

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

August 12, 2018, Framingham, Massachusetts

Commander-in-Chief Donald W. Shaw called the meeting to order at 8:02 am on August 12, 2018 and 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 Frail              |
| National Secretary Jonathan C. Davis          | CofA Member Michael A. Paquette      |
| National Treasurer David McReynolds           | CofA Member Peter Hritsko, Jr.       |
| National Quartermaster PCinC Danny L. Wheeler | CofA Member Paul Davis               |

**Non-Voting Members Present:**

Perley Meller, PCinC  
Jamie McGuire, Nat. Signal Officer  
Tad Campbell, PCinC  
James Pahl, Banner Editor, MI

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

|  |   |
|--|---|
| National Chaplain Jerry W. Kowalski, IL    | Dean Lamphere, PDC, Nat. Aide-de-Camp, MI |
| David Demmy, Sr., Executive Director, PA   | Andrew R. Whipple, RI                     |
| Terry McKinch, National Chief-of-Staff, MI |   |

**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: National Treasurer authorized up to \$1200, Year fee will be \$150 with recommended company of "Back Blaze" from auditor. [Action: Quick Books backed-up on Back Blaze by Gettysburg, 2018]**

**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. The revision of Form 50 has not been completed. Continued]**

**4. *From the National Treasurer as a Recommendation:*** CinC & CofA members who receive an advance should submit all receipts to support an advance or refund the unused portion in a timely manner.

**[ACTION: Will be up for vote during encampment as part of changes to regulations, passed by the Encampment]**

**5. *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 by September 30th]**

**6. *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]**

**FROM 2017 LANSING, MICHIGAN ENCAMPMENT RECOMMENDATIONS**

**7. *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]**

## 8. Engagement

### Recommendations:

- Assist Departments and Camps in school engagement, perhaps with a standardized kit similar to what the SAR uses. [**ACTION: Patriotic Instructor, pending**]
- 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**]
- Marketing & Promotion Committee evaluate and report the effectiveness of the strategy. [**ACTION: Stay with Committee, pending**]

## NEW BUSINESS POST 2017 LANSING, MICHIGAN ENCAMPMENT

### 9. ROTC Award recognized by US Army

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

### 10. Encampment Room Arrangement

Room arrangement diagram not in current C&R, do we wish to update C&R. [**ACTION: Encampment Site Committee to review fire code issues. Continued ACTION: Diagram to be forwarded to CinC to be presented to the CofA for discussion and electronic vote within next thirty days, if passed will be forwarded to C&R Committee.**]

### JVCinC Norris:

11. Recommendation 1. The membership forms indicate that the Part V relationships be circled. For example: "Part V - To be completed by member / junior applicant only. Circle the relationship." I receive too many with that information missing. [**ACTION: looking at check box. Completed**]

#### Application Process

- *Scan the completed membership applications.*
- *Contact the Department Junior Vice Commander (sending him the application) asking for the local Camp's Junior Vice Commander's name and home address. The DJVC is asked to forward my email to the Camp's JVC so that he can get in touch with the applicant.*
- *Send the applicant's documentation to the Camp JVC via USPS.*
- *Contact the applicant with the Camp information.*

12. 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. Continued Action: Deferred by Gettysburg]**

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

13. 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, Continued Action: Pending**]

## 2017 GETTYSBURG, PENNSYLVANIA CofA MEETING NEW BUSINESS:

14. Tucker to recommend committee on customs and courtesies, CinC will address by end of week. Pierson chair, Tucker and Taylor on committee. [**ACTION: General Order No. 9, Series 2004-2005 to be followed, include in ritual**] [**Continued Action: Motion by Brother Tucker that Protocol Handbook be approved by**

the CofA and posted on the National Website, seconded by Brother Pierson. Motion passed.] [ACTION: Completed]

## **2018 PRE-ENCAMPMENT NEW ITEMS, FRAMINGHAM, MASSACHUSETTS:**

### **15. National Awards**

Commander-in-Chief Day recommends that incoming Commander-in-Chief purchase at least ten streamers and have dies created that are not currently produced [ACTION: Motion by Brother Pierson that recommendation be completed, seconded by National Quartermaster Wheeler. Motion passed.]

### **16. Chaplain Re-imbusement**

National Chaplain Kowalski asked that he be reimbursed for expenditures in completing his duties as Chaplain, receipts provided. [ACTION: Motion by Brother Pierson this be approved, seconded by Brother Norris. Motion Passed]

### **17. FORM 11**

Discussion that edits to Form 11 have been completed [ACTION: Motion by National Quartermaster Wheeler that two part form be approved, seconded by Brother Norris. Motion Passed.]

### **18. NEW PRESENTATION FOLDER**

PCinC Donald Martin shared new presentation folder, discussion followed. [ACTION: Motion by PCinC Martin that new form holder with SONS of UNION VETERANS of the CIVIL WAR added to cover be produced for sale from National Quartermaster after current stock is depleted, seconded by Brother Tucker. Motion Passed.]

### **19. GOOD CITIZENSHIP CERTIFICATE**

Certificate was reviewed by CofA. [ACTION: Programs & Policies Committee.]

