



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 9-11, 2015

Double Tree by Hilton Hotel

Silver Spring, MD

The Meeting was convened at 8:30 am, April 9, 2015.

Region 4 Director Jeri Wallis led the board in the moment of silence and prayer.

Vice-President Cathy Keister led the board in the Pledge of Allegiance.

Roll call of Officers and Directors – Quorum present

| | | | |
|-----------------|----------------|-----------|-----------------|
| President: | Sharon Hobbs | Region 4: | Jeri Wallis |
| Vice-President: | Cathy Keister | Region 5: | Penny Meinhardt |
| Secretary: | Joanna Henshaw | Region 6: | Diane Nicholson |
| Treasurer: | Bill Williams | Region 7: | Kathy Andras |
| Region 1: | Absent | Region 8: | John Birch |
| Region 2: | Nancy Rekowski | Region 9: | Elayne Mackey |
| Region 3: | Beverly Pounds | | |

President Hobbs welcomed our guests (6 guests present).

Motion #1: Move to accept the agenda as amended – **PASSED**

President Hobbs introduced our new Parliamentarian, Barbara Miller.

Motion #2: Move to accept Barbara Miller as the AVVA Parliamentarian – **PASSED**

Officers reported additions to their quarterly reports.

Committee Reports: Additions

Finance – requested updated information on State and Chapter Presidents and Treasurers.

Government Affairs – presented the Legislative Priorities.

Incorporated Subsidiaries – We currently have 3 Chapters in the process of incorporation.



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

Membership – The situation with the AIVI members is being corrected.

Public Affairs – Suggests we develop an informational brochure about AVVA.

VISTA – The hours for this year must be turned in by April 30.

MOTIONS – Consent Calendar and Policy:

Motion #3: Move to approve the April Consent Calendar – **PASSED**

The Consent Calendar is attached at the end of these minutes.

Motion #4: Move to confirm the October 2014 – April 2015 Internet E-Motions as listed – **PASSED**

IEM 21 – To accept the October Board meeting minutes as revised (12 yes 0 no) - **Passed.**

IEM 22 - To add to Section 7 of the Policy and Procedure manual a new class of members, Associate Permanently Hospitalized Veteran. To accept the policy, acronym and form attached. (11 yes, 0 no, 1 not voting), **Passed.**

IEM23 - Motion out of the Policy and Procedure Committee to add a 'Code of Ethics/Whistleblower' Policy to section 6 of the P&P Manual, as submitted in the attached document. (Document printed and filed along with motion). (9 yes, 0 no, 2 not voting, 1 excused.) **Passed.**

IEM 24 - The P&P Committee moves to add Samantha Dodge, Arizona Chapter 1011 Representative, as a member of the P&P Committee. (Quorum achieved – 10 of 12) **Passed by call of move without objection.**

IEM25: Motion out of Finance Committee to change the current Travel Policy, P&P Sec 4.IV.B.2, from the current language as follows: Hotel rooms for all officers, Board Members and other authorized attendees will be paid at one-half the daily rate on days required for meetings. The only exceptions shall be when traveling alone, when a roommate is not available, or when the traveler suffers from a medical condition which precludes sharing a room. (10 no, 0 yes, 1 excused, 1 not voting) - **Failed**

IEM26: Motion to donate \$1,000 to the Winter Coat Drive for homeless veterans in Washington DC area in support of the Winterhaven Stand Down for Homeless event. (Quorum achieved – 9 of 12) **Passed by call for move without objection.**

IEM27: Motion to set the AVVA registration fee for the 2015 Convention in Springfield, IL at \$25 per registrant. (Quorum achieved – 11 of 12). **Passed by call of move without objection.**

IEM28: Motion to decrease the Printing line item by \$1500, and increase the Travel and Related Expenses line item by \$1500, within the Agent Orange Committee budget. (move



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

funds from one specified line item to another – does not increase the total budget.) (Discussion time extended) (quorum of 11 achieved. Vote= 8 yes, 0 no, 1 abstained, 2 not voting in time frame) **Passed.**

IEM29: The Government Affairs Committee requests that the Board consider a motion to add Sarah Maddox as a member of the Government Affairs Committee. (Quorum of 10 achieved) **Passed by call for Move Without Objection.**

IEM30: Move to accept the Spring Street Veterans Renaissance (SSVR), a division of the Fifth Street Renaissance/SARA Center, <http://www.fsr-sara.org/programs> as the 2015 Convention Project Friendship recipient. (Quorum of 10 achieved.) **Passed by call for move without objection.**

Motion #5: Motion out of Disciplinary Committee to add an Appendix to Section 9 of the policy, which will list all letters used in the disciplinary process so that they are visible to the membership. – **PASSED**

Motion #6: Motion out of Disciplinary Committee to approve the addition of language to sub-section 9.IX.D.1.b as submitted – **PASSED**

Motion #7: Motion out of Disciplinary Committee to approve the Notice of Recommendation Letter and accompanying ballot as submitted, for use in disciplinary process – **PASSED**

Motion #8: Motion out of P&P Committee to remove retired programs and add new programs in Section 8, as submitted. New Condolence Program language amended by the board to include VVA as a sender along with AVVA – **PASSED**

Further motions postponed for Guest Speaker.

Wes Guidry gave some updated information regarding the new hotel (Doubletree). Also spoke about some of the details of the upcoming 2015 Convention.

Recess for break: 10:00 am

Meeting reconvened at 10:15 am

Guest Speaker Nancy Switzer: Requests that AVVA actively support the Bill being dropped in congress on Tuesday, April 14th regarding Toxins/Dioxins. The press release will be out immediately after the bill numbers are acquired on Tuesday morning (one for Senate and one for the House), and AVVA will publish on our Facebook page and our website. We are requested to include a listing of all congresspersons, which is being supplied to us. AVVA will also send out the press release to our Flash Notice email list, as well as any additional email addresses supplied to us by various board members.

GENERAL ORDERS:



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

Military Holidays

Memorial Day 2015 AVVA representatives will be Elayne Mackey and Sharon Hobbs at Arlington Cemetery, and Cathy Keister and Kathy Andras at the Wall. (There may be one slot available at the Wall – will advise the board when known).

Budget

Motion #9: The Finance Committee moves that the budget for Fiscal Year 2015 – 2016 be accepted as presented – **PASSED**

Motion #10: Motion out of Finance Committee to set up an accounts payable in FY2016 budget for the DC Winter Coat Program, to donate \$2000.00 from the homeless program contribution budget to pay for this year's program. - **PASSED**

Report on Foundation

The National Foundation for Veterans and Families (NFVF) is ready to begin doing business. An MOU was presented to the Board regarding funds for the In-Memory Plaque Project.

Motion #11: To accept the MOU between AVVA and NFVF regarding the In-Memory Plaque funding.

Motion postponed until after lunch break.

In-Memory Plaque Project

The In-Memory Plaque Project is moving forward, and is in the design stage. Two proposed designs have been presented to the Parks Service and Fine Arts Commission. Neither design was accepted.

After a meeting of the Task Force and the Architect on April 8th, it was decided that we would move forward with the simplest version that will satisfy the needed criteria. Additional funds will be needed.

