



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

October 19, 2017

Doubletree by Hilton

8727 Colesville Rd.

Silver Spring, MD

Call to Order:

President Sharon Hobbs called the regular meeting of the AVVA Board of Directors to order at 8:30 am in Inspiration Room 1, 1st Floor, Doubletree by Hilton, Silver Spring, MD.

Opening Exercises:

President Hobbs recognized Fran Davis, MO, National Chaplain, to lead the invocation and proclaim a Moment of Silence; and John Birch, OR, Region 8 Director, to lead the assembly in the *Pledge of Allegiance*.

New Board Orientation:

New Board Orientation was conducted prior to the Business Meeting. Orientation was scheduled from 8:30 am to 11:00 am.

Meeting Planner Report:

Wes provided logistical information on the 2018 Leadership Conference in Palm Springs, California.

- Hotel is the Renaissance, adjacent to the Convention Center.
- Palm Springs Airport has no direct flights.
- Planning Committee members are pending appointment.
- AVVA will have at least one seminar.

Recess for break at 10:00 am.

Reconvened at 10:15 am.

Resumed New Board Orientation 10:15 am.



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Business Meeting:

President Sharon Hobbs called the business meeting of the AVVA Board of Directors to order at 11:20 am.

Board of Directors Roll Call:

Secretary Nina Schloffel called the roll (sign in Sheet attached):

President: Sharon Hobbs	Region 4: Jeri Wallis
Vice President: E. Mackey - Excused	Region 5: Cecilia Essenmacher
Secretary: Nina Schloffel	Region 6: Fran Davis
Treasurer: Kathy Andras	Region 7: Terri Rangel
Region 1: Joanne Blum - Excused	Region 8: John Birch
Region 2: Nancy Rekowski	Region 9: Casey Farrell
Region 3: Kaye Gardner	

Secretary Schloffel informed President Hobbs that a quorum was established.

Agenda:

President amended the agenda to add bullet O. Executive Session under Section X, General Orders.

MOTION #1 – Moved to approve the agenda as amended. - ***Adopted***

Minutes:

MOTION #2 – Moved to accept the National Convention minutes as written. - ***Adopted***

MOTION #3 – Moved to accept the August 12th meeting minutes as written. - ***Adopted***

Officer and Board Reports Updates:

Region 8 – Director John Birch reported that he is still unable to recruit members for the Region 8 disciplinary panel. Director Birch continues to reach out to his state contacts.

VVA Advisor Report:

President Hobbs provided a worksheet naming AVVA board members as advisors to specific VVA committees (attached).



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Recess for lunch at 11:35 am.

Reconvened at 12:47 pm.

Board of Directors Roll Call:

Secretary Schloffel called the roll.

President: Sharon Hobbs	Region 4: Jeri Wallis
Vice President: E. Mackey - Excused	Region 5: Cecilia Essenmacher
Secretary: Nina Schloffel	Region 6: Fran Davis - Absent
Treasurer: Kathy Andras	Region 7: Terri Rangel
Region 1: Joanne Blum - Excused	Region 8: John Birch
Region 2: Nancy Rekowski	Region 9: Casey Farrell - Absent
Region 3: Kaye Gardner	

Quorum confirmed.

12:53 pm Region 6 Director, Fran Davis and Region 9 Director, Casey Farrell arrived. Quorum reconfirmed.

Committee and Program Reports Updates:

Helping Hands Grant – Chair Kathy Andras reported that the grant form is to be revised to clearly indicate that grants are for veterans and their families.

Elections – Chair Kaye Gardner reported that the committee partnered with previous Bylaws Chair Cecilia Essenmacher to identify election policies affected by bylaws changes. These are being updated accordingly. Chair Gardner added that the committee is also looking at a revised Elections Pamphlet. It may take the form of a down-loadable document.

MOTION #4 – Moved to accept the Consent Calendar. - **Adopted**

Consent Calendar:

1. **Motion out of Helping Hands Grants:** To donate \$500 to the Veterans Texas Relief Fund for Hurricane Harvey victims.
2. **Motion out of Finance:** To accept Deborah Williams (DC) and Jeri Wallis (GA) as Members to the Committee for the 2017-2019 term.
3. **Motion out of Condolence:** To accept Diane Nicholson (KS) as a member to the Committee for the 2017-2019 term.



