

**MINUTES OF COUNCIL OF ADMINISTRATION MEETING  
MAY 11, 2022, VIA “ZOOM”**

1. Meeting was called to order at 7:02 PM (EDT) by CinC Michael A. Paquette.
2. National Secretary Alan L. Russ called the roll of officers, as follows:

**Voting Members Present:**

CinC Michael A. Paquette, PDC  
SVCinC Bruce D. Frail, PDC  
National Secretary Alan L. Russ, PDC  
National Treasurer D. Michael Beard, PDC  
National Quartermaster James L. Lyon, PDC  
CofA Joseph S. Hall Jr., PDC  
CofA Member Shane Milburn, PDC  
CofA Member Harry W. Reinke, IV, PDC  
CofA Member Kevin L. Martin, PDC  
CofA Kevin P. Tucker, PDC  
CofA Member Immed. PCinC Brian C. Pierson, PCinC

**Voting Members Absent Excused:**

JVCinC Peter J. Hritsko, Jr., PDC

**Non-Voting Members Present:**

Executive Director David W. Demmy Sr., PCC  
Edward J. Krieser, PCinC  
National Chaplain Jerome Kowalski  
Edward J. Norris, PCinC  
Banner Editor James B. Pahl, PCinC

3. After the roll call of officers, Chaplain Kowalski gave the invocation, followed by PDC Kevin Tucker leading the CofA in the Pledge of Allegiance.

4. Prior to the meeting, Treasurer Beard had submitted the following motion, along with his discussion of it, to be considered by the CofA. At this time Brother Beard officially made the motion, which was seconded by Brother Frail. The motion read as follows:

I move the Council of Administration fund the proposed Assistant Executive Director position using dividends and interest from the General Fund's Brokerage Account for the next three years starting when an Assistant is contracted and ending three budget years hence. At such time the Treasurer will report to the Council the status of the budget and recommend how to go forward with funding the Assistant Executive Director position.

Motion was discussed by the CofA and voted upon. The motion carried with ten votes for and no votes opposed.

5. The Council next addressed how best to fill the position. After much discussion, Brother Kevin Tucker moved the following motion which was seconded by Brother Hall:

Advertise the position to the brothers of the Order with a cutoff date of June 15. Position is to be filled by the National Encampment. Mike Beard to prepare input for special message to go out. Interview by CinC, SVCinC, and Executive Director with recommendation to CofA. The council is to approve the hiring of the Assistant Executive Director.

Motion was discussed and voted upon. The motion carried with eight votes for and one vote opposed.

6. Next was discussion of an intern position at the National Headquarters. After discussion, CinC Paquette directed Brother Bruce Frail to pursue the issue.

7. Approval of Electronic Meeting Policy, as proposed by committee. Brother Pahl recommended the policy be rejected as written. CinC Paquette will send the proposed policy back to the Virtual Meeting committee for further action.
8. The CofA next discussed approval of the Document Retention Policy, as amended at the Springfield CofA meeting. After discussion, the CofA recommended some additional changes be made to the policy. These are reflected in red in the attached copy. [NOTE: The attached copy has not been renumbered to take care of deleted items.] Motion was made by Brother Frail and seconded. Motion carried with ten votes in favor and no votes opposed.
9. The following forms were submitted for approval by the P&P Committee.
  - a. Forms 40, 41, and 42: Un-blackened and added a field for Brothers to enter the number of hours spent supporting the JROTC program as requested by Daryl Ver Streate. This is row 17 on Forms 40, 41, and 42.
  - b. Form 7: Added a check box and text for "Space Force (Cadet)" as requested by Daryl Ver Streate.
  - c. Form 30: Added a check box to line 5 to check when a Brother terminates his dual status, as requested by John Conrad.

The above forms were accepted by vote of ten in favor, none opposed.

10. Job Descriptions for Executive Director and Assistant Executive Director were reviewed and will be submitted to National Encampment for approval, with minor change recommended be Treasurer.
11. CinC Paquette advised that three scholarships will be awarded this year.
12. CinC Paquette advised there will be one more Zoom meeting for CofA before National Encampment.
13. CinC Paquette directed that, for other than in-person meetings of the CofA, the Secretary is to capture votes from Zoom meetings and put them into summary like what was done with the old electronic boardroom votes. This summary is to be kept current and posted on the National website.
14. Brother Kevin Tucker addressed a possible issue on markers about the Last Soldier Project. Per CinC Paquette, since the Last Soldier Project was approved by a National Encampment, the National Encampment would need to approve any change of name to the project.
15. The Department of New Jersey had requested a determination of whether or not they would need a license for a "button and ribbon" to be sold to its brothers at department encampments. CinC Paquette stated that because the sale was limited to brothers of the department, a license was not required. The secretary was directed to advise the department of the decision.
16. Chaplain Kowalski gave the closing prayer.
17. Meeting was adjourned at 8:32 PM (EDT).