



# 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

April 21, 2022

Double Tree Hotel, Silver Spring, MD

## **Call to Order:**

President Sharon Hobbs called the meeting of the AVVA Board of Directors to order at 8:30 AM (EST) on Thursday, April 21, 2022. The meeting was held in Inspiration Room 1 at the Double Tree Hotel on Colesville Road in Silver Spring, MD.

## **Opening Ceremonies:**

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

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

Secretary Nina Schloffel called the roll.

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

A quorum was established.

## **Other Attendees / Guests:**

Chair, National Elections Committee, Nancy Montgomery  
Chair, National Finance Committee, Susan Price  
Chair, Strategic Planning Committee, Nancy Rekowski  
AVVA Member, Kathy Mattingly  
AVVA Member, Betty Pike

## **Welcome:**

President Hobbs welcomed the board and guests attending the meeting. The president announced that Penny Meinhardt, Region 5 Director and Kelly Frederickson, Region 9 Director, were excused for health related issues, and that Deputy Director, Barbara Coan, was sitting in for Region 6 Director, Rick Talford. President Hobbs also informed the assembly that AVVA Parliamentarian, Barbara Miller, PRP, was unable to attend this meeting as she was making a presentation at a convention of her peers. PRP Miller was,



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however, available by phone or text for any questions that may arise.

President Hobbs observed that there was much to accomplish in this meeting, and that everyone needs to stay focused and should keep sidebars to a minimum.

### **Quarterly Reports:**

President Hobbs stated that she had read the board and committee quarterly reports that were posted on the website. The president noted that while they were good reports, a number were not submitted on time. In the future, quarterly reports will be turned in by the due date set by the secretary. The next day, the reports will be sent to the webmaster. Once those reports are posted to the website, there will be no additions.

If your report is not received by the due date, you will bring 12 copies to the board meeting and make an oral presentation. Your report will then be attached to the meeting minutes.

### **VVA Guests:**

VVA President Jack McManus and Meeting Planner Wes Guidry were invited to the meeting. The president noted that both were extremely busy and may not be able to attend. If they do drop in, meeting activities would be suspended to accommodate their visits.

### **Report Updates:**

President Hobbs provided the following updates to the President's Report:

- Met with the Finance Committee. Both the board and AVVA, as a whole, are doing well financially. Finance Chair Susan Price will provide more information in her report.
- Having trouble with the Chain of Command. Vice President Kathy Andras plans to cover Chain of Command at this Saturday's training.
- Attended a meeting with Secretary Schloffel and Mokie Porter, VVA Director of Communications. We learned that VVA uses an upgraded, paid version of Mailchimp to email notices to an audience of 50,000. Using the current, free version of Mailchimp, AVVA reaches an audience of about 270. Secretary Schloffel will investigate and report back on the requirements, benefits, and costs associated with the upgraded, paid Mailchimp platform.

Upon concluding her updates, the president polled the board and the committee chairs in attendance, for any additional updates.

Membership Chair, Terri Rangel reported that VVA members have been contacting her to obtain copies of their VVA rosters. Terri asked that we inform our VVA counterparts that the AVVA Membership Chair does not handle requests for VVA membership rosters.



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Strategic Planning Chair, Nancy Rekowski announced that on Saturday, April 23<sup>rd</sup> a development course will be conducted for regional directors, deputies, and national committee chairs. Focus of the course will be to understand the Strategic Plan, and to learn how the plan can be used in setting up our national committees, and in managing our respective regions. The two hour course begins at 9 AM and will be held in the Harbison Room at the National Office (see attachment).

### **Consent Calendar:**

#### **Consent Calendar April 21, 2022**

Motion Out of Members in the Justice System Committee: to accept Rick Talford as a member of the committee at no cost to national.

Motion Out of Secondary PTSD Committee: to accept Kathy Andras as special advisor to the committee at no cost to national.

Motion Out of Website Committee: to accept the resignation of Michelle Mackey as co-chair of the committee.

**Motion (#1)** – Moved by Region 7, Terri Rangel, and was seconded, to add the adopted Consent Calendar to the permanent record.

***Adopted By Unanimous Vote (9 yes, 0 no)***

### **Electronic Motions:**

#### **Electronic Motions: January 13, 2022 - April 21, 2022.**

**IEM201:** The Secretary moved, and seconded, to adopt the minutes from the January 13, 2022, Board Meeting. (February 7, 2022).

