

**ViêtNow**  
**National Board of Directors Meeting**  
**Minutes**  
**Wednesday, October 19<sup>th</sup>, 2016**

President Lewis called the meeting to order at 3:03 PM.

**Roll Call of Officers and Directors**

<b>Board Member</b>	<b>Present/Absent</b>	<b>Arrived</b>	<b>Departed</b>
President Joe Lewis	Present		
Vice President Ed Banach	Present		
Secretary Darrell Gilgan	Present		
Treasurer Steve Rucki	Present		
Director John Bates	Present		
Director John Davis	Present		
Director Boorsma	Present		
Director Spencer	Present		

All board members were present. President Lewis led the Pledge of Allegiance and Treasurer Rucki read the ViêtNow prayer.

**Meeting Guest**

Richard Ferling, Rockford Charter Chapter member from Roseburg, Oregon.

**Membership**

Eight packets were mailed to six states. Our organization has gained two new Life Members. Sixteen new Members and Associates joined from eleven states. No Chapter startup packets were distributed.

Vice President Banach led a discussion about the membership database. The membership review has been completed, and any additional membership information will be dealt with on an individual basis. Membership lists will be sent every Chapter for them to verify their membership information. A meeting took place at the National Office regarding the handling of Chapter startups. Secretary Gilgan will research the requirements for each state so that we can create a startup packet suited for that state. Vice President Banach stated that Secretary Gilgan should contact the states as needed. Several Chapters have completed all revalidation requirements for the next year. Several other Chapters need to submit their information. President Lewis presented a list of Life Members and Life Associates. President Lewis commented that we should send dues reminders to our Members at Large and Associates at Large. He suggested that the \$2.00 in dues that was originally allocated to the Department be used for Chapter startup. Director Bates suggested that we provide a list that will give

timelines for items that are due during the year. Secretary Gilgan will work on updating the Organizational Manual. Director Bates suggested that some type of dues structure be considered for incarcerated members. A nominal fee could be charged to help defray the costs of sending them the ViêtNow National magazine. In addition, paying dues might help our incarcerated take ownership in our organization. It was suggested that existing incarcerated members be grandfathered, but Secretary Gilgan stated that if dues were increased for regular members, existing members would not be grandfathered. Our organization has gained 42 new Members at Large and Associates at Large. We have gained 5 new Incarcerated members.

Director Bates made a motion to go into Executive Session at 4:02 PM. The motion was seconded by Director Boorsma and passed with a unanimous vote of those present.

We returned to the agenda at 4:23 PM.

Secretary Gilgan presented the minutes of the Executive Session that took place on Wednesday, September 21<sup>st</sup>, 2016. Presentation of the minutes is the motion to accept them. The motion was seconded by Vice President Banach and passed with a unanimous vote of those present.

### **Board Reports**

President Lewis was in contact with nearly all of our board members and several committee chairs. President Lewis, Vice President Banach and Director Spencer have been working on updates to the ViêtNow National Headquarters Employee Manual. Our Records Retention program is moving forward. Written report submitted.

Vice President Banach had phone and email with President Lewis, Secretary Gilgan, Treasurer Rucki and Director Boorsma about ViêtNow, and with President Lewis and Tina Carlson about membership and revalidation. Hotel room reservations for Veterans Day related activities in Washington D.C. were changed Secretary Gilgan's and Treasurer Rucki's names. Vice president Banach reported that E-5 chevrons for each branch of service have been ordered. The cost to the Chapters will be decided at the November Board meeting. Vice President Banach reported that we will be using the Go-To-Meeting application for future meetings. The cost is nominal. Written report submitted.

Secretary Gilgan presented the minutes of the meeting that took place Wednesday, September 21<sup>st</sup>, 2016. Presentation of the minutes is the motion to accept them. The motion was seconded by President Lewis and passed with a unanimous vote of those present. Copies of the most recent approved minutes and a copy of the most recent approved balance sheet were emailed to each Chapter contact and to each committee Chair. Copies of the minutes of the Executive Session that took place on Wednesday, September 21<sup>st</sup>, 2016 were prepared and will be presented. Secretary Gilgan traveled to ViêtNow National Headquarters on several occasions to sign checks, contracts, payables and other items. Written report submitted.

