

MINUTES OF COUNCIL OF ADMINISTRATION MEETING
JULY 31, 2022, VIA “ZOOM”

1. Meeting was called to order at 3:07 PM (EDT) by CinC Michael A. Paquette.
2. Chaplain Kowalski gave the invocation, followed by PDC Kevin Tucker leading the CofA in the Pledge of Allegiance.
3. **Voting Members Present:**
 - CinC Michael A. Paquette, PDC
 - SVCinC Bruce D. Frail, PDC
 - National Secretary Alan L. Russ, PDC
 - National Treasurer D. Michael Beard, PDC
 - National Quartermaster James L. Lyon, PDC
 - CofA Member Shane Milburn, PDC
 - CofA Member Harry W. Reinke, IV, PDC
 - CofA Kevin P. Tucker, PDC, departed by 3:30 PM – returned at 4:06 PM
 - CofA Member Kevin L. Martin, PDC
 - CofA Member Immed. PCinC Brian C. Pierson, PCinC
4. **Voting Members Absent Excused:**
 - CofA Joseph S. Hall Jr., PDC - Excused
 - JVCinC Peter J, Hritsko, Jr., PDC - Excused
5. **Non-Voting Members Present:**
 - Executive Director David W. Demmy Sr., PCC
 - National Chaplain Jerome Kowalski
 - Tim McCoy, National Signal Officer
 - Tad Campbell, PCinC
 - Mark Day, PCinC arrived as of 4:04 PM
6. **Guests Present:**

None.
7. **Discussion about dress code for National Encampment.** CinC Paquette plans to issue a general order addressing what will consistute proper attire during the business meeting.
8. **SUVCW Social Media Policies and Guidelines:** Social Media Committee recommendation was sent to P&P. This proposed policy has been revised since then. The P&P Chairman, Bruce Frail, feels the committee would agree with it as revised. Committee recommendation was to accept the policy as submitted. Brother Pierson recommended to amend to add paragraph numbering in the policy, which was accepted by Brother McCoy. The vote for the motion was 8 for, 0 opposed. **Motion passed.**
9. **FROM GETTYSBURG MEETING, November 21, 2021**
 - a. *“PCinC Mark Day brought up discussion on Scholarship donation. [ACTION: Deferred to Springfield CofA Meeting].”*

This item has been completed.COMPLETED

10. FROM VIRTUAL MEETING, January 18, 2022

- a. *“National Document Retention Policy Updates. Submitted by Brother Frail. CinC deferred discussion until a future date when Brother Frail is available to discuss them.”*
[NOTE: March 5 meeting deferred this item the Springfield CofA Meeting.]

This item has been referred to the C&R Committee.

- b. *“Kit Carson Monument, Santa Fe, NM. CinC will open a careful dialogue with GSA. CinC will reach out to Richmond KY. CinC will keep Dept Commanders of SW and KY involved.”*

This item will be addressed under New Business at the Encampment.

11. FROM SPRINGFIELD MEETING, April 16, 2022

- a. *“Conversation and history of Springfield Events by Robert M Petrovic, PDC, Committee Chairman [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**”*

This item has been referred to the C&R Committee.

- b. *“[ACTION: Update the language in our agreement with MOLLUS to reflect the change above].”*

The incoming CinC will address this with MOLLUS.

- c. *“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” “*

This will be addressed at the August 11, 2022, CofA meeting in Grand Rapids.

- d. *“Medals received prior to these changes are grandfathered. Qualified people are also eligible to receive them now if requested.”*

This will be addressed at the August 11, 2022, CofA meeting in Grand Rapids.

- e. *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.”*

The CinC plans to issue a certificate award for this. The next P&P Committee can address making it a permanent award.

This will be addressed at the August 11, 2022, CofA meeting in Grand Rapids.

- f. *NATIONAL SIGNALS OFFICER RECOMMENDATIONS: “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.”

National Signal Officer stated that a lot of work has been done to date. It should be ready to review after encampment. The Signals Officer was encouraged to include in his report to National to extend the committee for another year.

12. FROM 2021 GETTYSBURG REPORT:

a. “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]”

CinC has manpower concerns to be able to place flags for Remembrance Day. SVCinC Bruce Frail believes there will be personnel available to accomplish this on Thursday and Friday before Remembrance DAY.

