



## Associates of Vietnam Veterans of America, Inc

### AVVA PRESIDENT'S REPORT

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APRIL 2020

Since my Board Report in October It has been a very busy time. Since we do not hold board meetings in January, we did not require reports for that month, therefore this report is comprehensive. I have most recently been working on grant and fundraising sources. We have received several small grants since becoming a 501(C)3, due to being listed on sites such as Guidepost. Guidepost is a website which lists charities for grant-makers and others to choose from when giving annual funding. This is a definite plus for AVVA.

Since October I have been involved in or done the following:

- The revision of the Paper Safe was completed and is now available.
- I created an online version of the Paper Safe (fillable and non-fillable) which are available on our website: [www.avva.org/papersafe.html](http://www.avva.org/papersafe.html)
- We have completed the redesign of our Life Member cards, which should have begun being issued by this time.
- Revised all 6 of the letters used for membership renewal and issuance. Created 1 new letter regarding welcoming permanently hospitalized veteran members.
- On certain advice from some staff members I am working on a new look for our website, which should be launched in early summer, if approved by the board this April.
- The board of directors held 2 successful Online Board Meetings, using our Go-TO-Meeting software. We will be adding policy to clarify the parameters for these meetings, as they are a valuable tool.
- We are systematically going through our policies to be sure that they are in line with our new bylaws and with the current needs of our membership. There have been several revisions, both small and significant.
- In early February I received a request for 20 items of information from the IRS regarding our application for a group exemption for our incorporated subsidiaries, under the new 501(C)3 status. I gathered, wrote, and organized the needed information and returned the answers in mid-February. The hope is that this will be decided soon.
- I requested 4 seminar slots for Leadership and was granted 2. However, shortly thereafter I was notified that AVVA would only have 1 presentation slot. I am working on how we can utilize other avenues to give more information to our members. Stay tuned.
  - Wrote the synopses for the 4 seminars requested
  - Later re-aligned to be able to offer the best information we can in one session



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- I have been discussing with the Product Sales chair different ideas about products that we could add to the items we sell directly such as life member patches and pins, which have been requested often.
- We have successfully held two online board meetings, using the GoToMeeting program, and we will be using it in the future to take care of business in a timely manner when or if needed.
- Over the last months I have answered countless emails and phone calls from members and business contacts, as well as responding to several letters sent in the mail.
- I have worked with committee chairs to update some of our forms, such as the Awards Nomination Form.
- I have attended 2 Webinars regarding grant writing and finding grant funding sources.
- I have signed AVVA up on 3 sites through which people can donate to us and grants can be directed to us. One of which is Amazon Smile. A Flash Notice was sent out regarding how easy it is to sign up for that, as an Amazon customer.
  - Since December 2019 we have received \$500 in small grants/donation from the outside sources Plus:
    - \$96 from Amazon Smile
    - \$146 from the donation button on the website
- I wrote a grant application for a grant from VSF (Veterans Support Foundation) for future printing of the Paper Safe and the expansion of our Survivor Benefit Seminar Program. This is a grant we have had once before. No answer will be known until after the April board meeting.
- I have spent many hours researching funding sources, grant sources, how to find professional fundraisers, etc.
- I ordered new (different) folders that AVVA uses for the Life Member packets, the board meetings and other uses, in order to save significant money. They are just as good quality but will not cost for unnecessary printing.
- Wrote VVA board reports, AVVA board reports, VVA special advisor reports, Veteran Magazine articles, and policy requests as needed.
- Participated in the January budget meeting via conference call.
- Created all board meeting agendas and participated in planning training meetings for the AVVA board, which are held on the Saturday mornings of the national board meetings.
- Reviewed the 2021 budget prior to releasing it to the BOD, to be sure about possible discrepancies.



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- March 11<sup>th</sup>, after having asked for comment from the board members, I regretfully had to cancel the April board meeting travel and therefore the April board meeting will be held online, using our Go To Meeting program. Minutes will be taken and posted as usual.
- Met with the Executive Board March 17<sup>th</sup> to decide on a plan to enable our chapters and states to get their elections done in the atmosphere of canceled meetings, and recommendations against travel.
- Sent out the elections plan to regional directors and in a Flash Notice, as well as posting on the website and the face book page.

Respectfully,

*Joanna Henshaw*  
AVVA National President