



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 15, 2015

Double Tree by Hilton Hotel

Silver Spring, MD

Convened @ 8:31 am.

Invocation, moment of silence, Pledge of Allegiance

President Hobbs spoke to the new board about the organizational structure and the Corporation's philosophies.

NEW BOARD ORIENTATION:

Information and instruction regarding reports, e-motions, Go-to-Meetings, membership forms and rosters, expense forms, budgeting, communication, the Updates Newsletter, and other general information.

The Website Committee is requested to post National Awareness Month notices on the website (such as AO Awareness) to the extent that the information is known or can be obtained.

President Hobbs spoke to committee chairs about using the Go-To-Meeting program for their committee meetings, and requested they keep informal minutes for future reference.

Wes Guidry spoke to the board regarding reservations, future events and general information for this board meeting.

President Hobbs spoke to the board about retaining credibility.

BUSINESS SESSION:

ROLL CALL 11:03 AM – QUORUM PRESENT:

President:	Sharon Hobbs	Region 4:	Jeri Wallis
Vice-President:	Cathy Keister	Region 5:	Cecilia Essenmacher
Secretary:	Joanna Henshaw	Region 6:	Diane Nicholson
Treasurer:	Kathy Andras	Region 7:	Percilla Newberry



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Region 1: Vacant
Region 2: Nancy Rekowski
Region 3: Beverly Pounds

Region 8: John Birch
Region 9: Elayne Mackey

AGENDA AMENDED: **Motion #1:** Motion by Nancy Rekowski, second by Jeri Wallis, to approve the amended agenda – **passed**

BOARD REPORT UPDATES:

No further information since written reports.

COMMITTEE REPORT UPDATES:

- Chaplain sent out 55 condolence cards.
- Elections Committee: Rearrangement of some sections of P&P Section 5 was suggested. Committee will be looking that this.
- Incarcerated Veteran's Committee requests to change the committee name.

RECESS @ 11:20 am (for group photos and lunch)

Reconvened @ 1:01 pm

Roll call: Quorum present

MOTION #2: Out of Incarcerated Veterans Committee. Move to change the name of the Incarcerated Veterans Committee to the Veterans in the Justice System Committee. (No second required) – **Passed**

COMMITTEE REPORT UPDATES CONTINUED:

- Incorporation Committee reports that there are 2 chapters in the process, and 1 more who has requested the information packet. The committee is working with one state to avoid dissolution.
- Leadership Committee is starting the planning of the VVA Education and Leadership Conference for the summer of 2016.
- P&P Committee requested input on the concept of adding a table of contents to the policy manual. Several ideas were offered on how we



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can make specific information easier to find. The committee chair will try out some of these ideas and test them over the next few weeks.

- Public and Media Affairs requested that the regional directors provide the names of the major newspapers in the local areas of their chapters. Also asked for any information that the regional directors can gather on businesses that set up billboards in their regions.
- Vista Program Committee reports that there are significantly more hours that have been reported since the October 5th report.
- Strategic Planning Committee reminds the board members and other committee chairs to go back over the Strategic Plan, and notify the committee of any goals that have been met, or that need changes or updates.

Deborah Williams, national office Director of Finance, spoke to the board about the changes in the accounting method, budgeting, and general information about who to contact for various tasks.

ELECTRONIC MOTIONS:

MOTION #3: Move to affirm the following e-motions, which were processed between the July 25th board meeting and October 1st:

- IEM 1: Motion to approve the AVVA July 25th BOD meeting minutes as amended (Quorum reached: 9 of 12) *Passed w/o objection*
- IEM 2: Secretary moves to adopt the minutes of the 2015 National Biennial Convention as amended. (Quorum reached: 10 of 12) *Passed unanimously*
- IEM 3: The VB Committee moves that the life membership payment for a new applicant to the service officer program, who is not a member of AVVA at the time of application, be reduced to a 3-year membership, with the membership renewal being mandatory every three years, in order to remain in good standing. (Quorum reached: 8 of 12) *Passed w/o objection*
- IEM 4: Motion to approve the AVVA National 990 IRS filing as presented by the accounting firm. (Quorum reached: 12 of 12) *Passed w/o objection*
- IEM 5: Motion to change policy section 4.I.D to read as follows: "ACCOUNTING METHOD: The prescribed method of accounting



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shall be the Cash Method of accounting". (Quorum reached: 11 of 12) *Passed w/o objection*

Motion passed.

