

ViêtNow
National Board of Directors Meeting
Minutes
Saturday, December 17th, 2016

Vice President Banach called the meeting to order at 10:00 AM.

Roll Call of Officers and Directors

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

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

Membership

Seven membership packets were mailed to six states. Eight new members and associates joined from seven states. Ninety-six people have no addresses, and have been moved out of the database. Thirty-nine members were dropped, mostly former inmates who are no longer incarcerated or are deceased. President Lewis reported that fourteen Chapter startup requests have been received since January 1st, 2016. President Lewis made the following Membership assignments. Tina Carlson will be the National Membership coordinator. Director Bates will be the assistant Membership coordinator. Vice President Banach will be the coordinator for Chapter startups. Tina sent each Chapter a copy of their roster as shown in the ViêtNow National database. They were asked to return the updated rosters by December 19th. A total of seven Chapters have completed all revalidation requirements for the next year. Life per capita checks will be sent out in the next few weeks. President Lewis commented that the minimum probationary period for a new Chapter is 90 days. Tina Carlson commented that a request for a Chapter startup packet was received from the Dixon Correctional Center in Dixon, Illinois. Director Bates will follow up on the request. It will be tabled until the January board meeting. Members at Large Chairman Bob Gutsche reported that he sent welcome packets to four new Associates at Large.

Board Reports

President Lewis reported that he has been in contact all members of the National Board, and several National Committee Chairs. He has been in regular contact with Tina Carlson about several issues. President Lewis, Vice President Banach and Director Spencer have completed the updates of the ViêtNow National Headquarters' Employee Manual. The revised manual will be presented at the January board meeting. The records retention program continues. Written report submitted.

Vice President Banach had phone or email conversations with President Lewis, Tina Carlson and other board members about various subjects. Vice President Banach resigned as the ViêtNow National Membership Committee Chairman. Vice president Banach reported that E-5 chevrons for each branch of service have been received except for the Coast Guard. The search continues. Written report submitted.

Secretary Gilgan presented the minutes of the meeting held on Wednesday, November 16th, 2016. A motion was made by President Lewis to table the acceptance of the minutes until the January Board meeting. The motion was seconded by Director Bates and passed with a unanimous vote of those present. The minutes of the Executive Session that took place on Wednesday, November 16th, 2016, will be presented at the January board meeting. Secretary Gilgan purchased DVDs and storage cases to provide copies of an Agent Orange Town Hall meeting. The format of the DVD is non-standard and not compatible with Windows 10, so it will need extra work before copies can be made. Secretary Gilgan traveled to ViêtNow National Headquarters on several occasions to sign checks, contracts, payables and other items. He mailed packets containing contracts and other paperwork to President Lewis at Tina Carlson's request. In addition, she asked Secretary Gilgan to purchase Christmas stamps to be used on Christmas cards sent out by ViêtNow National Headquarters. In answer to questions by Vice President Banach, Secretary Gilgan researched the ViêtNow National Bylaws about the eligibility of At Large Members to be a ViêtNow National officer or Director. In answer to questions about the eligibility to telecommute, Secretary Gilgan researched the ViêtNow National Bylaws and ViêtNow National Policy and Procedure Manual and will present a report. 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 weekly trips to ViêtNow National Headquarters to sign payables and make deposits. He made a transfer from the Veterans Now account to cover expenses. Vice President Banach had questions about entries on the balance sheet. Treasurer Rucki has made adjustments to the balance sheet to recategorize certain expenses to better reflect present day requirements, and add transparency. Written report submitted.

Director Bates contacted his assigned Chapters. Written report submitted.

EMHC Chapter's sponsor reported that the Chapter lost their meeting space, the State took it away, but he heard they will get it back. The Chapter's revalidation information will be submitted.

SCRI Chapter's sponsor is on vacation.

Fort Bloomfield Chapter's President reported that the Chapter took part in a Christmas Parade. Next year they will move from 61st place to 18th place in the two-hour parade. The Chapter's revalidation information will be submitted.

VIP West Chapter's sponsor is gone for the week. No one else at the institution knows anything about the Chapter.

