



Associates of Vietnam Veterans of America, Inc.  
8719 Colesville Road · Suite 100 · S· 20910-3919  
Telephone: (301) 585-4000 · www.avva.org

AVVA Board of Directors Meeting  
October 19, 2023  
Double Tree by Hilton  
Cedar Room  
8777 Georgia Avenue, Silver Spring, MD.

### **Opening Ceremonies:**

President Sharon Hobbs called the meeting to order at 8:30 AM (EDT). Secretary Nina Schloffel was in place. President Hobbs observed a moment of Silence. Chaplain Bobbie Morris was recognized to deliver the invocation. Vice President Kathy Andras led the assembly in the Pledge of Allegiance.

### **Establish Quorum:**

The following officers and directors were present or excused:

President: Sharon Hobbs	Region 4: Mary Anne Newman (excused)
Vice President: Kathy Andras	Region 5: Tony Gigli
Secretary: Nina Schloffel	Region 6: Barbara Coan
Treasurer: Kaye Gardner	Region 7: Terri Rangel
Region 1: Vacant	Region 8: Jennifer Ellis
Region 2: Bobbie Morris	Region 9: Kelly Frederickson
Region 3: Wynella Bethards	

A quorum was established.

### **Additional Attendees:**

Joanne Blum (FL)	Chair, National Disciplinary Committee
Ruth Feliciano (OR)	Deputy Director, Region 8
Barbara C. Miller, PRP (MD)*	National Parliamentarian
Nancy Montgomery (VA)	Chair, National Elections Committee
Betty Pike	Chapter 18, Michigan
Susan Price (TN)	Chair, National Finance Committee
Margaret Wojciechowicz	Chapter 800, New Jersey

### **Orientation:**

President Hobbs provided a brief orientation for the incoming Board of Directors. Discussion items included Chain of Command, Confidentiality, Executive Session, and the Consent Calendar. President Hobbs also led a discussion as to what is expected of the Board in the areas of character, timeliness, attire, manner, and professionalism.

Secretary Schloffel gave a short overview of the Mail Chimp e-mail distribution system and summarized processes associated with electronic motions.



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Additional administrative processes will be covered in an expanded orientation session scheduled for Saturday, October 20<sup>th</sup> at 9:00 AM (EDT) in the Cedar Room.

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Break 9:12 AM (EDT) to 9:30 AM (EDT)

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President Hobbs called the meeting to order at 9:30 AM (EDT).

AVVA National Parliamentarian, Barbara Miller, PRP, virtually joined the meeting as of the 9:30 AM call to order.

### **Agenda:**

**Motion (#1)** – Treasurer, Kaye Gardner, moved, and was it seconded, to adopt the agenda as presented.

***Adopted by Unanimous Consent***

### **Officer and Board Report Updates:**

Region 6 – Region 6 Director Barbara Coan reported that she is continuing to work on a Veteran's Day parade in Marshfield, Missouri. Plans include an information table for AVVA.

Government Affairs - President Hobbs reported that Sharon Hodge recently retired as VVA Director of Government Affairs. No replacement has been named as the search for Sharon's replacement is ongoing.

Incorporation – Chair Bobbie Morris noted that the committee is receiving calls from VVA chapters wanting to incorporate their affiliate AVVA chapters. Bobbie suggests that Regional Directors get involved and read and understand Section 2 (Incorporated Subsidiaries: State and Chapter) of the Policy and Procedures Manual. VVA cannot incorporate an AVVA chapter. Chair Morris also informed the assembly that Georgia Chapter 789 recently completed the incorporation process.

Membership – Chair Terri Rangel advised that she discovered a discrepancy on the current Membership Report. Terri is working with VVA Membership Chair, Dick Southern to resolve the issue.

### **Consent Calendar:**

**Motion (#2)** – Region 6, Barbara Coan, moved, and it was seconded, to adopt the Consent Calendar as presented (see attachment).

***Adopted by Unanimous Consent***



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### **Out of Committee Proposals:**

**Motion (#3)** – The Elections Committee, moved, no second required, to adopt the revised Elections Results Form for Unincorporated States and Chapters as presented.

