



## 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

### AVVA Board of Directors Meeting November 18, 2021

#### **CALL TO ORDER:**

President Sharon Hobbs called the online meeting of the AVVA Board of Directors to order at 4:07PM (EST) on Thursday, November 18, 2021. The meeting was conducted and recorded using the GoToMeeting conferencing application.

#### **OPENING CEREMONIES:**

President Hobbs recognized National Chaplain, Bobbie Morris to deliver the invocation and call for a moment of silence. Vice President Kathy Andras led the assembly in the *Pledge of Allegiance*.

#### **BOARD OF DIRECTORS ROLL CALL:**

A roll call by Secretary Nina Schloffel established a quorum.

President: Sharon Hobbs	Region 4: Joanne Blum
Vice President: Kathy Andras	Region 5: Penny Meinhardt - Excused
Secretary: Nina Schloffel	Region 6: Rick Talford
Treasurer: Kay Gardner	Region 7: Terry Rangel
Region 1: Vacant	Region 8: Jennifer Ellis
Region 2: Bobbie Morris	Region 9: Kelly Frederickson
Region 3: Hope Summers	

#### **OTHER ATTENDEES / GUESTS:**

Chair, National Finance Committee: Susan Price  
Region 3 Deputy Director: Deborah Musolino  
Region 6 Deputy Director: Barbara Coan  
Region 9 Deputy Director: Sue Crego

#### **AGENDA:**

President Hobbs amended the agenda under Section V. Good of the Order, to add the following subsections:

- A. Motion before the board to print 10,000 Paper Safes
- B. Discuss AVVA Advisor assignments to VVA committees



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**Motion (#1)** - Moved by Region 6, Rick Talford, and seconded, to accept the agenda as amended.

***Adopted w/o Objection***

### **APPROVE MINUTES:**

**Motion(#2)**– Moved by Region 7, Terri Rangel, and seconded, to adopt minutes for the November 1, 2021, Final Meeting of the 2019 – 2021 Board of Directors.

***Adopted w/o Objection***

**Motion (#3)** – moved by Region 8, Jennifer Ellis, and seconded, to adopt minutes for the 11<sup>th</sup> AVVA National Convention.

***Adopted w/o Objection***

**Motion (#4)** – moved by Region 2, Bobbie Morris, and seconded, to adopt minutes from the 2021 AVVA Annual Business Meeting.

***Adopted w/o Objection***

**Motion (#5)** – moved by Region 7, Terri Rangel, and seconded, to adopt minutes from the First Meeting of the New Board of Directors.

***Adopted w/o Objection***

### **BUDGET:**

Finance Chair, Susan Price summarized the budget process for the upcoming fiscal year (FY 2023):

1. Budget requests are due December 15<sup>th</sup>.
2. Budget request forms will be sent to the Board and Committee Chairs within the next week.
3. The request form has been simplified, and unnecessary categories, removed.
4. Travel, except when to Board meetings, requires justification.
5. Ask for any funding you feel is appropriate. If funds are available, and the request is justified, it will be considered and may be granted.
6. Susan Price is available to help with the budget process. Susan's contact information is listed on the budget form.

President Hobbs added that, although the board will be traveling to Silver Spring in January 2022, the 2023 FY budgets should include travel to Silver Spring in April and October, and to the Leadership Conference in August. President Hobbs informed Regional Directors that funding requests for travel within their respective regions must include justified estimates of actual costs



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### **TRAVEL FOR JANUARY:**

The Board will meet in Silver Spring in January. A full Board meeting in January is an unusual event; however, due to COVID delays and cancellations, President Hobbs has called a face-to-face meeting. Officers will arrive on Monday, January 10<sup>th</sup>. Regional Directors will arrive on Wednesday, January 12<sup>th</sup>.

The Board meeting is Thursday, January 13<sup>th</sup>. Friday, January 14<sup>th</sup>, is the day AVVA Advisors meet with their respective VVA Committees. Saturday, January 15<sup>th</sup>, is set aside for Elections' training. The training session is scheduled for 9:00 AM -11:00 AM in the Harbison Room at the National Office. Nancy Montgomery, National Elections Chair, will be the presenter.

President Hobbs reviewed requirements, and restrictions, for travel to Board meetings, Leadership Conferences, and Conventions. These are summarized in the attached document '*Additional Travel Arrangement Details*'.

Board members were provided with contact information for Let's Travel (1-337-364-4444), the authorized travel agency for AVVA/VVA, President Hobbs also gave a short presentation on using the E-Reservation process. E-Reservation is used to book hotel rooms for AVVA BOD meetings and other sponsored events.

AVVA policy states that AVVA will pay for one-half of the normal room ate. However, because of COVID and other concerns, for the January Board Meeting, AVVA has designated funds to pay for individual hotel rooms. In the future, funding for individual rooms will be considered on an event-by-event basis.

The president emphasized that no travel arrangements, or hotel reservations, can be made until she releases the master list. When that is done, the Board will be notified by email.

### **GOOD OF THE ORDER:**

- A. President Hobbs stated that our supply of Paper Safes is nearly depleted. The Paper Safe Committee is asking for funding to print an additional 10,000 copies. The president noted that paper and other resource shortages have driven up the cost of printing. We last paid \$13,000 for 10,000 copies. This time, the cost is expected to be closer to \$18,000. President Hobbs noted that our contingency fund is at \$50,000 and can cover the expense.



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**Motion (#6)** – Moved by the Paper Safe Committee, no second required, to print 10,000 Paper Safes at a cost not to exceed \$20,000. The president called for a voice vote by roll call.

