

Minutes of the Virtual Council of Administration Meeting

18 September 2021

Meeting opened at 1400 ET by CinC Paquette

Pledge of Allegiance was recited

Roll Call by National Secretary Jonathan Davis

In Attendance: CinC Michael Paquette, SVCinC Bruce Frail, JVCinC Peter Hritsko, National Secretary Jonathan Davis, National Treasurer D. Michael Beard, COA member Kevin Martin, COA member Shane Milburn, COA member Harry Reineke IV, COA member Joseph Hall, PCinC Brian Pierson, PCinC Ed Norris, PCinC Steve Michaels, National Chaplain Jerry Kowalski (joined late), Executive Director David Demmy Sr., National Signals Officer Timothy McCoy

Excused: COA member Kevin Tucker

Absent: National Quartermaster James Lyon

Discussion Topics:

1. CinC Paquette shared that he had attended the memorial service for PCinC Richard Orr on 11 September in Pittsburgh, PA. The service was conducted by the Pennsylvania Department and was very well done. CinC Paquette also attended a rededication ceremony at the A.P. Davis mausoleum on 12 September by the Davis * Camp in Pittsburgh.
2. A document to the DUVCW regarding the “Little Brown Button” and copyright infringement to the SUVCW was drafted by the Assistant National Counselor and reviewed by the National Counselor. CinC Paquette signed the document and sent it to the National President of the DUVCW.
3. CinC Paquette indicated although he had been informed that he would be invited to the Nathan Bedford Forest re-interment ceremony, he had received no formal invitation from the Sons of Confederate Veterans Commander-in-Chief. The ceremony was occurring today – 18 September. If an invitation had been sent shortly after the National Encampment, it would have been too late for CinC Paquette to make travel arrangements.
 - a. PCinC Pierson offered that he had been in contact with SCV PCinC Paul Glamring a week ago, who stated that the current SCV CinC Larry McCluney had sent an invitation. PCinC Pierson conveyed his regrets that CinC Paquette would not be able to attend as he had other commitments on 18 September.
4. CinC Paquette indicated he had received correspondence from the Civil War Memorials Officer from the Department of the Southwest, Brother Avery Frantz, regarding the Kit

Carson Monument. The CinC had also been in contact with the Department Commander, John Conrad and the National Counselor and Assistant National Counselor on this topic.

- a. The General Services Administration (GSA) had sent a letter to the National Civil War Monuments Officer, Walt Busch 18 months ago expressing the GSA's belief that the SUVCW owned the Kit Carson Monument based on our Deed of Conveyance from the GAR. The monument was boarded up by the GSA to prevent further vandalism to it. The monument had been erected by the local GAR post on Federal property.
- b. The City of Sante Fe, NM wants monument removed, however since it is on Federal property, this can't occur. Additionally, the monument and the property on which it is located is designated as a historical landmark.
- c. Department Commander John Conrad is conducting a title search to see if the GAR post had deeded other property to any other organizations when the post folded.
- d. The CinC had a discussion with PCinC James Pahl who had expressed some concern that there may be financial liabilities for the SUVCW if we claim the monument.
- e. Brother Chris Workman, Department of Kentucky, indicated that his Department Commander had discovered there was interest in the Kit Carson monument by the City of Richmond Kentucky, if the monument was to be moved. Kit Carson was born in this area of Kentucky.
- f. SVCinC Frail asked if a determination was made that the Deed of Conveyance did not apply to the monument how that ruling would impact the cemetery plots already claimed by the SUVCW using the Deed of Conveyance. CinC Paquette recommended a follow-up discussion on this topic occur with PCinC Pahl.
- g. PCinC Pierson noted that the SUVCW has been asserting the Deed of Conveyance on a case-by-case basis. There was not a pattern or blanket use of the Deed of Conveyance one way or another. SVCinC Frail indicated the use or failure to use the Deed of Conveyance to claim the Kit Carson monument could set a precedence.
- h. There was discussion regarding potential relocation of the monument and who would make the determination to do so. It was concluded that the SUVCW would not be making the decision to move the monument.
- i. Brother Walt Busch had replied to the GSA that he did not have the authority to speak for the SUVCW and that the response to their letter would have to be discussed during a National Encampment. This did not occur in 2020 as the National Encampment was conducted virtually and limited in scope. The

discussion did not occur during the National Encampment in 2021 as it was not included in the agenda.