Treasurer Rucki presented the most recent balance sheet for approval. Presentation of the balance sheet is the motion to accept it. The motion was seconded by Secretary Gilgan and passed with a unanimous vote of those present. Treasurer Rucki made numerous trips to the National Office to pay bills and make deposits. While there he spent time filing and organizing paperwork. He transferred \$5,000.00 from the Veterans Now account to the general account. He has taken over the American Express paperwork, and is in the process of updating all of our expensed reports. He attended a Town Hall for Veterans hosted by the McHenry County Veterans Assistance Commission. Guest speakers included Sandy Davis, ViêtNow National Agent Orange Committee Chairperson. Treasurer Rucki went with David Whiteside to the local Best Buy store where they shopped for supplies. More memory was added to the office computer and a video card was installed. Written report submitted.

Director Bates contacted his assigned Chapters. Written report submitted.

SCRI Chapter's sponsor reported that not much is going on, but they are starting a fundraising campaign for Veterans projects.

VIP West Chapter's sponsor reported that not much is going on. Copies of the ViêtNow National Magazine were sent to each Chapter member.

VIP East Chapter's sponsor reported that last month they had a recall, and all inmates went back to their cells. The institution is working on dormitories for Veterans.

TSCI Chapter has a new club coordinator. The institution is no longer on lock down. Chapter membership meetings will resume, but there is no timeline at present.

Fort Bloomfield Chapter's President was reminded that the Chapter's revalidation information is due, and their State's Secretary of State Application must be completed and submitted. Chapter members participated in six parades last summer. Eight Members volunteered at the Stand Down in Des Moines, Iowa. They helped with registration and other functions. Members took a large container of pumpkins to the Veterans Home in Marshall Town.

EMHC Chapter's sponsor did not return phone calls. A message was left to remind him that revalidation information for the next year must be submitted to ViêtNow National Headquarters.

Director Davis contacted his assigned Chapters. Written report submitted.

DuPage County Chapter's President reported that the Chapter held a flag sale on October 15<sup>th</sup>, and did well. Members attended their anniversary breakfast on Sunday, October 16<sup>th</sup>, at Cantigny. The Chapter's directory page will remain the same as 2015. Revalidation paperwork for the next year has been sent to National Headquarters.

Greater Chicago Chapter's President reported that he will start gathering the necessary paperwork to complete revalidation requirements for the next year. The Chapter's directory page will remain the same as 2015.

Surry County Chapter's President reported that nothing is in the works at this time. The Chapter's directory page will remain the same as 2015.

Rockford Charter Chapter's President reported that members attended a Red Ribbon Wellness Fair at Boylan High School on Saturday, October 8<sup>th</sup>. The most recent Adopt a Road cleanup took place on Wednesday, October 12<sup>th</sup>. The monthly Chapter breakfast took place on Saturday, October 15<sup>th</sup>. This month's Drop-in Center meal sponsored by the Chapter took place on Thursday, September 22<sup>nd</sup>. The Chapter will be a part of the Top of Illinois Stand Down on Wednesday, October 28<sup>th</sup>.

Director Spencer contacted his assigned Chapters. Written report submitted.

Badger Chapter's President reported that he is working on the required information for the Chapter's revalidation for the next year. The Chapter Color Guard will participate in an event at the Green County Veterans Memorial. A Vietnam era Huey helicopter will be dedicated.

Berwyn-Cicero Chapter's President reported that their annual dinner dance is scheduled for Wednesday, October 29<sup>th</sup>.

DeKalb County Chapter's President reported that the Chapter members are setting up to do their annual 24 hour vigil at the DeKalb County courthouse in Sycamore. The Chapter's Revalidation information for the next year will be submitted next month.

