



# 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

October 17, 2024

Double Tree by Hilton, 8777 Georgia Avenue, Cedar Room  
Silver Spring, MD.

### **Call to Order:**

President Sharon Hobbs (TN) called the regular meeting of the AVVA Board of Directors to order at 9:01 AM (EDT) on Thursday, October 17, 2024, Secretary Nina Schloffel (CA) was in place.

### **Opening Exercises:**

President Hobbs recognized National Chaplain Bobbie Morris (PA), to deliver the invocation, and call for a Moment of Silence. Vice President Kathy Andras (TX), led the assembly in the *Pledge of Allegiance*.

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

Secretary Schloffel called the roll

President: Sharon Hobbs (TN)  
Vice President: Kathy Andras (TX)  
Secretary: Nina Schloffel (CA)  
Treasurer: Kaye Gardner (MD)  
Region 1: Vacant  
Region 2: Bobbie Morris (PA)  
Region 3: Wynella Bethards (KY)

Region 4: Mary Anne Newman (FL)  
Region 5: Tony Gigli (IN)  
Region 6: Barbara Coan (MO)  
Region 7: Terri Rangel (TX)  
Region 8: Ruth Feliciano, Deputy (OR)  
Region 9: Kelly Frederickson (CA)\*

\*Excused

Quorum established.

### **Other Attendees:**

Pam Barks (IL)  
Joanne Blum (FL)  
Barbara St. Martin Cho (NJ)  
Barbara Miller (MD)  
Nancy Montgomery (VA)  
Susan Price (TN)  
Elaine Simmons (WV)

Vice President, Illinois State Association  
Member, Finance Committee  
Member, Chapter 800  
Parliamentarian (Virtual Attendee)  
Chair, Elections Committee  
Chair, Finance Committee  
Past National President

### **Agenda:**

**Motion (#1)** Region 7, Terri Rangel (TX) and it was seconded, to accept the agenda as presented.

**Adopted by Unanimous Consent**



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### **Approve August Minutes:**

**Motion (#2)** Region 6, Barbara Coan (MO)) moved, and it was seconded, to adopt the August 19 - 22, 2025 minutes as presented.

**Adopted by Unanimous Consent**

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

Region 6 Director Barbara Coan (MO) added the following to the Region 6 Report:

- Plans to meet with Fran and Paula Davis to present Paula with an AVVA Life Membership. This Life Membership is awarded in recognition of Paula's years of dedication and hard work with the VVA/AVVA Condolence Program.
- Working with Operation Gratitude to distribute cards and gifts to residents of Veterans Homes. This organization also send gifts and cards to military personnel deployed overseas. Please see Barbara for more information.

Treasurer Kaye Gardner (MD) updated the Treasurers Report to include attending the Maryland State Council to present newly incorporated Chapter 1091 with their charter and an AVVA flag.

Region 5 Director Tony Gigli (IN) updated the Region 5 Report to include attending the Michigan State Council meeting where Medal of Honor recipient Dewayne Williams was celebrated. PFC 1<sup>st</sup> Class Williams, who was awarded the Medal of Honor posthumously, is the brother of Region 6 Deputy Director Penny Meinhardt.

### **Committee Report Updates:**

There were no updates to committee reports.

### **Consent Calendar:**

There was no Consent Calendar.

### **Policy and Procedures Proposals:**

**Motion (#3)** On behalf of the Membership Committee, Secretary Schloffel, moved, no second required, to discontinue use of the form: *Group Membership Renewal*.

**Adopted by Unanimous Consent**

**Motion (#4)** On behalf of the Membership Committee, Secretary moved, no second required, to amend Policy and Procedures Section 7, Membership, Subsections A.1 to;

After the word s 'ensure 'and' before the word 'and' insert the phrase 'the information provided is accurate'. Then:



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At the beginning of the next sentence add 'Please provide an'. Then;

Strike the letters 'es' from the word 'addresses' then 'immediately insert the words 'as they' Then;

Strike the words 'as a' between the 'words 'essential' and 'means'. Then;

Change Subsection B.2.a to strike the words 'who wishes' and insert the word 'still'. Then;

Append the letter 's' to the word 'support'.