5. CinC Paquette asked for a motion to discuss the National website.
 - a. Brother Harry Reinecke moved that we accept the Master Service Agreement with Drupal Connect pending the incorporation of the Website Requirements document and that we also approve that document on the same vote. Seconded by Kevin Martin.
 - b. The National Signals Officer, Timothy McCoy thanked everyone for enabling him to participate in spite of the time zone difference with him calling from Switzerland. He also thanked COA members for their input to the Website Goals and Requirements document. The questions raised helped to further clarify what the COA would like to do and what would be included in the effort.
 - c. Two documents were being considered in the motion; the Master Service Agreement (MSA) from Drupal Connect which had been discussed briefly in the post encampment COA meeting in St. Louis. It was noted that there were no tangible deliverables indicated in the MSA and the major deliverable had to be identified for the project. Deliverables were identified in the second document, Website Goals and Requirements, which had been shared with the COA. Several COA members had provided feedback to the Website Goals and Requirements document.
 - d. All questions regarding the MSA had been assembled and responded to in version 2.0 of the Website Goals and Requirements document. Significant questions asked were when the contract with New Valley had been signed (and who signed it) and a second question asking if we had confirmation of a zero balance from New Valley had been asked during the COA meeting in St. Louis. The contract with New Valley was signed on 10 June 2019 by PCinC Don Shaw. A written statement from New Valley had been received from New Valley indicating a zero balance.
 - e. As the MSA and version 2.0 of the Website Goals and Requirements document had been provided prior to the meeting, Brother McCoy suggested the COA move into discussion. CinC Paquette asked if there were questions on either of the documents.
 - f. SVCinC Frail stated he agreed with the wording in the Website Goals and Requirements document which he had reviewed in detail with Brother McCoy. He asked for clarification as to whether we would be voting on a contract during the meeting. CinC Paquette explained that the contract would be a combination of the MSA amended with the SUVCW the Website Goals and Requirements document as it existed today. Drupal would have to approve the inclusion of the Website Goals and Requirements document but if the MSA and the Website Goals and

Requirements document were accepted by Drupal with no changes then the vote taken today would be to approve the contract and the CinC would sign it. SVCinC Frail asked if a final dollar amount was available. Brother McCoy stated we know what Drupal's hourly rate is \$100/hour. He stated the total amount of time would be in the 50-75 hour range. Drupal estimated maintenance to address security patch updates for example would be \$1500 - \$2000. Updates to content would be the responsibility of the SUVCW.

- g. SVCinC Frail asked if there was a length of time identified on the maintenance contract. Brother McCoy explained that the maintenance contract with Drupal would be a future effort, and the contract being discussed today was only for the development of the website. SVCinC Frail asked if the maintenance contract would be separate and signable later. Brother McCoy indicated that this was correct, and that Drupal would propose "buckets" of hours to perform maintenance over the course of a year. The number of hours in the buckets would be flexible.
- h. SVCinC Frail asked if \$25,000 had been approved towards this effort in the budget. National Treasurer Michael Beard confirmed there was \$25,000 in the budget for this purpose. SVCinC Frail stated that he had no issues.
- i. CinC Paquette asked when the \$25,000 had been approved. Brother Beard indicated it have been approved during the most recent COA meeting in St. Louis.
- j. PCinC Ed Norris asked about "clear messages" that it was indicated the SUVCW had to provide the content and if this was this correct. Brother McCoy confirmed this was correct. PCinC Norris asked if we were going to have someone go through the content to make sure the information was still valid. Brother McCoy stated the Committee on Website Redesign would be responsible for coordinating with the Brothers and committees responsible for the content of the various portions of the website. PCinC Norris suggested it would be important for the committee to start doing this work as soon as possible.
- k. PCinC Norris asked about the section on visually impaired persons and accessibility - should we reference being in compliance with the ADA or just visually impaired. Brother Beard noted that we would have to have someone familiar with ADA requirements go through the site to make sure that we were in compliance, and it was not an easy law to comply with.
- l. CinC Paquette asked based on a conversation with Brother McCoy prior to the National Encampment if this contract was not going to be a complete migration of the current website. CinC Paquette mentioned the term "critical mass" in reference to the effort. Brother McCoy indicated the effort was to do the entire National website. It would not include satellite websites such as GAR, Memorial University, Quartermaster Store, etc.

