



ASSOCIATES OF VIETNAM VETERANS OF AMERICA, INC.

8719 Colesville Road; Suite 100 • Silver Spring, MD 20910-3919

Telephone (301) 585-4000 • Fax Main (301) 585-0519

AVVA Board of Directors Meeting

April 21, 2023

Double Tree by Hilton

8777 Georgia Street, Silver Spring, MD

Call to Order:

President Sharon Hobbs called the meeting of the AVVA Board of Directors to order at 12:30 PM (EST) on Friday, April 21, 2023. The meeting was held in the Cedar Room at the Double Tree Hotel in Silver Spring, MD. Secretary Nina Schloffel was in place.

Opening Ceremonies:

In the absence of National Chaplain, Bobbie Morris, President Hobbs recognized Region 6 Director, Barbara Coan, to deliver the invocation. President Hobbs called for a moment of silence, followed by Vice President Kathy Andras who led the assembly in the *Pledge of Allegiance*.

Board of Directors' Roll Call:

Secretary Nina Schloffel called the roll.

President: Sharon Hobbs

Vice President: Kathy Andras

Secretary: Nina Schloffel

Treasurer: Kaye Gardner

Region 1: Vacant

Region 2: Bobbie Morris (Excused)

Region 3: Hope Summers

Region 4: Joanne Blum

Region 5: Penny Meinhardt

Region 6: Barbara Coan

Region 7: Terri Rangel

Region 8: Jennifer Ellis (Excused)

Region 9: Kelly Frederickson

A quorum was established.

Other Attendees / Guests:

Nancy Montgomery: Chair, National Elections Committee

Susan Price: Chair, National Finance Committee

Terry Courville: VVA Region 7 Director, Louisiana

JD Soileau: VVA State Vice President, Louisiana

Charlie Hobbs: VVA At-Large Director, Tennessee

Jack Mattingly: VVA State President, Kentucky



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Kathy Mattingly: Kentucky State Representative
Barbara Miller, PRP (Remote Attendee): National Parliamentarian
Roseann Nemex: New Jersey State Representative
Betty Pike: Chapter 18, Michigan
Ann Rice: Chapter 240, Tennessee
Margaret Wojciechowicz: Chapter 800, New Jersey

Welcome:

President Hobbs welcomed the Board and guests attending the meeting. President Hobbs also thanked the Board for accommodating scheduling changes related to this meeting.

Agenda:

President Hobbs amended the agenda to add:

- Presentations -
 - Terry Courville, VVA Region 7 Director, and JD Soileau, VVA Louisiana State Vice President.
 - Jack Mattingly, VVA Kentucky State President.
- Program Overview: Veterans Incarcerated and in the Justice System – Dominic Yezzo.
- Program Proposal for AVVA Chapters - Marsha Four.

Motion (#1) - Treasurer, Kaye Gardner, moved, and was seconded, to accept the agenda as amended.

Adopted by Unanimous Vote

Special Presentations:

AVVA National Vice President Kathy Andras lost her husband, VVA Region 7 Director, Dennis Andras, on February 12, 2023. In addition to being a valued member of VVA, Dennis was a dual member and longtime supporter of AVVA. Dennis and Kathy worked together in supporting veterans and their families throughout Region 7 and nationally. In recognition of their work in the veteran community, Kathy was presented with the following;:

- Department of Defense Certificate of Honor in the name of Dennis Andras and the DOD Surviving Spouse Pin: Presented by Terry Courville, VVA Region 7 Director, and JD Soileau, VVA Louisiana State Vice President,
- Vietnam Veteran's Memorial Plaque: presented on behalf of the Kentucky State Council by Jack Mattingly, VVA Kentucky State President.



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Officers & Board Reports:

Region 5 Director, Penny Meinhardt reported that she is not running for re-election. Penny is instead supporting Tony Gigli, President of the Indiana State Association, as the next Region 5 Director. Tony's father is a Vietnam Veteran and Tony is an AVVA Life Member.

As a regional director from a state with a large population of AVVA members, Penny often attends state meetings in her home state. This presents significant financial hardship for Penny. President Hobbs advised that when regional directors represent national at state meetings, they are not expected to bear the related expense. In such instances, the regional director should submit a funding request for their anticipated travel expenses. The request must provide a summary of their planned presentation for the state meeting, as well as expense projections. If travel funds are in your budget, with adequate justification and sufficient lead time, the request will likely be approved.

