



## **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  
August 12, 2017  
New Orleans Marriott  
New Orleans, LA

### **Call to Order:**

President Sharon Hobbs called the regular meeting of the AVVA Board of Directors to order at 09:00 am on Saturday, August 12, 2017 in Gallery 4, 2<sup>nd</sup> Floor of the New Orleans Marriott Hotel, New Orleans, LA.

### **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*.

### **Board of Directors Roll Call:**

Secretary Nina Schloffel called the roll.

Board Members Present (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	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.

### **Welcoming Remarks:**

President Hobbs welcomed the 2017-2019 Board and guests attending today's meeting.

### **Agenda Approval:**

Hearing no objections, President Sharon Hobbs approved the agenda.



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### **Personal Information Sheets:**

Secretary Schloffel distributed AVVA Personal Information Sheets to all officers, regional directors and deputy regional directors in attendance.

President Hobbs informed the Board and Regional Deputies that information from these forms will be used to update the AVVA website and corporate lists, and to order business cards and name badges. Business cards and name badges will be ordered for new board members, as well as for those who need additional cards and/or badges. The national secretary will process requests for business cards and badges.

### **Board Commitments:**

Board members were asked to acknowledge and sign the following policy declarations:

- Conflict of Interest
- Sexual Harassment
- Confidentiality
- Code of Ethics/Whistle Blower
- Document Retention

### **Committee Chair Appointments:**

President Sharon Hobbs announced the following Committee Chair appointments:

- **Awards:** Beverly Pounds
- **By-Laws:** Nancy Rekowski, Co-Chair  
Co-Chair – to be named in October
- **Chaplain:** Fran Davis
- **Disciplinary:** Nina Schloffel, Co-Chair  
Co-Chair – to be named in October
- **Elections:** Kaye Gardner
- **Finance:** Susan Price
- **Government Affairs:** Sharon Hodge
- **Helping Hands:** Kathy Andras
- **Historian:** Steve Mackey (Dual Member)
- **Incorporation:** Bobbie Morris
- **Leadership Development:** Sharon Hobbs, Co-Chair  
Elayne Mackey, Co-Chair



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- **Membership:** Cecilia Essenmacher
- **Newsletter:** Elayne Mackey
- **Policy and Procedures:** Nina Schloffel
- **Product Sales:** Susan Henthorn
- **Public Relations and Media:** Terri Rangel
- **Secondary PTSD:** Elayne Mackey, Co-Chair  
Nina Schloffel, Co-Chair
- **Strategic Planning:** Nancy Rekowski
- **Toxic Exposure:** Nancy Switzer, Co-Chair  
Nadine Owen, Co-Chair
- **Veterans in the Justice System:** John Birch, Co-Chair  
Casey Farrell, Co-Chair
- **Veterans Benefits:** Sharon Hobbs (interim)
- **VISTA:** Jeri Wallis
- **Website:** Joanna Henshaw

**Motion (#1)** moved by Region 5 Director, Cecilia Essenmacher; to approve committee chair appointments. Second by Region 2 Director, Nancy Rekowski — **APPROVED**

Hearing no objections, President Hobbs pronounced the appointments of Committee Chairs approved.

### **October Board of Directors Meeting:**

- A. October 19 - 21, 2017: President Sharon Hobbs advised that October 18<sup>th</sup> and October 22<sup>nd</sup> are travel days.
- B. E-Room Reservation: President Sharon Hobbs explained the process for e-room reservations
  - a. AVVA President sends list of approved attendees to VVA meeting planner, then sends advisory email to board advising that e-room reservations can be made.
  - b. Traveling board member accesses VVA website. Selects Resources option on VVA home page, then invokes E-Room Reservation option.
  - c. Prepares e-room reservation indicating if room sharing (AVVA pays half the cost of lodging) or not (you pay the other half). If room sharing and you have a preferred roommate, both you and your roommate will each need to provide roommate's name on the form.
- C. Travel Arrangements: President Hobbs reviewed travel arrangements as defined in the document "ADDITIONAL TRAVEL ARRANGEMENT DETAILS" and answered questions as presented.



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### **Good of the Order:**

- A. Regional Director's Assignment: President Hobbs advised each Regional Director to:
  - a. Select 3-5 members to serve on Regional Disciplinary Committee. Okay for deputy director to serve on committee.
  - b. Understand and promote AVVA's Strategic Plan.
- B. Committee member appointments: President Hobbs advised Committee Chairs to have their proposed committee members identified by the October Board Meeting. These will be submitted for Board approval at that time.

### **Announcements:**

- A. Project Friendship Presentation: President Sharon Hobbs will present a check to Volunteers of America, Greater New Orleans, at today's closing ceremonies. The ceremonies begin at 10:00 am at the 5<sup>th</sup> Floor Ball Room of the Sheraton Hotel. President Hobbs stated that while we met our \$12,000 donation goal, the actual amount of the check would be announced when the check is presented.
- B. Board Orientation in October: President Sharon Hobbs advised that today's meeting was designed to provide the Board with information sufficient to get to Silver Spring for the October Board Meeting. In addition to dealing with the business of the Corporation, the October meeting will also include an orientation session for the incoming Board.
- C. President Hobbs announced that as of the October meeting, the Board would begin planning for AVVA's 20<sup>th</sup> anniversary.

### **Adjournment:**

Having no further business, President Hobbs adjourned the August Board Meeting at 9:50 am.

Submitted by,

*Nina D. Schloffel*

Nina D. Schloffel  
AVVA National Secretary

Attachments: Sign In Sheet  
Additional Travel Arrangement Details