- m. CinC Paquette asked what the estimate in hours was going to be. Brother McCoy replied 50 - 75 hours. PCinC Norris replied that estimate was very low. SVCinC Frail agreed that it was, which was why the COA had identified the \$20,000 and the additional \$5,000 for Brother Busch's request for the monument registration portion of the website. CinC Paquette said he recalled hearing an estimate of 150-200 hours. SVCinC Frail confirmed this was the reason the COA increased the amount based on our estimate. Brother McCoy corrected himself and indicated the estimate of 150-200 hours was the range that had been discussed. SVCinC Frail added if we completed the project in less time the better for us.
- n. National Secretary, Jonathan Davis indicated he needed a copy of the final notice from New Valley that the balance was paid off and he would also need a copy of the contract with Drupal once it was signed. The Executive Director stated he need a copy of the contracts at the National Headquarters as well.
- o. Brother McCoy pointed out that a couple Brothers, Joseph Hall being one of them, had asked in the Question and Answers portion of the Website Goals and Requirements document about the ability to complete forms, such as registration for the National Encampment, electronically on the website. Brother McCoy indicated this would be a wish-list item for a future effort. This wasn't included as part of the current effort and additional discussion would be needed. Brother Hall requested the priority for this ability be increased if it was possible. CinC Paquette stated would be an increase in scope for the current project and would likely need to wait for the future.
- p. The CinC stated he was appointing a committee to investigate Information Technology resources throughout the Order. A discussion ensued regarding the use of PayPal to pay for National Encampment registration and overseas camp per capita. The possibility of increasing the National Encampment registration fee also occurred.
- q. PCinC Ed Norris asked how the pages that needed to be migrated would be identified. There were a number of outdated pages on the website that shouldn't be migrated. The MSA didn't identify what content we wanted to be migrated. Brother McCoy stated this was correct. It would be addressed during the wire-framing and building out of the website's content. CinC Paquette asked if the website re-design committee would determine which content would be migrated. Brother McCoy replied it was something that would have to be worked through. There was content that was more familiar to Brothers responsible for it who are not on the website redesign committee. Those Brothers would be better able to determine if the content should be migrated or not. CinC Paquette requested that if there was questionable content to be migrated that it be referred to the COA. SVCinC Frail added that the recommendation should also be vetted through the various committees responsible for the content.