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4. Motion out of Helping Hands Committee: To accept Susan Price (TN) and John Birch (OR) as members of the Committee for the 2017-2019 term.
5. Motion out of Leadership Development: To accept all Board members and Deputies as members of the Committee for the 2017-2019 term.
6. Motion out of Disciplinary: To accept John Birch (OR), Donna Crowell (NC), Kaye Gardner (MD), Annie Pancrazio (AZ), and Jeani Wells (MO) as members of the Committee for 2017-2019 term.
7. Region 6 Disciplinary Panel for the 2017-2019 term: Sherry Wright (KS), Barbara Walker (MO), Paula Powell (MO), Pat Furno (WI), and Julie McBee (WI).
8. Region 7 Disciplinary Panel for the 2017-2019 term: Percilla Newberry (TX), Suzie Meeks (TX), and Ora Wells (LA)
9. Motion out of Incorporation Committee: To accept Nancy Rekowski (PA), Casey Farrell (AZ), Joanna Henshaw (NV), and Ann Rice (TN) as members of the Committee for the 2017-2019 term.
10. Region 5 Disciplinary Panel for the 2017-2019 term: Don Jones (OH), Freda Goodwin (IL), Minerva Draper (MI)
11. Motion out of Membership Committee: To accept Bobbie Morris (PA) and Terri Rangel (TX) as members of the Committee for the 2017-2019 term.
12. Motion: To appoint Sandy Miller as the Advisor to Project Friendship for the 2017-2019 term.
13. Motion: To accept Barbara Miller (PRP) as the National Parliamentarian for the 2017-2019 term.
14. Motion: To accept Marsha Four as the VVA Advisor to the Board for the 2017-2019 term.
15. Motion out of VISTA Committee: To accept Kayla Dispain (GA), Bobbie Morris (PA) and Rita Clifton (GA) as members of the Committee for the 2017-2019 term.
16. Region 4 Disciplinary Panel for the 2017-2019 term: Suzanne Blohm-Weber (FL), Susan Henthorn (GA), and Nancy Jackson (AL).
17. Motion out of Veterans Benefits: To accept Casey Farrell (AZ) and Simone Hawthorne (WV) as members of the Committee for the 2017-2019 term.
18. Region 3 Disciplinary Panel for the 2017-2019 term: Nancy Montgomery (VA), Hope Summers (SC), Kathy Mattingly (KY), Debbie Musolino (NC), and Ann Rice (TN).
19. Motion out of Elections: To accept Suzie Meeks (TX), Nancy Montgomery (VA), Ann Rice (TN) and Kathy Andras (LA) as members of the Committee for the 2017-2019 term.
20. Motion out of Policies & Procedures Committee: To accept Nancy Rekowski (PA), Annie Pancrazio (AZ), Joanna Henshaw (NV), and Terri Rangel (TX) as members of the Committee for the 2017-2019 term.
21. Motion out of Public Relations: To accept Kathy Andras (LA), Nina Schloffel (CA), and Joanne Blum (CT) as members of the Committee for the 2017-



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- 2019 term.
22. Motion: To accept Joanne Blum's appointment as Co-Chair of the Disciplinary Committee as members of the Committee for the 2017-2019 term.
 23. Motion out of Governmental Affairs Committee: To accept Nancy Switzer (NY) as a member of the Committee for the 2017-2019 term.
 24. Motion out of Awards Committee: To accept Sue Crego (AZ), Wynella Bethards (KY), Cheryl Wroblewski (WV) and Linda Finch (TN) as members of the Committee for the 2017-2019 term.
 25. Motion out of Toxic Exposure Committee: To accept John Birch (OR), Mokie Porter (DC), and Willa Burgess (MT) as members of the Committee for the 2017-2019 term.
 26. Motion out of Toxic Exposure Committee: To accept Marc McCabe (FL), Tom Owen (OR), Maynard Kaderlik (MN), and Sharon Hodge (DC) as Special Advisors to the Committee for the 2017-2019 term.
 27. Motion out of Bylaws Committee: To accept Joann Blum (CT), Cecilia Essenmacher (MI), and Joanna Henshaw (NV) as members for the 2017-2019 term.
 28. Region 2 Disciplinary for the 2017-2019 term: Bobbie Morris (PA), Kathleen Pinfield (NY), and Cherie Steers (NY).
 29. Motion out of Strategic Planning Committee: To accept Casey Farrell (AZ), Joanna Henshaw (NV), and Cecilia Essenmacher (MI) as members for the 2017-2019 term.
 30. Motion out of Website Committee: To accept Bobbie Morris (PA) and Simone Hawthorne (WV) as members for the 2017-2019 term.
 31. Region 1 Disciplinary Panel for the 2017-2019 term: Frances Guevermont (RI).
 32. Motion out of Veterans in the Justice System: To accept Susan Henthorn and Hope Summers as members for the 2017-2019 term.
 33. Region 9 Disciplinary Panel for the 2017-2019 term: Joanna Henshaw (NV) and Sandy Cornejo (AZ)

