

# National Council of Administration Meeting

Houston, Texas

August 7, 2025

## MINUTES

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A regular meeting of the National Council of Administration was held at Houston, Texas, on August 7, 2025, for the purpose of discussing and acting upon the business to come before it.

The meeting was called to order at 7:04 PM by Commander-in-Chief Kevin L. Martin. Chaplain Jones gave the invocation, followed by the attendees reciting the Pledge of Allegiance.

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  
CofA Member Dale Crandell  
CofA Member Roderick Fraser  
CofA Member Shane Milburn  
CofA Member Robert R. Payne

b. Voting Members Absent and Excused:

Quartermaster Bobby J. Welch-Absent  
CofA Member (I-PCinC) Peter J. Hritsko Jr. (Excused)  
CofA Member David Hann (Excused)

c. Non-voting Members Present:

PDC Jamie McGuire, National Signals Officer  
PCinC James Pahl, Banner Editor  
PCinC Michael Paquette, National Counselor  
PCinC Bruce D. Frail, Rhode Island  
PCinC Edward Krieser, Missouri  
PCinC Donald Darby, Ohio

d. Others Present:

W. Faron Taylor, Deputy National Chief of Staff  
John Vander Meulen, Department of Texas  
Jerry Kowalski, Chaplain Emeritus, Department of Illinois  
Douglas Jones, National Chaplain, Department of Chesapeake  
Ken Jacobsen, Department of Colorado & Wyoming  
Tim Campaign, Department of Florida

### CONSENT AGENDA

1. From the Springfield COA Meeting, April 12, 2025

a. Recommendation 1 by Brother National Treasurer D. Michael Beard recommending a wording change on Form 10, Life Member Reimbursement Form, Change “whose Life Membership Fee was paid-in-full on or before December 31, 2021” TO: “whose Life Membership number is lower than 600” has been completed.

b. Recommendation 2 by Brother National Treasurer D. Michael Beard recommending a change to Form 11 EIN Reporting, Change “That each camp listed on the front of this form is in good standing with the Internal Revenue Service except for the following SUVCW Camps who lack the resources to apply for the reinstatement of their tax-exempt status, and as such are currently operating as not-for-profit unincorporated associations without formal tax status”. TO: “That each camp listed on the front of this form is in good standing with the Internal Revenue Service. The camps listed here are either camps in the process of reinstating with the IRS, camps operating as unincorporated associations without formal tax status, or camps who have their own 501(c)(3) determination letter and choose not to be part of the group exemption”.

ACTION: This has been completed.

c. Recommendation 3 by Roderick J. Fraser, Jr. recommending a committee headed by the National Treasurer to help any remaining Camps get all of the correct paperwork submitted and accepted by the IRS. Of note, at the Department of Florida Encampment, two Florida Camps, Camp 2 and Camp 3 were still having difficulty changing over from a 501-C(4) to a 501-C(3) and incurring expenses doing so. Additionally, Camp 54 in Massachusetts is in the same quandary.

ACTION: This has been done.

d. Recommendation 4 by PCinC Peter Hritsko, Jr., National GAR Highway Officer, recommends as approved during the Kentucky National Encampment to allow him to put together a subcommittee of 2-3 Brothers for the future of the GAR Highway Signs to be incorporated on US Route 6 across the USA for frame of 2 years.

ACTION: This is forwarded to the incoming CinC.

e. Recommendation 5 by the National Washington DC Representative, Roger Leturno, as stated in my previous report, the Washington DC Representative should be issued 1 US flag w/pole and cover and 2 baldrics/flag carrier harnesses to support SUVCW events in the Washington DC area. A second US flag should be issued if we continue providing direct support to the ASUVCW.

ACTION: This has been completed.

2. Approval of Email Voting Minutes. Brother Russ moved the minutes for Email Motions 12 through 20 be approved as a group. There being no objections, the vote was called to approve the minutes as a group. Vote: 8 YES; 0 NO. Motion passed.

3. Supplement to Report of National Committee was ruled out of order by CinC Martin.

4. Richhart Appeal panel was ruled out of order by CinC Martin, who stated it was being provided as “information only.”

5. Recommendations from Encampment Reports.

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2.6 National Quartermaster; Robert Welch, DC

RECOMMENDATION:

I recommend that the PCIC Badge be changed to vermeil/gilded silver (a heavy gold plating on a base of silver) to keep the prominence of the badge and at the same time reduce the expense.

