

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

April 13, 2019, Springfield, Illinois

Commander-in-Chief Donald W. Shaw called the meeting to order at 8:08 pm on April 13, 2019 and those in attendance recited 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 Bruce D. Frail
JVCinC Brian C. Pierson	CofA Member Michael A. Paquette
National Secretary Jonathan C. Davis	
National Treasurer David McReynolds	CofA Member Peter J, Hritsko, Jr.
National Quartermaster PCinC Danny L. Wheeler	CofA Member Paul Davis

**Voting Members Excused:**

CofA Member Kevin Tucker

**Non-Voting Members Present:**

PCinC Ken Freshley  
PCinC Edward J. Krieser  
PCinC James Pahl, Nat. Councilor, Banner Editor  
Executive Director David Demmy, Sr.

**Non-Voting Members Excused:**

Jamie McGuire, Nat. Signal Officer

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

National Chaplain Jerry W. Kowalski  
Harry W. Reinke, IV, National Webmaster

**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.

**[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.]**

**ACTION: Completed**

***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.

**[Pending per final Technology Committee recommendations, refer to Executive Director.] ACTION: Refer to Programs & Policies on final report**

**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.

**[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.]**

**ACTION: Pending**

**4. 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.]**

**ACTION: That the Treasurer be approved to file new application to change the group exemption for all departments and camps to change from 501c4 to 501c3. This was so moved by JVCinC Brian Pierson, seconded by PCinC and National Quartermaster Danny Wheeler.**

**FROM 2017 LANSING, MICHIGAN ENCAMPMENT RECOMMENDATIONS**

**5. 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.

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

## 6. 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” Pending**
- Marketing & Promotion Committee evaluate and report the effectiveness of the strategy. **[ACTION: Stay with Committee]**

## NEW BUSINESS POST 2017 LANSING, MICHIGAN ENCAMPMENT

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

7. 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. **[Programs & Policies Committee, deferred to Spring 2019 CofA Meeting] ACTION: Approved to be updated**

## 8. GOOD CITIZENSHIP CERTIFICATE

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

## ITEMS FROM 2018 NATIONAL ENCAMPMENT REPORTS

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

9. 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, **[Budget line item of \$500 approved. Job description be sent to C&R Committee though P&P Committee, Passed] [P&P will be supplied suggested language for starting point] ACTION: Pending to August CofA Meeting.**

10. 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. **[CinC to appoint CinC Committee, chaired by Brother Kevin Tucker, PCinC Mark Day, David Demmy, Sr., Michael Paquette, and David McReynolds.] ACTION: Pending by pre –encampment CofA meeting.**

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

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

**[CinC to appoint Committee, to report by Spring CofA Meeting in Springfield, 2019 in conjunction with Lincoln Death Day Ceremony] ACTION: Motion by Council of Administration Member and PCinC Mark Day to approve the authorized up to \$500 additional above the \$5000 for the purpose of Phase I of the project, seconded by Council of Administration Member Michael Paquette. Passed, 1 abstained**

**13. 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.

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

### **ITEMS FROM 2019 SPRINGFIELD CofA REPORTS**

#### **2.3 Junior Vice Commander-in-Chief; Brian Pierson, PDC**

RECOMMENDATION: Retire the Form 60 as soon as practical in favor of the Form 3, either as is or updated.

**[ACTION: JVCinC Brian Pierson to prepare updated Form 3 and ask P&P Committee for comment and vote by Electronic means or bring back to CofA in August.]**

#### **4.3 National Comm. on Civil War Memorial Grant Fund, Michael A. Paquette, PDC**

##### **RECOMMENDATIONS:**

1) Establish a special National-level Special Committee responsible for providing training for elected and appointed officers at Department and Camp levels. The committee should have 5 members. Committee members should have professional experience in training or education. This committee should have a lifespan of at least three years.

2) The Training Committee will begin developing “how to” training materials for use by Departments and Camps. [Currently the C&R defines the responsibilities of these positions – the “what” the job requires, not “how to do it”.] Elected positions should have priority (Commander, Secretary, Treasurer, Senior Vice Commander and Junior Vice Commander). [Note: a handbook for Treasurers has been developed by the National Treasurer. The committee may choose this approach or determine other means to provide training.] Materials should be made available online to our membership.

3) Make the Training Committee a permanent National-level Committee responsible for the oversight of training officers at the Department and Camp level. (PP&P Committee to develop roles and responsibilities of the Training Committee and bring to a future National Encampment for a vote to approve the permanent committee. This could take 2 – 3 years to accomplish.)

