



## **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

July 19, 2019

Spokane Convention Center, Conference Room Bay 11C  
Spokane, WA

### **Call to Order:**

President Joanna Henshaw called the first meeting of the 2019 – 2021 AVVA Board of Directors to order at 1:38 pm on Friday, July 19, 2019 in Conference Room Bay 11C at the Spokane Convention Center, Spokane, WA.

### **Opening Exercises:**

President Henshaw recognized Nina Schloffel, CA, National Secretary, to lead the Pledge of Allegiance. Secretary Schloffel then called the roll.

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

President: Joanna Henshaw	Region 4: Jeri Wallis
Vice President: Kaye Gardner	Region 5: Don Jones
Secretary: Nina Schloffel	Region 6: Fran Davis
Treasurer: Kathy Andras	Region 7: Terri Rangel
Region 1: Frances Guevremont	Region 8: Vacant
Region 2: Bobbie Morris	Region 9: Tim Von Bon
Region 3: Hope Summers	

Quorum established.

### **Welcoming Remarks:**

President Henshaw welcomed the 2019 - 2021 Board of Directors and all guests attending today's meeting. The president then invited board members to introduce themselves.

### **Agenda Approval:**

**Motion 1:** Region 4, Jeri Wallis, moved and was seconded, to accept the agenda as presented. **Adopted**



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### **Personal Information Forms:**

Secretary Nina Schloffel distributed the Personal Information Forms to all officers, regional directors and deputy regional directors in attendance.

President Joanna Henshaw informed the board that the forms should be prepared with the actual name you will be using for AVVA activities and events. The information provided will be used to update the AVVA website and corporate organization charts, and for ordering name badges and business cards. Business cards and name badges will be ordered for all new board members and any other board member needing additional cards and/or badges.

### **President's Statement:**

President Henshaw stated that this administration is one that expects and recognizes teamwork, ethics, honesty and doing the job that we were elected to do. To meet these expectations, the board will be receiving ongoing training and education. Such will include developing technical skills and building leadership competencies. The first of these sessions will be a live session on accessing and using the GoToMeeting conferencing system. The session will be rolled into a short board meeting planned for late August or early September.

### **Board Commitments:**

Board members were asked to review and sign the AVVA Confidentiality Agreement. President Henshaw advised that declaration forms addressing Conflict of Interest, Sexual Harassment, Document Retention and the Code of Ethics/Whistle Blower policies are to be signed at the October board meeting. Information regarding these forms can be found in Section 6 of the Policy and Procedures Manual. President Henshaw recommended that all board members review this information prior to October's meeting.

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

- A. October 10<sup>th</sup> – 12<sup>th</sup>: President Henshaw advised that travel days for the board are October 9<sup>th</sup> and October 13<sup>th</sup>. With the exception of the president, who arrives on the 7<sup>th</sup>, officer travel days are October 8<sup>th</sup> and October 13<sup>th</sup>.
- B. President Henshaw explained the process for e-room reservations.



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- C. President Henshaw and Treasurer Kathy Andras reviewed specific travel options, mileage allowances, airfare restrictions, per diem payments and preapproval requirements for travel outside of board meetings. Treasurer Andras advised that AVVA pays according the least expensive mode of transportation and emphasized that our financial policy requires receipts for reimbursable expenses.
- D. The AVVA Board Meeting is on Thursday, October 10<sup>th</sup>. The meeting begins at 8:30 am. Friday, October 11<sup>th</sup> is our VVA day. We are expected to attend the opening session of the VVA Board Meeting in the morning. The rest of the day, we participate in VVA committee meetings. Saturday morning, October 12<sup>th</sup>, the board meets for training.

### **Committee Appointments:**

The president and National Treasurer Kathy Andras presented a short overview of the responsibilities incumbent with our roles as AVVA advisors serving on VVA committees. A list of VVA committees was routed and board members selected two VVA committees on which they would like to serve.

President Henshaw stated that although a number of committee chairpersons have been identified, the selection process is still ongoing. President Henshaw requested that after this meeting is adjourned, all newly elected board members stay a few minutes to talk about committee chair assignments.

### **Adjournment:**

***Motion 2:*** Region 6, Fran Davis moved, and was seconded, to adjourn the meeting.  
***Adopted***

President Henshaw adjourned the July Board Meeting at 2:36 pm.

Submitted by,

Nina D. Schloffel  
AVVA National Secretary