***Adopted by Unanimous Consent***

**Motion (#4)** – The Elections Committee, moved, no second required, to adopt the revised Elections Results Form for Incorporated States and Chapters as presented.

***Adopted by Unanimous Consent***

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Business Paused at 10:13 AM (EDT) for Meeting Planner Report

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### **Meeting Planner Report:**

Meeting Planner Wes Guidry joined the meeting to report on next summer's Leadership and Education Conference. The conference will be held in Reno, Nevada at the Silver Legacy Hotel from August 20, 2024 to August 24, 2024.

Deadline date for hotel reservations is July 18, 2024. Room rates for Tuesday, Wednesday, and Thursday are \$49.00 per day plus a daily resort fee of \$20.00. Friday and Saturday, the room rate increases to \$129.00 per day plus resort fees and occupancy/other taxes. The hotel provides a free shuttle to and from the airport.

Meeting Planner Guidry then provided information regarding arrangements with the DoubleTree hotel in Silver Spring. The cost of breakfast is included with our rooms. A luncheon buffet is available daily at a cost of \$18.00 plus tax and tip. Wes noted that we should obtain a hard copy of our hotel bill at checkout. Be sure that there are no breakfast charges on the bill. Also, if your car was parked in the hotel garage, your bill should reflect the negotiated parking rate of \$10.00 per day.

Wes announced that a retirement party for Sharon Hodge will be held this Saturday at 2:30 PM. Everyone is invited.

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Business Resumed at 10:30 AM (EDT)

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### **P & P Proposals:**

**Motion (#5)** – The P & P Committee, moved, no second required, to change Section 1, Position Responsibilities, National Secretary, III.B 1-8 to insert a new



#1 with the text 'Must be at least twenty-one (21) years of age.', and renumber subsequent subsections accordingly.

**Adopted by Unanimous Consent**

**Motion (#6)** – The P & P Committee, moved, no second required, to change Section 1, Position Responsibilities, National Regional Director, V.B 1-6 to insert a new #1 with the text 'Must be at least twenty-one (21) years of age.', and renumber subsequent subsections accordingly.

**Adopted by Unanimous Consent**

**Motion (#7)** – The P & P Committee, moved, no second required, to change Section 1, Position Responsibilities, National Deputy Director, VI.B 1-6 to insert a new #1 with the text 'Must be at least twenty-one (21) years of age.', and renumber subsequent subsections accordingly.

**Adopted by Unanimous Consent**

**Motion (#8)** – The Incorporation Committee, moved, no second required, to change Section 2, Incorporated Subsidiaries: State and Chapter, Finalizing Incorporation, E.6 to revise text to read:

6. 'The National Incorporation Committee Chair will notify the IRS by Corporate letterhead, with information necessary to add a Subsidiary to our Tax Group Exemption.'

**Adopted by Unanimous Consent**

**Motion (#9)** – The Incorporation Committee, moved, no second required, to change Section 11, Committee Policies, Incorporation Committee, XI.C.6 to revise text to read:

6. 'IRS VERIFICATION PROCESS: The Incorporation Committee Chair, in conjunction with the Finance Committee Chair, will verify that the following information is up to date:

- a. Entity name, "Doing Business As" (DBA) name and EIN,
- b. All contact information is updated.'

**Adopted by Unanimous Consent**

**The following summarizes discussion relevant to Motions #10 and #11. The motions follow this summary:**

Policy proposals to change Section 8, National Programs, subsections II.A.1-.8, and Section, 11, Committee Policies, subsection II present numerous revisions to the Helping Hands Grant Program. Chair Kathy Andras noted that the proposals were such that they significantly change the Helping Hands Grant Program. The program team was not given the opportunity to evaluate the proposed changes before being submitted. End result is that the proposals require extensive revisions before they are acceptable to the Helping Hands Grant Program team. Rather than adopting, or amending, these revisions as presented, Chair Andras proposes that the program team create their own alternative



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policy changes to the Helping Hands Grant Program. These proposed policy changes will be put before the Board at a future date for adoption..