Motion #12: Move to spend up to \$3500.00 from general funds for the In-Memory Project. – **PASSED**

The Pennsylvania AVVA State Association presented a check in the amount of \$1000.00 to the In-Memory Project, and challenged all other State and Chapter groups to donate as well.

VVA SPECIAL ADVISOR

Marsha Four reported that the presentation given by Sharon Hobbs at the recent Region 3 Conference (re: AVVA history and current accomplishments) was an excellent



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

presentation, and she has requested that the content be published on the VVA website as a recruiting tool. She suggested that AVVA should consider publishing it on the AVVA website, as a video presentation if possible.

Ms. Four also reports that the American Academy of Nursing is starting programs that will target veterans and their families.

FLAG BROCHURE

The flag brochure will be developed after the convention so that we can obtain the direction of experienced people, who will be very busy until that time.

TOGETHER ALWAYS SLOGAN

The attorney who handled this trademark process states that we can complete the Statement of Use (SOU) at an approximate cost of \$650.00. It will be many times that amount if we stop, and are ever told to remove this slogan from all of our materials.

Motion #13: Move to proceed with the trademark/SOU regarding branding of the slogan "Together Always" – **PASSED**

President Hobbs distributed the most recent lists for the sympathy cards to the affected Regional Directors and thanked them for taking on the project. The new cards, envelopes and stamps are enclosed.

IRS STATUS UPDATE

AVVA is tax exempt, but not tax deductible. There was a petition to reconsider and reinstate, which was denied by the IRS. No further action is planned at this time.

The Board was instructed to turn in their volunteer hours for the FY 2014-2015 to the Secretary, who will turn them in to Debora Williams in the VVA National Office.

Recess for lunch at 11:45 am

Reconvened at 1:15 pm

Motion #11 reopened: Move to accept the Memorandum of Understanding (MOU) between AVVA and NFVF regarding the In-Memory Plaque Project funding – **PASSED**

Motion #14: Move to accept the Legislative Priorities as presented by the Government Affairs Committee – **PASSED**

CONVENTION



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

BYLAWS

The Bylaws Committee explained the changes to the AVVA Bylaws that will be proposed at the upcoming Convention.

DELEGATES

The Elections Committee Chair stated that there are 21 fully registered Delegates at the current time. The deadline will be June 24th as originally stated.

PRODUCT SALES

Board members and other available persons will need to contact Penny Meinhardt to volunteer some hours at the table.

Motion #15: Motion out of Finance Committee to use some of the remaining challenge coins which bear the AVVA and VVA logos on opposite sides to add to the Convention bags as a gift to registrants - **PASSED**

OFFICE HOURS

The Secretary will send out a request for volunteers to man the AVVA office at Convention as soon as all event days and times are known.

AVVA LUNCHEON

Kathy Andras requests that the Secretary create the menu for the luncheon similar to the one from the 2014 conference. Kathy Andras needs an assistant or two to help with planning and set up.

The Guest Speaker for the luncheon will be 4-Star General B. B. Bell, US Army retired.

PROJECT FRIENDSHIP

Recipient will be the 5th Street Renaissance (Spring Street Renaissance Project) Transitional housing for homeless veterans.

REGISTRATION

Beverly Pounds and Cathy Keister are working on items to add to the tote bags, and plans for the registration process.

OTHER CONVENTION DETAILS

The Credentials Committee has been verifying both candidates and delegates as they come in. This will be ongoing until the deadline dates.



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

The Convention Rules were presented.

The Convention Book will have to be printed by a vendor this year. The proposal is for a spiral bound book with color cover, and all information in BW. Information was given from three vendors.

Motion #16: Move to approve PDQ Printing as the vendor who will print, assemble, and ship the 2015 convention books to the convention in July – **PASSED**

At least two Sergeant at Arms positions will need to be appointed from among our members.

Travel days for Board Members will be Monday and Sunday, and will be Sunday and Sunday for Officers.

President Hobbs thanked all Board members for their hard work, and asks that all members of the board and Committee Chairs write an Orderly Transition Letter including what you have accomplished and what you still see as needed action.

Recessed at 4:35 pm

Reconvened at 2:40 pm Saturday April 11, 2015

Roll Call: Quorum is present.

President Hobbs stated that the VVA has asked that AVVA join them in endorsing the Gold Star Mothers Family Monument.

Motion #17: Motion that AVVA will endorse the Gold Star Mothers Family Monument, which will stand at the gates of Arlington National Cemetery. – **PASSED**

The Board can start making room reservations for the convention immediately.

The AVVA State Presidents' meeting can be scheduled around other events, as we have the convention meeting room for the entire week.

Having no further business,

Meeting adjourned at 2:45 pm.



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

Submitted by:

Joanna Henshaw
AVVA National Secretary

AVVA BOD Meeting – 2nd Consent Calendar

APRIL 9, 2015 CONSENT CALENDAR – OUT OF COMMITTEES:

Motion out of the Strategic Planning Committee to add Sarah Maddox to the committee.

Motion out of Membership Committee to add Casey Farrell from Arizona to the committee.

Motion out of the P&P Committee to add Nancy Rekowski to the committee.

Motion out of Website committee to add Linda Yates to the committee.

APRIL 9, 2015 CONSENT CALENDAR – POLICY AND PROCEDURE:

Move to add the AVVA Document Retention Policy into Section 6.VIII of the Policy and Procedure manual, and renumber the subsequent sub-sections. (Refer to attached document).

APRIL 9, 2015 CONSENT CALENDAR – MOTIONS:

Move to retire the following motions from the 1999-2010 Motion Logs:



