

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

August 9, 2018, Framingham, Massachusetts

Commander-in-Chief Mark R. Day called the meeting to order at 8:01 pm on August 9, 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 Mark R. Day	CofA Member Immed. PCinC Donald L. Martin
SVCinC Donald W. Shaw	CofA Member Kevin Tucker
JVCinC Edward J. Norris	CofA Member Brian C. Pierson
National Secretary Jonathan C. Davis	CofA Member Michael A. Paquette
National Treasurer David McReynolds	CofA Member Fred Lynch
National Quartermaster PCinC Danny L. Wheeler	

Voting Members Absent being excused by the CinC:

CofA Member Paul Davis

Non-Voting Members Present:

Gene Mortorff, PCinC, Assist. Nat. Executive Dir.	Robert Grim, PCinC
Perley Meller, PCinC	Leo Kennedy, PCinC
Tad Campbell, PCinC	Jamie McGuire, Nat. Signal Officer
George L. Powell, PCinC	Donald Darby, PCinC
Stephen Michaels, PCinC	Edward Krieser, PCinC

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

Harry W. Reineke, IV, IL	W. Faron Taylor, National Chief-of-Staff
National Chaplain Jerry W. Kowalski, IL	Frank Avila, National Site Committee
David Demmy, Sr., Executive Director, PA	Terry McKinch, SVC, MI
Henry E. Shaw, Jr., SVR, OH	

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]

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]

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 Signals Officer & Webmaster: James P. McGuire, DC

Engage a professional firm who can conduct the process of "discovery" in order to determine what our needs for a new website are, so that we can make an informed decision regarding what we need when it comes time to get quotes for a new site. **[ACTION: That incoming CinC assign the IT committee or sub-consultant for discovery for website to protect, etc to present to CofA in November, Withdrawn]**

8. National Committee on Civil War Memorial Grant Fund: Brian C. Pierson, PDC

Recommendation: Evaluate whether grant eligibility should be expanded to include GAR halls, historical GAR furniture and decorations, and if so, define specific criteria, standards and restrictions for these items.

[ACTION: Programs and Policies] [CONTINUED ACTION: Withdrawn]

9. 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, Continued]

10. 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 Special Committee, Pending]**
- Marketing & Promotion Committee evaluate and report the effectiveness of the strategy. **[ACTION: Stay with Committee, Pending]**

NEW BUSINESS POST 2017 LANSING, MICHIGAN ENCAMPMENT

11. 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]**

12. National Office Equipment

Review of equipment at National Office – IT committee to make recommendations to CofA Meeting in Gettysburg for moving forward, budget to be determined by this time. **[ACTION: Brother Paquette moved, seconded by Brother Pierson. Motion Passed.] [CofA Member Ed Norris moved that CofA approve spending up to \$1500 to purchase equipment which includes laptop and software, seconded by CofA Member Brian Peirson. Motion is amended to spend up to maximum allowable within the budget to purchase equipment for the National Headquarters as recommended and approved by the CinC and National Treasurer. Motion Passed.] COMPLETED – Additional discussion moved to New Business.**

13. 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 issue. Continued ACTION: Ritual Committee to forward to C&R Committee]**

JVCinC Norris:

14. 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.*

15. 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]

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

16. 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:

17. 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.]**

2018 PRE-ENCAMPMENT NEW ITEMS, FRAMINGHAM, MASSACHUSETTS:

18. 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.]**

19. 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]**

20. 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.]**

21. 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.]**

22. GOOD CITIZENSHIP CERTIFICATE

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

23. RITUALS ON NATIONAL WEBSITE

[ACTION: Rituals to be corrected on National Website]

24. NATIONAL HEADQUARTERS EQUIPMENT

From #12. Brother Paquette continued with items from #12 on completing task on National Headquarters Equipment on need that computers in National Headquarters need to be networked. **[ACTION: Motion by Immediate Past Commander-in-Chief Martin to use allocated money to install WIFI at National Headquarters for internal use only, seconded by Brother Pierson. Motion passed.]**

25. NATIONAL ENCAMPMENT DATES

Discussion from members of the National Site Committee seeking guidance on moving National Encampment up in calendar schedule from 2nd weekend in August due to factors that might influence this schedule. **[ACTION: Survey will be setup within 30 to 45 days with results to be presented by Gettysburg CofA meeting.]**

Benediction: National Chaplain

Adjournment: 11:11 pm

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