



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

Board of Directors Meeting Minutes

April 11, 2019

President Sharon Hobbs called the Board of Director's meeting to order at 8:59am on Thursday, April 11, 2019, in the Inspiration Room at the Double Tree Hotel, 8727 Colesville Rd, Silver Spring, MD.

OPENING EXERCISES:

President Hobbs welcomed everyone to the meeting; there were seven (7) guests present. Fran Davis, Chaplain, led the invocation and Moment of Silence; John Birch, Region 8 Director, led Pledge to the Flag.

NOTE: On April 10, 2019, the Vice President, Elayne Mackey, passed away after a series of acute illnesses.

The Treasurer called the roll. A quorum was present.

Board of Directors Roll Call:

President:	Sharon Hobbs	Region 4:	Susan Henthorn, Deputy
Vice- President:	Vacant	Region 5:	Don Jones, Deputy
Secretary:	Excused	Region 6:	Fran Davis
Treasurer:	Kathy Andras	Region 7:	Teresa Rangel
Region 1:	Excused	Region 8:	John Birch
Region 2:	Nancy Rekowski	Region 9:	Casey Farrel
Region 3:	Kaye Gardner		
		Parliamentarian:	Barbara Miller

Motion #1: To approve the amended agenda. **Adopted.**

OFFICER REPORTS:

All Officers turned in a written report. President Hobbs reported that she had been at the office for three days attending meetings. She also added that she had spent time researching history facts for the 20th anniversary celebration this year. The Treasurer had no additions to her written report. The Regional Directors had no additions to their website reports; Region 8 passed out his written report during the meeting.

COMMITTEE REPORTS:

Reading of the written reports submitted to the website were suspended due to time constraints. Veterans in the Justice System turned in a written report at the meeting. No additional information was reported.

MOTIONS:

Motion # 2: To accept motions on the Consent Calendar into the permanent record. **Adopted.**

1. Motion out of the 20th Anniversary Committee: To add Bernie Rekowski and Joanna Henshaw as a members of the committee at no cost to national.



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2. Motion out of the In Memory Plaque Taskforce: To present Jim Knotts, VVMF CEO, a life membership to AVVA for his partnership and financial support in the completion of the *In Memory Plaque* repair.

Motion # 3: To accept all electronic motions into the permanent record. **Adopted.**

1. EM10: The National Secretary moves that the board of directors adopt minutes from the October 18, 2018 Board Meeting. **MOTION ADOPTED WITHOUT OBJECTION.**
2. EM11: The National Secretary moves to *appoint Quentin Butcher as a Special Advisor to AVVA for the 2017-2019 term.* **MOTION ADOPTED WITHOUT OBJECTION**
3. EM12: Region 5 moves that we donate the budgeted contribution money (\$2000) to the Birth Defects Registry. **MOTION ADOPTED WITHOUT OBJECTION.**

The Disciplinary Committee received a Statement of Charges against member # 1098135. The charges originated out of Region 8; the Region 4 Disciplinary Panel was selected to review the charges and render a decision after proper procedure was completed. The member charged was given in excess of the 30-day window to answer all charges with a rebuttal and proof of innocence. The charges were not answered.

Motion out of Disciplinary # 4: To accept the recommendation of the Region 4 Hearing Panel to revoke the life membership of Member # 1098135. **Adopted.**

POLICY AND PROCEDURES:

Motion # 5: to delete the existing language in the Policies and Procedures Section 1, subsection XIX.B-3 and replace with new text that establishes protocol for state and/or chapter Election Chairs who run for office. **Withdrawn.**

Motion # 6: To add subsection 2.a-b to the Policies and Procedures Section 5 that defines election protocols for National Election Chair who are candidates for national office. **Withdrawn.**

The current Elections Chair, Kaye Gardner, is running for National Vice President. To adhere to the organization's transparency and integrity, she has recused herself as the Chair.

Motion # 7: To appoint Nancy Montgomery as the National Elections Chair for the remainder of the term. **Adopted.**

Motion out of Elections # 8: To delete the entire Section 5 of the Policies and Procedures Manual and replace with the submitted revision. **Postponed until after lunch.**

Motion out of Paper Safe Committee # 9: To add a new subsection describing the Paper Safe Program, on the Policies and Procedures Manual Section 11. **Adopted.**

During 2018, AVVA members suffered tragedies from hurricanes, tornadoes, and floods. In an effort to help these members, the organization needs guidelines for assisting and allocation of funds.

Motion out of Policies and Procedures Committee # 10: To add a Benevolence policy to Section 4: Finance. **Adopted.**

The Policies and Procedures Committee feels that the Deputy Director's qualifications and job description should somewhat mirror the Regional Director's description.

Motion out of Policies and Procedures Committee # 11: To accept the revised qualifications for Deputy Regional Director into Section 1 of the Policies and Procedures. **Adopted.**



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Motion out of Toxic Exposure Committee # 12: To add the subsections with description of Toxic Exposure Committee duties, structure, and purpose. Adopted.

Wes Guidry, VVA's Meeting Planner, visited. He answered questions concerning the upcoming convention, brought by examples of the backpack, and told us that all of AVVA would be housed in the Davenport Hotel in Spokane, WA.

GENERAL ORDERS

The rededication of the In Memory Plaque is scheduled for Memorial Day 2019 at 10am EDT onsite at the Plaque. Vietnam Veterans Memorial Fund (VVMF) will be broadcasting either live or recording the event. VVA plans to broadcast also.

The Finance Chair distributed a copy of the proposed budget to the Board. The proposal was sent out in advance for all to review. The Chair announced that the year-end numbers were better an predicted and that we would have enough funds for a reprinting of our Paper Safe.