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

| | | | |
|------------------------------------|-----|---|--|
| March 25-27, 1999 | PPM | Procedure Manual including Code of Disciplinary Procedure: Elaine Simmons - ,Patti Spinner, Mary Yeoman - Nominating Committee: Kathi Tauer – Chair, Jeannie Wells, Margaret Wojciechowicz (Margaret was added Saturday afternoon) Membership: Nancy Montgomery – Chair, Marcia Hicks - Fundraising ; Sonja Holybee – Chair, Comptroller - Dana Cross - Legislative - Rick Weidman - Special AdvisorConstitution - Mary Miller - Chair, Scholarship - Judy Vargo - Chair, Motion made to accept the above named people to their respective committees | Mary Miller Sonja |
| January 20, 2000 | PPM | Pass Policy and Procedure Manual as amended | No Info |
| February 10, 2000 | PPM | Motion to add #6 to the National Election 2000 Policy and Procedure. In the event of a tie vote for the position of Regional Director, the Regional Director of Record for that Region shall have the option of either casting the tie breaking vote or abstaining from voting. If the Regional Director should decide to abstain or not to be present at the Buffalo 2000 Bi-annual, the three Executive Officers (National Vice-President, Secretary, Treasurer) each cast one vote to break the tie. In the event of a tie vote for any of the National Officers, the nine Regional Directors of Record shall vote to break the tie. | Out of Proce Committee pres Elaine Simmons Yeoman |
| March 2, 2000 | PPM | 2000 To revise page 50 of the Policy & Procedure Manual. These changes give more structure to the Chapter Elections held in April 2000 | Out of Proce Committee pres Elaine Simm Motion made by Simmons, se Margare Wojciechov Friendly amend Mary Miller acceptedMotion Elaine Simm second Marq Wojciechov |
| March 3, 2000 | PPM | In the event that a Regional Director chooses not to run for Re-Election, and no one qualified from that Region comes forward to run for that position during the first National Convention held in Buffalo, New York, then following the convention, the Board of Directors will aggressively seek someone from that region to be appointed. If no one qualified comes forward to run for that position, the Board of Directors will aggressively seek an individual from a bordering region or leave the current Regional Director in place until a replacement can be found. (Final form after change by friendly amendment) | Friendly amend Mary Miller acceptedMotion Elaine Simm second Marq Wojciechov |
| June 15, 2000 | PPM | (Page 48 #6) In the event of a tie vote for the position of Regional Director, the three (3) Executive Officers (National Vice-President, Secretary and Treasurer) each cast one (1) vote to break the tie. In the event of a tie vote for any of the National Offices, the Nine (9) Regional Directors of record shall vote to break the tie. | Motion made committee by Ka |
| August 3, 2000 Buffalo Biennial | PPM | The Policy and Procedure on forming the state councils does come before the full delegates as of this day. The decision is not made by the Officers or the board of directors. Friendly amendment, To do this vote by certified mail | Made by Ni Montgomery, Elaine CorrentoAcce first and se |
| August 3, 2000 Buffalo Biennial | PPM | That any, whether it is optional or not, procedures put in place to empower State Councils and/or whether you want to call a state organization, must only be taken after vote of full membership of the State reps. | Motion made Furno, secon Meeks. |
| August 3, 2000 Buffalo Biennial | PPM | Acclamation vote for all those offices that are not contested, | made by Pat second Suzie |



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

| | | | |
|-----------------|-----|---|---|
| March 21, 2002 | PPM | To change the P&P Manual Form F001 to include the fax number and email address for Wes Guidry at his home. This will allow Board Members to contact him directly to make room reservations | P&P Comr |
| March 21, 2002 | PPM | Take out friendly amendment on form and give a time limit on return of faxed votes on motion by fax. | P&P Comr |
| Tucson Biennial | PPM | I make a motion to urge the Board of Directors to pass this change to the Policy and Procedure (Requirements as to length of membership for Affiliated Chapter Representative) | Motion made by Pitcox, Washi Second Doris Texas. |
| Tucson Biennial | PPM | Candidates running unopposed for the office shall be elected by proclamation. | Motion made by Coan, California; sec Nancy Montg Virginia |
| April 10, 2003 | PPM | To add the phrase "A Regional Director for AVVA will reside within the geographic confines of the region that he/she represents". | P&P Comr |
| April 10, 2003 | PPM | To appoint a Deputy/Alternate position of the AVVA Regional Director. Appointed by the sitting Regional Director with the approval of the National Board of Directors. This appointee must meet all qualifications of Regional Director. This representative would represent the region at Board of Director meetings and/or Regional functions in the event that the elected Regional Director cannot attend for an excusable reason (as determined by the AVVA National President | Motion made by second by F Motion |
| August 2, 2003 | PPM | Regarding the P & P motion to eliminate section 4 of the Manual, A motion was made out of committee to eliminate section 4 in it's entirety ! After some comments, and concerns about parts of that section that might need to be kept, it was sent back to committee for review and a re-write. | P&P Comr |
| August 2, 2003 | PPM | Motion to add a description of the duties and requirements for the Deputy Regional Director. Discussion asked for changes. Motion passed with re-write. Elaine will send copy to board. | P&P Comr |
| August 2, 2003 | PPM | Motion to add Interim Motions by E-mail to Section 12 of the P&P Manuel. | Policy and Proc |
| August 2, 2003 | PPM | Motion to add Section 13 to the P&P Manual "Orderly Transition Policy". | P&P Comr |
| August 2, 2003 | PPM | To accept disciplinary code as changed | P&P Comr |



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

| | | | |
|-----------------|-----|---|--------------------------------|
| April 21, 2005 | PPM | To accept and add to the P & P Manual, the procedures introduced at the October Board meeting for the preparation and issuance of AVVA Certificates of Appreciation | O of C |
| August 12, 2005 | PPM | To suspend the election policy for the State Reps and give them full voting rights for this one time only and to extend time until December 31, 2005 to fill vacancies. | Bill Williams N |
| April 20, 2006 | PPM | To update and amend the introduction to the P&P Manual as needed. | Out of Comr |
| April 20, 2006 | PPM | To move the Disciplinary Code, formerly referred to as Section 1 to the back of the P&P Manual and change its classification to Section 11. | Out of Comr |
| April 20, 2006 | PPM | To update, revise, and clarify the Section in the P&P Manual formerly referred to as Section 2, as needed and change its classification to Section 1. | Out of Comr |
| April 20, 2006 | PPM | To update, revise, and clarify the Section in the P&P Manual formerly referred to as Section 3, as needed and change its classification to Section 2. | Out of Comr |
| April 20, 2006 | PPM | To update, revise, and clarify the Section in the P&P Manual formerly referred to as Section 4, as needed and change its classification to Section 3. | Out of Comr |
| April 20, 2006 | PPM | To update, revise, and clarify the Section in the P&P Manual formerly referred to as Section 5, as needed and change its classification to Section 4. | Out of Comr |
| April 20, 2006 | PPM | To update, revise, and clarify the Section in the P&P Manual formerly referred to as Section 6, as needed and change its classification to Section 5. | Out of Comr |
| April 20, 2006 | PPM | To update, revise, and clarify the Section in the P&P Manual formerly referred to as Section 7, as needed and change its classification to Section 6. | Out of Comr |
| April 20, 2006 | PPM | To update, revise, and clarify the Section in the P&P Manual formerly referred to as Section 8, as needed and change its classification to Section 7. | Out of Comr |
| April 20, 2006 | PPM | To update, revise, and clarify the Section in the P&P Manual formerly referred to as Section 9, as needed and change its classification to Section 8. | Out of Comr |
| April 20, 2006 | PPM | To update, revise, and clarify the Section in the P&P Manual formerly referred to as Section 10, as needed and change its classification to Section 9. | Out of Comr |
| April 20, 2006 | PPM | To update, revise, and clarify the Section in the P&P Manual formerly referred to as Section 11, as needed and change its classification to Section 10. | Out of Comr |
| October 4, 2007 | PPM | To change the wording in the Policy and Procedure Manual, Section 3, Page 3-6 to say, "VVA Public Relations" not Fundraising Committee. | Out of Policy Procedure Cor |