Deferred to incoming CinC.

b. “Potential additions to the National Secretary job description [ACTION: Undocumented Tasks need to be added - P&P]”

If this is not in this year’s C&R Committee Report, defer it to P&P Committee and National Secretary for next year.

c. “Directed Fund Raising: Background: Should the National Organization establish guidelines on directed fundraising or allow Depts to do it on their own? [ACTION: The P&P committee is working with Brothers Jim Pahl and Mike Beard]”

Committee recommendation to National Encampment from the Promotions and Marketing Committee is to appoint a committee for five years to address this.

d. P&P Topics (Brother Frail) “c. 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. [NOTE 1: Also addressed at Springfield CofA meeting][NOTE 2: Awaiting input from Virtual Meeting Committee.]”

The chairman of the Virtual Meeting Committee informed CinC Paquette he plans no additional action for the committee. The committee will need to be reappointed.

13. FROM 2022 SPRINGFIELD CofA REPORTS:

a. National Civil War Memorials Officer, Walter E. Busch, PDC: 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.

National Signals Officer Tim McCoy has been working with Brother Busch on this, and has come to an agreement with him on this. The P&P Committee will need to update the Forms 61 and 62 to include the changes.

b. National Civil War Memorials Officer, Walter E. Busch, PDC: 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]

National Signals Officer Tim McCoy has been working with Brother Busch on this, and has come to an agreement with him on this. The P&P Committee will need to update the Forms 61 and 62 to include the changes.

CinC stated he believes the SUVCW should have a policy on what personal information is made available. This would also affect departments and camps.

c. Department of Pennsylvania, John Gipson, DC: 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]

The 2015 National Encampment discussed this on the floor; however, CinC Tad Campbell elected to refer it to the P&P Committee (2015 Proceedings, page 76)

CinC ruled this to be out of order based on it previously being addressed by a National Encampment. He plans to revisit it at the August 11, 2022, CofA meeting in Grand Rapids.

d. "[ACTION: Need to include the oath back on the Form 3 - Assigned to P&P]"

To P&P Committee for next year.

e. "[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]"

This is pending, but it will probably be after the National Encampment before it can be completed due to supply chain issues.

14. FROM VIRTUAL MEETING, May 11, 2022

a. Approval of Electronic Meeting Policy, as proposed by committee. Brother Pahl recommended the policy be rejected as written. [ACTION: CinC Paquette will send the proposed policy back to the Virtual Meeting committee for further action.]

Addressed in item 12d, above.

15. NEW BUSINESS:

a. **MASK AND HAND SANITIZER AT NATIONAL ENCAMPMENT.** It was moved by Brother Frail for the National Organization to provide up to \$250 to Department of Michigan to provide masks and hand sanitizer at National Encampment. **Motion seconded by Brother Pierson. Vote was 9 votes in favor 9, with 0 votes opposed. Motion carried.**

b. **NATIONAL QM WEBSITE.** Brother Beard raised the question about QM website and have the changes been made? Brother McCoy has worked on some items, but cannot change some items. Brother Freshley is no longer under contract to make changes to QM page. SUVCW needs to address these issues and start looking into some form of longer support for websites. It was recommended to reach out to Ken Freshley to see if he is willing to contract for the next year. Brother Beard will contact Brother Freshley about status and such.

Per CinC, it looks like we will need 2 or 3 candidates to bid on it.

Brother Day suggested that Brother Frail and Brother McCoy look at options and bring to them to the August 11, 2022, CofA meeting. Also, he recommended that we take the QM online store down about one week before the encampment and state it is under revision.

Mike Beard recommends we go with new QM form and prices at the National Encampment. Brother Lyon will use new form.

CinC Paquette is deferring price increase discussion until the post-encampment CofA meeting on August 14, 2022.

c. **CINC AWARDS POLICY DISCUSSION.** The wording for the Marshall Hope Award and the Horace Greeley Award are not clear that an award can be made to both a department and a camp. It was moved by Brother Tucker to change the words “Department or Camp” to read “Department and Camp”. Brother Pierson seconded the motion. **The vote was 8 votes for the motion, and 0 votes opposed. Motion passed and is effective immediately.**

d. **GRANT CUP DISCUSSION.** Brother Pierson opened discussion concerning the Grant Cup and whether the award should be changed to a plaque.

This will be addressed at the August 11, 2022, meeting in Grand Rapids.

e. **MINUTES FOR JUNE 21, 2022, CofA MEETING:** Brother Russ brought up a question about the minutes from the June 21, 2022, meeting.

This will be discussed on August 11, 2022, in Grand Rapids.

16. Chaplain Kowalski gave the closing prayer.

17. Meeting was adjourned at 5:45 PM (EDT).