***February 10, 2022 - Adopted By Unanimous Consent (11 yes, 0 no)***

**IEM202:** The Project Friendship Committee moved, no second required, to accept *Fellow Countrymen* as AVVA's 2022 Project Friendship charity (March 2, 2022).

***March 3, 2022 - Adopted Without Objection***

**IEM202:** The President moved, and seconded, to donate \$1,000 from the Benevolent Fund to help cover medical expenses for former Region 5, Director, Don Jones. (March 8, 2022).

***March 9, 2022 - Adopted Without Objection***

**Motion (#2)** – Moved by the secretary, and was seconded, to confirm and enter into the permanent record, all electronic motions made between the January 2022 Board Meeting and the April 2022 Board Meeting.

***Adopted By Unanimous Vote (9 yes, 0 no)***



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### **Benevolent Fund Donation:**

President Hobbs informed the board that former AVVA National Board member, Don Jones received AVVA's \$1,000 donation. Don thanked AVVA for our generosity and support. The funds will be used to offset Don's medical expenses. President Hobbs asked that we keep Don in our prayers.

### **Policy and Procedure Proposals:**

**Motion (#3)** – Moved by the Executive Board, no second required, to change Section 1.V.A.2-11, Position Responsibilities, National Director, to renumber subsections 2-6 as 3- 7, then strike subsection 7 and renumber subsequent subsections sections as 7-11. Then, add a new subsection 2 with text that defines Regional Director's commitment to the AVVA National Board.

#### Discussion-

Region 6 Director, Rick Talford, was unable to attend the board meeting. At Rick's request, Region 6 Deputy Director, Barbara Coan, shared his concerns regarding this proposal. These included:

- The term 'dereliction of duty' is too strong
- In the interest of saving money, and in keeping with our custodial duties to our donors and members, meetings should be online
- Director is a volunteer position, and so should not be obligated to attend onsite meetings

Rick's concerns were noted, and subsequent discussion followed. At the conclusion of the discussion, President Hobbs asked to have the motion read again. Secretary Schloffel complied; the motion was reread. Discussion ended.

The president moved, all those in favor raise your hands.

Those opposed, raise your hands.

***Adopted By Unanimous Vote (9 yes, 0 no)***

Note: President Hobbs stated that like statements of commitment to the National Board, should be added to duties of the officers as defined in Section 1 of the P & P. The related policy proposal(s) shall be presented at the August board meeting.

**Motion (#4)** – Moved by the Incorporation Committee, no second required, to remove the current Section 2, Incorporation, and substitute a complete revision. The revision makes the incorporation process easier for chapters and states, provides updated procedures, and removes redundancies and inconsistencies.

#### Discussion:

Incorporation Chair, Bobbie Morris was asked why the start-up kit will no longer be downloadable from the website. Chair Morris explained that the start-up kit has only been available on the website for the last year. Prior to that, access to the start-up kit was provided by the Incorporation Chair. Over the last year, chapters



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and states have been downloading the start-up kit and trying to navigate through the incorporation process without adequate direction. This caused undue problems for everyone involved. The president thanked Bobbie Morris for the information and asked for any additional comments. None were offered.

The president moved, all those in favor raise your hands.

Those opposed, raise your hands.

**Adopted By Unanimous Vote (9 yes, 0 no)**

**Motion (#5)** – Moved by the Spousal and Survivor Committee, no second required, to change the title of Section 3.II.Q.1 & Q.2 to insert the words '*Spousal and*' before the word 'Survivor' and in subsection Q.1, sentence 1, strike the words 'monitors all survivor benefits' and insert the words '*works closely with a VA certified Service Officer to monitor all spousal and survivor benefits.*' In subsection Q.2. Strike sentence 1, then insert the text '*The committee strives to educate the families of all veterans and bring awareness of benefits entitled to them because of their veteran's service.*'

**Adopted By Unanimous Vote (9 yes, 0 no)**

**Motion (#6)** – Moved by the Executive Board, no second required, to change Section 5.XII.2.a., Elections, the Oath of Office, to strike the words 'being duly elected' and replace with the words '*will faithfully execute*' then insert after the parenthetical statement '(state your position)', the phrase '*of the Associates of Vietnam Veterans of America, Inc.*' then strike the word 'and' after the word 'Bylaws' and before the word 'policies', then insert the phrase '*and Core Values*' after the word 'procedures' and before the word 'of'.