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

| | | | |
|-----------------------|-----|---|---------------------------|
| October 4, 2007 | PPM | In Section 5-1 of the Policies and Procedures it should be added that, "National, State or affiliated Chapter elections in AVVA will have no campaigning. Our roster will not be given for campaigning purposes. | Out of Elec Committe |
| July 16, 2008 | PPM | Linda Pavkovich moved for the new board to discuss the policy and procedure change submitted in March in reference to National elections and to act on said change. | Linda Pavk Seconde |
| July 17, 2008 | PPM | Linda Pavkovich moved to accept the Election Rules | Linda Pavkovi Bright |
| July 17, 2008 | PPM | Sandra Postawa: "Madam President, the Committee of the Whole has had under consideration the motion to adopt a policy for the establishment of Chapters and has directed me to report the following proposal as a Main Motion for adoption. | Sandra Postav Wesp |
| September 16, 2008 | PPM | The Veterans Benefits Committee moved to accept the Veterans Benefits Policies and Procedure. | Veterans Be Committe |
| October 16, 2008 | PPM | Mary Yeomans moved to postpone the decision on this addition [Discrimination Policy] to our Policies and Procedures Manual until we reconvene to adjourn the meeting. | Mary Yeoman Duncar |
| October 16, 2008 | PPM | Rena Duncan moved to strike the second sentence of Paragraph 1, Pages 3-7 of the Elections Section of the Policies and Procedures Manual | Rena Dun Suzanne Blohn |
| October 16, 2008 | PPM | Frances Cartier moved to amend Section 3 of the Polcies and Procedures Manual as follows: "In the event that a member of the National Elections Committee formally announces his or her candidacy for office, that person must resign from the Elections Committee immediately." | Frances Cartie Duncar |
| October 16, 2008 | PPM | Mary Yeomans moved to insert a sentence on Pages 3-7, Elections Committee that: "The National Officers and Regional Directors may not serve on the Elections Committee." The next sentence would read: "In the event that a member of the Elections Committee announces her or his candidacy for office, that person must resign from the Elections Committee immediately." the motion was seconded. The revised paragraph shall read: "The Elections Committee Chairperson shall be appointed by the AVVA National President and approved by the National Board of Directors. The Elections Committee shall have a total of no more than seven (7) and no less than three (3) inclusive of the Chairperson. The Committee shall consist of any Associates of Vietnam | Mary Yeorr |
| October 16, 2008 | | Veterans of America, Inc. Regular Member in good standing and shall be approved by the National Board of Directors. The National Officers and Regional Directors may not serve on the Elections Committee. In the event that a member of the Elections Committ formally announces her or his candidacy for office, that person must resign from the Elections Committee immediately." | |
| October 16, 2008 | PPM | To require all those seeking a State or local Assiccate elected office to attend the election meeting in their respective area, barring illness or other extreme situations. Discussion followed. The motion was sent back to Committee for refinement | Elections Con |



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

| | | | |
|-------------------|-----|---|---------------------------|
| October 16, 2008 | PPM | Suzanne Blohm-Weber moved to re-write the motion proposed Out of Committee to add a sentence that an individual, for reasons of illness, or unforeseen circumstances who can not attend election will notify the Elevtions Chair, or person who is running the election as soon as possible that they will be absent. | Suzanne Blohm Rena Dun |
| October 16, 2008 | PPM | Without objection, President Elaine Simmons, referred the proposed changes to Sections 3 and 5 back to the Elections Committee to be re-submitted Out of Committee within 30 days to the Board | Without Objec |
| November 24, 2008 | PPM | To adopt the policies as developed by the Veterans Benefits Committee. | Veterans Be Committe |
| December 9, 2008 | PPM | The Elections Committee moved to approved the proposed changes to the Elections portion of the P&P. | Elections Con |
| December 9, 2008 | PPM | To approve the proposed changes to the Elections portion of the P&P. | Elections Con |
| February 9, 2009 | PPM | To revise the procedures governing E-Motions and voting. The new procedure would be as follows: 1.) Once a motion has been made and, where required, seconded, there shall be 48 hours from the time of the second devoted to discussion. The Secretary or his/her designee shall notify the Board when the 48 hours for discussion begins. 2.) At the conclusion of the 48 hours of discussion, and notification, thereof by the Secretary or his/her designee, voting shall begin. Once voting begins, there shall be no more discussion. 3.) Once voting begins, each voting membet of the Board shall be granted 48 hours to cast their vote. 4.) At the conclusion of the voting period, the Secretary or his/her designee shall tally the votes. The majority shall be established based upon the total number of individuals who vote on the motion. | P&P Commr |
| April 1, 2009 | PPM | 1. To rename Section 2 of the Policies and Procedures Manual, which currently reads, "State Associations" and contains the Steps to Follow for State Incorporation. Re-naming this section to "Incorporation Procedures for Sub-Entities" will permit the inclusion of the instructions for Chapter Incorporation, which is prohibitive as now labeled. | P&P Commr |



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

| | | | |
|-------------------|-----|--|----------|
| April 8, 2009 | PPM | <p>To accept the description of the "PaperSafe Committee" as follows: "The PaperSafe Committee's responsibility is to do the following: '1.) Manage the inventory of PaperSafe's in stock. 2.) Order PaperSafe's to be shipped to fill orders as inventory permits. 3.) Before replenishing the stock, the PaperSafe Committee and the National Benefits Director will review the contents of the PaperSafe and make necessary changes. Careful attention will be paid to benefits to ensure that all updates are properly reflected. 4.) The PaperSafe Committee, working with the Finance Committee, will research and accept bids for the reprint orders. Not only are quantities, but also the quality of paper, the size of paper, art work, and the bility of the printer to store the inventory, issues to be considered.</p> | P&P Comm |
| May 4, 2009 | PPM | <p>To adopt the Homeless Grant Application procedures and to add them to Section 4, the Finance Section. Discussion opened according to the Policies and Procedures.'</p> | Fi |
| May 6, 2009 | PPM | <p>To approve the revisions to the Policies and Procedures for the Veteran Service Officer Program that had been adopted in August, 2008. Discussion was opened in accordance with the Policies and Procedures.</p> | V |
| June 2, 2009 | PPM | <p>To accept the revisions to the State Incorporation Policy. The discussion period opened in accordance to the Policies and Procedures</p> | Men |
| July 2, 2009 | PPM | <p>To accept the proposed changes to Section 3 of the Policies and Procedures Manual. The discussion period was opened according to the Policies and Procedures. The motion was withdrawn by the P&P Chair on 7/7/09.</p> | |
| July 6, 2009 | PPM | <p>To accept the proposed changes to Section 4 of the Policies and Procedures Manual. The discussion period was opened according to the Policies and Procedures. Withdrawn by the P&P Chair on 7/7/09.</p> | |
| July 7, 2009 | PPM | <p>To withdraw the motions to approve proposed Changes to Sections 3 and 4 of the Policies and Procedures Manual.</p> | |
| December 10, 2009 | PPM | <p>To approve the revisions to the State Incorporation Policy. Discussion was opened according to the Policies and Procedures. Pat Furno offered a Friendly Amendment , which was accepted by the Membership Chair as follows: Item 12: State Assocation Representatives must review, approve and adopte the State By-Laws and National Dis ciplinary Code. If Changes or additions are made to the Model By-Laws, these changes/additions must be sent to the National AVVA By-Laws Chair for review and approval. A de cision regarding the changes/additions will be returned to the State Assocation within ten (10) business days.</p> | Men |