**Motion (#10)** In response to the discussion led by Helping Hands Grant Program Chair Kathy Andras, Region 6, Barbara Coan, moved, and it was seconded, to Not accept the changes submitted by Nevada State President Joanna Henshaw to revise text within Section 8, National Programs, subsections II.A.1-.8.

**Adopted by Unanimous Consent**

**Motion (#11)** ) In response to the discussion led by Helping Hands Grant Program Chair Kathy Andras, Region 6, Barbara Coan, moved, and it was seconded, to Not accept the changes submitted by Nevada State President Joanna Henshaw to revise text within Section 11, Committee Policies, subsection II.

**Adopted by Unanimous Consent**

### **Electronic Motions:**

**Motion (#12)** Treasurer Kaye Garner, moved, and it was seconded, to confirm and enter into the permanent record, all electronic motions made between the August 2023 National Convention and the October 2023 Board Meeting (see attachment).

**Adopted by Unanimous Consent**

### **General Orders:**

**Budget** - Finance Chair Susan Price announced that budgets are due December 1<sup>st</sup>. Susan advised the Board that we'll have the opportunity to prepare our budgets at this Saturday's orientation session.

### **Convention Update**

*Project Friendship* – Treasurer Kaye Gardner reported that a check for \$45,375.00 has been sent to the National Birth Defects Registry, our 2023 AVVA Project Friendship charity. Vice President Kathy Andras continues to send thank you letters to Project Friendship donors.

*Registration* – Finance Chair Susan Price noted that AVVA registration fees provided \$10,985 in revenue.

*Product Sales* -Vice President Kathy Andras commended Product Sales Chair, Penny Meinhardt, for doing an excellent job at the National Convention. In addition to selling \$2,666.49 in merchandise, a 50/50 raffle brought in an additional \$540.00.

Vice President Andras noted that Product Sales also sold a number of



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AVVA regular and dual memberships. It was suggested that in the future we fund and staff an additional vendor table for membership information and sales.

**Motion (#13)** – Treasurer Kaye Gardner, moved, and it was seconded, to fund a second sales table for membership information and sales.

***Adopted by Unanimous Consent***

Mailchimp Update - Secretary Nina Schloffel informed the assembly that the Mailchimp application has increased our email outreach from 350 members to approximately 4,500. Our total membership is over 10,000. This means that more than half our members have no emails listed in our database. Nina will be asking Regional Directors to reach out to their respective regions to secure these missing email addresses.

President Hobbs noted that Mailchimp is available for use in communicating with specific user groups such as members in a region. It can also be used to provide information such as elections dates or program/committee updates. Contact Secretary Schloffel if you have any questions or need help in developing an email for Mailchimp distribution.

Upcoming Election Season – Elections Chair Nancy Montgomery reminded the assembly that 2024 is an election year for the states and chapters.

Critical elections dates are:

- States
  - January 1<sup>st</sup> – June 30<sup>th</sup> – Elect State Officers/State Rep.
  - January 15<sup>th</sup> – notify all At-Large members that candidates for State At-Large Representative are being accepted (the complete process for selecting the At-Large Representative can be found in P & P Section 5, Elections).
- Chapters
  - April 1<sup>st</sup> – April 30<sup>th</sup> – Elect Chapter Officers/Chapter Rep.

Product Sales Credit Card Purchases – Vice President Kathy Andras provided information on a credit card sales product to replace the 'Square'. The product uses a handheld terminal that works independent of a cell phone. There is a \$299.00 onetime charge for the terminal. The related processing service charges a 2.9% fee per credit card transaction. Vice president Andras recommends that we purchase this terminal and use the related processing service.

**Motion (#14)** – Region 6, Barbara Coan, moved, and it was seconded, to purchase the handheld terminal and to use the related processing service for our credit card sales.

