



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 10, 2019
DoubleTree Hotel, Silver Spring, MD

Call to Order:

President Joanna Henshaw called the regular meeting of the AVVA Board of Directors to order at 8:30 AM in the Inspiration Room 1, 1st floor, Double Tree Hotel, Silver Spring, MD.

Presentation:

On behalf of her constituents, Region 6 Director, Fran Davis, presented a special gavel ('Attention Getter') to President Joanna Henshaw. President Henshaw thanked Director Fran Davis and Region 6 for the gavel and immediately put it to use.

Opening Exercises:

President Henshaw recognized National Chaplain, Fran Davis (MO), to deliver the invocation. A moment of silence followed the invocation. Secretary Nina Schloffel (CA) then led the assembly in the *Pledge of Allegiance*.

Announcement:

President Henshaw announced that due to ongoing health issues, Region 4 Director, Jeri Wallis, has resigned. Deputy Director, Susan Henthorn, has agreed to serve as Region 4 Director for the remainder of the 2019 -2021 term. President Henshaw welcomed Region 4 Director Henthorn to the national board and thanked her for stepping up.

Board of Directors Roll Call:

Secretary Schloffel called the roll.

President: Joanna Henshaw
Vice President: Kaye Gardner
Secretary: Nina Schloffel
Treasurer: Kathy Andras
Region 1: Frances Guevremont
Region 2: Bobbie Morris
Region 3: Hope Summers

Region 4: Susan Henthorn
Region 5: Don Jones
Region 6: Fran Davis
Region 7: Terri Rangel
Region 8: Vacant
Region 9: Tim Von Bon

A quorum was established.



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Introductions and Welcome:

President Henshaw welcomed the 2019 -2021 Board of Directors, Deputies and guests. Orlando McGruder, PRP, was then introduced as parliamentarian for this board meeting.

Agenda:

Secretary Schloffel moved to amend the agenda by adding item VII. “Adopting E-motions” to the agenda after item VI. “Committee Member Approval”.

President Henshaw, at the request of Paper Safe Program Chair, Nancy Switzer, moved to amend the agenda to hold consideration of Paper Safe revisions until this afternoon at 3:30 PM.

Hearing no objections, President Henshaw declared the agenda adopted as amended.

Minutes:

Motion (#1): Moved by Secretary Nina Schloffel, and seconded by Vice President Kaye Gardner, to adopt the minutes from the 2019 National Convention as submitted. – ***ADOPTED***

Motion (#2): Moved by Secretary Nina Schloffel, and seconded by Vice President Kaye Gardner to adopt the minutes from the July 19, 2019 BOD meeting as submitted. - ***ADOPTED***

Officer and Board Reports Updates:

Vice President Kaye Gardner updated the board on the status of thank you notes for Project Friendship donations and Secretary Schloffel distributed copies of the National Secretary’s report. The officers and board then provided brief summaries of their activities since the National Convention.

Committee and Program Reports - Updates:

The board was provided copies of written reports for the Membership, Policy and Procedures, Disciplinary and PTSD2 committees. Other committee chairs in attendance delivered verbal updates as warranted.



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Policy Changes:

Background Motion #3 – Policy proposal to Section 3 changes the committee name from ‘Veterans Benefits’ to ‘Survivor Benefits’. Since AVVA no longer has a VSO program, the title ‘Survivor Benefits’ is more in line with the committee’s redirected focus. This change also affects the committee description in P & P Section 11.

Motion (#3): Moved by Treasurer Kathy Andras, and seconded by Vice President Kaye Gardner, to adopt the change to Policy Section 3, Title/Name, that changes the committee name from Veterans Benefits to Survivor Benefits, as submitted. - **ADOPTED**

Consent Calendar:

Motion (#4): Moved by Secretary Nina Schloffel, and seconded by Region 7, Terri Rangel, to accept the motions listed in the Consent Calendar into the permanent record. – **ADOPTED**

OCTOBER 2019 CONSENT CALENDAR

Motion Out of the Elections Committee: To accept Ann Rice (TN), Jennifer Ellis (OR), Linda Haberkorn (PA), and Wynella Bethards (KY) as members of the committee for the 2019-2021 term.