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

| | | | |
|----------------------|-----|---|-----|
| December 21, 2009 | PPM | <p>To approve the addition of Section 7 to the Policies and Procedures Manual and to approve the contents thereof. Patsy Varnell offered a Friendly Amendment , which was accepted by the Membership Committee to: 1.) On Page 7-1, to say there are three things to consider when joining instead of two. a. Joining a group of fellow AVVA members working in conjunction with a VVA Chapter. b. Joining an A VVA Chapter. c. Joining AVVA as an At-Large Member. There should be a paragraph added to elaborate on the joining of an AVVA Chapter. 2.) On Page 7-2, next to the last line, we add the word, "the" between "on ce sum". 3.) On Page 7-4, under Renewals, first paragraph, next to the last line, add, "paid through the in coporated AVVA Chapter"; after, "or paid through the lo cal VVA Chapter", add: "in the absen ce of an in coporated AVVA Chapter". 5. On Page 7-8, Item 4, spell out BOD (Board of Dire ctors).</p> | Men |
| December 26, 2009 | PPM | <p>To amend a portion of the policy governing E-Motions and voting. Once the 48-hour discussion period has been closed, the Secretary or his/her designee shall announce that voting on the motion shall begin. The Motion on the floor shall be re-stated, along with any amendments that may have been accepted by the Maker. A period of 24-hours shall be given to cast votes on the motion. Should the Board Members feel that the 48-hour discussion time or the 24-hour voting time is inadequate to thoroughly address the subject, a sub-motion may be made to extend whichever time is felt needs to be extend.</p> | |
| January 28, 2010 | PPM | <p>Frances Rowan moved to accept Section 3 of the Policies and Procedures. Seconded by Patsy Varnell. Discussion opened accrding to the Policies and Procedures. On vote, the motion was adopted.</p> | Fra |
| February 3, 2010 | PPM | <p>The Finance Chair moved to approved the revised Section 4 of the Policies and Procedures. The forms related to this Section have no revisions to them at this time. Discussion opened in accordance with the Policies and Procedures. On vote, motion failed.</p> | |
| February 9, 2010 | PPM | <p>The Finance Chair moved to approve the revised Section 4 of the Policies and Procedures. The forms related to this Section have no revisions to them at this time. Discussion opened in accordance with the Policies and Procedures. Pat Furno offered a Friendly Amendment to be inserted on Page 4.2 following the paragraph that reads: "All financial re cords shall be the property of the National Organization and must be surrendered to the Organization at the dire ction of the Board of Dire ctors." The Friendly Amendment read: "The Treasurer shall report to the Board of Directors quarterly, at a minimum. This report shall include, but is not limited to, a Statement of Financial Position, a Statement of Financial Activities (Budget to Actual), a Statement of Cash Flows, and a Check Register which shows all checks issued since the last report." The Maker of the Motion accepted the Friendly Amendment. On vote, the motion was adopted</p> | |



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

| | | | |
|-------------------|-----|--|---------------|
| February 28, 2010 | PPM | <p>The Policies and Procedures Committee moved to approve the revisions and additions to Section 6 of the Policies and Procedures Manual, and all related forms. Discussion opened according to the Policies and Procedures. Pat Furno suggested that the phrase, "or impromptu" be stricken from page 6-1. Nancy Switzer suggested that, "Individuals writing letters or other communications on letterhead may exercise their option to ask another person to review the document prior to its issuance. This practice is strongly encourage to ensure the message is clear, consise, and that the grammar, spelling, and punctuation is correct." be added to page 6-12. Nancy Switzer and Patsy Varnell suggested that the opening paragraph on page 6-13 be changed to read:</p> <p>"Being that the members of the Board are located in different geographical sections of the country, and there is a need to conduct business and make management decisions between Board meetings, the following guidelines concerning motions pertains only during the interim Board meetings:". Patsy Varnell suggested that page 6-13, Item 6 be amended to read, "There shall be twenty-four (24) hours from the time voting opens, until it closes, and that a new Item 7 be added that reads: "The time to discuss a motion and the time to vote on a motion may be amended as the Board feels is necessary in order to carefully consider each matter brought before it. The appropriate motion according to Roberts Rules of Order Newly Revised, is required to amend these time frames." The Board accepted these amendments to the motin.</p> | O Pro: |
| March 29, 2010 | PPM | <p>The Disciplinary Committee moved to adopt the revisions to the Disciplinary Code (Section 9) and related forms. Discussion opened in accordance with the Policies and Procedures. After two days of discussion, the motion was tabled until the April 15th, 2010 Board meeting.</p> | |
| March 31, 2010 | PPM | <p>Pat Furno moved to table the motion on Section 9 until the Board meeting on April 15th. Nancy Switzer seconded. On vote, the motion was adopted</p> | F |
| April 15, 2010 | PPM | <p>Pat Furno moved that the P&P Chair provide to the State Reps/Presidents and the Board with a copy of the proposed changes prior to the Orlando meeting. Seconded by Nancy Switzer. Frances Cartier made a friendly amendment that the list be sent out within 30 days of Orlando. On vote, the motion was adopted.</p> | |
| April 25, 2010 | PPM | <p>Patsy Verne!! moved to adopt Sectio 9 - Disciplinary Code - of the Policies and Procedures Manual, and all related forms. Seconded by Nancy Switzer. Discussion opened according to the Policies and Procedures. Secondary Motion: On April 27, 2010 at 11:27 a.m., Sharon Hobbs moved to call the previous question. Seconded by Pat Furno. On vote, the Secondary Motion was adopted. Main Motion: On vote of the Main Motion, the motion was adopted.</p> | M S Mot |
| June 29, 2009 | PPM | <p>To accept the proposed changes to Section 1 of the Policies and Procedures Manual. The discussion period was opened according to the Policies and Procedures.</p> | |



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

| | | | |
|---|-----|---|---------------------|
| July 1, 2009 | PPM | To accept the proposed changes to Section 2 of the Policies and Procedures Manual. The discussion opened in accordance with the Policies and Procedures. | |
| March 25 to 27, 1999 | FIN | AVVA will use the First National Bank of Maryland. Use money market with checking (521) for the operating account. Use Money Market (522) for Scholarship funds. Use Money market (522) for Life membership funds | Mε |
| March 25 to 27, 1999 | FIN | Motion to pay \$25.00 a day per diem for travel at meetings and convention with 1/2 days for day of arrival and departing. A Friendly to remove "for one year" was made. | Març Sc |
| March 25 to 27, 1999 | FIN | Motion to pay IRS prevailing rate for mileage not to exceed comparable airfare rate to the same destination Friendly amendment to add: exceptions may be made on a case-by-case basis made by the AVVA executive committee. Discussion. | Mε |
| March 25 to 27, 1999 | FIN | We, Associates of Vietnam Veterans of America, retain and maintain our own scholarship fund. | Sonj |
| March 25 to 27, 1999 | FIN | Move to investigate various designs and prices to present and sell at the National Convention in 1999, not to exceed a total cost of \$350.00 | I |
| March 25 to 27, 1999 | FIN | I move that Angela Files receive \$200 for the crocheted afghan for the AVVA raffle. | Mary |
| Prior to August 9, 1999 with final approval on August 9, 1999 | FIN | Committee motion to approve printing of Ideacard style sheet for membership cards for Associates of Vietnam Veterans of America and accept proposal of Wallace printing to print 5000 cards not to exceed \$822.05 which includes the \$200.00 set-up fee. | Nancy M |
| Prior to August 9, 1999 with final approval on August 9, 1999 | FIN | To send Mary Miller to the Region II Conference in the absence of Margaret Wojciechowicz and Nancy Switzer due to conflicting schedules at an approximate cost of \$99 plus tax. for room and board plus registration with the total cost not to exceed \$400 | M Wojc Sonj |
| Prior to August 9, 1999 with final approval on August 9, 1999 | FIN | At the request of Sonja Holybee to increase the amount spent on the creation of the first pin issued by AVVA so that it can be a cloisonné pin and will sell for \$5 each | Sonja H |
| Prior to August 9, 1999 with final approval on August 9, 1999 | FIN | A request was made by Nancy Switzer to determine an amount that the Exec Board could spend without the prior vote of the full board. | |
| August 9, 1999 | FIN | Executive Committee to have five hundred (\$500) incidental budget Friendly Amendment budget to budget | Sonja t Donnelly |



