



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 18-20, 2013
Sheraton Hotel
Silver Spring, MD

President Nancy Switzer called the Board of Director's meeting to order at 8:39am on Thursday, April 18, 2013, in the Walnut Room of the Sheraton Hotel in Silver Spring, MD.

Opening exercises:

Kathy Andras, Region 7 Director, led the invocation; Madam President asked for a Moment of Silence and afterwards led the Pledge to the Flag.

The Secretary called the role. A quorum was present.

Board of Directors Roll Call:

President:	Nancy Switzer	Region 4:	Suzanne Blohm-Weber
Vice- President:	Frances Cartier	Region 5:	Penny Meinhardt
Secretary:	Sharon Hobbs	Region 6:	Pat Furno
Treasurer:	Bill Williams	Region 7:	Kathy Andras
Region 1:	vacant	Region 8:	John Birch
Region 2:	Cathy Keister	Region 9:	Joanna Henshaw
Region 3:	Donna-Marie Crowell		

Motion: To approve the amended agenda. **Adopted.**

There were four (4) guests at the meeting; President Switzer asked each person to introduce themselves to the Board: Sue Crego, AZ State President; Beverly Pounds, TN State President; Betty Pike, MI State President; and Linda Haberkorn member from PA.

Officer Reports:

President Switzer reported her activities and accomplishments since October 2012 and passed out a written report. Included, but not limited to, was the upcoming National Convention, progress with the *In Memory Plaque*, severing our ties with Medals of America, fundraising, and Agent Orange Town Hall Meetings.

The Vice President and Treasurer gave an oral report to the Board. The Secretary turned in a written report.

Motion: 8:55am. Enter into executive session. Adopted.

Motion: 9:21am. Exit executive session. Adopted.

John Tatum, Parliamentarian, joined our meeting. He was introduced by Mike Swift, VVA and AVVA Parliamentarian. John will be our Parliamentarian in Jacksonville, FL, during the AVVA National Convention. AVVA will provide airfare, one-half room rate, and per diem.



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John Birch, Region 8, was excused from the meeting to attend an appointment on the Hill.

Committee Reports:

Awards: Kathy Andras, Chair, reported no submissions for the Member of the Year or Fellowship Awards at the present time, but this is not unusual at this early date. She asked that another reminder News Flash be sent to the membership.

Elections: Elayne Mackey, Chair, reported that Delegate registrations were coming in. To date there were two candidates for national positions. The Committee is sending electronic letters each month to the membership with tips and instructions for holding and reporting election results. She reminded everyone of the deadlines for elections, reporting to the Database, and for registrations. It was noted later that Candidates wanting their bios to be presented at AVVA state meetings in June should have their declaration into the Elections Committee by May 31st.

Finance: Kaye Gardner, Chair, passed out the proposed 2014 budgets while Bill Williams gave the Board members the final 2013 year-end budget. Kaye reported that the invoices for bonding insurance were ready to be mailed; the group exemption list was up-to-date as of October 2012; she reminded the Regional Directors that National needs the contact information for each incorporated State and Chapter on a yearly basis and that financial reports were due 60 days prior to the Convention.

Motion: To accept the proposed 2014 budget as proposed. **Postponed until Saturday, April 20, 2013.**

Incorporation: Kathy Andras, Chair, submitted a written report but added that she had received the paperwork from PA Chapter 791 for incorporation before leaving for Silver Spring.

Penny Meinhardt, Region 5 Director, announced that she would be presenting MI Chapter 274's incorporation Charter on May 8, 2013.

Legislative Report: President Switzer presented a written report to the Board. She noted that there was a new addition to the agenda: "AVVA shall support the POW/MIA 'forever' stamp....." Petitions were passed out to the Board to take back to their Region for signatures endorsing the stamp. She suggested for the latest updates on Agent Orange to visit the VVA Facebook page "The Faces of Agent Orange" or Jim Doyle blog.