MOTION #5 – Moved to accept into the meeting minutes all electronic motions made between August 12, 2017 and October 19, 2017 - **Adopted**

Electronic Motions:

1. IEM 1: The Secretary moves that the Board of Directors adopt minutes from the August 7, 2017 Board Meeting as amended.
(Quorum of 9) vote 9 yes, 0 no. **Adopted**
2. IEM 2: The Secretary moves that the Board of Directors adopt minutes from the 2017 National Convention as amended.
(Quorum of 9) vote 4 yes, 0 no, 5 failed to respond. *Failed due to lack of majority vote.*



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P & P Proposals:

MOTION #6 – Out of Incorporation Committee to change the text in Section 2 as proposed to the board on October 2nd.

Amendment to change proposed Policy and Procedure on Incorporation Section 2, B.4.a (page 6) to strike the word officer and add the words *president or representative* -
Adopted

Out of Committee:

MOTION #7 – Out of Government Affairs Committee to accept Nancy Rekowski as a member of the committee for the 2017 – 2019 term. – **Adopted**

MOTION #8 – Out Veterans in the Justice System Committee to accept Don Jones as a member of the committee for the 2017 – 2019 term. – **Adopted**

MOTION #9 – to add Penny Chamousis as a member Region 9 Disciplinary Panel for the 2017 – 2019 term. – **Adopted**

General Orders:

A. Foundation Update – Susan Price, Don Jones

- Have submitted a grant request, awaiting a response.
- Still searching for prospective board members.
- Monies still set aside for the In Memory Plaque.

B. In Memory Plaque Update – Sharon Hobbs

- Final design approved.
- Still partnering with Vietnam Veterans Memorial Fund.
- No RFQ's to be released until proposed building materials are approved. Submitted samples and spec's to involved agencies:
 - DC Planning Commission
 - National Park Service
 - Council of Fine Arts

C. Director of Veteran's Benefits – Sharon Hobbs

- Sharon Hobbs acting as Program Chair and Director of Service Officer Program since previous chair resigned in January 2017. Program oversees 18 AVVA Veteran's Service Officers.

MOTION #10 – Out of Veterans Benefits Committee to appoint John Margowski as Director, Service Officer Program for the 2017 – 2019 term. – **Adopted**



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D. Military Best Update – Sharon Hobbs

- AVVA receives 10% of sales on AVVA website. Amount paid quarterly. Last quarter revenue \$57.67.

E. VVA Workgroups 1 & 2 Updates – Sharon Hobbs

- Nancy Rekowski has been accepted as AVVA Advisor to VVA Workgroup 2.

F. Budgets – Susan Price

- Distributed and reviewed latest budget to actual reports.
- FY 2019 Budgets due to Susan by December 1st.
 - Will provide excel worksheets for each assigned function, committee or project. Attach justification statement to completed budget.
 - Faxes not acceptable. Emailed budget okay.
 - One-to-one online help available through November 18th.

G. Elections in 2018 – Kaye Gardner

- At Large Elections begin January 15th.
 - Related GoToMeeting refresher sessions (2) to be conducted in November. Kaye and Nina to schedule and publish dates.
- Chapter Elections will be in April 2018. State Elections will be from January 2018 through June 2018.
 - Related GoToMeeting refresher sessions (2) to be conducted in the 1st quarter 2018. Kaye and Nina to schedule and publish dates.

H. VVA 40th Anniversary Dinner – Sharon Hobbs

- Celebration happens during October 2018 BOD Meeting.
- Temporary committee established. Sharon Hobbs is representing AVVA on the committee

I. Paper Safe Printing – Sharon Hobbs, Susan Price

- Printed 10,000 in August 2016, now out of stock. Printing not budgeted for this fiscal year.
- Need to determine funding for ongoing annual Paper Safe printing.