**ACTION: Run the recommendations through the Memorial University**

#### **4.11 National Committee on Graves Registration, Bruce D. Frail, PDC**

##### **RECOMMENDATIONS:**

1) We should offer admin accounts to some Sisters of the Allied Orders. We have many Sisters in the Allied Orders who have requested the ability to assist us in our task. While I have had my hands tied in being able to give out full administration accounts to these Sisters, I have giving two Sisters limited monitored admin accounts, these have proven very positive and I believe should be expanded to include a Graves Registration Liaison Officer from each of the Allied Orders. These GRLOs would answer to the National Graves Registration Officer and could serve as aides or full members on the National Committee on Graves Registration. These positions would be as all other Admin Accounts, a privilege and not a right.

2) We should openly accept limited Confederate Veteran Grave locations. We currently have over 12,000 Confederate Grave locations within the database. What I mean as limited is as follows; “Any Confederate Officer or Enlisted veteran who served in an honorable manner and never committed treason against the United States of America or its Constitution.” Any person who had, at any point in his life, sworn an oath of allegiance to the United States of America or its Constitution, whether in political life, military life, judicial life or in government employ of any kind and then fought against that of which was sworn to uphold, would be guilty of treason and therefore would not be allowed in our database.

3) We should openly market ourselves and our database to genealogical groups and societies. This was begun last year with our work with the National Archives and Records Administration and should be expanded on in the coming years. These are the people we need to bring into our organization and they are our future. In the past year we have gained over 20 new members in the SUVCW in this manner and 5 that I know of in the ASUVCW. This was done with asking the simple question “Are you a member of the SUVCW or the Allied Orders of the GAR?” with the follow up of “Would you be interested in learning more about us or them?” It is really that simple, people do not know about us and when they find out, they wish to join.

4) 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.

5) We should create and market a line of lineage items that can be personalized and sold thru a database web store to people who learn of their relatives or are helping with our project. Some ideas are certificates that identify American Civil War Service, t-shirts or polo shirts that submitters or admin users can purchase that would identify them as working and/or supporting our project. These items would be dual purpose; they would generate revenue and promote our database, which in turn promotes the SUVCW. The revenue would pay for the expenses generated in this product line, go towards the budget for upkeep of the database and lastly any additional could go into the General or Permanent Funds. This line would not interfere at all with the Quartermaster store or the Charitable Foundation as it is targeting a different group of buyers. As this three year plan is a base to my ideas for the future, we should discuss these before I submit a complete five or ten year plan.

**ACTION: Run the recommendations as much as possible through the Memorial University**

## **5.8 National Special Committee on Strategic Development, David McReynolds, PCC**

### **RECOMMENDATIONS:**

1) The committee recommends to the CoA that it provide authorization for the Strategic Development Committee to move forward to write a suitable case statement to support the initial phases of fundraising for the SUVCW. The case statement might be incorporated into the online fundraising page recommended below. The case statement will be reviewed and approved by the entire CoA prior to implementation.

2) The committee recommends to the CoA that it provide authorization for the Treasurer to contract with a company that will allow the SUVCW to collect online donations by check, credit card or PayPal. This might be PayPal since we already contract with them for the Quartermaster Store. Further, the Webmaster would be authorized to work with the Treasurer in setting up the online giving page. The Treasurer will provide the proper budgetary location for any expenditures related to this effort. The contract along with a summary of any financial impact on the organization will be brought back to the entire CoA prior to execution.

3) The committee recommends that the CoA authorize it to produce a presentation to be made at the Annual Encampment that would include a challenge to get 1,000 Brothers to commit to give just \$15 per month for three years. A small individual gift (\$540 total) can become increasingly significant when multiplied by 1,000. The total would yield \$540,000. It seems feasible that 1,000 members would commit to giving \$15 per month. And perhaps some would commit to give even more. The presentation would be reviewed by the entire CoA prior to it being made at the Encampment.

**ACTION: Motion by JVCinC Brian Pierson that the committee to authorize to moved forward with their recommendations, second by PCinC Danny Wheeler. Passed**

6.29 Department of Vermont, Dennis J. Devereux, DC

**ACTION: Amendment to give the CinC up to 500 dollars to consult with a lawyer in the State of Vermont address the issue. Motion by Brother Michael Paquette, second by Brother Paul Davis. Motion by PCinC Mark Day to amend the previous motion to grant the power and authority to the Commander-in-Chief Shaw to act on the behalf of the CofA without seeking additional approval, second by PCinC Danny Wheeler. Passed**

### **NEW BUSINESS**

1) Ed Krieser requested an additional form to be submitted to the National Chaplain on the death of a brother.  
**ACTION: Motion by Brother Michael Paquette that form provided by PCinC Krieser be referred to the P&P Committee for review, seconded by Brother Bruce Frail. Passed.**

2) Ken Freshley request approval for the production of jackets beyond the 2019 National Encampment.  
**ACTION: This will be addressed by the Electronic Boardroom if requested.**

### **GOOD OF THE ORDER**

- 1) Paquette, Brother Tucker will have surgery
- 2) Continue prayers for National Chaplain Jerry.
- 3) Banner will use same paper for wrapper as magazine.

### **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