***Adopted by Unanimous Consent***



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VVA Committee Advisors – The list of VVA Committee Advisors (see attached) was previously distributed in the Board Meeting packets. President Hobbs noted that while no more than two AVVA advisors are assigned to each VVA committee, any board member may attend whatever VVA committee meetings are of interest to them. Appointed advisors, however, must each complete a “Special Advisor to VVA Committee Report’ that must be received by the National Vice President within 15 days of their respective committee meetings.

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Lunch Break 11:15 AM (EDT) to 12:30 PM (EDT)

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President Hobbs called the meeting to order at 12:30 PM (EDT).

### **2024 Leadership Conference:**

2024 is the 25<sup>th</sup> Anniversary of AVVA. President Hobbs is appointed a special committee to plan commemorative activities for AVVA’s 25<sup>th</sup> Anniversary. The committee includes the National Officers, Joanne Blum, and Bobbie Morris. The committee’s first assignment is to provide recommendations for a special 25<sup>th</sup> Anniversary gift. The price of the gift can be between \$7.00 - \$9.00. The gift proposals will be presented to the Board at the April Board meeting.

### **2024 Leadership Conference - Assignments:**

- **Awards** – Kathy Andras, Tony Gigli
  - January, send Mail Chimp announcing awards deadline date (TBD).
- **Educational Seminar** – Officers
- **Luncheon** – Wynella Bethards, Mary Anne Newman
- **Membership Table** – Terri Rangel
- **Office Hours** – Nina Schloffel
- **Product Sales** – Penny Meinhardt, Barbara Coan
- **Project Friendship** – Jennifer Ellis, Kelly Frederickson
  - Research charities serving homeless veterans in Reno area.
  - Select two (2) candidate charities. Sandy Miller to finalize PF selection.

### **Announcements:**

Barring unforeseen circumstances, our holiday time off is December 16<sup>th</sup> to January 1<sup>st</sup>.

Rather than meeting in Silver Spring in January, we will meet online. The January meeting date, time and other logistics will be announced in the near future.



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Attendance at the Saturday Orientation session is mandatory. Orientation is in the Cedar Room and begins at 9:00 AM (see attachments).

**Adjournment:**

Having no further business, President Hobbs adjourned the meeting at 1:08 PM (EDT). The Board was put on notice to meet at the call of the President, if the need arises, over the next two days.

Submitted by,

Nina D. Schloffel  
AVVA National Secretary

Attachments



*Associates of Vietnam Veterans of America, Inc.*  
Consent Calendar  
October 2023

1. Motion out of Awards: To accept Mary Anne Newman (FL) and Nina Schloffel (CA) as members of the committee for the 2023-2025 term
2. Motion out of Bylaws: To accept Kim Biddle (FL), Kelly Frederickson (CA), and Tony Gigli (IN) as members of the committee for the 2023-2025 term.
3. Motion out of Chaplain/Condolence: To accept Fran Davis (MO) as vice-chair of the committee for the 2023-2025 term.
4. Motion out of Disciplinary: To accept Suzanne Blohm-Weber (FL), Tony Gigli (IN), and Nina Schloffel (CA) as members of the committee for the 2023-2025 term.
5. Motion out of Elections: To accept Joanne Blum (FL), Tony Gigli (IN), Linda Haberkorn (PA), and Ann Rice (TN) as members of the committee and Suzie Meeks as Special Advisor to the committee for the 2023-2025 term.
6. Motion out of Finance: To accept Kathy Andras (TX), Joanne Blum (FL), and Charlieta Corbin (VVA Staff-MD) as members of the committee for the 2023-2025 term.
7. Motion out of Helping Hands: To accept Gail Courville (LA) as a member of the committee for the 2023-2025 term.
8. Motion out of Historian: To accept Mary Miller (PA) and Elaine Simmons (WV) as members of the committee for the 2023-2025 term.
9. Motion out of Incorporation: To accept Susan Price (TN), Ann Rice (TN), and Barry Schloffel (Dual Member-CA) as members of the committee, and Nancy Rekowski (PA) as Special Advisor to the committee for the 2023-2025 term.
10. Motion out of Leadership Development: To accept Vice President Kathy Andras (TX), Secretary Nina Schloffel (CA), and Treasurer Kaye Gardner (MD) as members of the committee for the 2023-2025 term.
11. Motion out of Membership: To accept Jennifer Ellis (OR), Kelly Frederickson (CA), and Bobbie Morris (PA) as members of the committee for the 2023-2025 term.
12. Motion out of Members in the Justice System: To accept Col. Robert Adelheim (Dual Member-FL), Hope Summers (SC), and Sandra Womack (TX) as members of the committee for the 2023-2025 term.
13. Motion out of Paper Safe: To accept Mokie Porter (VA Staff-MD) as co-chair and Marc McCabe (VVA-FL) as Special Advisor to the committee for the 2023-2025 term.
14. Motion out of Policies and Procedures: To accept Ruth Feliciano (OR) and Lori Patton (NY) as members of the committee for the 2023-2025 term.
15. Motion out of Product Sales: To accept Vivian Heidenrich (MI) and Kristy Strickland (MI) as members of the committee for the 2023-2025 term.
16. Motion out of Secondary PTSD: To accept Wynella Bethards (KY) and Barbara Coan (MO) as vice-chairs of the program for the 2023-2025 term.
17. Motion out of Spousal and Survivor Benefits – Regions 1-5: To accept Kim Biddle (FL), Ann Rice (TN), Nancy Switzer (PA), and Margaret Wojciechowicz (NJ) as members of the committee for the 2023-2025 term.