MOTION #4: Out of the Agent Orange Committee: Move to change the name of the Agent Orange Committee to the Toxic Exposure Committee. (No second required) – ***Passed.***

MOTION #5: Out of Toxic Exposure Committee. To donate \$2000.00 from funds budgeted for donations to Faces of Agent Orange, to be used specifically for town hall meeting supplies and printing. (No second required) – ***Passed.***

MOTION #6: Motion to accept committee members as submitted. (List attached) – ***Passed***

MOTION #6a: Motion to accept Regional Disciplinary Committee members as submitted. (List attached) – ***Passed***

Motion #7: to rescind the motion (7/25/15 motion #2) naming Diane Nicholson as the awards committee chair, and approve the following appointments:

Marsha four – VVA Special Advisor

Sandy Miller – VVA Special Advisor for Project Friendship and Homeless Grants

Percilla Newberry – Awards Committee Chair

Tom Burke – Service Officer Program Director

Joe Kristek – Special Advisor, Service Officer Program

Kathy Andras – Homeless Grant Program Chair

Diane Nicholson - Chaplain

Steve Mackey – Historian - ***Motion Passed***

POLICY AND PROCEDURE CHANGES:

MOTION #8: P&P sec 1, strike the language in the change request that pertains to V.A.7 and remove current #7 - ***Passed***



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MOTION #9: Strike the proposed first paragraph (pertaining to motion #10) and accept the remainder of the changes requested in P&P Section 1 regarding language required by the newly adopted bylaws, and various changes in job duties and requirements. - **Passed as amended**

Recess @ 3:05 pm for break.

Reconvene @ 3:25.

POLICY AND PROCEDURE CHANGES CONTINUED:

MOTION #10: Motion out of Michigan to add language to section 1.XIII that would state that the AVVA state president, or representative would be the official ambassador of AVVA to other organizations. **Motion withdrawn by submitting party.**

MOTION #11: Motion out of Finance Committee to add/change language that will clarify sanctions for board members who do not file the proper after action and/or special advisor reports. - **Passed**

MOTION #12: Motion out of Elections Committee to delete the paragraph from section 5 that allows for absentee ballots in a state election. - **Passed**

MOTION #13: Motion out of P&P committee to add deputy regional directors to section 5.II.A, and 5.II.A.1. - **Passed**

MOTION #14: Motion by member Pat Furno to add language to section 6.XI, between the current f and g, that would require the board to notify state presidents, reps, and POCs about any policy changes 20 days prior to such change, so that they would have an opportunity to modify or object. - **Failed**

MOTION #15: Motion out of P&P Committee to revise the required information for the National Information Distribution List (6.X.B.1-6), the language regarding use of letterhead (6.V) and to add a new sub-section regarding political activities (6.XIII) - **Passed as amended**

MOTION #16: Motion by member Betty Pike, seconded by R5 director Cecilia Essenmacher, to change the language in section 7.I.J.3.b so that that



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permanently hospitalized Veterans could be either at-large or in a specific chapter. - **Failed**

MOTION #17: Motion out of Veterans' Benefits Committee to add new #5 to section VI.A of the AVVA Service Officer Policy, which will allow for the program chair to recommend a complimentary life membership to service officers who have met the criteria. (Criteria will be added to the policy). - **Passed**

MOTION #18: Motion out of P&P Committee to modify section 3 to reflect the changes in name and/or status of the AVVA committees. - **Passed**

MOTION #19: Motion by the Secondary PTSD Program co-chairs to add the new program to section 8 of the P&P, with the program overview as submitted. - **Passed**

MOTION #20: Motion by Cathy Keister, second by Nancy Rekowski, to rescind the motion dated October 4, 2012, which provided A.O. pins to the state of Michigan at no cost to MI. - **Passed**

MOTION #21: Motion by Cathy Keister, second by Elayne Mackey, to rescind the motion dated April 12, 2003, which required AVVA to provide cell phones or funding toward cell phones for the national officers. - **Passed**

GENERAL ORDERS:

Update on NFVF: Elaine Simmons has resigned from the board of directors of the foundation. Two persons have been added to that board: Linda Yates and Sandra Allen (new secretary).