**Adopted by Unanimous Consent**

**Motion (#5)** On behalf of the Membership Committee, Secretary Schloffel moved, no second required, to change Policy and Procedures Section 7, Membership, Subsections E.1.a to insert the word 'incarcerated' between the word to and the term '(AIM)'. Then;

Then;

Change Subsection E.3 to delete the subsections a.i -ii.

**Adopted by Unanimous Consent**

**Motion (#6)** O behalf of the Membership Committee, Secretary Schloffel moved to amend Policy and Procedures Section 7, Membership, Subsections I.1. to strike the word 'These' before the word 'members. Then;

After the word 'to' add the phrase 'Associate Incarcerated Member Individual', Then;

Strike existing text in Subsection I.2 and insert the text, 'After the inmate is released from the facility, membership will terminate at the end of the one-year term. Once released, the member may reapply as a Regular AVVA member.' Then;

Modify Subsection I.3 to add the new language; 'however, there are facilities that allow The Veteran Magazine, a copy of which is donated by the Vietnam Veterans of America (VVA), to be placed in the prison library.' Then;

Change Subsection I.4 to insert the words 'A membership' before the word 'roster', then between the words 'each' and 'chapter' inert the word 'incarcerated', then between the words 'Form' and 'add' insert the descriptor '(F-mem07.07)'. Then;

Strike existing text in Subsection 1.5.a, then substitute the text, 'Dues payment is set to the allowable amount by the institution's policy with a maximum payment of \$7 and a minimum of \$0.' Then;

Create Subsection I.7 and insert the new language: 'Veteran status is NOT required to join AVVA.' Then;



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Create Subsection I.8 and insert the new language; '**Incarcerated VVA members may join AVVA as a dual member.**'

**Adopted by Unanimous Consent**

**Motion (#7)** On behalf of the Membership Committee, Secretary Schloffel moved, no second required, to adopt the new membership form Application For Incarcerated Members.

**Adopted by Unanimous Consent**

**Motion (#8)** On behalf of the Executive Committee, Secretary Schloffel moved, no second required, to change Policy and Procedures Section 11, Committee Policies, Article XIII Leadership Development Committee, to establish the National Vice President as Committee Vice Chair and Education Coordinator, update Committee Chair duties, and define the duties of Education Coordinator by;

Changing Subsection B.2 to B.3 and inserting a new subsection B.2 with the text: '**The National Vice President shall serve as the Committee Vice Chair and the Committee Education Coordinator.**' Then;

Change the title of Subsection C, Duties of the Committee to '**Duties of the Committee Chair**' Then;

Strike the existing Subsection C.1 and renumber all subsequent Subsections accordingly. Then;

Change Subsection C.3 to strike the words '~~Leadership Development~~' between the words 'the' and 'Committee', and after the 'Chair' insert the phrase '**assisted by the Education Coordinator**', and after the words 'corporation' strike the word 'and' then insert the word 'to'. Then;

Change Subsection C.4 to insert the phrase '**together with the Education Coordinator and the committee members**' and strike the words '~~and will work together to create training materials, conduct training or education sessions~~', and Insert the word '**will**' before the word 'assist' and after the word 'roles' strike the word 'when' and insert the word '**as**' and strike the words '~~make themselves~~' and insert '**shall be**' in their place. Then;

Strike the existing Subsection C.5, and renumber Subsection C.6 to C.5. Then;

Rename the existing Subsection D, Execution, to subsection E, and insert a new subsection **D.1-.8 titled 'Duties of the Education Coordinator' then insert the following as Subsections D.1 through D.8:**

1. **The Education Coordinator creates and manages a viable, up to date training matrix for the National Board and National Committee Chairs.**



