

# National Council of Administration Meeting

Gettysburg, Pennsylvania

November 17, 2024

## MINUTES

---

1. A regular meeting of the National Council of Administration was held at Gettysburg, Pennsylvania, on November 17, 2024, for the purpose of discussing and acting upon the business to come before it.
2. The meeting was called to order at 8:00 AM by Commander-in-Chief Kevin L. Martin. National Patriotic Instructor Tad Campbell led the attendees in reciting the Pledge of Allegiance.
3. The following brothers were in attendance:
  - a. Voting Members Present:
    - CinC Kevin L. Martin
    - SVCinC Kevin P. Tucker
    - JVCinC Daniel W. Murray
    - Secretary Alan L. Russ
    - Treasurer D. Michael Beard
    - Quartermaster Bobby J. Welch
    - CofA Member (I-PCinC) Peter J. Hritsko Jr.
    - CofA Member Dale Crandell
    - CofA Member Roderick Fraser
    - CofA Member David Hann
    - CofA Member Shane Milburn
    - CofA Member Robert R. Payne
  - b. Non-voting Members Present:
    - PCinC Tad D. Campbell, National Patriotic Instructor
    - PCinC Edward J. Kreiser
    - PDC Jamie McGuire, National Signals Officer
    - PCinC James Pahl, Banner Editor
    - PCinC Michael Paquette, National Counselor
  - c. Others Present:
    - Executive Director David Demmy
    - Daryl Verstreate, Credentials Chairman
    - Brian W. Horgan, National Chief of Staff
    - W. Faron Taylor, Assistant National Chief of Staff
    - James Crane, PDC, Department of Ohio
    - John Huffman, PDC, Department of Ohio
4. Brother Russ moved the minutes for Email Motions 2 through 5 be approved as a group. It was noted by Brother Murray the minutes of the August 1, 2024, pre-encampment meeting had not yet been approved. Brother Russ restated the motion to include the August 1, 2024, CofA minutes, along with minutes for Email Motions 2 through 5, be approved as a group. There being no objections, the vote was called to approve the minutes as a group. Vote: 11 YES, 0 NO. Motion passed.
5. Brother Russ moved the following License Renewal Applications which were not able to be voted on at the August 1, 2024, pre-encampment CofA meeting be approved. Vote: 11 YES, 0 NO. Motion passed.
  - a. 2024-006: SUVCW License Plate (Department of Pennsylvania)

- b. 2024-008: SUVCW or GAR Address Labels (Grant Camp 68, Department of Missouri)
  - c. 2024-009: SUVCW Name Badges (Grant Camp 68, Department of Missouri)
  - d. 2024-010: Brass Membership Card (Grant Camp 68, Department of Missouri)
6. Brother Russ stated there were two new License Applications for consideration.
- a. Brother Russ moved a new license be granted for a Pocket Slide-In Nametag (Grant Camp 68, Department of Missouri). Vote: 11 YES, 0 NO. Motion passed.
  - b. Brother Russ moved a new licensed be granted for a Memory Box (Col. Kinsman Camp 23, Department of Iowa). Vote: 11 YES, 0 NO. Motion passed.
7. The resignation of Susan Mitchell as Assistant Executive Director was discussed. It was decided to advertise the position as had been done last time. CinC Martin will follow up after the meeting.
8. It was noted there was a conflict between the Form 12 (ROTC Medal) and the National Regulations. The name of the form will be changed to reflect ROTC/NDCC. Brother Beard moved to have P & P Committee make any minor changes to any form, and it does not require CofA approval. Vote: 11 YES, 0 NO. Motion passed.
9. Brother Welch moved updated certificates be accepted, specifically, the updated Ancestor Certificate, updated Eagle Scout Certificate, and updated Death Certificate. Vote: 11 YES, 0 NO. Motion passed.
10. Brother Welch presented a new, special order Membership Certificate with design based on the original 1890's design and size. Brother Welch moved to approve a new special order Membership Certificate with design based on the original 1890's design and size, and, included that he is not retaining any intellectual rights to the design. Vote: 11 YES, 0 NO. Motion passed.
11. Brother Demmy discussed the need for someone to transport the National Charter to Houston for 2025 National Encampment and then return it to Harrisburg. CinC Martin stated he would take it to Houston, with the new CinC to return it to Harrisburg.
12. Camp and Department seals were reviewed. CinC tasked P&PC to look into this item. CinC Martin referred it to P&PC to develop a graphic example of the CinC seal, department seal, and camp seal to be put in the C&R.
13. Possibility of membership dues being covered by health insurance. At the post-encampment CofA meeting on August 4, 2024, Brothers Beard and Paquette were appointed to look into a proposal from Grouper. Brother Paquette provided a brief discussion. CinC Martin will assign this to a committee for reporting at Springfield CofA meeting. Brothers Tucker and Murray agreed to serve on the committee.
14. Officer Report Recommendations. (Numbering is from the consolidated officer reports.)
- Item 2.7 – Brother Payne. As this had already been discussed, no further action was needed.
- Item 3.3 – National Civil War Memorials Officer, Walter E. Busch, PDC (page 20)
- “RECOMMENDATION MADE AT THE NATIONAL ENCAMPMENT, AND STILL RECOMMENDED: Currently about 25GB of monument files exist on my google drive. These consist of redacted files that go online and the original unredacted files. We need the original files still in case the National Committee on Civil War Grant Funds or other members doing research on various monuments need phone numbers and e-mails to contact persons concerning FORM 62 submissions. These need to be moved to a cloud or FTP service that can serve as a backup to what we currently have online. The chairmen of the National Civil War Memorials Committee and the National Committee on Civil War Grant Funds should be the