Motion Out of the Strategic Plan Committee: To accept Kathy Andras (as member of Executive Board), Nina Schloffel (as member of Executive Board), Joanna Henshaw (as member of Executive Board), Kaye Gardner (as member of Executive Board), Susan Henthorn (GA) as Sr. Member, and Tim Von Bon (UT) as members of the committee for the 2019-2021 term.

Motion Out of the Condolence Committee: To accept Diane Nicholson (KS) as a member of the committee for the 2019-2021 term.

Motion Out of the Membership Committee: To accept Rick Talford (WI), and Cheryl Wroblewski (WV) as members of the committee for the 2019-2021 term.

Motion Out of the Policy and Procedures Committee: To accept Tim Von Bon (UT) and Joanne Blum (FL) as members of the committee for the 2019-2021 term.

Motion Out of the Helping Hands Grant Committee: To accept Linda Yates (TN) as a member of the committee for the 2019-2021 term.



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Motion Out of the Disciplinary Committee: To accept Donna Crowell (NC), Kaye Gardner (MD), Jeani Wells (MO), Christine Swartz (CA) and John Birch (OR) as members of the committee for the 2019-2021 term.

Motion Out of the Toxic Exposure Committee: To accept John Birch (OR), Willa Burgess (MT), Pat Furno (WI) and Mokie Porter (DC) as members of the committee for the 2019-2021 term.

Motion Out of the Toxic Exposure Committee: To accept Tonya Lynse, Jerry Craig, Tom Owen (OR) and Maynard Kaderlik (MN) as special advisors to the committee for the 2019-2021 term.

Motion Out of the Paper Safe Committee: To accept the appointment of Mokie Porter (DC) as co-chair of the committee for the 2019-2021 term.

Motion Out of the Paper Safe Committee: To accept Joy Klein as a member of the committee for the 2019-2021 term.

Motion Out of the Paper Safe Committee: To accept Felicia Mulaney (as VVA VB Director), Xander Anderer, and Marc McCabe (FL) as special advisors to the committee for the 2019-2021 term.

Region 1 Disciplinary Committee: To accept Fran Guevremont (RI), Deb Michalenka (RI), Larry Matika (RI) as members for the 2019-2021 term

Region 2 Disciplinary Committee: To accept Margaret Wojciechowicz (NJ), Teri Novak (PA), Cheri Steers (NY) as members for the 2019-2021 term.

Region 3 Disciplinary Committee: To accept Doris Brock (SC), Debbie Muslino (NC), Beverly Pounds (TN), Wynella Bethards (KY), Connie Jones (WV), and Nancy Montgomery (VA) as members for the 2019-2021 term.

Region 4 Disciplinary Committee: To accept Carolyn Mitchler (GA), Dorothy Gore {GA} and Joanne Blum (FL) as members for the 2019-2021 term.

Region 6 Disciplinary Committee: To accept Pat Furno (WI), Rick Talford {WI}, Diane Kuhn Nicholson (KS), Kathy Leick (MN) and Barbara Walters (MO) as members for the 2019-2021 term.

Region 7 Disciplinary Committee: To accept Kathy Andras (LA), Suzie Meeks {TX}, and Percilla Newberry (TX) as members for the 2019-2021 term.



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Motion out of AVVA Board: To add Tom Burke as VVA Advisor to the National Board for the 2019-2021 term.

Motion out of Project Friendship Committee: To add Sandy Miller as Advisor to Project Friendship for the 2019-2021 term.