Committee & Program Reports:

Product Sales Report: Committee Chair, Penny Meinhardt, provided an updated Product Sales Inventory (attached). There were no questions. President Hobbs thanked Chair Meinhardt for the update.

Strategic Plan Report: Excused

Spousal & Survivor Benefits Report: Excused

VVA Veterans Incarcerated and in the Justice System Program – Dominic Yezzo:

The Veterans Incarcerated and in the Justice System Program promotes awareness of the special needs of veterans who are currently or formerly incarcerated. VVA Program Chair, Dominic Yezzo, provided a summary of the program's goals and accomplishments. These include:

- Address veteran's needs before they are incarcerated.
 - PTSD counseling
 - Veteran's courts
- Create/support veterans only wards in prisons.
 - Reduces/eliminates disciplinary problems.
- Mentor/befriend incarcerated veterans before release.
 - Transition support
 - Job training/placement
 - Housing
 - PTSD counseling
- 16 Incarcerated VVA Chapters



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Chair Yezzo emphasized that Veterans Incarcerated and in the Justice System is not a legacy program; it is an ongoing work in progress. President Hobbs proposed meeting with Program Chair Yezzo to discuss AVVA's role in the Veterans Incarcerated and in the Justice System program.

Consent Calendar:

There was no consent calendar.

Out of Committee Proposals:

There were no committee proposals submitted for Board approval.

You Tube Project Pilot Proposal:

The Public and Media Relations (PMR) Committee has created a program designed to expand AVVA outreach to a new level. Using the You Tube media platform, the program provides a communications vehicle (AVVA You Tube Channel) that can effectively showcase AVVA programs and member activities. The proposed program is entitled 'Taking AVVA to the Nation'.

PMR Committee Chair, Kelly Frederickson proposed running a pilot to test the program's end user and system processes and documentation. The pilot shall also collect data relevant to the end user's ability to navigate the system. The two month pilot will be conducted with the AVVA National Board, who will be working as test subjects in a closed program environment. The Board will be provided with all user documentation, program announcements, and system practices. Additionally, the Board will be trained on the file hosting service, Dropbox. Dropbox will be used in collecting videos for the AVVA You Tube Channel.

At the end of the program pilot, PMR will analyze all pilot test data and document participant comments. A summary of these will be distributed to the National Board. The summary will include evaluations of all documentation, processes, program announcements and end user perceptions of usability.

Motion (#2) –PMR Committee Chair, Kelly Frederickson, moved, no second required, to commence the two month pilot program titled 'Taking AVVA to the Nation'.

Adopted by Unanimous Vote

Meeting Planner Wes Guidry:

Meeting Planner Wes Guidry provided the following information regarding the August



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National Convention:

- Dates: August 8th -12th
- Location: Orlando Florida
- Logistics:
 - Rosen Center Hotel (note: there are two other Rosen Hotels in Orlando) 9840 International Drive, Orlando, FL
 - Transportation options from/to Airport
 - Uber or other car service
 - Mears Transportation (book In advance)
 - Car Rental
 - Parking is free for convention attendees.
 - Scooter rental – Information on VVA Convention Website
 - Hotel dining is expensive. Other restaurants/fast food are close by.
- Special Events: Highlights
 - Tuesday Night – Welcome Home
 - Band – Brass Soul
 - AVVA Luncheon
 - Limited tickets available at registration.
 - President Hobbs will also have extra tickets.
 - Thursday – Spouse Tour, Retirement Village
 - Delegates, Officers, and Board *should NOT sign up for this event.* Thursday is the AVVA Business Meeting
 - Friday Night – Friday Night Special
 - Band – Beatles Tribute
 - Saturday Night – VVA Awards Dinner
- Convention Bags – Light blue/white backpacks

President Hobbs thanked Meeting Planner Guidry for the updated Convention information.