Vendor Update: The links for vendor Ideal Images have been added to our website and are functioning.

In-Memory Plaque Project Update: We are at the end of the design process with a final design very close. Funding for this step in the project has been exhausted. The task force is requesting that the board allow for additional funds to at least get through the design process, which should allow us to begin fundraising specifically for this project.



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MOTION #22: Motion by Nancy Rekowski, second by Cecilia Essenmacher, to allow the task force to borrow \$7500 from the money market account, to be repaid once fundraising is allowed, and before any monies are turned over to the Park Service. - **Passed**

LEADERSHIP CONFERENCE ASSIGNMENTS:

- Sharon Hobbs and Elayne Mackey – Seminars
- Joanna Henshaw – AVVA office
- Percilla Newberry – Awards
- Beverly Pounds and Diane Nicholson – Luncheon
- Kathy Andras and Nancy Rekowski – Project Friendship
- Cathy Keister and Jeri Wallis – Registration
- John Birch and Cecilia Essenmacher – Product Sales

ASSIGNMENTS FOR APRIL BOARD MEETING:

- Bylaw and P&P Committees to check policy and reference any policy statements that come directly from the Bylaws with the article and section of the Bylaws that has jurisdiction over each statement.
- Homeless Grants Program chair to look over the grant application to check for possible errors or areas needing to be updated.
- Secretary to create some kind of table of contents or other type of action that will help to make finding specific information within the policy manual easier for the membership.
- Regional directors (all) to be sure to inform their state presidents, representatives, and POCs about all policy changes made at this board meeting, as well as any policy changes made before April as e-motions. This should be done as soon as possible.
- Incorporation chair to look at some sort of language for the policy that will allow for denial of a Request to Incorporate, if the necessity arises.

Request by Cathy Keister and Nancy Rekowski that the board enter into executive session. (5:20 pm)



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Out of executive session @5:45 pm

EXECUTIVE SESSION RESULTS: **Motion #23**, by Cathy Keister, second by Jeri Wallis, to file charges against member #1045013 under the current disciplinary code. – **Passed**

Recess @ 5:50 pm until 10:00 am Saturday.

Training session convened at 10:01 am Saturday October 17.

Session called to order by VP Cathy Keister. Turned over to Elayne Mackey for training on at-large representative elections:

Explanations re: exactly what an at-large member is; how an at-large representative is elected; what are their functions; the concept of “in good standing”.

Presentation on the new secondary PTSD program.

Regional directors are strongly encouraged to begin looking for possible facilitators in their local areas, who will be able to initiate this program once it is finalized.

Training recessed at 12:01 pm.

Reconvened @ 3:35 pm 10-17-15

Sandy Miller (Chair) and the VVA Homeless Veterans Committee donated \$1258.00 to the AVVA Project Friendship for 2016.

The 2019 convention will be held in Spokane, WA.

The January 2016 BOD meeting will be on the 7th – 9th.

November 4th, 2015 is National Call-in Day for Congress. There will be a sample script posted on the website prior to the end of October.



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President Hobbs requested that the new educational chart be posted as soon as possible on the website. The website will also add some kind of highly visible link section for the template page, for use when we have special announcements that we do not want the members to miss.

Having no further business, the October board meeting adjourned at 3:45 pm.