Region 5 Disciplinary Committee:

Motion (#5): Moved by Region 5, Don Jones, and seconded by Region 9, Tim Von Bon to accept the following:

- Joann Gregory, OH
- Anthony Gigli, IN
- Cecilia Essenmacher, MI

as members of the Region 5 Disciplinary Committee for the 2019-2021 term. -

ADOPTED

Electronic Motions:

Motion (#6): Moved by Vice President Kaye Gardner, and seconded by Region 3, Hope Summers, to accept all electronic motions made between the July 19, 2019 and Oct 10, 2019 Board Meetings into the permanent record. - **ADOPTED**

Electronic Motions:

IEM 101: The secretary moves that the board of directors approve awarding State Department Liaison, Lola Barrow, an AVVA Life Membership. The award recognizes Ms. Barrow's efforts in repatriating veteran Willie Clark's cremains.

MOTION ADOPTED WITHOUT OBJECTION.

New Board Orientation:

1. Board members and deputies signed the following policy declarations:
 - Code of Ethics/Whistleblower Agreement
 - Sexual Harassment Policy Acknowledgement
 - Document Retention Policy Agreement
 - AVVA Conflict of Interest Policy Agreement
2. Badges and business cards were distributed.
3. The officers and Finance Committee Chair, Susan Price covered the following topics:
 - Budgets
 - Process and Due Dates
 - Justification of Requests



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- Handling Unbudgeted Expenses
- Budget to Actual Reconciliation
- Chain of Command
 - Hierarchy, Leadership Span of Control
 - Interaction with National Office
 - Referrals
 - Subject Matter Expert
 - Appropriate Leadership Span of Control
 - Follow-up Suggestions and Processes
- Board Meetings:
 - Duties of Officers
 - Duties of Directors
 - VVA Committee (Advisor) Reports
- Policy Changes

President Henshaw announced that additional training will be conducted this Saturday, October 12th in the downstairs conference room at the VVA offices. Training will begin at 9 AM. With the exception of Region 7, Terri Rangel, all Regional Directors are expected to attend.

Break Called at 9:50 AM

Reconvened at 10:10 AM

Discussion:

- A. Pocket folders are costly. President Henshaw asked the board **to** consider discontinuing their use for board meeting packets.
- a. Current shiny stock, customized - \$1.79 each
 - b. Proposed plastic - \$.53 each
 - c. Proposed paper - \$.20 each

Board consensus is to use generic plastic folders for meeting packets in lieu of the shiny, customized folders. President Henshaw to determine if membership plans to continue using the present customized folders for life member packets.

- B. President Henshaw proposed that the board consider the feasibility of using the “cloud” as a repository for operational data, policy and procedures, historical and corporate documentation, group calendars, etc. Need to determine current and future requirements, then evaluate available options to find best cost effective match. Will readdress this topic at, if not before, the April BOD.

Special Presentation – Region 3:



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Region 3 has an ongoing tradition of handing off the 'Region 3 Broom' from the outgoing Region 3 Director to the incoming Region 3 Director. In keeping with this tradition, former Region 3 Director, Kaye Gardner, presented current Region 3 Director, Hope Summers, with the 'Region 3 Broom'. The broom will be held by Director Summers until such time as a new Region 3 Director is elected.

P & P Proposals and Other Motions:

Background Motion #7 – Proposal changes Section 4 to establish an expanded travel policy to define justifiable travel activities and provide requirements for payment of related expenses.

Motion (#7): Out of the Finance Committee, no second required, moved to adopt the new Travel Policy as presented and delete Section 4.IV.B.1-14 and add a new Section 4.IV.B.1 that reads:

1. All travel requirements and restrictions can be found in Travel Policy section of the P&P manual. Official AVVA travel is funded by budgets prepared and overseen by the National Finance Committee.