Motion # 13: To approve the proposed 2020 budget as presented. **Adopted.**

The Treasurer attempted to get an updated total of vendor revenues before the meeting; however, the numbers given appeared to be wrong. No totals were available.

President Hobbs reported that Workgroup 1 was finished and dismissed. The Strategic Plan for VVA's dissolution was be presented to the VVA Board of Directors on Friday, April 12th. The Workgroup completed its goal; acceptance of the document was entirely up to the VVA Board.

Nancy Rekowski reported that Workgroup 2, to her knowledge, had no written document or report for the VVA Board.

President Hobbs announced that the Service Officer Program officially closed on March 1, 2019. Although we stopped taking application in April 2018, the program could not close until all claimants were identified and signed a Power of Attorney (POA) with another service organization. Felicia Meloney, Director of VVA Veterans Benefits Department, informed President Hobbs that all claims were assigned to another VSO. AVVA is now eligible for "tail-end" insurance. The company, Philadelphia Insurance Companies, has given as a quote and we have accepted.

The Treasurer stated that to-date we have received \$2,203.49 in donations since converting to a 501(c)(3).

Three assignments were given in October 2018 Board meeting; all were completed:

1. The Treasurer is to bring shirts for Board approval. These will be matching shirts for the Board to wear on Tuesday of the National Convention.
2. Printing of new membership application. President Hobbs reported that the new applications are here and available in the AVVA office. Bernie Rekowski did a remarkable job is the design of the new brochure.
3. President Hobbs mailed a letter to all incorporated states and chapters that national would no longer pay their crime insurance beginning in 2021.

Recessed for lunch 11:45am Reconvened at 1:15pm

The Treasurer called the role. A quorum was established.



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Presentation: Linda Yates, Chair of the National Foundation for Veterans & Families, presented President Hobbs with a check for \$1,054.46. The donation was earmarked for Paper Safes. The foundation has filed for dissolution with the state of Maryland.

Although the bylaws proposals for the National Convention can only be accepted or rejected by the Delegates, the Board spent time reviewing them before they are posted to the website for the membership. The Bylaws Committee did an excellent job in reviewing each bylaw and making appropriate revisions to some of them

The Strategic Planning Committee presented their final draft to the Board for review and acceptance. Many hours of work and research went into the plan and it definitely showed with the finished product. Bernie Rekowski did an outstanding job in his design of the presentation itself. The document was intense, thorough, and beautifully prepared. The Committee was praised and congratulated for a job well done.

Motion out of Strategic Planning Committee # 14: To accept the proposed Strategic Plan for AVVA's future. **Adopted.**

2019 CONVENTION

Preplanning meetings for the 20th anniversary and 10th National Convention will begin on Thursday, June 13th. We will use our GoTo meeting computer platform. Attendance is not mandatory; however, if your assignment is on the agenda, you are required to send a report if you cannot be present.

Arrival date for the Officers and Registration crew is Sunday, July 14th. Board members are expected to arrive early on Monday, July 15th in order to attend our last Board meeting on Monday night.

Office hours and vendor booth hours will be sent to the Board for volunteers to help.

Examples of gifts for the registration bags and the luncheon were brought for Board review and it was decided that a nylon ID badge would be given to each convention registrant; a bottle opener will be given to each luncheon guest.

Volunteers of America is our Project Friendship in 2019. Our goal is \$15,000; a visit will be scheduled on Monday afternoon.

John Birch and Don Jones have been appointed by the President as Sergeant-at-Arms.

The past Elections Chair, Kaye Gardner, reported that approximately forty-five delegate and alternates have submitted paperwork for credentialing.

20th ANNIVERSARY

The Anniversary Committee reported that the booklet was going very well. Facts and historical details were coming together nicely. The booklet will be given to each registrant; AVVA will print extras for those wanting to purchase additional volumes.

GOOD OF THE ORDER

The deadline for national candidate registration ended on April 1st. The only candidate for National President passed away on April 10th. Due to the emergency, the Board and the Parliamentarian discussed options for the upcoming convention in regards to electing a National President.



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Motion # 15: I move that the rules be suspended that interfere with the National Elections Committee Rules of the April 1st deadline for the position of National President be extended to May 15, 2019. Anyone seeking to apply for the position of National President shall have their letter-of-intent to the National Elections Chair stamp-dated no later than May 15th. **Adopted.**

Kaye Gardner, Region 3 Director, passed around a picture of the generic plaque passed by the Board in 2018. The plaque looked very good; everyone was encouraged to use it.

POSTPONED POLICY REVISION

Motion out of Elections Committee # 8 postponed from earlier: To accept the Section 5 revision with amendments and corrections. **Adopted**

ANNOUNCEMENTS

- Board reports for July should be a synopsis of your past two years.
- Online meetings begin June 13th 7pm EDT
- In June, thank your committee members for their service and dismiss them
- If you are not running for reelection, transition reports are due 30 days after the election
- Thank you cards were read from Terri Rangel for flowers sent; a card from a member in SC Chapter 925 for help after a hurricane flooding.
- Project Friendship flyer is in your email inbox.

The meeting was adjourned at 5:08pm to meet at the call of the President if the need arises over the next two days.

The meeting was called to order on Saturday, April 13, 2019 by the Treasurer, Kathy Andras, at 9:00am in the Harbison Room of the National Office. A roll call established a quorum.

The Treasurer reviewed the expense reimbursement procedure and form.

Motion: To accept the minutes as presented. **Adopted**

The meeting was adjourned at 10:10am.

Recorded by Sharon Hobbs, National President.

Nina Schloffel

Nina Schloffel, National Secretary