTC/NSCC" wherever it currently reads "ROTC/JROTC," and provide an explanation of the NSCC program in the text on the ROTC/JROTC Award page on the SUVCW.org website. Doing so shall ensure that there is no ambiguity regarding NSCC cadets/midshipmen being eligible for receiving the SUVCW ROTC/JROTC Award. [See attached Army Form 3126_1 (contract) demonstrating that NSCC must meet the same rigorous standards as JROTC]

[ACTION: Assigned to P&P]

New Business

1. **[ACTION: Need to include the oath back on the Form 3 - Assigned to P&P]**
2. **[ACTION: Motion 6 by Council Member Harry Reineke to provide streamers for National Encampments from 2000, other years for a set price, seconded by Brother Lyon. Passed, 8 for – 0 against]**
3. Loran Burris (with a second opinion from John Conrad) identified a problem of us adopting the new Roberts Rules in virtual meetings. The way we use to conduct business of exchanging discussions, making motions, and other things via email is supposedly in conflict now with needing to be simultaneous. When doing a Zoom session, everyone is participating in the dialog at the same time and according to both John and Loran, Roberts Rules of Order now with the addition of virtual, doesn't comply. The issue is you can't follow half the time the conversation of an email chain that is bouncing on and then someone starts another email chain over here and you lose track of who is responding to what part of the conversation. Whereas, if you are doing a Zoom meeting, you are participating in the live meeting and everyone is following the same conversation. **[ACTION: Assigned to Jim Pahl]**
4. **[ACTION: Motion 7 by Council Member Joseph Hall to eliminate both the current Department and National Chaplain awards for a single National Award seconded by Brother Tucker. Failed, 1 for – 7 against]**
5. **[ACTION: Motion 8 by Council Member Harry Reineke to rename the Department Chaplain Award to the Dwight L. Moody Award seconded by Brother Lyon. Passed, 8 for – 0 against]**
6. **Last Soldier Project**
[ACTION: Motion 9 by Council Member Kevin Tucker to rename the Last Soldier Project to the Last Union Veteran Project seconded by Brother Hall. Passed, 8 for – 0 against]
 - Need to replace the Website, Instructions, and Marker
 - The current Marker is sold by the Department of Wisconsin. They hold the current license
 - The Department of Wisconsin can continue to sell existing stock
 - Make it known that we are not demanding that the old Markers be replaced
 - Talk to Brian McManus about the future versions
 - Give the Department of Wisconsin the first refusal option for the next license with the new verbiage
 - Kevin Tucker is giving the website updates to Harry Reineke
 - License renewals are due this year

For the Good of the Order

- PCinC Don Shaw affirmed his candidacy for National Quartermaster
- Rob Payne, PDC (Dept of Michigan) announced his candidacy for CofA
- Dan Murray announced his candidacy for National Secretary
- Harry Reineke announced that he is taking at least a year off

Benediction: Chaplain Jerry Kowalski

Adjournment: 11:45 pm

**Submitted in Fraternity, Charity, and Loyalty,
Kevin L. Martin, PDC**