Program Proposal for AVVA Chapters - Marsha Four:

Former VVA Vice President Marsha Four shared details of a program sponsored by the AVVA chapter in her area. While 'Wreaths Across America' places wreaths on veterans' graves in military cemeteries, this program honors veterans buried in local cemeteries by placing wreaths on their graves during the holiday season. The families have been very grateful when their veterans receive this special recognition. Ms. Four noted that the program has brought the participating AVVA and VVA chapters closer together.

Ms. Four proposed that with National AVVA's endorsement, other AVVA chapters might consider instituting similar programs. Anyone wanting additional information should contact Marsha Four.



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Policy and Procedure Proposals:

Motion (#3) – On behalf of the Incorporation Committee, Policy and Procedure Chair, Nina Schloffel, moved, no second required, to change Incorporation, Section 2.II.B.2 to strike the existing text: '~~received by the Incorporation Committee Chair~~' and insert the text: '**of the first signature to return the signed petition to the National Incorporation Chair**'.

Adopted by Unanimous Vote

Motion (#4) – On behalf of the PMR Committee, Policy and Procedure Chair, Nina Schloffel, moved, no second required to change Committee Policies, Section 11.XX.C.1-7 by striking the identified existing text and inserting new text as indicated on the policy change form as submitted to the National Board.

Adopted by Unanimous Vote

Electronic Motions:

Electronic Motions: April 2023

IEM212 The secretary moves to adopt the minutes from the January 11, 2023 Board of Directors Meeting

February 2, 2023 - Adopted Without Objection

IEM213 The Helping Hands Program Chair moves to approve a \$1000 grant to the Erie County Veterans Memorial Park, Inc.

March 7, 2023 - Adopted Without Objection

Motion (#5) –Treasurer, Kaye Gardner, moved, and was seconded, to confirm and enter into the permanent record all electronic motions made between the January 2023 and April 2023 2023 Board Meetings.

Adopted by Unanimous Vote

Committees:

A. Budget – Finance Committee Chair, Susan Price, presented the overall final budget, and individual officer, director, committee and program budgets were distributed. Chair Price discussed the budget process and answered all questions.

Motion (#6) – Finance Committee Chair Susan Price, moved, no second required, to approve the FY2024 Budget as presented.

Adopted by Unanimous Vote

B. Paper Safe – President Hobbs noted that Paper Safes continue to be in high demand. The current supply is nearly depleted. Supply issues significantly increased.



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printing costs. The good news is that VVA donated \$10,000 to the Paper Safe project.

Motion (#7) – On behalf of the Paper Safe Committee, President Hobbs, moved, no second required, to order 10,000 Paper Safes at an estimated cost of \$18,000.

Adopted by Unanimous Vote

C. Mail Chimp Update – Secretary Schloffel reported that the Mailchimp upgrade is complete and that email addresses compiled from AVVA rosters have been uploaded. Over 45% of our members had either no email address or one that is invalid. Secretary Schloffel asked the Regional Directors to work with their states to collect valid email addresses from their members. Those without email addresses can be easily identified on the membership rosters.

Secretary Schloffel agreed to provide a letter that Regional Directors can use to request email addresses from their members. As these email addresses are obtained, please remember to communicate that information with Membership, as well as with Secretary Schloffel.

President Hobbs is writing a welcome letter to the AVVA Mailchimp audience. This will be the first our Mailchimp distribution since the upgrade. Stayed tuned for future Mailchimp updates. Secretary Schloffel expects unused or incorrect email addresses to be rejected with this initial distribution. A process to mitigate these rejects will be forthcoming. Regional Directors can expect to be involved.

D. VISTA Announcement – President Hobbs called on Program Chair, Kathy Andras to share some exciting news about VISTA. Kathy noted that In the past, there are normally between 58 and 78 members who submit VISTA hours. Since the Leadership Conference, that number has increased to 151. Th total number of VISTA hours has also increased. Hours submitted for this period came in at an all-time high of 19,585. Kathy thanked Wynella Bethards for her help in counting the VISTA hours.

Kathy reminded attendees that the window for collecting VISTA hours is March 1, 2023 to February 29, 2024. Hours accumulated during this time frame must be received by March 20, 2024 or they will not be counted.

E. Bylaws Review – Bylaws Committee Chair, Barbara Coan, reported that the deadline for Bylaws submissions is past. All proposed Bylaws amendments have been collected and reviewed by the Bylaws Committee. These will be posted on the website by May 1st. Barbara thanked Bylaws Committee members Kim Biddle and Nancy Rekowski, along with National Parliamentarian, Barbara Miller, for their help in evaluating the Bylaws proposals.