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2. The Education Coordinator maintains training logs by subject matter, session dates, presenters, attendees and any other relevant historical information.
3. The Education Coordinator selects all subject matter for onsite and online training.
4. The Education Coordinator, together with the committee members is responsible for Board Member training and orientation and also provides training/guidance to National Committee Chairs.
5. The Education Coordinator, together with the committee members, creates training materials, conducts training/educational sessions, and provides appropriate follow-up or tutorials for Board Members and National Committee Chairs.
6. The Education Coordinator provides all printed material relevant to subject matter training and charges such to the appropriate cost center/budget.
7. The Education Coordinator procures qualified presenters, at no cost to National.
8. The Education Coordinator writes a quarterly report to the Board

**Adopted by Unanimous Consent**

**Motion (#9)** On behalf of the Policy and Procedures Committee, Secretary Schloffel moved to identify the Condolence Program as inactive in Section 8, Article II, Subsection C, by inserting '(INACTIVE)' after the title 'Condolence Program' then changing the title and accompanying text in Section 8, Article II, Subsection C.1-.4,1 from black to red.

**Adopted by Unanimous Consent**

----- **BUSINESS PAUSED FOR MEETING PLANNER REPORT 9:35 AM (EDT)** -----

### **Meeting Planner Report:**

Wes Guidry, VVA Meeting Planner, joined the meeting at 9:35 AM (EDT) to provide information regarding the January 2025 move to a new hotel and the New Orleans Convention. Business was paused. A summary of the Meeting Planner report follows:

- New hotel is the Sheraton Pentagon City Hôtel, 9000 South Orme Street, Arlington, Virginia.
  - AVVA BOD meeting dates:
    - April 24, 2025
    - October 23, 2025
  - Business Center available, but pricey. Planning to establish a remote office.
  - Free Wi-Fi.
  - Shuttle service is available.
    - Hotel is 5 minutes from the Ronald Reagan Airport (DCA).
    - Shuttle procedures and parameters TBD. Wes will share the information when available.



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- Parking is available. VVA/AVVA discounted rate is \$15 per day.
- Restaurant is onsite, but pricey. Open daily for breakfast, lunch, and dinner.
- Breakfast is provided; up to two registered room occupants.
  - Other restaurants at nearby Pentagon City Mall.
- VVA/AVVA New Orleans Conventions are at the Marriot Hotel, 555 Canal Street.
  - All Convention activities are at the Marriot.
  - Room rate is approximately \$150 per night (includes taxes and other fees).
  - Parking is \$20.

Wes concluded his report. President Hobbs thanked Wes for the information report.

VVA Region 7 Director, Terry Courville, briefly joined the meeting to deliver a card from his wife, AVVA Region 7 Deputy Director, Gail Courville. Prior to leaving the meeting, Terry informed the Board that Gail is recovering well from her knee surgery and thanks the Board for the beautiful 'Get Well' roses.

----- **BUSINESS RESUMED 9:54 AM (EDT)** -----

### **Policy and Procedures Proposals (cont'd):**

**Motion (#10)** On behalf of the Policy and Procedures Committee, Secretary Schloffel moved to identify the Condolence Program as inactive in Section 11, Article VI, by inserting '(INACTIVE)' after the title 'Condolence Program' then by changing the title and accompanying text in Section 11, Article VI Subsections A.1,B.1-.6,C.1 from black to red.  
**Adopted by Unanimous Consent**

### **Electronic Motions:**

*The following electronic motions were made between the August 2024 National Board Meeting and the October 2024 National Board Meeting.*

***IEM310 The Finance Committee moves to purchase 10,000 Paper Safes for under \$20,000. Estimated cost is \$17,000 - \$18,000.***

***Adopted Without Objection – September 5, 2024***

***IEM311 The Finance Committee moves to donate \$2,000 toward disaster relief to those VVA and AVVA families affected by Hurricane Helene.***

***Adopted Without Objection – October 6, 2024***

**Motion (#11)** Treasurer Kay Gardner (MD) moved, and it was seconded to accept into the permanent record all electronic motions made between the August 2024 National Board Meeting and the October 2024 National Board Meeting.