ACTION: Council of Administration vote YES - 0 NO – 8 – Motion failed.

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2.11 Council of Administration – 2027; David Hann, PDC

That the incoming Commander-in-Chief appoints a special Committee to prepare for the 150th Anniversary of the Sons that will take place in the year 2031. While it is 5 years away this would give the committee time to investigate special events and special commemorative merchandise for sale to our Brothers.

ACTION: Sent to Incoming CinC

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3.11 National Graves Registration Officer, Henry Duquette, PDC

Recommendation: Purchase Cyber Insurance

During our conversion review of current free-form text fields in the database, we recognized that we have an exposure to malware and other potentially harmful input. Consideration must also be given to the fact that we gather contact information from people who sign up for a Submitter's Account. While we do not hold Social Security Account Numbers, we do capture enough personal information to make our database attractive to hackers.

ACTION: Moved by Rod Fraser for the Treasurer to see if current insurance covers all organizational held databases or if there is an additional cost to cover it and any possible costs to comply with insurance requirements. Vote Yes 7, No 1, Motion passed.

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3.21 National Patriotic Instructor, Tad D. Campbell, PCinC

Recommendation No. 1: That the direction of the 143rd National Encampment regarding the review and revision of the Patriotic Instructor reporting forms (specifically Forms 40, 41, and 42) be followed, and that the National Standing Committee on Program and Policy be directed to complete this task as soon as possible, and further that the detailed and accurate reporting required to be in compliance with General Order No. 18 be considered when recommending revisions to said forms.

Note: The National Patriotic Instructor is prepared to withdraw this recommendation if the National Standing Committee on Program and Policy has already completed these tasks.

ACTION: Sent to incoming patriotic instructor.

Recommendation No. 2: That the reporting period for the Form 42 (National Patriotic Instructor) be changed from "January 1 through December 31" to "August 1 through July 31," a period that better matches the term of office of the National Patriotic Instructor.

With the current form using the prior calendar year as the reporting period, a first term National Patriotic Instructor has to try to report on 7-8 months of activity from before he assumed the office.

ACTION: Sent to incoming patriotic instructor.

Recommendation No. 3: That a new appointive office of "Dean of Memorial University" (or other appropriate title) be created and that the administration of Memorial University and chairmanship of the National Special Committee on Memorial University be assigned to that office, and removed from the duties of the National Patriotic Instructor.

The administration of Memorial University and the special committee are important, but time consuming, and not necessarily best served by an educational officer whose main focus should be instruction, and the collection of data pertaining to the patriotic works of the Order as a whole.

ACTION: Recommendation ruled out of order by CinC Martin.

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3.33 National ROTC Coordinator, Ken Jacobsen

RECOMMENDATION #1

The use of the current National Commander – in – Chief facsimile signature on cadet award certificates. See enclosure (1) samples for formatting styles.

ACTION: Referred to incoming CinC

RECOMMENDATION #2

The addition of a “Form 7 Instructions” PDF on the National website under the ROTC/JROTC/NDCC Programs with the Form 7 PDF. The “Form 7 Instructions” would be created by the National Cadet Recognition Coordinator under the guidance and approval of the Programs & Policies Committee.

ACTION: ROTC Coordinator is to prepare the instructions and submit to P&P.

RECOMMENDATION #3

Request change under the website from, ROTC and NDCC Programs  
Cadet Recognition Programs (ROTC/JROTC)

How the program works:

- Camp and Departments of the Sons of Union Veterans of the Civil War, through this program, are encouraged to participate in recognizing deserving cadets. Such participation is voluntary.
- Where a Camp and Department chooses not to participate, or in locales where no Camp or Department exists, the ROTC/JROTC/NDCC Cadet Award may be ~~purchased~~ requested by the unit using the Form 7 application / order form.

ACTION: Recommended incoming CinC reconsider after P&P addresses recommendation 2

RECOMMENDATION #4

I recommend and encourage the formal addition of the optional appointed officer at the department and camp levels for a Cadet Recognition Coordinator. The departments may determine their respective duties and responsibilities. Some departments and their respective camps already have these officers; it would ease the administrative processing of these requests each spring at the end of the academic year to have these coordinators.