18. Motion out of Spousal and Survivor Benefits - Regions 6 -9:To accept Gail Dubois Broussard (LA), Craig Wade (Dual Member-K), and Dawn Wait (OR) as committee members and Kathy Andras (TX) as Special Advisor to the committee for the 2023-2025 term.
19. Motion out of Strategic Plan: To accept Kathy Andras (TX), Kaye Gardner (MD), Sharon Hobbs (TN), Bobbie Morris (PA), Susan Price (TN), and Nina Schloffel (CA) as committee members for the 2023-2025 term.
20. Motion out of Toxic Exposure: To accept John Birch (OR), Joanne Blum (FL), and Pat Furno (WI) as committee members and Marc McCabe (VVA–FL), Sandie Wilson (VVA–MI), and Mokie Porter (VVA Staff–MD) as Special Advisors for the 2023-2025 term.
21. Motion out of VISTA: To accept Kim Biddle (FL) as a member of the committee for the 2023-2025 term.
22. Motion out of Website: To accept Michelle Mackey (CA) as a member of the committee for the 2023-2025 term.
23. Region 2 Disciplinary Panel for the 2023-2025 Term: Terry Novak (PA), Lori Patton (NY) and Margaret Wojciechowicz (NJ).
24. Region 3 Disciplinary Panel for the 2023-2025 Term: Nancy Montgomery (VA), Hope Summers (SC) and Cheryl Wroblewski ((WV),
25. Region 4 Disciplinary Panel for the 2023-2025 Term: Sandra Colson (FL), Mary Johnson (FL) and Brendia Nix (GA).
26. Region 5 Disciplinary Panel for the 2023-2025 Term: Penny Meinhardt (MI).
27. Region 6 Disciplinary Panel for the 2023-2025 Term: Fran Davis (MO) and Joy Foye (WI).
28. Region 7 Disciplinary Panel for the 2023-2025 Term: Kathy Andras (TX), Paula Braxton (LA) and Theresa Neal (AR).
29. Region 8 Disciplinary Panel for the 2023-2025 Term: Linda Blocher (OR) and Willa Burgess (MT).
30. Region 9 Disciplinary Panel for the 2023-2025 Term: Joanna Henshaw (NV), Robert Mulholland (Dual Member–CA), and Judy Kent Wilson (UT).