**Adopted By Unanimous Vote (9 yes, 0 no)**

**Motion (#7)** – Moved by the Spousal and Survivor Committee, no second required, to change the title of Section 8.II.1 to insert the words '*Spousal and*' before the word 'Survivor', to strike the existing parenthetical statement and insert the parenthetical statement '*(See Our Programs link)*'. 8.II.1 in sentence 1, to insert the words '*Spousal and*' before the word 'Survivor'. Then, beginning with the word 'members' strike the rest of the sentence through the word 'them'. Replace with the text '*Chapters to hold seminars in their local community. The sole purpose of this program is to educate spouses and survivors on what benefits are available to them because of veteran's service.*'

**Adopted By Unanimous Vote (9 yes, 0 no)**

**Motion (#8)** – Moved by the VISTA Committee, no second required, to change Section 11.III.B.3, Committee and Program Policy: AVVA VISTA Committee, to add a new subsection 'd' with the text '*Hours worked at the National Convention or Leadership Conference cannot be counted.*'

Discussion:

Region 6 Director, Rick Talford, was unable to attend the board meeting. At Rick's request, Region 6 Deputy Director, Barbara Coan, shared Rick's concern that such hours should be counted because they are hours worked for, or in support of, veterans.



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VISTA Chair Kathy Andras responded that members have been submitting as VISTA hours, their travel hours, as well as hours spent attending the Convention and/or Leadership Conference. Kathy stated that is unacceptable and should be defined as such in the P & P. There was no additional discussion.

**Adopted By Unanimous Vote (9 yes, 0 no)**

**Motion (#9)** – Moved by the Executive Board, no second required, to change Section 11,IV.A.3-4, Committee and Program Policy: AVVA Awards Committee, to renumber existing subsection 3 to subsection 4 and insert a new subsection 3 with the text *‘The National Board, Deputy Regional Directors, Chairpersons of National Committees, and all members of the National Awards Committee are ineligible for any AVVA National Awards.’* This change documents an unwritten policy regarding eligibility for AVVA National Awards.

**Adopted By Unanimous Vote (9 yes, 0 no)**

**Motion (#10)** – Moved by the Bylaws Committee and the Incorporation Committee, no second required, to change Section 11.V.8.c, Committee and Program Policy: Bylaws Committee, to strike the existing subsection c and insert a new subsection c that adds the text *‘Incorporated State and Chapter delegates may jeopardize their voting privileges at the state and national level by not meeting the December 31<sup>st</sup> deadline.’*

**Adopted By Unanimous Vote (9 yes, 0 no)**

**Motion (#11)** – Moved by the Spousal and Survivor Benefits Committee, no second required, to change the title of Section 11.XXIV, Committee and Program Policy: Survivor Benefits Committee, to insert the words *‘Spousal and’* before the word ‘Survivor’. After the word ‘program’, strike the word ‘policy’; between the words ‘the’ and ‘Benefits’ strike the word ‘Spousal’ and insert the word *‘Survivors’*; between the words ‘brochure’ and ‘the’ insert the words *‘for accuracy, reviews’*; insert the words *‘and Survivor’* between the words ‘Spousal’ and ‘Benefits’. Then after the word ‘Seminar’, strike the remaining text and insert the text *‘content and ensures all benefit handouts are up-to-date’*.

**Adopted By Unanimous Vote (9 yes, 0 no)**

Note: Spousal and Survivor Benefits Chair Jennifer Ellis announced that the committee will be working with a certified Veteran’s Service Officer to develop a Spousal Benefits Brochure.

**Motion (#12)** – Moved by the Finance Committee, no second required, to change Section 11.IX.B.3, Committee and Program Policy: Finance Committee, to add a new subsection 3 with the text *‘The Finance Chair will appoint a member of the committee to be the Oversight Subcommittee chair of the budget.’* Then change Section 11.IX.C.2-.6 to strike existing subsections C.2-.6 and inset new text to reflect current duties and processes of the National Finance Committee.

**Adopted By Unanimous Vote (9 yes, 0 no)**

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**Motion (#13)** – The president moved, without objection, to lay on the table the pending



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business, upon the arrival of Meeting Planner, Wes Guidry.

***Hearing no objections, the motion to lay on the table the pending business, upon the arrival of Meeting Planner, Wes Guidry, was adopted.***

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### **Meeting Planner Report:**

Meeting Planner Wes Guidry joined the meeting. Wes informed the board that there continue to be issues with this hotel. The situation is not expected to improve in that the property is for sale. Wes is currently looking at another Double Tree to host our meetings. The 'new' hotel is three blocks away from the National Office. Wes will provide updates as they become available.