ACTION: No action taken. Department/Camp commanders already have the ability to appoint an individual to perform these duties.

RECOMMENDATION #5

Change of the title of the Form 7 from “R.O.T.C. AWARD APPLICATION” to “CADET AWARD APPLICATION.”

ACTION: Recommendation ruled out of order by CinC Martin.

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4.16 National Committee on Scholarships, Donald L. Martin, PCinC

Recommendation: Make following Revisions to Form 12: Scholarship Application  
Numerous changes were requested.

ACTION: Sent to P&P.

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5.3 National Special Committee on the 250th Birthday of the United States of America (2026),  
Ben Block Jones II, PDC

Recommendations:

Using the SUVCW Civil War Sesquicentennial for guidance, the Committee strongly recommends that any SUVCW America250 events should be planned and coordinated in advance with consideration to legal liabilities, insurance coverage, and appropriate permissions. Participation in the events of other organizations should receive the same due consideration, planning, and advance approvals.

As with Sesquicentennial, the Departments should submit requests to designate official Signature Events to the Committee. This will enable the Departments and Camps to qualify for bulk purchases and be eligible for National Encampment awards and recognitions, as well as banner streamers.

Consistent with the Council of Administration's considerations, the proposed SUVCW America250 branding should merge the existing SUVCW brand with the America250 brand. An example is shown below in Figure 1.

As with Sesquicentennial, we recommend a SUVCW America250 member participation medal which can be recognized by C-in-C General Order. See Figure 2; see C-in-C Schall, GO 12, Series 2010-2011, and 130th Proceedings, Page 216 of 433. Additionally, due to popularity we recommend the design and creation of a SUVCW America250 lapel pin. However, due to slow sales and investment in inventory, we specifically discourage the commission of a challenge coin. These items may be approved and commissioned by the Committee on Promotions & Marketing.

Given the "wasps' nest" nature of social media, our SUVCW America250 messages and posts should be consistent across all social media platforms. "One organization, one message" is vital for our organization and brand. Members should be reminded of our national policies regarding the same. No other formal or informal partnerships or co-branding with other groups or organizations are necessary at this time and any such considerations will be left to the discretion of the C-in-C, Council of Administration, and Committee on Fraternal Relations. A list of potential educational programs and social media coverage topics is included below.

ACTION: Moved by Brother Fraser to move send to incoming National Special Committee on 250th anniversary. Vote Yes 7, No 0. Motion carried

Next Steps:

We've discussed several exciting items, but there are more options available to us: an SUVCW America250 promotional minute video; placing or rededicating Civil War plaques, monuments, grave sites; and incorporating SUVCW America250 into a marker program. After initial promotion of the upcoming national agreement, our next steps include an activation of our organization's resources. Pursuant to the enabling act, the Commission and most states' commissions will end in 2027. See e.g., Wis. Stat. §45.13(6)(b) [The commission shall cease to exist on January 1, 2027...]; Miss. Code §39-41-1(15) [This section shall stand repealed on

June 30, 2027.]; Congressional Research Service, "Congressional Involvement in the Celebration of Anniversaries of the Declaration of Independence" (March 27, 2025).

- The Committee on Promotions & Marketing should develop promotional materials, ceremonial events, contests, and education programs in conjunction with the Committee on History and Committee on Scholarships. We have suggested several suitable events and topics for social media: "Soldier Snapshots;" "This Day in Civil War History;" etc. Also, the SUVCW should develop and endorse an essay/poem/artwork program for the America's Field Trip contest for the 2025-2026 season.
- Committee on Communication & Technology and Special Committee on Social Media Management should design and coordinate social media event push with Committee on Promotions & Marketing.
- Compose and distribute articles and materials to Department PIs and Camp PIs.
- Departments should approach and coordinate with their respective state America250 Committees for promotions and events. America250 branding and promotion will open doors to state groups and agencies as well as other not-for-profit groups and events.

Our committee should coordinate with three primary actors:

- (1) National Committee on Promotions & Marketing
- (2) National Patriotic Instructor
- (3) National Committee on Communication & Technology

SUVCW should promote America 250 on the organization's web pages and social media, as well as our quarterly magazine, "The Banner." The National Patriotic Instructor's page should include promotion and branding. We already have several resources available:

The National Patriotic Instructor's page has learning resources and patriotic education

<https://suvcw.org/civil-war-learning-resource>

<https://suvcw.org/patriotic-education>

<https://suvcw.org/Banner-Editions>

Publications and brochures could be revamped. One brochure finds its way into our many Eagle Scout programs.