### ***Motion Adopted by Unanimous Consent***

- B. AVVA advisors traditionally sit on VVA committees. As many as two advisors can be assigned to each committee. Returning Board members will have the first choice of committees. The remaining advisors will be assigned on a first come first served basis. Secretary Schloffel will send out the Committee Advisor List by Friday, November 19<sup>th</sup>. Board members should provide their first and second choices to the secretary. The finalized list will be emailed to the Board by November 26<sup>th</sup>.

### **OTHER BUSINESS:**

Orientation is scheduled for January 4, 2022, at 4 PM Eastern. The virtual two-hour session will be conducted by the officers, the National Parliamentarian. Regional Directors are required to attend, and Deputy Directors are encouraged to attend. More information will be forthcoming as we get closer to January 4<sup>th</sup>.

President Hobbs announced that the Board will take two weeks off during the holidays to spend time with family and friends. December 19<sup>th</sup> – January 1<sup>st</sup>.

### **ADJOURNMENT:**

Having no further business, President Hobbs adjourned the meeting at 5:15 PM Eastern.

Submitted by:

Nina D. Schloffel  
AVVA National Secretary

Attachment: *ADDITIONAL TRAVEL ARRANGEMENT DETAILS*



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### ADDITIONAL TRAVEL ARRANGEMENT DETAILS

#### LEADERSHIP CONFERENCE, BOARD MEETINGS & CONVENTIONS

1. Prior to National Board meetings, National Leadership Conferences, and Conventions, the President of the Corporation submits a Master List to VVA. This Master List contains all individuals approved to travel at AVVA's expense and arrival / departure dates of each individual.
2. AVVA will pay ½ of the hotel room cost for each authorized individual. Therefore, Board Members of the same gender are encouraged to share a room. Should a Board Member choose to stay alone or share the room with a spouse or significant other, AVVA will pay ½ of the room cost and other arrangements must be made for the remaining ½ cost.
3. Room reservations are made according to the current Travel Policy. Rooms are reserved by use of the E-Room Reservations page on the VVA website. <http://www.vva.org/e-room-reservations> or go to [vva.org](http://www.vva.org) and scroll down to the bottom of the page and click "resources" (very small print). This will bring up a page where you will click on "**Click HERE to go to the Reservations form**".
  - a. You will be notified when the time comes to begin making your reservations.
  - b. Fill out the form with all information that pertains to you. After completion, click "submit" and your request will go directly to Wes Guidry, meeting coordinator.
  - c. You will receive a confirmation from Wes within a few days. Print the confirmation for your records.
  - d. **E-room reservations must be submitted at least 30 days prior to the event date, or by the specific date provided to you.**
4. Board of Directors meetings are held at the Double Tree by Hilton Hotel, 8727 Colesville Rd, Silver Spring, MD. 20910.
5. AVVA will pay your round-trip air travel expenses or, if you choose to drive, the current IRS mileage rate, whichever is the least expensive.
6. Arrangements for airfare may be made through *Let's Travel*. 1-337-364-4444 Inform them that you are traveling with AVVA. Or you can go online and make your own reservations, whichever is cheaper. If you choose to make your own reservations, you need to use your credit card and National, with a receipt, will reimburse you.
7. Travel to and from the airport to the hotel can be achieved three ways:
  - a. Taxi. The average cost from Reagan Airport is around \$80 round trip. (Excluding tip.)
  - b. Super Shuttle. 1-800-258-3826 or [www.supershuttle.com](http://www.supershuttle.com) and make arrangements in advance.
  - c. DC Metro System.



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8. Special luncheons, breakfasts, or banquets held during the Leadership Conference or Convention are not reimbursable as they are meals, therefore, attending will be at your expense and/or out of your per diem payments.
9. Expense Reimbursement Forms may be submitted prior to the meeting, during the meeting, or mailed in after the meeting. All receipts must accompany the form. (If flying to the Board meeting, be sure to keep your boarding pass or bring your receipt because the Treasurer will ask for it).
10. If mailing the Reimbursement Form and receipts after the meeting, you have **30 days** to submit. The form and receipts must be mailed to the VVA Accounting Department, where VVA staff will process it. (Currently Charlie Corbin.)
11. Expense Reimbursement Forms and receipts can also be scanned into your computer and submitted via attachments to an email, directed to [ccorbin@vva.org](mailto:ccorbin@vva.org).

### *REGIONAL & OTHER TRAVEL*

1. Each year all Board members receive an Annual Budget prepared by the Finance Committee. This budget has an allotted amount for travel other than the Convention, Leadership Conference, and Board meetings.
2. This travel, categorized as *Other Travel*, is for the purpose of regional travel to state meetings, special events, etc.
3. For the Officers and particularly the President, this travel is for the purpose of attending Regional Conferences (when invited), traveling to DC for Veteran's Day and Memorial Day events, etc.
4. Prior to all traveling outside of the National events, Board members and Officers are required to complete the *Request to Travel* form 21 days in advance.
5. If mailing the Reimbursement Form and receipts after travel, you have **30 days** to submit. The form and receipts must be mailed or emailed to the VVA Accounting Department, where VVA staff will process it. (Currently Charlie Corbin.)

*Disclaimer:* The Finance Committee will carefully consider each Board Member's request, but requesting travel does not necessarily mean receiving travel. Approval is budget-based. It is the Board Member's responsibility to stay within their budgetary means.

*NOTE:* All Officers, Regional Directors, and Committee Chairs are required to submit an annual budget to the Finance Committee before the end of each fiscal year. Travel expense should be carefully considered before submitting the final request.