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Barbara followed with an informational review of the 22 proposed Bylaws amendments. The review identified those amendments that address dual members and changes to election/voting processes. Should we need assistance or clarification around these Bylaws amendments, Barbara Coan and the Bylaws Committee can help.

Motion (#8) – Region 6 Director, Barbara Coan, moved, and was seconded, to recess the meeting until 5:30 PM.

Adopted by Unanimous Vote

3:55 PM – Meeting Recessed Until 5:30 PM

5:30 PM – Returned From Recess

Call to Order:

President Hobbs called the meeting to order at 5:30 PM.

Board of Directors' Roll Call:

Secretary Nina Schloffel called the roll.

President: Sharon Hobbs

Vice President: Kathy Andras

Secretary: Nina Schloffel

Treasurer: Kay Gardner

Region 1: Vacant

Region 2: Bobbie Morris (Excused)

Region 3: Hope Summers

Region 4: Joanne Blum

Region 5: Penny Meinhardt

Region 6: Barbara Coan

Region 7: Terri Rangel

Region 8: Jennifer Ellis (Excused)

Region 9: Kelly Frederickson*

* ret'd at 5:40PM

A quorum was established.

Committees (resumed):

F. CD's – Finance Committee Chair, Susan Price, stated that AVVA has over \$350,000 in a low yield money market account. There are, she noted, investment company CD's that provide between one to two percent more interest than traditional money market accounts. If we take \$300,000 out of our money market account and use it to purchase two such CD's, each will be federally insured up to \$250,000.



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Motion (#9) – On behalf of the Finance Committee, Chair Susan Price, moved, no second required, to take \$300,000 from AVVA's money market account to purchase two high yield investment company CD's.

Adopted by Unanimous Vote

2023 Convention Action Items:

A. Awards – Newman (absent)

- Nominations open until May 31st.

B. Bags – Hobbs

- President Hobbs reported that AVVA has ordered 300 convention bags. Surplus bags will be sold in Product Sales.

Motion (#10) – Treasurer Kaye Garner, moved, and was seconded, to sell excess convention bags for \$15.00 each.

Adopted by Unanimous Vote

C. Convention Rules – Blum/Ellis

- Convention Rules reviewed by Parliamentarian. Secretary Schloffel updating rules per Parliamentarian's recommendations.

D. Credentialing – Montgomery/Rangel/Price/Blum

- Credentialing ongoing as delegate registrations received.

E. Election Rules – Montgomery

- Election Rules reviewed by Parliamentarian. Secretary Schloffel updating rules per Parliamentarian's recommendations.

F. Information Booklet – Schloffel

- Submitted last convention's booklet specifications to a local printer for an estimate. An alternate printer is available if the local printer doesn't come through.

G. Luncheon – Summers/Frederickson/Crego

- Presented promotional items for consideration as luncheon gifts. President Hobbs advised that luncheon gifts are normally not given at Convention.
- The Board selected a lighted magnifying glass with applied AVVA logo to be used as a Convention bag gift.

Motion (#11) – Elections Chair Nancy Montgomery, moved, and was seconded, to purchase 250 magnifiers with lights for AVVA Convention bags.

Adopted by Unanimous Vote

H. Office – Schloffel

- Office hours will be 9 AM to 4 PM.
- Staffed in two hour shifts with two board members working each shift.



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- Office work schedule in progress.
- I. Product Sales – Meinhardt
 - Will be selling consigned merchandise from Command Headquarters.
 - The 'Square' will be available for credit card sales.
 - Product Sales work schedule in progress.
- J. Project Friendship – Hobbs
 - PF Charity is the National Birth Defects Registry.
 - Flyers (attached) ready for distribution and will be posted on the website.
- K. Registration – Montgomery
 - Working on a streamlined registration process.
- L. Delegates Count – Montgomery
 - Delegate registration forms must be postmarked by July 7th.
 - 12 delegates have registered, 3 of which are from Region 5.
- M. Questionnaire – Morris/Rekowski (excused)
 - In progress.
- N. Sergeants-At-Arms – Hobbs
 - Will have very specific guidelines for the Sergeants-At-Arms.