<https://suvcw.org/sites/default/files/2023-02/FlagFactsFlyer.pdf>

<https://suvcw.org/sites/default/files/2023-01/TeacherAdopt-a-School.pdf>

<https://suvcw.org/sites/default/files/2023-01/SUVCWAdopt-a-School-camps.pdf>

Support committees should include:

- (1) National Committee on Scholarships
- (2) National Committee on Civil War Memorials
- (3) All Department & Camp Patriotic Instructors
- (4) All Other National, Department & Camp Officers

**ACTION:** Moved by Brother Fraser to move send to incoming National Special Committee on 250th anniversary. Vote Yes 7, No 0. Motion carried

Recommendation: Allocate \$6,000.00 in the 2025-2026 Budget to cover the up-front cost of purchasing the 250th Anniversary Commemoration Medals and Lapel Pins.

Potential Educational Programs & Social Media Coverage Topics

January – Emancipation Proclamation (1863)

February - Sherman Marches through North and South Carolina (1865)

March - Lincoln's Inauguration (1861); Liberation and Freedom Day (March 3 Holiday)

April – Attack on Fort Sumter (1861); Shiloh (1862); Surrender & Assassination (1865)

May – Vicksburg Campaign (1863); Wilderness Campaign/Spotsylvania (1864); Memorial Day (Holiday); MOLLUS organized (1865)

June – Petersburg Campaign (1864)

July - First Battle of Bull Run (1861); Gettysburg (1863)  
August – Atlanta Campaign (1864); Final GAR Encampment (1949)  
September – Antietam (1862); United States Colored Troops (1862)  
November – Chattanooga (1863); March to the Sea/Lincoln Re-Election (1864)  
December – Fredericksburg (1862); Nashville (1864); Thirteenth Amendment ratified (1865)  
Andrew Johnson (December/July)  
Ulysses S. Grant (April/July)  
Rutherford B. Hayes (October/January)  
James A. Garfield (November/September)  
Chester A. Arthur (October/November)  
Benjamin Harrison (August/March)  
William McKinley (January/September)  
Medal of Honor (December (Navy), July (Army))  
Dr. Mary Edwards Walker (November/February)  
Dorothea Lynde Dix (April/July)  
Clarissa Harlowe Barton (December/April)  
Pauline Cushman-Fryer (June/December)  
Harriet Tubman (March)  
Cathay Williams (September)  
Sarah Edmonds (December/September)  
Hannah Reynolds (April)  
Anna Etheridge (May/January)  
Marie Brose Tepe Leonard (August/May)  
Charlotte Elizabeth McKay (August/April)

ACTION: To incoming CofA (Sunday post-encampment meeting)

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5.5 National Special Committee on Fundraising (2027), Dave Hann, PDC

2 recommendations.

1.If the Banner editor could make the change the current statement in the Banner as space in the Banner is limited.

From: “GIFTS TO THE NATIONAL ORGANIZATION ARE TAX DEDUCTABLE

Brothers: As you consider your charitable giving, please keep in mind the good work of the Order. As National now has 501(c)(3) status, gifts to the National Organization are tax deductible. Your donations can be used in two areas. The first is our Monuments and Memorials fund, where National can give grants to Departments and Camps.

To: “GIFTS TO THE NATIONAL ORGANIZATION ARE TAX DEDUCTIBLE

Brothers: As you consider your charitable giving, please keep in mind the good works of the Order. As National now has 501(c)(3) status, gifts to the National Organization are tax deductible as allowed by law. Your donations can be used in many areas. Please check out the link at [suvchw.org/give](http://suvchw.org/give) for more information and the giving form or scan the QR code.

ACTION: To Banner Editor

2.We would like to ask the Council of Administration permission to see if we can get a commemorative Henry Rifle made to raise funds. The company has a special fund-raising sheet. There will be a one-time small charge for us to put the graphics on it. It would require nothing from us as all sales would have to go through an FFL dealer.