Wes provided the following information regarding the Greenville Leadership Conference:

- Deadline for seminar slots is Friday, April 22<sup>nd</sup>.
  - 26 seminars to be offered.
- Conference Dates: August 9<sup>th</sup> – 13<sup>th</sup>
- Free airport shuttle.
- Hotel: Hyatt Regency, Main Street, Greenville, SC.
  - Nightly Room Rate: \$119.00 plus 12% taxes
- No hotel parking. A city owned parking lot is nearby (\$7.00 per day)
- The registration form for the Leadership Conference is available on the VVA website.
- Registration for the Leadership Conference is \$75.00.
- No extra conference bags are being ordered.
- Events include:
  - Wednesday, August 10<sup>th</sup> – Officer's Luncheon (\$45.00)
  - Thursday, August 11<sup>th</sup> – AVVA Luncheon (\$45.00)
  - Saturday, August 13<sup>th</sup> – VVA Awards Banquet (\$50.00)

Note: no other sponsored events are scheduled or being planned.
- There are many local restaurants nearby.
- The Uptown Museum is hosting a reception Thursday afternoon. No seminars are scheduled during that time.

Wes concluded his report. The board thanked Wes for his informative report and for his continued support.

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**Motion (#14)** The president moved, without objection, to take from the table the pending business, upon the departure of Meeting Planner, Wes Guidry.

***Hearing no objections, the motion to take from the table the pending business, upon the departure of Meeting Planner, Wes Guidry, was adopted.***

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### **Motions Out Of Committee:**

**Motion (#15)** – Out of the Finance Committee and the Membership Committee, no second required to change the dues structure to:

- Discontinue the practice of pro-rating Life Member dues by age and to set Life member dues to \$100.00 across the board.
- Change the down payment for the Life Member time payment plan from \$50.00 to \$25.00 (monthly payments to remain at \$25.00 until paid in full) and to
- Change all time limits on upgrades from 60 days to 90 days
- Discontinue the Annual Membership Drive.

The president moved, all those in favor raise your hands.

Those opposed, raise your hands.

**Adopted By Unanimous Vote (9 yes, 0 no)**

**Motion (#16)** – Out of the Finance Committee and the Membership Committee, no second required to discontinue Three Year Memberships.

The president moved, without objection, to discontinue Three Year Memberships.

**Hearing no objections, the motion to discontinue Three Year Memberships was adopted.**

**Motion (#17)** – Out of the Finance Committee and the Membership Committee, no second required to change, Membership, P & P Section 7.I.C.2.-.4 to strike 7.I.C.2 to eliminate 3 year memberships, then change text 7.I.C.3 to show \$100.00 dues across the board, strike time payment down payment of \$50.00, and insert '\$25.00', then strike 7.I.C.3.i-iii, then renumber to **2**, then insert the text '*Dual Members: VVA Members may join AVVA as dual members. Dues for dual memberships is a one-time fee of \$50.00.*'

**Amendment Offered** - Moved by the Finance Committee, no second required, to change the proposed text to read:

*'Dual Members: VVA Members may join AVVA as life-time members. Dues for dual memberships is a one-time fee of \$50.00.'*

**Amendment Adopted By Unanimous Consent**

**Amended Main Motion** - to change, Membership, P & P Section 7.I.C.2.-.4 to strike 7.I.C.2 to eliminate 3 year memberships, then change text 7.I.C.3 to show \$100.00 dues across the board, strike time payment down payment of \$50.00, and insert '\$25.00', then strike 7.I.C.3.i-iii, then renumber to **2**, then insert the text '*Dual Members: VVA Members may join AVVA as life-time members. Dues for dual memberships is a one-time fee of \$50.00.*' '*Dual Members: VVA Members may join AVVA as life-time members. Dues for dual memberships is a one-time fee of \$50.00.*'





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The president moved, without objection, to approve the main motion as amended.  
**Hearing no objections, the motion to approve the main motion as amended was adopted.**

**Motion (#18)** – Out of the Finance Committee and the Membership Committee, no second required to change, Membership, P & P Section 7.I.D.2-.6 to delete membership class acronym (subsection D.2) AIND3, and renumber subsequent sections .3-.6 as subsections .2-.5.