Freeport Chapter's President reported that the Chapter has averaged two funerals a week since convention weekend. The Chapter President and his wife have organized the Memorial Day Parade for the past 29 years. Over 100 units were in this year's parade. The ceremony at the courthouse was awesome as a local Vietnam Veteran, Navy Seal Ramon "Jay" Castro, was the keynote speaker. The 2<sup>nd</sup> Chapel Hill Memorial Cemetery flag ceremony for families was a success. The President read a list of 50 plus Veterans who were interred since Memorial Day of 2015. The Freeport Chapter provided final honors for 40 of the 50 names that were read. Two of the Chapter's recent food fundraisers were very successful. Several more food fundraisers are scheduled within the next few weeks. Revalidation paperwork for the next year is nearly ready to be submitted to ViêtNow National Headquarters.

Rock River Valley Chapter's President reported that members are involved in their annual food basket drive in collecting food and personal care products to pass out to Veterans who are in need of assistance. The Chapter gets a lot of help from friends and neighbors, some donate money, some help gathering of products for the baskets and others give their time putting the baskets together and passing them out.

Director Boorsma attempted to contact his assigned Chapters. Written report submitted.

McHenry County Chapter's President did not return phone calls.

Macon County Chapter's President reported not much is going on at the Chapter. Members are talking about changing the membership meeting to a different night.

Pacific Northwest Chapter's President reported that members took place in a local parade. The Chapter donated \$100.00 to the local food pantry.

Walworth County Chapter's representative reported that a pizza party is scheduled for the first Monday in September. The Chapter will have a pot luck dinner at the VFW in Delevan on Monday, December 5<sup>th</sup>. Members will participate in a Christmas parade Saturday, December 3<sup>rd</sup>. A free meal for Veterans will be offered on Veterans Day at the Elks Club in Delevan, Wisconsin.

Vice President Banach asked for information about sending copies of our meeting minutes and financials to members who request them. President Lewis and Secretary Gilgan advised the board that the information should be received from their Chapters. President Lewis commented that a member of DuPage County Chapter who lives in Hawaii would like to receive copies of National's minutes and financials. Secretary Gilgan contacted Ed Cash, our email contact from DuPage County Chapter, and he said that he will take care of it.

The meeting was recessed at 5:20 PM and resumed at 5:36 PM.

### **National Committee Reports**

(Reports are due in March, May, September and December)

Agent Orange, Sandy Davis: Sandy reported on her activities during the past month and on future activities.

Convention 2017, Director Spencer: A tentative date will be considered. Director Spencer will set up dates to visit several possible locations. Director Spencer will present a copy of a past contract with dollar amounts redacted to hotels as part of his negotiations with them.

Finance, Steve Rucki: An amount of \$50,000.00 will be transferred within our budget to a new line item that will allow us to put money back into states where we receive donations.

Parliamentary, Darrell Gilgan: Secretary researched the Generic Incarcerated Chapter Bylaws about revisions that Snake River Incarcerated Chapter would like to make in their Chapter Bylaws. The amendments they want to make are in line with the Generic Incarcerated Chapter bylaws. Secretary Gilgan will advise the Chapter that they can move forward on the amendments. Secretary Gilgan researched the dues structure for incarcerated Chapters. The generic incarcerated bylaws do allow for a modest amount for membership dues.

Scholarships, National Headquarters: Secretary Gilgan will check the Scholarship application for necessary revisions,

VA Hospitals, Bob Gutsche: Bob reported on his activities during the past month. Written report submitted.

Veterans Homeless Program, Jack Picciolo: Director Bates purchased needed items for the committee.

President Lewis reported that a teleconference meeting will take place for National committees using the Go-To-Meeting application

### **Quartermaster**

Tina Carlson will assume the Quartermaster duties.

### **Building/Maintenance**

The new door for the restroom near the National office has been installed.