**Adopted by Unanimous Consent**



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### **General Orders:**

#### **Budgets:**

Finance Chair Susan Price (TN) announced that budget Budgets are due December 1<sup>st</sup>. Blank budget forms will be distributed at Saturday's training session. Electronic budget forms are also available. Email your request to Susan at [susan\\_price\\_2454@msn.com](mailto:susan_price_2454@msn.com)

#### **Flag Booklet:**

President Hobbs reported that the Flag Booklets have been well received. Since the Leadership Conference over 2,500 booklets have been mailed. An order form for the booklets is now on the website. Booklets are limited to 100 per order. While the booklets are available at no cost, shipping them is costly. We are **asking** for donations to help with shipping.

#### **MailChimp Update:**

Secretary Schloffel noted that the AVVA donations QR code now appears at the bottom of all AVVA Flash Notices. She then reminded the Board that MailChimp is the vehicle of choice for communicating with our membership. While AVVA membership is now over 10,000, we have fewer than 5,000 members in our MailChimp audience. This discrepancy is because we lack correct emails for many members. MailChimp uses membership rosters to compile its distribution lists. Secretary Schloffel asked that Regional Directors encourage their states to solicit and update email information for their members. The form "MEMBERSHIP CHANGE OF INFORMATION" is available on the website and should be used to get the updates to the Membership department.

----- **BREAK 10:20 AM – 10:40 AM (EDT)** -----

#### **Leadership Update:**

- Project Friendship – Treasurer Kaye Gardner (MD) announced that final Project Friendship donations total more than \$21,000. An additional \$500 is in the pipeline and will push PF donations to above \$22,00.
- Product Sales – Vice President Kathy Andras (TX) noted that while sales totaled \$2,429, after paying consignor and return shipping costs, AVVA's share was \$485. AVVA also had \$2,277 in related expenses. While Chair, Penny Meinhardt, and her team did a great job on setup, sales, and teardown, AVVA ultimately lost money on the venture. President Hobbs stated that AVVA will continue with the current product sales arrangement through the Convention; then reevaluate our position on the future of AVVA Product Sales.



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- Spousal and Survivor Benefits Seminar – Comments from attendees were very positive. Jennifer Ellis (OR) and Beverly Pounds (TN) did an outstanding job on the seminar.

### **Document Digitized/Archival:**

Treasurer Kaye Gardner reported that VVA National has purchased scanning equipment and is hiring someone to scan their documents. We are investigating what it will take to have VVA National scan AVVA's documents, as well. Kaye recently located a company that provides digitizing services. She plans to get more information from a company representative next week.

### **2023 Convention Questionnaire:**

Secretary Schloffel noted that 79 delegates registered for the Convention. On day one, 64 delegates were present on the Convention floor. Questionnaires were distributed to all attendees. 101 questionnaires were returned. The ensuing summary of those questionnaires was distributed to the Board.

- 27 reported that this was their first Convention as a delegate.
- 81 reviewed the bylaws proposals prior to the Convention.
- 91 rated on-site registration as satisfactory or above.
  - 58 - Excellent
  - 25 - Good
  - 8 - Satisfactory
  - 10 – No Rating
- 61 attended the delegate caucus.
- 56 of those who attended, rated the caucus as satisfactory or above.
  - 28 – Excellent
  - 19 – Good
  - 9 – Satisfactory
  - No Rating
- 101 (all respondents) rated the clarity of the Convention Rules, as presented, as satisfactory or above.
  - 76 – Excellent
  - 18 – Good
  - 7 - Satisfactory
- 99 rated the Convention book as satisfactory or above.
  - 85 – Excellent
  - 12 – Good
  - 2 – Satisfactory
  - 2 – No Rating

*Question – Tell us what you enjoyed about the National Convention?*

69 comments were noted. Most related to fellowship and networking, followed by





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learning; about the organization, our future and the challenges we are facing. Other comments included references to professionalism, good organization, and keeping Convention activities on track. Seeing the many positive observations about the Convention was gratifying.