Submitted by,

Joanna Henshaw
AVVA National Secretary

ATTACHMENT 1:

AVVA Committee/Program/Task Force Members – 2015-2017

Toxic Exposure (Renamed from Agent Orange)

Co-Chairs: Nancy Switzer
Linda Mooney

Members: Special Advisors

Bobbie Morris	Tanya Lynese
Dennis Waling	Gary Lynese
Chris Mooney	Tom Owen
John Birch	Mark McCabe
Kathy Andras	Mokie Porter
Pat Furno	

Awards:

Chair: Percilla Newberry

Members:

Suzie Meeks
Linda Finch
Betty Pike

Bylaws:

Chair: Cecilia
Essenmacher

Members:

Nancy Rekowski
Penny Chamousis



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Disciplinary:

Chair: Nina Schloffel

Members:

Jeani Wells (Vice-Chair)
Donna Crowell

Elections:

Chair: Elayne Mackey

Members:

Suzie Meeks (Database Co-ord)
Judy Bolio
Diane Nicholson
Ann Rice

Finance:

Chair: Susan Price

Members:

Cathy Keister
Kathy Andras
Cecilia Essenmacher

Government Affairs:

Chair: Sarah Maddox

Members:

(not yet known)

Incorporation:

**Co-Chairs: Cathy Keister
Bobbi Morris**

Members:

No other members

Leadership Development:

Chair: Sharon Hobbs

Members:

Cathy Keister
Joanna Henshaw
Kathy Andras

Membership:

**Co-Chairs: Cathy Keister
Casey Farrell**

Members:

Anne Rice
Joanna Henshaw
Bobbie Morris

Policy & Procedure:

Chair: Joanna Henshaw

Members:

Anne Pancrazio
Nancy Rekowski
Samantha Dodge
Cheryl Wroblewski

Public & Media Relations:

Chair: Beverly Pounds

Members:

Pamela Scheffer-
Bossardet
Linda Yates
Sue Crego
Elayne Mackey

Strategic Planning:

Chair: Nancy Rekowski

Members:

Cecilia Essenmacher

Veterans Benefits & Service Officer Program:

**Chair: Pamela Scheffer-
Bossardet**

Members:

Veterans In the Justice System:

Chair: John Birch

Members:



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Joanna Henshaw

Joe Kristek, VVA Sp. Advisor
Barry Cartner
Sarah Maddox

Cecilia Essenmacher

Website:

Chair: Joanna Henshaw

Members:

Linda Yates

SUB-COMMITTEES

**Newsletter: (Sub-Committee –
Public Relations)**

Chair: Elayne Mackey

Members: None at this time

**Product Sales:
(Sub-Committee – Finance)**

Chair: Cecilia Essenmacher

Members: None at this time

PROGRAMS:

Condolence:

Chair: Diane Nicholson

Members: None at this time

Homeless Grants:

Chair: Kathy Andras

Members:

John Birch
Susan Price

Legislative Advocacy:

**Chair: None at this
time**

Members:

Paper Safes:

Chair: Nancy Switzer

Members: None at this time

Project Friendship:

Chair:

Members:

Secondary PTSD:

**Co-Chairs:
Nina Schloffel
Elayne Mackey**



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All Board of Directors

Members: None at this time

Service Officer:

Chair:
Pamela Scheffer-Bossardet

Members: None at this time

VISTA Program:

Chair: Jeri Wallis

Members:

Bobbie Morris
Nancy Briggs
Karen See
Cathy Keister

TASK FORCES:

In-Memory Task Force:

Chair: Cathy Keister

Members:

Marsha Four
Joe Sternburg
Mokie Porter
Wayne Reynolds
Debora Williams
Sharon Hodge
Joanna Henshaw
Carl Tuviv
Sharon Hobbs
Diane Nicholson

DISCIPLINARY COMMITTEES:



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Region 2:

Nancy Rekowski, RD

Region 3:

Beverly Pounds, RD
Nancy Montgomery
Wynette Bethards
Pamela Scheffer-Bossardet
Hope Summers

Region 4:

Jeri Wallis, RD
Suzanne Blom-Weber
Nancy Jackson
Susan Henthorn

Region 5:

Cecilia Essenmacher, RD
Kathy Driscoll
Betty Pike
Joann Gregory
Nancy Deigel
Freda Goodwin
Dennis Waling

Region 6:

Diane Nicholson, RD
Fran Davis
Sherry Anderson
Pat Furno

Region 7:

Percilla Newberry, RD
Ora Wells
Anna Stafford
Teri Rangel
Jurean Cooper

Region 8:

John Birch, RD

Region 9:

Elayne Mackey, RD
Sue Crego
Joanna Henshaw
Carol Southern
Anne Pancrazio
Penny Chamousis