Amendment to change the proposed Travel Policy for Section VI.C.2:

- to strike the phrase 'seven working days' and replace it with 'fourteen calendar days'.
- to add a new subsection 'IV.C.2.a'. (text follows)
 - a. *An exception may be made when circumstances require, which will be considered on a case by case basis by the treasurer and the president.*

The motion, as amended, now reads: to change proposed Policy and Procedure for Section 4.VI.C.2 to strike the phrase 'seven working days' and replace it with 'fourteen calendar days' and to add a new subsection, IV.C.2.a: An exception may be made when circumstances require, which will be considered on a case by case basis by the treasurer and the president.

Moved by the Finance Committee, no second required, to accept the motion (#7) as amended. - **ADOPTED by unanimous vote**

Background Motion #8 – Proposal changes Section 5 to reorganize the Elections Policy by organizational sector and thereby clarify existing practices. Sample letters and ballots are also being added.



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Motion (#8): Out of the P & P Committee, seconded by Region 6, Fran Davis, move to adopt the revised Elections Policy as presented.

Amendment to change the proposed Elections Policy:

for Section 5.I.C.1.a

- to strike the comma after national membership chair and replace it with the word 'and'.
- to strike the phrase '*and national finance chair*' (no replacement phrase).

For Section 5.I.D.3.c

- to strike the word '*National*' (no replacement word).
- to add the phrase 'at the national level' after the word distribution.

The motion, as amended, now reads: to change proposed Policy and Procedure for Section 5.I.C.1.a, to strike the comma after national membership chair and replace it with the word 'and' to strike the phrase 'and national finance chair' and to change Section 5.I.D.3.c to strike the word 'National' and to add the phrase 'at the national level' after the word distribution.

Moved by Treasurer, Kathy Andras and seconded by Region 5, Don Jones, to accept the motion #8 as amended. - **ADOPTED by majority vote**

Background Motion #9 – Proposal changes Section 1 to create a new position, Election Database Manager, and eliminate the position Election Database Coordinator. The new position will be appointed by the national president and approved by the national board. It will not be affiliated with any specific committee.

Motion (#9): Moved by P & P Committee, no second, move to add Section 1.I.VII creating the position Election Database Manager. - **Proposal Withdrawn Pending Revision**

Recess for lunch at 12:00 PM

Reconvened at 1:30 PM

Board of Directors Roll Call:

Secretary Nina Schloffel called the roll.

President: Joanna Henshaw
Vice President: Kaye Gardner

Region 4: Susan Henthorn
Region 5: Don Jones



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Treasurer: Kathy Andras
Region 1: Frances Guevremont *
Region 2: Bobbie Morris
Region 3: Hope Summers

Region 6: Fran Davis
Region 7: Terri Rangel
Region 8: Vacant
Region 9: Tim Von Bon

A quorum was established.

*Note: Region 1 Director, Fran Guevremont was present for roll call but became ill and left shortly after 2 PM.

P & P Proposals and Other Motions (cont'd):

Background Motion#10 - This proposal establishes a new design for the AVVA Life Member Card. The current card is printed on plastic and is similar in weight and size to a credit card. The current supply of Life Member Cards is nearly exhausted. The proposed designs can be printed on heavy stock and so may qualify for onsite printing. Material and printing costs for the proposed design are projected to be considerably less than the current Life Member Cards.

Motion (#10): Moved by Region 2, Bobbie Morris, and seconded by Region 7, Terri Rangel, to adopt life member card proof 1.

Amendment 1 to change the design on proposed life member card proof 1:

- to make the AVVA logo smaller.
- to reformat the statement, 'Serving Veterans & Their Families Since 1999', to all capital letters (retain ampersand and location) using the largest font possible.

Amendment 2 to the proposed life member card proof 1:

- to print the proposed life member card on stock equal to the weight and material used for the VVA life member card.

The motion, as amended, now reads: to change the design on proposed life member card proof 1 to make the AVVA logo smaller and to reformat the statement, 'Serving Veterans & Their Families Since 1999', to all capital letters (retain ampersand and location) using the largest font possible and to print the proposed life member card on stock equal to the weight and material used for the VVA life member card.