ACTION: Brother Fraser moved to approve. Fundraising codmmittee to figure out cost and details to present back to CofA by Gettysburg for final approval. Vote Yes = 7, No = 1. Motion carried.

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6.5 Department of Colorado & Wyoming, William Neu Jr, DC

RECOMMENDATION: Pursuant to a vote of the Department Encampment on 21 June 2025, we recommend that the National Organization continue sponsorship of the RootstTech Conference for 2026.

ACTION: To CofA

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6.18 Department of Missouri, Mark A. Coplin, DC

Recommendations

Resolution for Organizational Efficiency

WHEREAS the Sons of Union Veterans of the Civil War is a fraternal organization dedicated to preserving the history and legacy of the heroes who saved the Union. Organized in 1881 and chartered by Congress in 1954, they are the lawful successors to the Grand Army of the Republic; and

WHEREAS the Sons of Union Veterans of the Civil War is a 501(c)(3) Federally chartered organization now; and

WHEREAS the Sons of Union Veterans of the Civil War Charitable Foundation was started as a 501(c)(3) organization to accept donations as well as raise funds for the National organization; and

WHEREAS it now makes sense to eliminate the charitable foundation and bring all fundraising efforts and programs under the Office of Treasurer for the Sons of Union Veterans of The Civil War.

THEREFORE, BE IT RESOLVED, the Department of Missouri in Encampment assembled, proposes to the 144th National Encampment that the charitable foundation will be dissolved in all functions of charitable foundation be managed by an Assistant Treasurer under the direction of the Treasurer of the Sons of Union Veterans of The Civil War.

ACTION: Ruled out of order by CinC Martin.

*[Recommendations 2 and 3 are requested changes to CC&R]*

4. Resolution Supporting Rescinding General Order #4 (Series 2024-2025)

Council of Administration Meetings – Attendance and Participation

WHEREAS we feel it is important that any member of the Sons of Union Veterans of the Civil War in good standing be able to attend any Council of Administration meetings (excluding executive sessions), and

WHEREAS it is considered a best practice for non-profit corporations to be open to its members in order to promote transparency and trust in the leadership, and

WHEREAS attendance at such meetings will allow those members of the Order the opportunity to witness and understand how the leadership of the organization operates, and

WHEREAS attendance will inform future leaders of our Order first-hand experience on how to continue the meetings in the future, and

THEREFORE, BE IT RESOLVED, the Department of Missouri in Encampment assembled, asks the 144th National Encampment, rescind General Order No. 4 (Series 2024-2025): Council

of Administration Meetings – Attendance and Participation. We feel that General Order #4 creates a lack of transparency throughout the Order

ACTION: This resolution will go to the encampment.

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6.21 Department of New Jersey, Francis A. Tomasello, Jr, DC

Resolution passed by the New Jersey Department, SUVCW, at their Annual Encampment, June 14, 2025

ACTION: Brother Payne moved to reject this recommendation because it is a Department and Camp Responsibility. CinC Martin ruled it out of order.

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6.26 Department of Pennsylvania, Michael E. Peter, DC

RECOMMENDATIONS:

1. The Cadet Award Form 7 MUST be overhauled immediately to prevent continuing confusion. “R.O.T.C.” must be removed and changed to “Cadet” since the award is open to CAP, USNSCC, and Young Marines, which have no association with ROTC/JROTC. Also, fix instructions on what address goes on the form since it can no longer be mailed directly from the QM to cadet units.
2. Have the CinC signature imprinted on the Cadet Award certificate instead of leaving it blank to reduce confusion and for ease of presentation.

ACTION: This has previously been referred to P&P.

6. Good Citizenship Award was discussed. CinC Martin sent to Brian Pierson for action.
7. Motion by Brother Russ to go into executive session for ten minutes to discuss an award. Vote 8 Yes, 0 No. Motion carried.
8. Council returned from executive session. No action was taken while in executive session.
9. Motion by Brother Russ to approve discussed award to recipient. Vote was Yes 1, No 7. Motion failed.
10. Motion by Brother Beard the Brother Pierson be given authorization to proceed with exploring to purchase PCinC flags for sale to PcinCs through QM Store. Vote was Yes 8, No 0.
11. Chaplain Kowalski gave the benediction.
12. Adjournment. The meeting was adjourned at 9:33 PM.

Alan L. Russ, PDC  
National Secretary