### MEMBERSHIP STATUS ACRONYMS (final revision)

1. AIND1: Associate Individual Annual Member (1 year)
2. ALP: Associate Life Member (paid in full)
3. ALT: Associate Life Time (paying the time payment plan, until paid in full)
4. AIMI: Associate Incarcerated Member Individual (MIJS)
5. APHV: Associate Permanently Hospitalized Veteran

**Adopted By Unanimous Vote (9 yes, 0 no)**

**Motion (#19)** – Out of the Finance Committee and the Membership Committee, no second required to change, Membership, P & P Section 7.I.F.1-.3 to:

- F.1 – Strike ~~sixty (60)~~ days and insert **ninety (90)**
- F.2 – Strike ~~sixty (60)~~ days and insert **ninety (90)**
- F.3 – Strike ~~sixty (60)~~ days and insert **ninety (90)**

### **P & P Section 7.I.F.1-.3 follows:** UPGRADING AN ACTIVE MEMBERSHIP (final revision)

1. Members choosing to upgrade their active membership to life member status may do so by sending the payment for the upgrade and a note requesting their change of status to the Membership Department. The additional monies needed for life membership must be paid in full within **ninety (90)** days of the initial payment.
2. Upgrading to life member time payments for all ages requires that the time payment plan must be initiated within **ninety (90)** days of original payment. The remaining balance is due according to lifetime payment plan options.
3. After the **ninety (90)** day grace period ends, full payment is required for life memberships.

**Adopted By Unanimous Vote (9 yes, 0 no)**

**Motion (#20)** – Out of the Membership Committee, no second required, to accept the new AVVA membership application brochure as presented.

Discussion: In addition to identifying upgrades to the membership application brochure, President Hobbs noted that effective May 1<sup>st</sup>, this new brochure re-establishes a lockbox to collect membership applications and payments. Lockbox cost is about \$400 -\$450 per month. The president stated that the lockbox is needed to protect AVVA monies. Additional discussion followed and no



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amendment was offered.

The president moved, all those in favor raise your hands.

Those opposed, raise your hands.

***Adopted By Unanimous Vote (9 yes, 0 no)***

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**BREAK - 10:30 AM to 10:45 AM**  
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President Hobbs called the meeting to order at 10:45 AM (EST)

Secretary Nina Schloffel called the roll. A quorum was established

**Motion (#21)** – Out of the Membership Committee, no second required, to accept the web (only) dual member application as presented.

The president moved without objection to accept the web (only) dual member application as presented.

**Hearing no objection, the motion to accept the web (only) dual member application was adopted**

Note: President Hobbs requested two volunteers to distribute dual member applications at tomorrow's VVA board meeting. Joanne Blum, Region 4, and Terri Rangel, Region 7, responded to the president's request for volunteers. Each will handout the new dual member applications at tomorrow's VVA meeting.

**Motion (#22)** – Out of the Finance Committee and the Membership Committee, no second required, to reimburse members who joined AVVA on or after January 1, 2022, and paid \$175.00 for life membership, a one-time payment of \$75.00.

The president moved without objection to reimburse members who joined AVVA on or after January 1, 2022, and paid \$175.00 for life membership, a one-time payment of \$75.00.

**Hearing no objection, the motion to reimburse members who joined AVVA on or after January 1, 2022, and paid \$175.00 for life membership, a one-time payment of \$75.00 was adopted.**

**Motion (#23)** – Out of the Incorporation Committee and the Finance Committee, no second required, to discontinue the undocumented practice of making a one-time payment to newly incorporated states.

The president moved without objection, to discontinue the undocumented practice of making a one-time payment to newly incorporated states.

***Hearing no objections, the motion to discontinue the undocumented practice of making a one-time payment to newly incorporated states was adopted.***



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**Motion (#24)** – Out of the Executive Board, no second required, to rescind Motion 15, approved October 18, 2018. Text of the October 2018 motion follows:

**Motion (#15) – Out of the Public and Media Relations Committee**, no second required, to accept a new letterhead from the two proposals submitted.

Vote to accept letterhead #1 (10 yes, 1 no)

Vote to accept letterhead #2 (1 yes, 10 no)

**Motion adopted** to accept letterhead proposal #1.

And to adopt the use of a new electronic letterhead.

**Adopted By Unanimous Vote (9 yes, 0 no)**

### **June 2022 - In Memory Plaque Activities:**

President Hobbs reported that the In Memory Plaque activities being held on Father's Day weekend will also honor the 40<sup>th</sup> Anniversary of The Wall. Normally only the names of inductees are read during the weekend. However, because it's the 40<sup>th</sup> anniversary of The Wall, the entire registry of 5000 names will be read.