President Switzer, Bill Williams, Cathy Keister, Joanna Henshaw, and Carl Turvin met with the Fine Arts Committee, the Park Service, and the DC Planning Commission on Tuesday, April 16, 2013 concerning the *In Memory Plaque*. She reported a very successful meeting; she will be contacting the Ruth Coder Fitzgerald Foundation very soon to update and possibly include them in the new design of the Plaque.

Motion: The Associates of Vietnam Veterans of America will enter into a Memorandum of Agreement (MOA) with any relevant agencies for the purpose of an agreement between all involved parties working in partnership to upgrade the *In Memory Plaque*. This MOA will incur an obligation of funding from AVVA, to be obtained in whatever manner necessary. **Postponed until Saturday, April 20, 2013.**

Motion: To accept the Legislative agenda as written. **Adopted.**

Membership: Cathy Keister, Chair, reported that FL Chapter 1026 has failed to maintain the minimum number of members required by the incorporation policy for a period of twelve months. Numerous



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attempts have been made by State President, Suzanne Blohm-Weber, and Cathy to contact the officers with no success..

Motion: To revoke FL Chapter 1026 Charter due to staying below the minimum membership requirement for a period of one (1) year. **Adopted.**

Cathy will follow up with Eric Harris, Membership Administrator, as to the process of contacting the members about the dissolution and giving them an option to go at-large or transfer their membership to another AVVA Chapter. Kaye Gardner, Finance Chair, will remove them from AVVA's tax exemption.

PTSD: Frances Cartier, Chair, reported that the "Loving Your Veteran" program has been digitized and almost ready for future copyrighting.

UPDATES: Suzanne Blohm-Weber, Chair, stated that the deadline had passed for the next addition of the newsletter. She extended the deadline for Board reports only. It was suggested that she publish a "special edition" before the election that includes candidate biographies.

Veteran's Benefits: President Switzer reported that to-date we had nineteen (19) Service Officers in the field, four (4) applications ready for review, one (1) application pending, and two (2) denials. She expecting to get a full report as to the dollar amounts that have been awarded to veterans through our Service Officers efforts very soon.

Website: Sharon Hobbs, Chair, submitted a written report but wanted suggestions for using the two pages on the website that lie dormant. President Switzer suggested that one page be used for Service Officer contact information and location information.

Convened at 12:05pm for lunch.

Reconvened at 1:20pm.

President Switzer introduced Amy Vanneman, producer of "**Voices of War**" the series. She and the Executive Producer are traveling across the country interviewing veterans for documentary broadcast at the Smithsonian. Copies will also be housed in state archives as well. For more information: www.vowtour.com

Bill Williams, Treasurer, announced that the AVVA flags are here and that Penny Meinhardt will have them for the membership. Cost and shipping is \$45; fringe is an additional \$25. Sharon Hobbs and Penny we create a flag order form for the website.

Coin sales have slowed down since January. Agent Orange Remembrance coins will most likely have to be reordered before the Convention in August. Our first order of AVVA/VVA sold out last October with a profit of \$1,935.50 being designated to our Service Officer Program.

President Switzer challenged everyone to go to shop.com and make two purchases.

Pat Furno, Bylaws and Policies & Procedures Chair, noted that the deadline for bylaws had passed; however, she learned that several electronic submissions had not reached her so she extended the deadline to April 30th. The Bylaws Committee will complete the review of all submissions by June 30th.



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Motions submitted for P & P changes were passed out for review. We will vote to accept or deny the changes on Saturday, April 20th.

National Convention:

President Switzer had collected three bids for the “Summer of Love” tee shirts.

The Board was challenged with designing or creating awards for the “Summer of Love” costume contest. First & second prizes will be awarded.

The Luncheon speaker has not been confirmed yet.

The agenda is a work-in-progress. A Financial Report of the first four months of the fiscal year will be presented and a Strategic Planning update will be included.

President Switzer appointed Elayne Mackey and Cathy Keister as Co-Credentialing Chairs until July 30th. After which the appointment will be passed to Committee members not running for office.

Motion: To approve Jeannie Wells and Geri Wallis to the Rules of the Convention Committee. **Adopted.**

Monday from 12p – 5p is setup time in the Product Sales Hall.