access points for these files. Therefore, I still recommend the national webmaster create such a cloud/FTP system for the use of this committee and the grants committee.”

The estimated cost is to be checked on by Brother Payne. CinC Martin assigned this matter to Comm & Tech Committee.

Item 3.10 – National GAR Records Officer, Dean A. Enderlin, PDC (Page 24). [Recommendation in 6.11 by Department of Iowa, Charles Boeck, DC (Page 46) was included with Brother Enderlin’s recommendation because they addressed the same issue.]

“1) That the Council of Administration work with the Commander-in-Chief to issue a new General Order rescinding items 1 and 3 of General Order No. 22, Series 2023-2024, until such time as the "Loan/Deposit Policy" (and its associated Form 80) can be further examined and modified as necessary to remove verbiage that might be in conflict with the SUVCW Congressional Charter, the GAR Deed of Conveyance, and sections within the SUVCW Constitution and Regulations (particularly National Policies) that pertain to the handling of GAR records.

“2) That the Council of Administration remand the "Loan/Deposit Policy" to the National Committee on Program & Policy for further review, so that a new policy (or policies) and form (or forms) can be crafted to account for the separate and distinctly different conditions of ownership as they apply to SUVCW versus GAR records.”

Brother Fraser moved the CofA accept Brother Enderlin’s recommendations 1 and 2. Vote: 11 YES, 0 NO. Motion passed.

CinC Martin will issue General Order No. 7, which will also clarify that any existing Forms 80 remain in effect.

3.28 – National Washington DC Representative, Roger Leturno, PDC (Page 32)

“Recommendations: Issue the Washington DC Representative 1 US flag w/pole and cover and 2 baldrics/flag carrier harnesses to support SUCVW events in the Washington DC area.

“Increase emphasis for volunteers. CinC contact the Department Commander via phone call or email. Recognize volunteers (coin, letter, certificate, etc.).”

Motion by Brother Tucker as amended by Brother Russ to provide 4x6 US Flag and matching pole for CinC flag, along with 2 baldrics/flag carrier harnesses, to the DC Representative for use by SUVCW. Tucker moved to accept. Amendment passed 11 YES, 0 NO. Vote for motion as amended: 11 YES, 0 NO. Motion passed.

The second recommendation will be taken care of by CinC Martin.

15. Brother Hann moved to send out a fund-raising form for further distribution by the National Secretary to departments, for the departments to further distribute the form to all camps and all brothers. Vote: 10 YES, 1 NO. Motion passed.

## 16. Other New Business.

- a. Camp Secretary Handbook. Brother Murray noted there was an application fee discrepancy in the handbook concerning the distribution of the application fee. This will be corrected by the Secretary. The National Councilor is to provide an opinion on this matter.

- b. Brother Welch moved to acquire a 10 ft. x10 ft. storage unit for Quartermaster use at \$104 for the first 3 months, then about \$205 per month after. This will be through August 2025. Vote: 10 YES, 1 NO. Motion passed.

## 17. Good of the Order.

- a. Brother Pahl recommended G.O. 4 be amended to allow any member of our Order in good standing to attend and observe in person CofA meetings only. CinC Martin will consider revising G.O. 4 for in-person meetings.

c. Brother Hann stated the 2025 Remembrance Day will be held November 15, 2025.

d. 2025 Department Encampment Schedule for use in planning for attendance by National Representatives is being compiled. CinC Martin has stated which ones he will attend. Secretary Russ will email the schedule to SVCinC Tucker and JVCinC Murray for them to express their choices. After that, the Chief of Staff will be contacting other members of the CofA for their preferences.

**18. Adjournment.** The meeting was adjourned at 11:15 AM



Alan L. Russ, PDC  
National Secretary

Minutes approved by CofA as of December 21, 2024 (Motion 6-Email)