## ***Electronic Motions: October 2023***

*The following electronic motions were made between the August 2023 National Convention and the October 2023 Board Meeting.*

***IEM301*** The secretary moves to adopt the minutes from the August 7, 2023 Board Meeting.

***August 29, 2023 - MOTION ADOPTED WITHOUT OBJECTION***

***IEM302*** The secretary moves to adopt the minutes from the 2023 National Convention.

***September 19, 2023 - MOTION ADOPTED WITHOUT OBJECTION***

***IEM303*** The secretary moves to adopt the minutes from the August 12, 2023 Board Meeting.

***September 26, 2023 - MOTION ADOPTED WITHOUT OBJECTION***

# 2023 VVA Advisors

## Friday, 11:00a – 1:00pm

Agent Orange (Toxic Exposure)	Sandle Wilson	Kathy Andras / Nancy Switzer
PTSD & Substance Abuse	Dr. Tom Hall	Nina Schloffel / Wynella Bethards
POW / MIA	Grant Coates	Kaye Gardner / Barbara Coan
Veterans Incarcerated	Dominique Yezzo	Mary Anne Newman / Terri Rangel

## Friday, 2:15p – 4:15m

Economic Opportunities (EOC)	Steve Williams	Jennifer Ellis / Barbara Coan
Membership Affairs	Dick Southern	Terri Rangel / Tony Gigli
Minority Affairs	Gumersindo Gomez	Nina Schloffel
Public Affairs	Dennis Howland	Kelly Frederickson
Women Veterans	Kate O'Hare-Palmer	Bobbie Morris / Wynella Bethards

## Friday, 4:30p – 6:30m

Constitution	Leslie DeLong	Kaye Gardner
Veterans Against Drugs (VAD)	Dave Simmons	Kathy Andras / Kelly Frederickson
Veterans Health Care	Chuck Beyers	Bobbie Morris / Jennifer Ellis
2024 Leadership Conference	Dan Stenvold	Sharon Hobbs (Bethards- optional)
Homeless Veterans	Sandy Miller	Mary Anne Newman / Tony Gigli

## Saturday, 7:30am – 9:00am

Government Affairs	Pete Peterson	Sharon Hobbs
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# 2023 – 2025 Board Orientation

**Introduction:** Kathy Andras

**Finance:** Susan Price

- Creating a Budget

**Disciplinary:** Joanne Blum

- Overview
- Philosophy

**Elections:** Nancy Montgomery

- Procedures
- Forms

**Electronic Tools and Quarterly Reports:** Nina Schloffel

- Go To Meeting
- Electronic Motions
  - Process
  - Forms
    - Voting
    - Vote Summary

**Administrative:** Kathy Andras

- Organizational Chart
  - Duties
- Quarterly Reports
  - Board
  - Committee
- After Action Report Form
- VVA Special Advisor Report Form

**Expense Reports:** Kaye Gardner

- Forms
- Using Account Codes

**Membership:** Terri Rangel

- Forms
- Rosters
  - Real Time vs Electronic (PDF/Excel)
- Handling Discrepancies

**Questions?**



*Associates of Vietnam Veterans of America, Inc.*

**New Board Orientation  
Silver Spring, MD  
October 21, 2023**

	<i>Printed Name</i>	
President	Sharon Hobbs	<u>N/A</u>
Vice President	Kathy Andras	<u>Kathy Andras</u>
Secretary	Nina Schloffel	<u>Nina Schloffel</u>
Treasurer	Kaye Gardner	<u>Kaye Gardner</u>
Region 1	VACANT	
Region 2	Bobbie Morris	<u>Bobbie Morris</u>
Region 3	Wynella Bethards	<u>Wynella Bethards</u>
Region 4	Mary Anne Newman (Excused)	
Region 5	Tony Gigli	<u>Tony Gigli</u>
Region 6	Barbara Coan	<u>Barbara Coan</u>
Region 7	Terri Rangel	<u>Terri Rangel</u>
Region 8	Jennifer Ellis	<u>Jennifer Ellis</u>
Region 9	Kelly Frederickson	<u>Kelly Frederickson</u>
	Susan Price	<u>Susan Price</u>
	Nancy Montgomery	<u>Nancy Montgomery</u>
	Region 8 Deputy Director	<u>Ruth Feliciano</u>
	NATH DISCIPLINARY Comm	
	FINANCE Comm	<u>JOANNE BLUM</u>