### **November Meeting:**

President Hobbs provided the following information regarding the November AVVA Board Meeting:

- AVVA Board Meeting - Tuesday, November 8th
  - Officers arrive Sunday, November 6<sup>th</sup>
  - Regional directors arrive Monday, November 7<sup>th</sup>
- VVA Board and Committee Meetings – Wednesday, November 9<sup>th</sup> and Thursday, November 10<sup>th</sup>
- Veterans Day Events – Friday, November 11<sup>th</sup> – Sunday, November 13<sup>th</sup>
- Travel Home -
  - Regional Directors may be excused from the Veteran's Day events (Friday, November 11<sup>th</sup> – Sunday, November 13<sup>th</sup>)
  - Officers will stay through Monday, November 14<sup>th</sup>

### **Strategic Planning:**

Committee Chair, Nancy Rekowski reported that the Strategic Planning Committee met and reviewed the plan in detail. Immediate issues were identified and prioritized, and committee members have each been assigned tasks to address specific issues.

President Hobbs informed the board that Strategic Planning meetings are not closed. Anyone can attend and all are welcome.



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### **Tennessee Association – Funds Held for Nashville AVVA:**

President Hobbs stated that Beverly Pounds of the Tennessee Association has been trying find a home for a \$1,000.00 donation that it has held for over two years. The donor requested that the donation be given to 'the Nashville chapter.' There are at least three VVA chapters in the Nashville area. None have been able to find an AVVA designee to accept the donation. President Hobbs recommends that the board allow the Tennessee Association to keep the donation for its own use.

**Motion (#25)** – Moved by Treasurer, Kaye Gardner, and was seconded, to allow the Tennessee Association to use the \$1,000.00, which they have been holding, as they deem necessary.

The president moved, without objection, to allow the Tennessee Association to use the \$1,000.00, which they have been holding, as they deem necessary.

***Hearing no objections, the motion to allow the Tennessee Association to use the \$1,000.00, which they have been holding, as they deem necessary was adopted.***

### **Disposition of Product Sales Item:**

President Hobbs advised that a pin was created, and put on the website, that has the wrong Agent Orange flag on it. The pin in question displays two flags, the AVVA flag and the incorrect Agent Orange flag. These pins should not be sold and should be removed from both our inventory and the website.

**Motion (#26)** – Moved by Region 2, Bobbie Morris, and was seconded, to remove the pins displaying the Agent Orange and AVVA flags from the website and the Product Sales inventory.

The president moved, without objection, to remove the pins displaying the Agent Orange and AVVA flags from the website and the Product Sales inventory.

***Hearing no objections, the motion to remove the pins displaying the Agent Orange and AVVA flags from the website and the Product Sales inventory was adopted.***

### **Survivor's Support Group:**

President Hobbs reported that she is consulting with Dr. Tom Hall about creating a Survivor's Support Group Program. President Hobbs hopes to present this program at the August Leadership Conference.

### **Leadership Conference Assignments:**

President Hobbs announced that online planning meetings for the Leadership Conference will begin in July. The meetings are not mandatory, and all are welcome. However, if anyone has an assignment and cannot attend, they must provide status report ahead of the meeting.



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### A. Awards:

- a. VISTA – Kathy Andras
  - i. Working with Wynella Bethards to keep up-to-date tally of VISTA hours
- b. AVVA National Awards – Mary Anne Newman
  - i. Nominees (?) – Mary Anne Newman
    1. Reevaluate criteria
      - a. Cathy Keister Sprit of Excellence Award - Executive Board
      - b. Other awards- Awards Committee
    2. Consider submitting active VISTA workers
  - ii. Promote awards/nominations with states and chapters - Regional Directors
    1. Emphasize anyone can nominate a candidate

### B. Educational Seminar: Executive Board

- a. Determine title
- b. Oversee Power Point presentation; 10 -15 minute segments per program
  - i. Toxic Exposure
  - ii. Spousal and Survivor Benefits
  - iii. Secondary PTSD
  - iv. Incorporation
  - v. VISTA
- c. Initial presentation planning meeting April 21, with virtual meetings to follow – Sharon Hobbs