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

| | | | |
|------------------|-----|--|-----------------------|
| October 13, 1999 | FIN | As you know we hold a state associates meeting every January, which coincides with the State Presidents meeting. The reasoning behind having our board meeting at this location would be that there are State Associates which attend this meeting because their spouse or significant other is a VVA State President. This will give us an opportunity to interact with the State Council Presidents and State Associate Liaisons. We will send a notice that we are holding our meeting in this location and any State Associate Representative may attend IF they have funding. Rooms are \$85.00 per night and 9% tax. (After discussion and investigation of costs, motion was amended to be 2 Executive Officers.) | Mary |
| October 19, 1999 | FIN | Motion to purchase a computer for the office of President of the Associates of Vietnam Veterans of America, Inc. This computer will be housed with the current President of the corporation. This purchase should include a printer and should not exceed \$2500.00 All future upgrades and software or hardware purchases will be considered on a case by case basis. (Motion passed but President Switzer put purchase on hold to explore outside funding or donation.) | Mary |
| January 20, 2000 | FIN | Finance Committee to be formed with Dana Cross as Chair and Bill Williams as member. {* This motion appears in the INT log also} | Sonja Y |
| January 20, 2000 | FIN | Approve budget amended to reflect revenue addition of \$13,871.00 from life memberships and the addition of \$1,000 to the part time staff line. | Mary Ye F |
| January 20, 2000 | FIN | Raise daily per-diem to \$42.50 per day beginning March 1, 2000. | Bill Wi F |
| January 20, 2000 | FIN | To order 300 pins for the 1st Biennial meeting. | Sonja |
| January 20, 2000 | FIN | To hire Chris Croucher as part-time employee in National Office beginning March 1, 2000. | Bill Wi F |
| June 15, 2000 | FIN | Nancy Switzer requested that Dave Simmons be appointed AVVA Historian with compensation for supplies. | Motion r Miller, s |
| June 15, 2000 | FIN | Make a donation to SDIT (Sons and Daughters in Touch) in the amount of \$500. FRIENDLY AMENDMENT: Nancy Switzer to change amount to \$1,000. | Conse died for |
| June 15, 2000 | FIN | Donation of \$250 be given to Veteran Families of America, Inc. | Cc |



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

| | | | |
|------------------|-----|--|--|
| June 15, 2000 | FIN | To award one \$1,000 scholarship and four \$250 scholarships | Mot Cc |
| June 15, 2000 | FIN | To award delegate and board members a shirt acknowledging their contribution as the first delegates to vote for an elected board.FRIENDLY AMENDMENT: Not to exceed \$500.To award delegate and board members a shirt acknowledging their contribution as the first delegates to vote for an elected board. | Conser Mary accepte |
| June 15, 2000 | FIN | Dave Simmons as Historian to have AVVA pay for room and per diem for one night and one day | Motion r Miller se |
| August 5, 2000 | FIN | Donate \$500 to the Buffalo Mission. | Motion r Yeomar Sonj Motion r Varnel |
| August 5, 2000 | FIN | Pay the historians expenses of half of room, per diem, and supplies to cover the November 2000 Board meeting. FRIENDLY amendment: supplies receipts not to exceed \$200.00. | M Wojocei by Bi Accep I |
| November 8, 2000 | FIN | That Bill and Dana proceed with changing funds to Eagle Bank in the building of the new offices at their discretion. | Motion r Davis Sonj |
| November 8, 2000 | FIN | That the Budget for FY2002 as presented be approved. | motion Financi |
| April 19, 2001 | FIN | Interest earned in the scholarship and Life Membership funds be reinvested in each respective account. | Motion r Holyb M Wojc |
| April 19, 2001 | FIN | Recommends that AVVA proceed with design and ordering of 2500 Survivor Benefits Portfolios | Out of |
| April 19, 2001 | FIN | Offer Life Membership in AVVA at a reduced 20% discount for the month of August 2001 for all eligible members of both AVVA and VVA. This membership must be paid in full; no payment plans to be eligible for the discount | Out of |
| April 19, 2001 | FIN | To allow up to \$500 per regional director for travel in their states and regions until February 28, 2002. | Cc |
| April 19, 2001 | FIN | Previous motion to pay half room and per diem for Dave Simmons, Historian. Had been TABLED Sonja made a motion to not pay the Historian's expenses. Margaret seconded. Bill made a friendly amendment to read expenses outside his regular budget for supplies. | (no en |



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

| | | | |
|--------------------------------|-----|---|------------------------------------|
| December 10, 2001 | FIN | To approve \$1,000 to Chapter 602 New Jersey to benefit Cape May Community Children in need project (Grant from Homeless Program) | Out Cc |
| February 14, 2002 | FIN | To approve (2) two Homeless grant proposals that have been approved by committee. 1. VVA Missouri State Council for \$1,000 prior to February 28, 2002 for Kansas City Homeless Program 2. Philadelphia Vet. Multi-Service & Education center for Construction \$1,000 | Out Cc |
| March 21, 2002 | FIN | TUCSON: 2 years for the price of one for each new member Effective March 1st to August 31st, 2002 | Me Cc |
| March 21, 2002 | FIN | TUCSON: \$25.00 discount on Life Membership paid in full for the month of August, 2002 | Me Cc |
| March 21, 2002 | FIN | To approve travel per diem and one night hotel, if needed, for one person outside AVVA, to perform audit of AVVA's financial records for year ending 02-28-02 at the earliest opportunity prior to June 20, 2002. Expenses to be funded from AVVA Finance Committee budget. | Financ |
| March 21, 2002 | FIN | To approve payment of four cell phones not to exceed budgeted amounts for telephone under respective office. | Financ |
| March 21, 2002 | FIN | Accept the financial report for FY 2001-2002. | Mad Yeoma Sonj Made |
| March 21, 2002 | FIN | To request payment of reimbursement made after 45 day criteria for Board Member who forgot to submit receipts one time reimbursement only | Wojo seco H |
| March 21, 2002 | FIN | To approve proposed budget for AVVA Year 2002-2003 as presented as amended. | Financ |
| March 21, 2002 | FIN | To offer registration fee of \$85.00 each to AVVA State Delegates to the 2002 National Leadership Conference in Tucson Arizona, not to exceed \$3,400.00 | Mad Yeoma Sonj |
| Tucson Biennial (August 2002?) | FIN | For the purposes of discussion, I would like to make a motion to lower our dues for incarcerated associate members to \$2, subject to legal requirements of individual states and/or institutions. | Motion Furno Seco Kivioja |
| | FIN | For AVVA to make a donation of \$250.00 to the Order of the Silver Rose Foundation. | Out of |