*Question – Is there anything we can do to enhance your Convention experience”*

45 comments were noted. While more than one-third were directed at the hotel and the dining experiences, others included providing more opportunities for learning (Leadership, PTSD, Agent Orange, Grieving), establishing mandatory attendance at the delegate caucus, and improving registration (expanding the registration window, improving the process, and adding more signage).

Secretary Schloffel concluded by commending Nancy Montgomery and Bobbie Morris on the overall quality of the questionnaire. The questions were well-stated and printing the questionnaire on half-sheet cardstock was a great idea.

**2025 Convention Assignments:**

- A. Awards: Gigli, Andras
- B. Bylaws: Bethards
- C. Bylaw/business meeting/computer: Schloffel
- D. Convention Rules: Biddle, Pounds - Advisor B. Miller
- E. Credentialling: Montgomery, Rangel, Blum, Price
- F. Election Rules: Montgomery
- G. Evaluation Questionnaire: Frederickson, Ellis
- H. Information Booklet: Schloffel
- I. Luncheon: Paton, Gardner, Coan, Courville, Feliciano – Advisor K. Andras
- J. Office\*: Schloffel
- K. Product Sales\*: Meinhardt, Newman - Advisor K. Andras
- L. Project Friendship: Rangel, Andras
- M. Registration\*: Montgomery, Gigli, Morris, Price, Pounds
- N. Sergeant-at-Arms: TBD
- O. Flags: Gigli

\* Sunday Arrival

President Hobbs announced that when we reconvene, there will be a short presentation on The Chapel of Four Chaplains.

----- **LUNCH BREAK 11:50 AM – 1:15 PM (EDT)** -----

**Presentation - The Chapel of Four Chaplains:**

Presenters:

Dennis Beauregard – Recipient Legion of Honor Bronze Medallion , VVA Liaison to The Chapel of Four Chaplains



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Dave Simmons – Recipient Legion of Honor Bronze Medallion  
Elaine Simmons – Recipient Legion of Honor Award

The honorary society, the Chapel to of the Four Chaplains plans to hold an induction ceremony at the 2025 National Convention in New Orleans. Honorees will be VVA and AVVA members who demonstrate the type of selfless service exemplified by the Four Chaplains.

The presenters gave a short history of the Chapel of Four Chaplains and cited some of its charitable endeavors. After defining the various award levels and their specific criteria, they also presented an overview of the awards nomination process.

Only those who have been inducted into the Chapel of Four Chaplains can nominate a person for a Legion of Honor award. The presenters noted that a number of Four Chaplains inductees sit on the AVVA Board. They encouraged each AVVA inductee to seek out and nominate candidates for a Legion of Honor award. Nomination forms are available on the Four Chaplains web page <http://www.fourchaplains.org/>. Nominations for AVVA candidates should be submitted to Elaine Simmons at [avvahotpink@comcast.net](mailto:avvahotpink@comcast.net).

Attendees were provided with handouts summarizing the information presented. A question and answer session followed.

### **Announcements:**

President Hobbs announced the following:

- The AVVA Board will be on holiday vacation from December 18<sup>th</sup> - January 1st.
- The Board will meet virtually in January. Date will be announced after President Hobbs returns from the VVA Board Meeting.
- Budgets are due December 1<sup>st</sup>.
- Membership Applications and the new Spousal and Survivor Benefits Brochures are available. The Benefits Brochures are at the office. Paper Safes will be available next week.
- Deadline dates will be posted to the website in January.
  - Elections
  - Bylaws
  - Awards
    - Committee - reevaluate the criteria for the Cathy Keister Award. Is it too stringent?
- Voting on Project Friendship in January.
- Convention gifts (registration and luncheon)
  - Bring samples to April Board Meeting.
    - Registration – approximately 125 delegates and members.
- Luncheon – at least 300 attendees.
- Voting on registration fee in January.



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### **Adjournment:**

Having no further business, President Hobbs adjourned the meeting at 2:20 PM (PDT), to meet at the call of the President for the next three days, should the need arise.

Submitted by,

Nina D. Schloffel  
National Secretary  
Associates of Vietnam Veterans of America