- r. Brother McCoy brought up the Monuments and Memorials website content that had been introduced on the floor of the National Encampment by Brother Walt Busch and discussed in the post-Encampment COA meeting. Brother Busch had identified his desired updates to the website. Brother McCoy had discussed this with Drupal Connect and was assured that the changes could be accommodated without significant impact to the cost or time to complete the project.
 - s. There was no more discussion on the contract with Drupal Connect. CinC Paquette requested that the National Secretary conduct a roll call vote on the motion.
 - i. SVCinC Bruce Frail: Approve
 - ii. JVCinC Peter Hritsko: Agreed / approve
 - iii. National Secretary Jonathan Davis: Approve
 - iv. National Treasurer D. Michael Beard: Approve
 - v. COA Member Harry Reinecke IV: Approve
 - vi. COA Member Kevin Martin: Approve
 - vii. COA Member Shane Milburn: Approve
 - viii. COA Member Joseph Hall: Approve
 - ix. COA Member PCinC Brian Pierson: Approve
 - x. Total 9 in approval of the motion, 0 against.
 - t. CinC Paquette reiterated that if there were any changes to the MSA or the Website Goals and Requirements document that another COA vote would be required and that he wouldn't sign the contract. Brother McCoy requested that the questions and answers section currently in the Website Goals and Requirements version 2.0 document not be attached to the MSA. After discussion it was agreed not to include the questions and answers.
6. CinC Paquette requested that Brother McCoy provide the current version of Website Goals and Requirements document (minus the questions and answers) and that he would notify the COA if he signed the contract or not once it had been reviewed by Drupal Connect.
7. CinC Paquette notified the COA that he had received a request to lobby by the Department of Colorado and Wyoming regarding the placement of GAR highway markers in Utah. The rules regarding what information should be placed on highway signs had changed since the Department had the signs made and the signs were no longer in compliance. The state of Utah would allow the Department to place the signs that have been made in rest areas. The Department requested to lobby with the state of Utah specifically in this matter. Brother Beard requested a copy of the request to lobby as he

tracks these in case it comes up in a discussion with the IRS. PCinC Pierson indicated that copies were to go to the National Treasurer and the Executive Director. JVCinC Hritsko asked if it included other roads within the Department's boundaries. CinC Paquette stated it only applied to the portions of the GAR highway in the state of Utah.

8. CinC Paquette informed the COA that there were two camps being formed in Canada and that these two camps would function in a similar manner to the camp in England. One of the camps would be in Ottawa, Ontario. Brother Demmy asked where the second camp was forming. The CinC replied that he didn't remember the city. Brother Davis asked Brother Demmy if postage to ship the charters to Canada would be a concern. Brother Demmy replied that he didn't believe so. Brother Davis indicated he would leave the shipping fee at \$25.00, which was the camp for camps in the United States. Brother Davis indicated he had a charter ready for the newest camp in the Department of Alabama, the Spanish Fort Camp, which he would be sending to the CinC shortly. Brother Davis also indicated that a charter was close to being ready for a new camp in North Carolina.
9. CinC Paquette discussed the passing of Department Commander Bill Pollard of the Department of Texas and that the family did not desire a SUVCW presence at his funeral. The Department was in process of planning a memorial service as a separate SUVCW event on 30 October. SVCinC Frail and National Chaplain Kowalski would attend. The CinC indicated he would publish a Special Order to pass condolences to the DC Pollard's family once all preparations were in place for the SUVCW memorial service. SVCinC Frail added that DC Pollard's family were completely in support of the SUVCW memorial service. PCinC Pierson indicated he might also be able to attend.
10. PCinC Norris asked if our National Insurance covered the two new camps in Canada and the camp in England. PCinC Pierson stated he didn't believe it was a problem due to how these camps were associated with the Order. PCinC Norris stated that in looking at the web page of the camp in England that there was not any indication that they weren't fully associated with us. CinC Paquette asked if PCinC Norris's question was if something happened with the camp in England or one of the camps in Canada could someone from those countries sue the National Organization. PCinC Norris agreed that was the question. CinC Paquette said we should ask our insurance company. SVCinC Frail said he believed our insurance company should cover us. PCinC Pierson stated he believed the ability to sue us would be based on those camps legal structure with the National Organization.
11. PCinC Pierson asked if the CinC would have a travel schedule for Department Encampments in place for the COA meeting in Gettysburg. The CinC replied he would.
12. JVCinC Hritsko indicated a problem with a dead link to the membership application form on the new members section of the National website. National Webmaster, Harry Reinecke, stated he would correct the problem.

13. Brother Beard indicated he would be moving to Florida and staying in a Residence Inn while construction on his new home was being completed. Any mail sent to him by US mail might take additional time to reach him.

There were no items for the Good of the Order.

A closing prayer was provided by National Chaplain Kowalski.

The meeting closed at 1509 ET.