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

| | | | |
|--------------------------------|-----|---|--|
| Tucson Biennial (August 2002?) | FIN | To allocate \$3,000 to fund AVVA state incorporations in the fiscal year 3/1/02 – 2/28/03 | Out Cc |
| Tucson Biennial (August 2002?) | FIN | Change dues of incarcerated associate members to \$7 subject to state and/or institutional guidelines. Friendly amendment: change to state by state. | Motion Furno secon Pitcox, R |
| October 2, 2002 | FIN | To purchase 10,000 bumper stickers at a cost of \$2,365.00 to be used for handouts at the Veteran's Day ceremonies and for membership. | Motion Davis Ma |
| January 21, 2003 | FIN | To either send or make available, by National AVVA, one half (1/2) of funds set aside for the State of Florida to provide funding for State Representatives Attendance to the AVVA Leadership conference 2003 and AVVA Biennial Meeting 2004. | Motion Mary Sec |
| January 21, 2003 | FIN | To provide airfare hotel and per diem for travel for Nancy Switzer to convention site in St. Louis prior to the date of the national leadership conference not to exceed \$1,000.00 FRIENDLY AMMENDMENT: Nancy Switzer (or designated alternate). | MOTI Mary se Sonja F by F A |
| January 21, 2003 | FIN | To approve expenditure of no more than \$3,000 for AVVA product sales specifically for polo shirts and 2500 sympathy cards. Distribution of Membership Rebates under the following conditions: 1. If the states are incorporated, the funds available are sent to the Treasurer of that state. 2. If the states are unincorporated, the funds available will be held in a line item for their use at the National level. 3. One-Third of funds for use of State Rep, 2/3 balance to be divided by number of members per chapter used for projects of their choice. 4. One completion of the project, receipts to be sent to AVVA National for reimbursement. 5. Reimbursement must be submitted within 45 days. 6. A letter of request may be submitted to the National Treasurer if funds are needed in advance for said project. Amendment to Motion: Sonja Holybee: A letter of request may be submitted to the National Treasurer if funds are needed in advance for any project. | no entry |
| April 10, 2003 | FIN | To either send or make available, by National AVVA, one half (1/2) of funds set aside for the State of Florida to provide funding for State Representatives Attendance to the AVVA Leadership conference 2003 and AVVA Biennial Meeting 2004. | Policy |
| April 10, 2003 | FIN | To accept the budget as presented. | Motion Mary Sec Motion |
| April 10, 2003 | FIN | To accept the budget as presented. | Financ |
| April 12, 2003 | FIN | Product Sales: Expenditure of \$3,879.70 for shirts. | Financ |



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

| | | | |
|-------------------|-----|--|-------------------------------|
| August 2, 2003 | FIN | A professional outside audit be performed on the AVVA books for the FY 2003-2004 ending 2-28-04. | Motion r Yeoma San |
| January 22, 2004 | FIN | That the National Membership committee proceeds in ordering 10,000 AVVA book marks not to exceed \$3,500.00 | Me Cc |
| January 22, 2004 | FIN | Develop a brochure about care and history of the US Flag. Not to exceed \$500 to include production of cover and text. | Motion r Yeoma M Woc |
| March 17, 2004 | FIN | I move that Nancy Switzer be able to supplement discretionary funds as needed to attend the hearing and sit at the table while the PTSD testimony is being presented. This is to include travel, lodging and per diem for March 24 and 25. | Motion r Holyt M Woc |
| May 6, 2004 | FIN | Motion #1: To purchase 9-Month, No Penalty Certificate of Deposit in the amount of \$100,000 from Eagle Bank, Silver Spring, Maryland at Interest rate 1.73%, APY 1.75%. | From A Cc |
| | FIN | Motion #2: To accept proposed budget for fiscal year March 1, 2004 to February 28, 2005 for Associates of Vietnam Veterans of America | From A Cc |
| October 7, 2004 | FIN | To rescind motion of April, 2003 titled "Distribution of Membership Rebates under conditions as listed on attached", based upon the recommendation of the CPA firm. | Financ |
| October 7, 2004 | FIN | That AVVA purchase 1,000 small flags at a cost not to exceed \$300.00 plus shipping to be distributed at the dedication ceremony of the "In Memory" Plaque. | Mary San |
| October 7, 2004 | FIN | Per diem to be \$30.00 a day for National Board meetings in Silver Spring, MD. | Financ |
| January 24, 2005 | FIN | To rescind motion made in October to change the per diem rate for board meetings. REASON: Hotel has changed its policy and only one room member can get a discount on breakfast and it's only \$5.50. | Financ |
| March 2, 2005 | FIN | To accept the 2005-2006 Budget as presented. | Financ |
| April 21, 2005 | FIN | To accept proposal for fundraiser of Flag Pins, place order of 500 pins to begin this project. Members to be notified immediately, so that they can start to place orders for pins, flags, or both. | Out of |
| April 21, 2005 | FIN | To accept the "quote" from Moritz Embroider Works, Inc. for 3x5 flags in quantity of 40 at a price of \$27.95. Resale to members at \$30.00 each. | Out of |
| September 2, 2005 | FIN | Without any objection: I would like National AVVA to: Donate \$800 to the Hurricane Katrina Relief Fund at Silver Springs. Donate \$200 to Lynda Greene's Veterans Homeless Veterans Center in | Me |



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

Texas, matching the \$200 from Texas AVVA. (Lynda's center accommodates Homeless Veterans, but since the hurricane has increased by taking in veterans who were homeless in Louisiana.)

| | | | |
|-------------------|-----|---|--------------|
| October 9, 2005 | FIN | To make all classes of membership in AVVA \$20.00 per year. | Bill Wi t |
| October 9, 2005 | FIN | To table motions about the dues until the April meeting until Linda can investigate. | Fran Da |
| April 20, 2006 | FIN | To reaffirm motion made on October 9, 2005, to make all classes of membership in AVVA \$20 per year, \$50.00 for 3 years, and Life Membership at \$250.00 reduced on yearly basis. | Bill |
| April 20, 2006 | FIN | To award a one (1) \$1,000.00, one (1) \$750.00, and one (1) \$500.00 scholarship in 2006. | Out of |
| April 20, 2006 | FIN | To approve the 2006-07 budget as amended. | Financ |
| April 20, 2006 | FIN | Moved that we buy 10 gold ornaments and 25 red, white, and blue ornaments. | Katl |
| October 16, 2007 | FIN | Mary Yeomans moved to have all the credit card statements reviewed and authorized for payment by the Finance Chair starting immediately. | Mary se |
| October 25, 2007 | FIN | Judy Bolio moved for Kathy Andras and Mary Yeomans to use some of their funding to go Silver Spring, Maryland for the January AVVA meeting. | Judy Bc |
| October 30, 2007 | FIN | Judy Bolio moved for Kathy Andras and Mary Yeomans to use some of their funding to go Silver Spring, Maryland for the January AVVA meeting. | Judy Bc |
| January 15, 2008 | FIN | To approve the purchase of AVVA windbreaker jackets as recommended by Product Sales. The quantities would be: 4 medium jackets of each color, 6 large jackets of each color, and 6 xl jackets of each color. The estimated cost would be \$1,400.00; motion carried | Financ |
| January 29, 2008 | FIN | To rescind the motion made on October 16, 2007 by "Mary Yeomans moved to have all credit card statements reviewed and authorized for payment by the Finance Chair starting immediately." Discussion; motion carried | Financ |
| February 19, 2008 | FIN | To accept the FY 2009 AVVA Proposed Budget – as presented to the AVVA Board of Directors – via e-mail on February 9, 2008. Discussion; motion carried unanimously. | Financ |
| March 25, 2008 | FIN | To roll the \$75,000 CD over for a period of eight months, and will be re-evaluated at that time. Motion carried. | Financ |



