

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

November 18, 2018, Gettysburg, Pennsylvania

Commander-in-Chief Donald W. Shaw called the meeting to order at 8:03 am on November 18, 2018 and Council of Administration Member Bruce Frail lead the attendees in reciting the Pledge of Allegiance. This was followed by the invocation given by National Chaplain Jerry Kowalski.

The National Secretary called the roll of officers and recorded the following members of the Council of Administration:

**Voting Members Present:**

CinC Donald W. Shaw	CofA Member Immed. PCinC Mark R. Day
SVCinC Edward J. Norris	CofA Member Kevin Tucker
JVCinC Brian C. Pierson	CofA Member Bruce D. Frail
National Secretary Jonathan C. Davis	CofA Member Michael A. Paquette
National Treasurer David McReynolds	CofA Member Peter J, Hritsko, Jr.
National Quartermaster PCinC Danny L. Wheeler	CofA Member Paul Davis

**Non-Voting Members Present:**

PCinC Eugene Mortorff	PCinC Andrew M. Johnson
PCinC James Pahl, Nat. Councilor, Banner Editor	PCinC Edward J. Krieser
Jamie McGuire, Nat. Signal Officer	

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

National Chaplain Jerry W. Kowalski	PDC Dean Lamphere, Jr., Nat. Aide-de-Camp
Kevin Martin, Fraternal Relations Chair	PDC Faron Taylor, Nat. Aide-de-Camp
James G. Ward, Nat. Special Comm. on Hereditary Issues	

**OPEN ITEMS FROM PRE 2017 Lansing, Michigan National Encampment CofA Meeting**

***1. National Signals Officer, James P. McGuire***

**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.

**[COMPLETED, Webmaster will supply departments being hosted to Treasurer who will bill for 2018 billing period, will bill half for remainder of year. Will publish final date of cut-off date of December 31st.]**

***National Treasurer: David McReynolds***

**2. Recommendation:** Adopt a written information systems & financial records disaster contingency plan. The Web Master reports that his thoughts on the pending "information systems and financial records disaster contingency plan" is that he is not qualified to address this topic, nor is anyone on the committee. This is where consultants should be consulted... Therefore it is my position that we confer with a consultant who has experience in the financial records data backup field. An online secure storage company like Carbonite or NovaStor would be a good place to start.

**[ACTION: Pending per final Technology Committee recommendations, refer to Executive Director]**

**3. Commander-in-Chief Day**

The P&P is tasked to make necessary corrections to the form 50, remove inconsistencies and create a proper sequence of events. Any proposed changes to the C&R deemed necessary should be filled within the appropriate channels.

**[ACTION: Partially Complete. Proposed change to the C&R Chapter 1, Article 1, Section 1 developed and submitted to the C&R Committee, to be submitted to the C&R Committee by end of 2018]**

**4. 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.

**[ACTION: National Secretary to write letter, complete October 26, 2018]**

**5. National Treasurer Additional Reporting**

501c3 status for the National Organization approved February 8, 2017. Registrations complete for charitable solicitation except for D.C. Treasurer's Handbook to follow with directions on a variety of financial and tax issues for Camps and Departments. Examining impact of change in tax exempt status for National on Departments and Camps.

**[ACTION: See National Treasurer's report – General Order No. 18 issued, once all items are completed per Form 11, will re-apply to IRS for Group Exemption] Complete, Form 11 to be submitted to Program & Policies Committee] ACTION: Camps already 501c3, camps should state incorporated under the laws of their state and include in their By-Laws. Form 11 to be modified, refer to P&P Committee with Form 11 after G.O. 18 dates. Language to C&R for 501c3 status of camps and departments, will look into whether camps and departments can be grandfathered in as subordinates.]**

**FROM 2017 LANSING, MICHIGAN ENCAMPMENT RECOMMENDATIONS**

**6. National Committee on Vision and Planning: Brian C. Pierson, PDC**

Recommendation: Revamp the recruiting and retention program and develop a strategy to reduce drops. We appear to be recruiting, but not retaining members.

**[ACTION: Programs and Policies, pending to Revisions Committee]**

**7. Engagement**

**Recommendations:**

- Establish a National Battlefield Preservation Program or assign this responsibility to an existing committee. (There is a link to the Civil War Trust on the Education page of the National Website.) **[ACTION: CinC to appoint CinC Committee, Bruce Frail will Chair] See Report submitted, may rely on possible "Survey Monkey"**
- Marketing & Promotion Committee evaluate and report the effectiveness of the strategy. **[ACTION: Stay with Committee]**

## **NEW BUSINESS POST 2017 LANSING, MICHIGAN ENCAMPMENT**

### **8. ROTC Award recognized by US Army**

CofA Member Michael Paquette shared handout, Brother Pierson made motion to seek award to be recognized, seconded by National Quartermaster PCinC Danny Wheeler. **[ACTION: Pending]**

**Note: Send Form 7 to Edward Norris and Day**

**a. Motion by PCinC Mark Day that a form be created that a generic Public Affairs Officer Form for press releases be created, seconded by Jr. Vice CinC Brian Pierson, PASSED.**

**b. Motion by PCinC Mark Day that we submit language to the C&R Committee for including a Public Affairs Officer at the Department level and at the camp level an optional officer, seconded by Council of Administration Member Bruce Frail, motion withdrawn.**

**9. Recommendation 2.** The Commander-in-Chief send out a General Order or Commander-in-Chief's Message to the Membership, whichever he prefers, asking the Department Junior Vice Commanders to participate in this new process. I'm willing to draft something.