Moved by Region 3, Hope Summers and seconded by Region 5, Don Jones, to accept the motion #10 as amended. - **ADOPTED by majority vote**



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Background Motion #11 – Proposal changes Section 7 to add an AVVA membership application form for incarcerated veterans. The new Incarcerated Veterans Membership Application provides information specific to DD214 requirements and dues assessments.

Motion (#11): Out of Membership Committee, no second required, move to add an Incarcerated Veteran Member Application form.

Amendment to change the proposed Incarcerated Veteran Member Application form:

- to revise the stated DD214 requirements by striking the word 'and' replacing it with it 'or'
- to strike the statement 'Incarcerated Vietnam Era Veterans (those eligible for membership in VVA) are not eligible for membership in AVVA' and replacing it with 'Incarcerated Veterans who are eligible for membership in VVA are NOT eligible for membership in AVVA'.

The motion, as amended, now reads: *to change the proposed Incarcerated Veteran Member Application form by striking the word 'and' from the stated DD214 requirements and replacing it with it 'or' and by striking the statement 'Incarcerated Vietnam Era Veterans (those eligible for membership in VVA) are not eligible for membership in AVVA' and replacing it with 'Incarcerated Veterans who are eligible for membership in VVA are NOT eligible for membership in AVVA'*

Moved by the Membership Committee, no second required, to accept the motion #11 as amended. - **ADOPTED by majority vote**

Background Motion #12 – Proposal changes Section 9, the AVVA Disciplinary Code, to reduce the number of members required on a Regional Disciplinary Committee from seven (7) to three (3). It also removes the requirement for Regional Disciplinary Committees to have three (3) state officers as sitting members.

Motion (#12): Out of Disciplinary Committee, no second required, to change the required number of members on Regional Disciplinary Committees from seven (7) to no less than three (3) and eliminate the requirement to have state officers serve as members. – **Adopted by majority vote**

Paper Safe Revisions:

Motion 13: Out of Paper Safe Committee, no second required, to accept the proposed revision of the Paper Safe.



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Amendments – To date, Paper Safe is AVVA's most successful project. The proposed revision was thoroughly audited by the national board and the Paper Safe co-chairs to ensure that the new Paper Safe continues to promote the quality and standards our veterans and their families have learned to expect. The ensuing recommendations were recorded by program co-chair, Nancy Switzer. Prior to voting, the amended proposal was again reviewed by the national board and both program co-chairs.

The motion, as amended, now reads: to accept the amended revision of the Paper Safe as changed by recommendations from the national board.

Moved by the Paper Safe Committee, no second required, to accept the motion #13 as amended. - **ADOPTED by majority vote**

Adjournment:

Having no further business, the October 10, 2019 meeting of the AVVA National Board of Directors adjourned at 6:47 PM. The Board was put on notice to meet at the call of the president, if the need arises, over the next two days.

Meeting Reconvened at 12:10 pm, Saturday, October 12, 2019

Board of Directors Roll Call:

Secretary Nina Schloffel called the roll.

President: Joanna Henshaw
Vice President: Kaye Gardner
Secretary: Nina Schloffel
Treasurer: Kathy Andras
Region 1: Frances Guevremont
Region 2: Bobbie Morris
Region 3: Hope Summers

Region 4: Susan Henthorn
Region 5: Don Jones
Region 6: Fran Davis
Region 7: Terri Rangel (excused)
Region 8: Vacant
Region 9: Tim Von Bon

A quorum was established.

President Henshaw provided an update on plans for the 2020 Leadership Conference. She went on to explain how seminars are chosen for the conference and stated that while there are no guarantees that we will get them, AVVA is



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requesting three (3) seminar slots. Our chances of getting these slots will be greatly increased if we have interesting, new topics for our proposed seminars. Board members were asked to send their ideas and topic recommendations to the president.

Having no further business, the meeting was adjourned at 12:20 pm

Submitted by,

Nina D. Schloffel

Nina D. Schloffel
AVVA National Secretary