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

| | | | |
|--------------------|-----|--|---------------|
| April 10, 2008 | FIN | To accept the Unaudited Year-End Financial Report as presentedc. Without objection | Financ |
| April 12, 2008 | FIN | Mary Yeomans moved to write a letter to the California State VVA Officers, Region 9 Director, and National VVA Office thanking them for their donations of time to research the missing check to AVVA. [The check was payable to AVVA, mailed to AVVA, but deposited into VVA's account.] Without objection. | Mary Fran |
| April 12, 2008 | FIN | Frances Cartier moved that AVVA sponsor a hole at the Mike Nash Scholarship Golf Tournament in Greenville in the amount of \$100.00. Without objection. | Frances Y |
| July 16, 2008 | FIN | Diane Magee moved regarding the AVVA National Treasury that an audit be held and done by an entity not affiliated with VVA or AVVA, to be a review of controlling documents and a verification that each disbursement was authorized in the By-laws or minutes of the meeting and accompanied by a bill or receipt. Discussion opened. | Dian Se |
| July 16, 2008 | FIN | Nancy Montgomery moved that the above motion be referred to the Finance Committee. (This motion killed the previous motion.) | Nancy I Witho |
| September 22, 2008 | FIN | Pat Furno moved that AVVA donate \$500 each to the New Zealand hospital and the Gold Star Mothers. | Pa Suzan |
| October 28, 2008 | FIN | Sharon Hobbs moved to pruchase the AVVA Flags. | Sharon Y |
| November 24, 2008 | FIN | Patsy Varnell moved to approve the purchase of 40 AVVA flags at a cost of \$30.00 each for re-sale. | Patsy V |
| December 1, 2008 | FIN | Nancy Switzer moved that AVVA pay for Felicea Catapano, Parliamentarian, to come in to the January, 2009 Board meeting and be reimbursed for 1/2 of the room, per diem, and mileage. | Nan Fran |
| January 8, 2009 | FIN | Frances Cartier moved to table the motion to purchase the remaining inventory from the Veterans Collectibles at a 75% reduction in price until the inventory of items is completed. | Fran Suzan |
| January 8, 2009 | FIN | Frances Cartier moved that someone develop a letter to be sent to the Regional Directors that would be sent to the Regions asking if they prefer to keep receiving the VETERAN, which will cost approximately \$55,000 this year, or to cut that out and allow AVVA to fund Programs. | Frances Y |
| January 10, 2009 | FIN | The Finance Committee moved to accept the proposed fiscal year 2010 budget. | Financ |
| March 12, 2009 | FIN | To approve the purchase of a house plant and to make a donation to Grace Hospice | Pat F |



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

| | | | |
|-------------------|-----|--|---------------------------------|
| April 23, 2009 | FIN | Suzanne Blohm-Weber moved to purchase at least 500 pins. Discussion was opened. | Suzanne Blohm-Weber |
| April 23, 2009 | FIN | Nancy Switzer moved to order 3,000 more raffle tickets. Discussion was opened. | Nancy Switzer |
| April 23, 2009 | FIN | Suzanne Blohm-Weber moved to send Mary Yeomans to the Gold Star Mothers Convention and Banquet June 19-22nd in South Florida. Discussion followed. | Suzanne Blohm-Weber |
| June 16, 2009 | FIN | That we purchase the canvas bags for the Leadership Conference. Discussion was opened according to the Policies and Procedures. | Sharon Hobbs |
| October 8, 2009 | FIN | Suzanne Blohm-Weber moved to send the AVVA President to the Gold Star Mother Week-End. Discussion followed. | Suzanne Blohm-Weber |
| October 8, 2009 | FIN | Nancy Switzer moved to refund Hershel Woodrow Williams' \$150 check to cover his Lifetime AVVA Membership. The reason is: He is a World War II Congressional Medal of Honor Recipient. A letter should be included explaining that we are returning his membership fee and is giving him his lifetime membership in honor of his service | Nancy Switzer |
| October 10, 2009 | FIN | The Finance Committee moved to grant AVVA Chapter 308 a \$1,000 Homeless Grant for their Homeless Stand Down that was held September 20, 2009. | Finance Committee |
| October 28, 2009 | FIN | That AVVA move on the video conference program and to pay for each board member to have the camera, that do not have one, at the approximate cost of \$30 per camera. Discussion opened according to the P&P. | Nancy Switzer |
| April 15, 2010 | FIN | Nancy Switzer moved that the AVVA will pay the remaining costs for the centerpieces for the Biennial meeting held in Orlando, Florida, to the AVVA Florida State Association, if their fundraising efforts do not meet the cost of the centerpieces. Seconded by Sharon Hobbs. Frances Cartier offered a Friendly Amendment to the motion to limit the amount of reimbursement from the AVVA to \$200.00. The Maker of the original motion accepted the Friendly Amendment. On vote, the motion was adopted. | Nancy Switzer Sharon Hobbs |
| April 17, 2010 | FIN | The Finance Committee moved to approve the \$1,000 grant request for the Bozeman, MT Stand-down. Discussion opened. Patsy Varnell called the previous question. On vote for call the previous question, the motion was adopted. On vote of the original motion, the motion was adopted. | Finance Committee |
| November 21, 2002 | ACT | To accept Paul Sutton as a Financial Grant Writer for AVVA and accept the attached MOU. | Motion out of finance committee |



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

| | | | |
|----------------|-----|---|----------------|
| April 10, 2009 | ACT | To approve the Instructions for Filing the Annual Financial Report, form F-Fin04.04, the Annual Financial Report Form for less than \$25,000, Form F-Fin04.05, and the Annual Financial Report Form for more than \$25,000, Form F-Fin04.06. Discussion was opened for 48 hours as required by the P&P. | Finance Comm |
| 10/12/13 | FIN | Motion to dissolve the Life Member Payment Plan, due to changes made by the VVA in their payment structure. | Finar |
| 10/12/13 | FIN | Motion to send an AVVA member pin to all new members along with their membership card. (on-going nominal cost to national) | Out Membe Comm |