### C. Luncheon (August 11<sup>th</sup>): Joanne Blum, Jennifer Ellis (Advisor, Kathy Andras)

- a. Cost - \$45.00
  - i. Extra tickets available for purchase – Sharon Hobbs
  - ii. Do not order tickets, pick up from Sharon Hobbs
- b. Gifts – AVVA logo ( No 'Together Always' banner)
  - i. Mouse pad: order 250 (\$2.42 per unit)
  - ii. 'Grow Rite' bottles (white) w/ straw: order 250 (\$7.00 per unit w/ \$55.00 setup fee)
  - iii. Fortune cookies with at least 3 different messages per batch: order 300 (\$28.00 per 50 unit batch)

**Motion (#26)** – Out of the Luncheon Sub-committee, no second required, move to purchase Leadership Luncheon gifts:

Mouse Pad with AVVA Logo: Quantity 250  
Grow Rite Bottles w/straws: white with AVVA Logo Quantity 250  
Fortune Cookies: Quantity 300 with 3 separate messages

The president moved, all those in favor raise your hands.

Those opposed, raise your hands.

**Adopted By Unanimous Vote (9 yes, 0 no)**



Together Always

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- C. Luncheon (cont'd)
  - c. Obtain Speaker – Sharon Hobbs (in progress)
    - i. Considering PF CEO – David Nardone
- D. Product Sales: Penny Meinhardt, Rick Talford (Advisor, Kaye Gardner)
  - a. Schedule – Kaye, Penny
  - b. Reconcile products offered on the website to current inventory
    - i. Get rid of existing inventory
- E. Office Schedule (hours 9 AM to 4 PM): Nina Schloffel
- F. Project Friendship Sub-committee: Hope Summers, Bobbie Morris (Advisor, Kaye Gardner)
  - a. Project Friendship Charity - Fellow Countrymen, Greenville, SC
    - i. Contact – David Nardone
    - ii. Site visit – If transportation is available, possibly Monday afternoon
  - b. Flyer – Sharon Hobbs (done)
    - i. Regional Directors - share Project Friendship flyer with states and chapters
    - ii. Post to the website (done)
    - iii. Distribute to VVA State Presidents/Board Members at VVA BOD Meeting
  - c. Goal - \$12,000
  - d. Ceremonial check (?)
- G. Conference Registration: Fee \$75.00
  - a. Board Registration paid out of AVVA budget (note 'AVVA to Pay Registration' on registration form, do not include payment)
- H. Other Conference Events
  - a. Officer's Luncheon: \$45.00 (not covered, pay out of per diem)
  - b. Awards Banquet: \$50.00 (Sharon to provide Board with tickets)
- I. Travel:
  - a. Officers travel on Sunday, August 7<sup>th</sup> - August 14<sup>th</sup>
  - b. Board travels on Monday, August 8<sup>th</sup> – August 14<sup>th</sup>
  - c. Board meeting - Monday evening (August 8<sup>th</sup>)
    - i. Dinner at 6 PM
    - ii. Meeting starts at 7 PM
  - d. Purchase airline tickets – okay to book flights now

President Hobbs emphasized that we are all expected to attend the Leadership seminars. Additionally, After Action reports must be completed for each seminar attended.

### **The Next Generation:**

President Hobbs opened a discussion about getting our children and younger members to become more involved with AVVA, especially at the chapter level. Suggestions included encouraging them step into chapter leadership or to appoint them to run chapter projects. President Hobbs emphasized that this next generation needs to understand that AVVA is about carrying on what our Vietnam veterans fought for and will probably die of.



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It's our generation's responsibility to let the next generation know what's at stake and what they need to do to keep this organization going.

### **Announcements:**

Database Coordinator, Suzie Meeks, reports that emailed phone pictures of Election Reports are difficult to read. Instead, please scan the reports in your computer or mail Suzie hard copies.

Region 2 Director, Bobbie Morris announced the passing of Frederick Steinkirchner (Chapter 862, PA). At 109, Mr. Steinkirchner was AVVA's oldest member, and had been a life member since 2016. Frederick Steinkirchner will be missed.

National Elections Chair, Nancy Montgomery distributed samples of favors and bookmarks that were given out at the 'We Appreciate Our Vietnam Veterans' event held by her AVVA chapter. The board acknowledged that the favors and bookmarks were beautiful and thanked Nancy for her generosity.

President Hobbs reminded the board that all are expected to attend Friday's VVA meeting and Saturday's board and committee chair training.

### **Adjournment:**

Having no further business, President Hobbs adjourned the April 21, 2022, National Board Meeting at 1:40 PM (EST).

