

MINUTES OF COUNCIL OF ADMINISTRATION MEETING
AUGUST 14, 2022
GRAND RAPIDS, MICHIGAN

1. Meeting was called to order at 8:00 AM (EDT) by CinC Bruce D Frail.
2. Chaplain Kowalski gave the invocation, followed by PDC Kevin Tucker leading the CofA in the Pledge of Allegiance.
3. **Voting Members Present:**
 - CinC Bruce D. Frail, PDC
 - SVCinC Peter J. Hritsko, Jr., PDC
 - JVCinC Kevin L. Martin, PDC
 - National Secretary Daniel W. Murray, PDC
 - National Treasurer D. Michael Beard, PDC
 - National Quartermaster Donald W. Shaw, PCinC
 - CofA Member Shane Milburn, 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 (arrived 9AM)
4. **Voting Members Absent Excused:**
 - None
5. **Non-Voting Members Present:**
 - Executive Director David W. Demmy Sr., PCC
 - National Chaplain Jerome Kowalski
 - Tim McCoy, Chair Website Redesign
 - Tad Campbell, PCinC
 - Perley Mellor, PCinC
 - Jim Pahl, PCinC
 - Ken L. Freshley, PCinC
6. **Guests Present:**
 - Alan L. Russ, NMAL, Dept of KS
 - Benjamin J. Frail, PDC, Chief of Staff
 - Asst National Quartermaster Darryl VerStreate Jr., PDC
 - Dave Demmy, Jr., Dept of Pennsylvania
 - Neal Zabizki, Dept of MI
 - John Minor, Chaplain Camp 145, Dept of MI
 - John Buckler, Camp 5, Dept. of KY

MINUTES OF COUNCIL OF ADMINISTRATION MEETING
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Contract with Brother Ken Freshley to maintain the Quartermaster Website. Brother Michael Beard made the motion and it was seconded by Brother Donald Shaw. After some discussion the motion was amended to add the language that all intellectual property contained therein belonged to the SUVCW. The motion was passed unanimously.

Quartermaster price increases; CinC Frail appointed Brother Donald Shaw to chair the committee and refer results to Policy and Procedure Committee.

From the Grand Rapids pre-Encampment CofA meeting; the National Signals Officer recommendation that “considering the ever-growing role of social media in serving to enhance the visibility of the SUVCW and attract new members, that CinC Frail establish a National award to be presented at the annual National Encampment that will recognize outstanding accomplishments and achievements by Department and Camps in promoting the business of the SUVCW through social media. Brother McCoy proposed naming the award the Albert J. Meyer Award. This was referred to Policy and Procedure Committee.

From the National Encampment a proposal from the National Graves Registration Officer Henry Duquette to rewrite the National Graves Registration Policy. The National Graves Registration Committee will begin the process of formally assessing our current system which will ultimately lead us to soliciting bids for a rewritten system. The Graves Registration Committee collect data and submit it to the Communication and Technology Committee and report back to the Council of Administration meeting at Gettysburg.

The National Committee on Policy and Procedure proposed purchasing a new copy of Adobe Pro for the SUVCW for the use of their committee. After some discussion a motion was made by Brother Tucker to join TechSoup as a 501(c)3, Adobe would cost less because of this. Brother Payne seconded the motion. Motion passed unanimously. It was added to put an article in the Banner on how to use for the Departments and Camps. A motion was made by CinC Frail and seconded by Brother Tucker to purchase Adobe Pro after joining TechSoup. Motion passed

The National Committee on Promotion and Marketing would like to fund the National Special Committee on Memorial University with minimum of \$1000 per year. CinC Frail proposed to increase this by \$250. Seconded by Brother Martin. It was then tabled until the budget was read.

National Committee on Encampment Credentials recommends the meeting be set up to discuss such issues as the timely submission of Forms and Reports with Department Commanders and Secretaries. Brother Pahl was tasked with putting together a notice to be reviewed and the National Representatives are to read at Department Encampments. Brother Demmy is to put together a notice to distribute to Department Secretaries.

From the National Special Committee on Strategic Development of Information Technology: that professional designers and developers will also address the need to have all the SUVCW web sites utilize the same technology to facilitate quick responses to

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changes in technology and required maintenance as well as new developments in security and backup and recovery. This is referred to the Communications and Technology Committee.

National Special Committee on Headquarters Planning would like the CofA to approve a \$12,000 per year budget for the purpose of hiring a subcontractor to fill the position of Assistant Executive Director. A motion was made that the position of Executive Assistant Director receive \$12,000 per year. Brother Kevin Tucker seconded the motion. Motion passed.

CinC Frail made a motion to make it a three-year contract. Brother Tucker seconded the motion; the motion passed. Brother Jim Pahl will draw up the contract to be voted on by the Council of Administration at later date.

Was recommended to raise reimbursement for the quartermaster to \$6000. It was voted unanimously to keep at \$5000.

CinC Frail stated that Brothers of the Order, and more specifically the Elected Officers be reminded that they had been charged with reading and familiarizing themselves with the contents of the Constitution, Rules and Regulations. Brother Tucker suggested that all Brothers elected to National office be graduates of Memorial University. This is referred to the Constitution and Regulations committee.

Brother Murray will contact Brother Rod Fraser of the Department of Massachusetts who has written a secretaries manual. It is to be reviewed and sent on to the Policy and Procedure Committee.

New business

Brother Tucker is to make modifications to Form 7 and send it to the Policy and Procedure Committee.

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The budget was opened for discussion.

There was discussion about sponsoring an award for the National History Day event and to increase the Promotions and Marketing budget by \$2000. It was voted to increase the budget.

Brother Beard will check on contract with the telephone provider and send it to Communications and Technology Committee

Drupal Connect is not finished with the website design. It will take an additional \$14,000 to finish the website. We would like this to include maintenance of the site for the 1st year. CNC Frail suggested purchasing space on Wix to develop a phantom website for the SUVCW if Drupal comes online. The meeting is to be set up with Drupal and the Council of Administration in the near future.

Due to the increase of yearly dues, Brothers Paquette, Beard, and Pahl are assigned to a

MINUTES OF COUNCIL OF ADMINISTRATION MEETING
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committee to look at pricing for the Life Membership program.

A contract is needed for the photographer for Gettysburg. Cher Petrovic is unable to do it. Brother Edward Norris will be contacted about doing photography at Gettysburg as he has done so in the past.

A motion was made to pass the budget as presented by Brother Tucker. It was seconded by Brother Payne. The budget was passed.

The email addresses will be switched over for all National Officers.

Conflict of Interest statements need to be done by Gettysburg.

Meeting adjourned at 11:01 AM.

Respectfully Submitted,

Daniel W Murray
National Secretary
Sons of Union Veterans of the Civil War