Tuesday afternoon will be spent helping VVA setup their Convention Hall.

Wednesday afternoon was suggested as a good time for the State Representatives and Presidents to meet and share ideas. Wednesday night will be spent setting up the AVVA Convention Hall.

Thursday will be the General Session.

Friday morning, we will hold the Candidate’s Forum and afterwards we will vote for National Leaders.

Saturday morning the newly elected Board will meet followed by an Agent Orange Town Hall meeting.

Florida State will be holding a 50/50 drawing and Silent Auction.

A Sargent-at-Arms must be appointed; we need a time clock and a timekeeper.

The remainder of the afternoon was spent with John Riling, MI State President regarding AVVA products.

Motion: The Executive Board will negotiate a products contract with MI State Council. **Adopted.**

Motion: To purchase “Summer of Love” tee shirts from MI State Council. **Adopted.**

Convened at 4:37pm

Reconvened at 8:40am Saturday, April 20, 2013



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The Board was informed that Idaho has undergone State Officer changes, to date there has been no 2012 Financial Report submitted. Their IRS 990 is current. Idaho has until June 30th to become compliant. After that time, the Board will render a decision as to their incorporation/charter status.

Motion (postponed from Thursday, April 18th): To accept the 2014 budget as proposed. **Adopted.**

Motion: Donate \$1,000 to the Birth Defects Registry. **Adopted.**

Motion: Donate \$500 to the Agent Orange Quilt of Tears. **Adopted.**

Motion: Donate \$1,000 to our Project Friendship- The Allied Veterans Center in Jacksonville FL. **Adopted.**

Motion (postponed from Thursday, April 20): AVVA authorizes our Executive Board to enter into any agreement necessary with any governmental agency that has authority to correct the placement and/or presentation of the *In Memory Plaque*, including committing expenditure of AVVA funds. **Adopted as amended.**

Motion: To accept the Elections Committee proposal to allow campaigning as amended. **Postponed until the afternoon of Saturday, April 20th**

Motion: To accept the additional duties added to the National Secretary's job duties. **Adopted.**

Motion: To accept the Membership Committee's revision of Section II. **Adopted.**

Motion: To accept the Membership Committee's revision of Section VII with amendments. **Adopted.**

Motion: To reduce the Life Membership dues of 72yr and above to \$100. **Adopted.**

Motion: To accept the rewrite of Legislative, Leadership, and Veterans Benefits overview for Section 3 of the P & P. **Adopted.**

Motion: To accept the rewrite of Awards overview for Section 3. **Adopted.**

Motion: To accept the addition to Section 9- Disciplinary Code on "bullying" to the P & P. **Adopted.**

Motion: To accept the additional Secretarial duties to Section I of the P & P. **Adopted.**

Motion: To accept the updated list and uniformity to Section 3 of the P & P. **Adopted.**

President Switzer reminded everyone that only the Officers and Regional Directors can request free Agent Orange pins for approved events.

Suzanne Blohm-Weber will design a Convention pin for Board approval. She will also print a large check for our presentation to Project Friendship.

Madam President passed out deceased member notifications (both VVA and AVVA) to the Regional Directors. Each Director is responsible for sending a sympathy card to the family of the deceased from the National Organization.



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Cathy Keister reported that a follow up with Eric Harris, Membership Department, Administrator, revealed that all members of FL Chapter 1026 will be notified of being placed at-large and given the opportunity to transfer to another chapter.

Sharon Hobbs conducted an informal class at 1pm on shop.com access for anyone wanting a refresher course.

Convened at 11am.

Reconvened at 3:25pm.

President Switzer noted that our two 50th Commemorative Events this year will be held in conjunction with the Memorial Day and Veterans Day happenings at the membership tent in Washington DC.

Motion (*postponed from earlier*): To approve the Section 5 revision concerning campaigning with amendments. **Adopted.**

Joanna Henshaw will research through Google “m give” and report back to the Board.

Adjourned. 3:40pm.

Sharon Hobbs, National Secretary