### **Magazine**

Chris Nelson: The deadline for submission of articles for the next issue is November 18<sup>th</sup>, 2016. Treasurer Rucki and Secretary Gilgan have been asked to submit articles about their trip to Washington D.C. for Veterans Day related activities. President Lewis will submit articles for another issue.

### **Public Relations**

Donations:

President Lewis made a motion to donate \$1,200.00 to ALS of Michigan in support of Veterans who suffer with Amyotrophic Lateral Sclerosis (Lou Gehrig's disease). The motion was seconded by Director Boorsma. After much discussion the motion and second were changed for an amount of \$600.00. The motion was tabled until next month's meeting.

A motion to donate \$250.00 in support of the FOIA Litigation Account was made by Director Bates. The motion was seconded by Director Boorsma. After much discussion the motion passed with one "No" vote by President Lewis.

Vice President Banach suggested that if Secretary Gilgan and Treasurer Rucki are able to present the check to Roger Hall when they are in Washington D.C. for Veterans Day related events, they should ask him to provide an accounting of funds that have been donated to the FOIA Litigation Account.

Treasurer Rucki and Secretary Gilgan will represent ViệtNow National Headquarters at Veterans Day related events in Washington D.C. on November 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup>, 2016. President Lewis and Director Bates will represent ViệtNow National Headquarters at the 20<sup>th</sup> Annual Military Banquet and Gala sponsored by the POW Network in Branson, Missouri, on Wednesday, November 9<sup>th</sup>, 2016. A location for the ViệtNow National Christmas party will be considered. Director Spencer, Treasurer Rucki and Secretary Gilgan will represent ViệtNow National Headquarters at the Winter Fest in New Glarus, Wisconsin, the weekend of January 13<sup>th</sup> to January 15<sup>th</sup>, 2017.

Telemarketing: Secretary Gilgan wrote a resolution that states the ViệtNow National Board of Directors authorizes the ViệtNow National President to enter into a contract with “Donor Relations” of Wilmington, Delaware to raise funds in the state of North Dakota. A motion to approve the contract was made by President Lewis and seconded by Director Boorsma. The motion passed with a unanimous vote of those present.

Secretary Gilgan presented a resolution that states “The ViệtNow National Board of Directors authorizes the ViệtNow National President to enter into a contract with “Donor Relations” of Wilmington, Delaware to raise funds in the state of North Dakota.”

President Lewis led a discussion about information required by the State of Michigan. President Lewis presented copies of scripts used by Corporations for Character, one of our telemarketers in the state of Michigan. He also presented copies of revisions to those scripts. President Lewis will get copies of the scripts from all of our Telemarketers for our review.

Director Bates joined the president of Rockford Charter Chapter where they attended a meeting in Cherry Valley, Illinois, about a suitable tribute to Leonard Keller. Leonard was the recipient of a Congressional Medal of Honor. Rockford Charter Chapter provided final honors for Leonard in 2009.

**Board Meeting dates for 2015-2016**

July 20 <sup>th</sup> , 2016	Wednesday	3:00 PM
August 17 <sup>th</sup> , 2016	Wednesday	3:00 PM
September 21 <sup>st</sup> , 2016	Wednesday	3:00 PM
October 19 <sup>th</sup> , 2016	Wednesday	3:00 PM
November 16 <sup>th</sup> , 2016	Wednesday	3:00 PM
December 17 <sup>th</sup> , 2016	Saturday	10:00 AM
January 18 <sup>th</sup> , 2017	Wednesday	3:00 PM
February 15 <sup>th</sup> , 2017	Wednesday	3:00 PM
March 22 <sup>nd</sup> , 2017	Wednesday	3:00 PM
April 19 <sup>th</sup> , 2017	Wednesday	3:00 PM
May TBD, 2017	TBD	TBD
June 21 <sup>st</sup> , 2017	Wednesday	3:00 PM

The meeting was adjourned at 7:10 PM with a motion made by Director Spencer and a second by Director Boorsma.

Respectfully submitted,  
Darrell L. Gilgan, Secretary