**[ACTION: JVCinC Norris be directed to C&R, deferred to Spring 2019 CofA Meeting]**

### **National Committee on GAR Records and the National GAR Records Officer Dean Enderlin, PCC:**

**10. Recommendation 1.** That the SUVCW Form 49 (Certification of Election and Installation of Department Officers) be updated to include the required office of Department GAR Records Officer. Note: A draft version of the modified fill-in Adobe Acrobat PDF form has been provided to the Commander-in-Chief and the Chair of the National Committee on Program & Policy for their review. **[ACTION: Programs & Policies Committee, deferred to Spring 2019 CofA Meeting]**

### **11. GOOD CITIZENSHIP CERTIFICATE**

Certificate was reviewed by CofA. **[ACTION: Approved by the CofA and referred to Programs & Policies Committee.] Pending**

### **12. NATIONAL ENCAMPMENT DATES**

Discussion from members of the National Site Committee seeking guidance on moving National Encampment up in calendar schedule

**[ACTION: Motion by Council of Administration Member Michael Paquette, seconded by National Quartermaster PCinC Danny Wheeler that requirements of the addendum contract be extended for 2021. Passed with one (1) No vote]**

## **ITEMS FROM 2018 NATIONAL ENCAMPMENT REPORTS**

### **PCinC Mark Day's Recommendations:**

**13. Recommendation #2:** That the Fraternal Relations Committee be allocated a small budget (\$500) that can be used to support its efforts and that the Fraternal Relations Committee job description be modified to show that, **[ACTION: Budget line item of \$500 approved. Job description be sent to C&R Committee. Passed]** **[ACTION: P&P will be supplied suggested language for starting point, Pending by the Spring 2019 CofA Meeting]**

**14. Recommendation #4:** That a Committee be established tasked with identifying all the financial aspects requirements, facilities requirements and staffing requirements that are necessary to Establish a standalone Sons of Union Veterans of the Civil War National headquarters by the year 2022, and which would bring both our administrative and quartermaster functions under one roof. This committee should be tasked with providing a plan to accomplish the establishment of a permanent national headquarters by the National in 2020. I believe this is a necessary step if we are to grow and prosper and be recognized as a legitimate and professional heritage

organization in the 21<sup>st</sup> Century. **[ACTION: CinC to appoint CinC Committee, Chaired by Brother Kevin Tucker, PCinC Mark Day, David Demmy, Sr., Michael Paquette, and David McReynolds. Preliminary report by Spring CofA Meeting].**

**15 Recommendation #5:** That the CinC Appointed Communications and Technology Sub- Committee on technology needs at the National HQ be continued by my successor to complete the work which was begun on updating and enhancing our effectiveness.

**[ACTION: CinC appointed Committee, to report by Gettysburg, 2018, refer to Council of Administration Member Michael Paquette.] Pending per a few items such as back-up and access issues.**

**16. Recommendation #6:** That the National Special Committee on Website redesign be continued through the year 2021.

**[ACTION: CinC to appoint Committee, to report by Spring CofA Meeting in Springfield, 2019 in conjunction with Lincoln Death Day Ceremony]**

**17. Recommendation #7:** That the CinC Appointed Committee on the Allied Orders and National Encampments be continued so that it can continue to work with the Allied Orders on Joint Encampment Agreements.

**[ACTION: CinC to appoint CinC Committee consisting of previous members if they will accept consisting of Day, Darby, Michael Paquette, and Kevin Tucker, ACTION: pending, report by Spring CofA Meeting]**

#### **EXECUTIVE DIRECTOR RECOMMENDATIONS:**

**18. Recommendation # 2:** Change C&R to invoke strong disciplinary action against Department Commanders and the Department Secretary who neglect or refuse to file form 35 on time! Currently the department and each brother within the department is suspended, but no forceful action is invoked against the commander or secretary for neglect or failure to file. Why should a whole department suffer for the failure of 2 or 3 officers that do not carry out a once a year responsibility.

**[ACTION: Referred to Standing C&R Committee] Modify Form 35 to include information in regards to camps suspended within their department]**

**[ACTION: Motion by Jr Vice Commander-in-Chief Brian Pierson to modify Form 35 to account for suspension of camps, seconded by CofA Member Bruce Frail. Passed]**

#### **NEW BUSINESS**

**A. Following discussion of the auditor's report of our order was found to be free of any conflicts, a motion by National Treasurer David McReynolds that the Council of Administration accept the auditor's report and findings for the fiscal year ending June 30, 2018, seconded, PASSED.**

#### **National Special Committee on Hereditary**

**B. Following discussion of the committee's report, a motion by Council-of-Administration Bruce Frail to accept items No. 1 thru 4, not to exceed \$1,500.00 of capital expenditure purposes and operating purposes of \$200.00 per year for the life of the committee, PASSED.**

**C. Motion on approve the revisions to Form 12, seconded. PASSED**

#### **Post Framingham Council of Administration Meeting Minutes**

**D. Motion by National Secretary Jonathan Davis to accept the minutes, seconded by Council of Administration Member Kevin Tucker, PASSED.**

**E. Motion by Council of Administration Member Kevin Tucker to pay the final payment on the Graves Registration Contract, seconded. PASSED.**

**F. 2019 Department Encampment Representatives  
Shaw**

**Commander-in-Chief Donald**

**GOOD OF THE ORDER**

a. Kevin Martin of the Department of the Chesapeake announced his intent to run for a seat on the Council-of-Administration next year during the 2019 National Encampment in Cleveland, Ohio.

**CLOSING COMMENTS**

Commander-in-Chief Donald W. Shaw thanked everyone for attending

**GOOD OF THE ORDER**

Benediction: National Chaplain

Adjournment: Approximately Noon

Submitted in Fraternity, Charity, and Loyalty,  
Jonathan C. Davis, PDC  
National Secretary