### **20. RITUALS ON NATIONAL WEBSITE**

[ACTION: Rituals to be corrected on National Website]

### **21. NATIONAL HEADQUARTERS EQUIPMENT**

Brother Paquette continued with items from #14 mainly that computers in National Headquarters need to be networked. [ACTION: Motion by Immediate Past Commander-in-Chief Martin to install WIFI at National Headquarters for internal use only, seconded by Brother Pierson. Motion passed.]

### **22. NATIONAL ENCAMPMENT DATES**

Discussion from members of the National Site Committee seeking guidance on moving National Encampment up in calendar schedule. [ACTION: Survey will be setup within 30 to 45 days with results to be presented by Gettysburg CofA meeting.]

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

### **CinC Day Recommendations:**

**23. Recommendation #1:** That the CinC Appointed Strategic Development Committee be continued and made a standing committee by this encampment. This is the committee which is overseeing our Fund-raising efforts as a 501c3 and they are critical to our continued progress and success. [ACTION: Encampment passed: Special Committee till 2021, Chaired by National Treasurer McReynolds].

**24. 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]**

**25. Recommendation #3:** That an appointed position called Public Affairs Officer be created and that a job description be written that includes the duties of:

- Issuing Press Releases for all National Activities and Events.
- Working with the Signals Officer to produce 15, 30, and 60 second video ad which can be distributed as PSA's.

**[ACTION: Referred to incoming CinC. P&P by November. Brother Pierson moved that \$500 be allocated by the National Treasurer for any out of pocket expenses that may be occurred, seconded by Brother Wheeler. Motion passed].**

**[Marketing Committee to come back with report. CinC to appoint Aide initially, maybe followed as officer.]**

**26. 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 Tucker, Day, Demmy, Sr., Paquette, and McReynolds. Preliminary report by Gettysburg, 2018]**

**27. 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]**

**28. 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]**

**29. 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, Paquette, and Tucker].**

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

**30. Recommendation # 1:** Change C&R to require all camps and departments to have an assistant treasurer and/or secretary to carry out duties of the office in lieu of the primary treasurer and/or secretary.

**[ACTION: Referred to Standing C&R Committee]**

**31. 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]**

**Assistant National Quarter Master, George Shadman**

**32. Recommendation #3:** I receive many requests from schools for presenters from our organization to come to graduations or banquets to personally hand out our awards to the cadet who is receiving it. What an opportunity for our organization! However, I must rely on contact information on the department website that is linked to the national website. With that, I beg that each department please keep the information on your department website current, especially officers' contact information.

**[ACTION: Referred to Webmaster by National Encampment to review department websites for issues]**

**NEW BUSINESS**

Commander-in-Chief Donald Shaw presented certificate to Past Commander-in-Chief Day for service during the year.

- A. Conflict of Interest Policy Requirements. National Secretary J. Davis went over requirements with thoughts at National Treasurer should review language to confirm these are not in any conflicts with our 501c3 status. **[ACTION: Will be emailing out to officers within three weeks].**
- B. National Treasurer will provide Budget. Due to printing issues, copies could not be provided but National Treasurer went over key items within budget and members could overlook budget on computer. **[ACTION: Motion by Brother J. Davis that the 2018-2019 budget submitted by National Treasurer McReynolds be approved, seconded by Brother Pierson. Motion Passed].**
- C. National Membership-at-Large dues for 2019 **[ACTION: Motion that no change in dues. Motion passed].**
- D. National website fees for 2019 **[ACTION: Motion that no change in dues. Motion passed].**
- E. Life Membership reimbursements (pre-2001 Life memberships).
- F. Charitable Foundation Merchandise Licenses. National Secretary J. Davis reviewed request of previous items be extended and that two new items have been added to the items requested. Discussion followed regarding previous understanding prior to our approval of 501c3 status **[ACTION: Motion made approving licenses presented by the National Secretary, seconded. Brother Tucker offered an amendment to remove the additional two requested items, seconded by Brother Pierson. Amendment passed. Motion passed].**
- G. Camp/Depart ment Merchandise licenses. National Secretary J. Davis reviewed request of previous items be extended with a couple of items asked to be removed. **[ACTION: Motion made by National Secretary to approved all merchandise licenses except those requested to be removed, seconded. Motion passed].**
- H. National 2010 to 2016 Life Membership reimbursement be write off. **[ACTION: Motion by National Treasurer McReynolds that Life Membership reimbursements be wrote off through fiscal year 2016, seconded. Motion passed.]**
- I. Lincoln Tomb Ceremony. The 2019 Lincoln Tomb Ceremony will be the last year of the five year contract. Chairman of the Lincoln Tomb Ceremony request permission to negotiate the next 5 year contracts. **[ACTION: Motion to authorize the chairman to execute the next 5 years of contracts, seconded.]** Following discussion, the Constitution & Regulations appear to authorize the chairman to execute contracts as part of his duties. Motion withdrawn.

**GOOD OF THE ORDER**

- A. CofA Member Michael A. Paquette gave his intent to run for Jr. Vice Commander-in-Chief next year during the 2019 National Encampment in Cleveland, Ohio.
- B. National Secretary Jonathan C. Davis will be seeking re-election for the office during the 2019 National Encampment in Cleveland, Ohio.
- C. National Treasurer David McReynolds will be seeking re-election for the office during the 2019 National Encampment in Cleveland, Ohio.

Benediction: National Chaplain

Adjournment: Approximately Noon

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