MOTION #11 – Moved to print and pay for 10,000 Paper Safes out of unbudgeted AVVA funds. - *Adopted*

MOTION #12– Moved to annually request a grant from the National Foundation for Veterans and Families to fund annual Paper Safe printing. - *Adopted*

MOTION #13- moved that AVVA ask National Foundation for Veterans and Families to allow AVVA to use their letterhead so that AVVA might write a letter to their membership to solicit donations from AVVA members to fund the printing of 10,000 Paper Safes.



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Debate: Because there were so many unanswered questions it was decided that additional information was needed prior to sending a solicitation letter to the AVVA membership requesting donations.

MOTION #14 - moved to refer the motion #13 to a special committee for further study. - **Adopted**

President Hobbs appointed a special committee to study the matter of a funding letter written under the letterhead of the National Foundation for Veterans and Families. Specifically the committee is to determine the letter's purpose, content, format and costs and report findings at the April board meeting. The committee's membership is comprised of Susan Price (Finance), Terri Rangel (Public Relations) and Don Jones (National Foundation for Veterans and Families, Inc.).

J. MOU with Agent Orange Store – Sharon Hobbs

- Variety of products available. Includes jewelry, patches and quality apparel.
- AVVA to receive 20% of sales revenue generated through website link.

MOTION #15 – Moved to sign Memorandum of Agreement with Agent Orange Store – **Adopted**

K. Assignments from April and July

- a. Finance (shipping) – Susan Price
 - Discussed shipping charges related to AVVA products (Paper Safes, brochures, etc.). Will work with Kathy and Sharon to develop cost saving shipping policy.
- b. Standard plaque – Casey Farrell
 - Committee is working with vendor (RPM Signs) to develop standard plaque. Specifications as follows:
 - Plaque to have standard logo and corporate name.
 - Made to stand or hang.
 - Metal preferred, size to be determined.
 - Expense capped at \$100.

Will bring sample to April Board meeting.

L. 2017 Convention Update – Sharon Hobbs

- Collected and summarized 94 Convention evaluations.
- Collected another \$450 for Project Friendship. Contributions now total \$15,500.

M. 2019 20th Anniversary in Spokane – Sharon Hobbs

- Develop 20th Anniversary Commemoratives.
- Create an Anniversary Booklet.
- Temporary Committee established– Nancy Rekowski, Chair



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Members; Cecilia Essenmacher, Fran Davis, Casey Farrell, Terri Rangel and Hope Summers

N. 2018 Conference, Palm Springs, CA – Assignments:

- AVVA Office hours – Nina Schloffel
- Awards – Beverly Pounds and Jeri Wallis
- Luncheon – Elayne Mackey and Joanne Blum
- Product Sales hours – Susan Henthorn and John Birch
- Project Friendship – Terri Rangel and Kaye Gardner
 - Nina Schloffel and Elayne Mackey to identify two potential PF recipients from the Palm Springs area.

Announcements:

President Hobbs announced that LaVonnia (Vonnie) Cogdell is leaving the VVA National Office. As reward for her valuable service, VVA is presenting Vonnie with a VVA honorary life membership. Vonnie has also given AVVA many years of like service. President Hobbs suggests that AVVA thank Vonnie with an AVVA life membership.

MOTION #16 – Moved to present Vonnie with an AVVA life membership at no cost to her. – **Adopted**

MOTION #17– Moved **to** go into Executive Session – **Adopted**

Into Executive Session at 3:45 pm.

Out of Executive Session at 3:50 pm.

MOTION #18 –Out of Executive Session to start the process to convert to a 501C3 organization. – **Adopted**

Action Items:

- **Bylaws** – Nancy Rekowski lead Bylaws Committee to review Article 3, Section 8.03 for chain of command for Incorporated Chapters
- **Budgets** – Susan Price to conduct one on one budget training through November 18th. Co-ordinate GoToMeeting sessions with Nina Schloffel.
- **Elections** – Kaye Gardner and Elections Committee to provide refresher sessions to RD's and Deputies on processes, requirements and timelines for At Large Elections. Co-ordinate November GoToMeeting sessions with Nina Schloffel.
- **Elections** – Kaye Gardner and Elections Committee provide refreshers sessions to RD's and Deputies on processes, requirements and timelines for Chapter and



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State elections. Co-ordinate 1st quarter 2018 GoToMeeting sessions with Nina Schloffel.

Adjournment:

Having no further business, the October 19 Board Meeting adjourned at 3:50 pm. The Board was put on notice to meet at the call of the President, if the need arises, over the next two days.

Submitted by,

Nina D. Schloffel

Nina D. Schloffel
AVVA National Secretary