The Board was put on notice to meet at the call of the President, if the need arises, over the next three days.

Submitted by,

Nina D. Schloffel  
AVVA National Secretary

Attachment: April 23<sup>rd</sup> Board and Committee Chair Training

# NATIONAL BOARD TRAINING SESSION:

April 23, 2022

STRATEGIC PLAN  
CHAIN OF COMMAND  
QUARTERLY REPORTS

Vice President Andras, called the training session to order on April 23, 2022, at 9:02 AM (EST). The meeting was held in the Harbison Room at the National Office in Silver Spring, MD. Chaplain Bobbie Morris offered a short prayer, then called for a moment of silence to honor our POW's, MIA's and the men and women in harm's way. Vice President Andras led the assembly in the Pledge of Allegiance.

Attendees included:

1<sup>st</sup> Presenter: Nancy Rekowski, National Chair Strategic Plan  
2<sup>nd</sup> Presenter: Kathy Andras, Vice President  
Secretary: Nina Schloffel  
Region 2: Bobbie Morris  
Region 3: Hope Summers  
Region 4: Joanne Blum  
Region 6: Barbara Coan (Deputy Director)  
Region 7: Terri Rangel  
Region 8: Jennifer Ellis  
Chair, Elections Committee: Nancy Montgomery  
Chair, Finance Committee: Susan Price  
Chair, Strategic Planning: Nancy Rkowski

Absentees:

Treasurer: Excused – Kaye Gardner  
Region 5: Excused – Penny Meinhardt  
Region 6: Excused - Rick Talford  
Region 9: Excused – Kelly Frederickson

Vice President Andras opened the session with a short summary of Presenter Rekowski's qualifications, and introduced the topics being covered in the training:

- Why VISTA hours are important
  - Why the IRS cares about VISTA hours
- The Strategic Plan
  - Using the plan to get your committee off the ground
  - Using the plan to set goals for your term in office
- Chain of Command
  - Operational
  - Organizational
    - Understanding the Organization Chart



- Understanding officer job responsibilities
  - Using that understanding in determining who to call
- Understanding all other responsibilities
- Board and Committee Quarterly Reports

Presenter Rekowski informed trainees that VISTA hours are important in that they “reinforce with the IRS, AVVA’s status as a service organization.”

Discussion followed on the VISTA program and the VISTA reporting process.:

Trainees shared ways that their States/Chapters monitor and collect VISTA hours. These included:

- Appointing a VISTA coordinator.
- Bringing VISTA forms to meetings/events. The completed forms are then collected as the members depart.

As VISTA Committee Chair, Kathy Andras thanked trainees for their ideas. She further offered to remind any regional director, who requests to be reminded, when reports are due.

In discussing Chain of Command, Presenter Rekowski had trainees consider two manifestations of the command chain:

#### A. Operational

1. Internal Revenue Service (IRS)
2. Articles of Incorporation
3. Bylaws
  - What they are
  - Their importance
  - Where they can be found
4. Policy and Procedures ( P & P Manual)
  - Accessibility
  - Value
5. Strategic Plan
  - What it is
  - Where can you find it
  - Why use it to determine our goals and create our committees

#### B. Organizational (See P & P Manual, Sections 1, 3, 8,11)

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Regional Directors
6. States and Chapters

## 7. Committee Chairs

Each component of these command chains was individually presented and discussed.

Presenter Andras reinforced the need to understand and use the chain of command. Regarding the Organizational Chain of Command, Presenter Andras emphasized that each of us has our own specific areas of responsibility, and our own unique expertise and experiences. When you have a question or need direction, call the right person for the job. For example, if you have a question about elections, call Elections Chair, Nancy Montgomery. Or, if you need help building your committee, call the person in charge of committee oversight, the Vice President.

Secretary Nina Schloffel provided the information on quarterly board and committee reports:

- They are due every quarter
  - Will be posted on the website
- The secretary sets the due date
  - Late reports will not be posted on the website
    - Your constituents will see that your report was submitted
    - You will be expected to bring 12 hard copies of your report to the board meeting
    - You will make an oral report at the board meeting and the report will be attached to the meeting minutes
- Board reports –
  - List accomplishments and/or activities you performed as part of your board (RD, Officer) duties
    - Not what your region, state or chapter is doing
  - List your personal goals for your term in office
- Committee reports
  - List committee accomplishments and/or activities
  - List committee goals for this term

Attendees were given the opportunity to ask questions.

The training concluded at 11:00 AM (EDT).