Announcements:

Committee Chairs – Prior to Convention:

- Thank members for serving on their respective committees.
- Dismiss their committee members.
- Prepare a final committee report and if appropriate, a transition report for your successor.

Board Members:

- If not running for office, or are changing offices, should ensure that they have not spent more than half their annual budget.
- AVVA pays for registration, the AVVA Luncheon, and the Awards Banquet.
 - Registration form was included in Board meeting packets. Will advise when the Board can begin registering.
- First Convention planning meeting will be a virtual session on Tuesday, July 11th.
- Final Board Meeting is Monday, August 7th at 7 PM.

Convention Arrival Dates:

- Sunday, August 6th – Officers, Registration, and Product Sales.
- Monday, August 7th - Regional Directors (Arrive early, Board meets at 7 PM. Location to be announced).



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Adjournment:

Having no further business, President Hobbs adjourned the April 21, 2023 AVVA Board of Directors Meeting at 6:45 PM (EST). The Board was put on notice to meet at the call of the President, if the need arises, over the next twelve hours..

Submitted by,

Nina D. Schloffel
AVVA National Secretary

Attachments:

Product Sales Report
Project Friendship Flyer

Product Sales - April 2023

	A	B	C	D	E
1	Description	Size	Each - Selling Price	Quantity - Selling price 10 or more	Balance inventory on hand
2	AVVA Member Pin (no life rocker)	7/8"	\$5.00	\$4.00	57
3	AVVA 1"x7/8" Life Member Pin	1"x7/8"	\$5.00	\$4.00	63
4	AVVA Agent Orange Teardrop pin		\$3.00	\$2.00 for 100 or more	278
5	AVVA Small Pin (with rocker)		\$1.00	\$1.00	14
6	AVVA Small Pin (without rocker)		\$1.00	\$1.00	49
7	2 Flag pins				200
8	AVVA Member Patch	3"	\$4.00	\$3.50	176
9	AVVA Life Member Patch	3.5"	\$4.00	\$3.50	329
10	AVVA Flags (no fringe)	3:x5"	\$80.00	\$80.00	46
11	Red Luggage Tage		\$3.00	\$2.50 for 5 or more	21
12	Mouse pads				72
13	AVVA cups				29



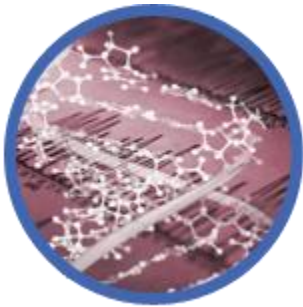
THE ASSOCIATES OF VIETNAM VETERANS OF AMERICA
IS PROUD TO ANNOUNCE OUR 2023 PROJECT FRIENDSHIP

NATIONAL BIRTH DEFECT REGISTRY

www.birthdefects.org/agent-orange



BIRTH DEFECT RESEARCH
FOR CHILDREN, INC



Genetics



More Research



Community Support

Since 1986 the ***Birth Defect Registry*** has been the only organization collecting research data and advocating for veterans who have children with disabilities linked to exposure to Agent Orange or chemicals in the Gulf War. When compared to non-veterans children in the registry, the children of Vietnam veterans have shown consistent increases in learning, attention and behavioral disorders; all types of skin disorders; problems with tooth development; allergic conditions and asthma, just to name few. Associations between Agent Orange and other dioxin-contaminated herbicides and structural birth defects like spina bifida, oral clefts, heart defects and hypospadias may be just the “tip of the iceberg”. *“Vietnam veterans are not scientists, but their ‘common sense’ has told them that their children have disabilities because of their service and exposures in Vietnam.” -Dioxin & Health*

MAKE YOUR CHECK PAYABLE TO: **AVVA**

WITH ***“PROJECT FRIENDSHIP”*** NOTED ON YOUR CONTRIBUTION

MAIL TO: **AVVA NATIONAL OFFICE**

8719 COLESVILLE RD • SILVER SPRING • MD • 20910

OR BRING YOUR DONATION WITH YOU TO
THE NATIONAL CONVENTION IN ORLANDO, FL

Donation total will be announced during the Closing Ceremony of the Conference