VIP East Chapter's new sponsor attended the VIP West Chapter's meeting and was impressed with their operation. The East Chapter had 17 members at their meeting and the West Chapter had 45 members at their meeting.

Director Davis contacted his assigned Chapters. Written report submitted.

DuPage County Chapter's President reported that the Chapter held two more Flag Day fundraisers and did well. Nothing else is going on at this time.

Greater Chicago Chapter's President reported that nothing is going on at this time.

Rockford Charter Chapter's President reported that The Chapter Christmas Party will take place on Saturday, December 10th from 1:00 PM to 4:00 PM at Memorial Hall in Rockford. There will not be a Chapter Breakfast this month. This month's Veterans Drop-in Center meal sponsored by the Chapter will take place on Thursday, December 22nd. The Chapter has begun this year's Christmas for Vets program.

Surry County Chapter's new President has advised that they want to keep the Chapter going after the death of the past Chapter President. The new President asked if they needed to send in any paperwork. The revalidation process was explained to him. He is going to see if any revalidation paperwork from last year is available. He will check with the State to check on the Chapter's status. Director Davis will stay in contact with him and feels that we will have to provide a new set of forms and documents.

Director Spencer contacted his assigned Chapters. Written report submitted.

Badger Chapter's new President reported that the Chapter held their Christmas party and now members are getting ready for Winterfest. The Chapter's revalidation paperwork will be submitted in January 2017.

Berwyn-Cicero Chapter's President reported that the annual visit with the kids at Hephzipah House in Oak Park took place. Chapter members brought presents from Santa. The Chapter's revalidation paperwork is in process and will be sent soon.

DeKalb County Chapter's President reported that members attended the annual Christmas party. There are no projects going on at this time.

Freeport Chapter's President reported that the Chapter Christmas Party took place as well as the Church coffee hour. Several troop boxes were sent to various oversea veterans from Stephenson County. A local sixth grade school class gave the Chapter several boxes of homemade Christmas cards that were sent in the troop boxes. Members will participate in three funerals at one cemetery. The Chapter averaged three funerals a week for the past month. Freeport Chapter extends a cordial Christmas to the ViêtNow National board.

Rock River Valley Chapter's President reported members just completed their annual food basket drive. They collected and distributed food to needy families. The Chapter is completing the necessary paperwork for revalidation. The Chapter would like a copy of their revalidation certificate that is normally handed out at the convention.

Director Boorsma attempted to contact his assigned Chapters. He reminded them that directory updates and revalidation paperwork are due. Written report submitted.

McHenry County Chapter's President reported that the Chapter did their annual food basket program.

Walworth County Chapter's President did not return calls.

Pacific Northwest Chapter's President reported that there is nothing to report.

Macon County Chapter's President reported that there is nothing to report.

National Committee Reports

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

Convention 2017, Barney Spencer: Several potential locations were presented. Meal prices seem to be a problem at all of the tentative locations. Director Spencer recommended that we choose the Holiday Inn in Crystal Lake, Illinois. Director Bates made a motion that we hold the convention at Holiday Inn in Crystal Lake, Illinois, the weekend of May 18th, 19th, 20th and 21st. The motion was seconded by Director Boorsma and passed with one "No" vote by Secretary Gilgan. Meal prices are still to be determined. The room price for this year will be \$104.00.

Finance, Steve Rucki: Treasurer Rucki and Tina Carlson met with our contact from Wipfli CPAs to go over several items that we need to clean up in our financial statements. Treasurer Rucki led a discussion about the health of our Waddell and Reed account.

Nominating/Election 2017, Darrell Gilgan: We will elect a Vice President, Treasurer and two Directors. The seats of Vice president Banach, Treasurer Rucki, Barney Spencer and Director Davis are up for election. The letters reminding our eligible voters that the nominations for National offices will open on January 1st, 2017 and will close on February 28th, 2017. Nominations received on or after March 1st, 2017, will be ineligible.

Everyone was reminded that eligible members will vote by mail in-ballot, and that ballots will be counted by an outside firm.

Parliamentary, Darrell Gilgan: Vice President Banach had a question about the eligibility of Members at large to serve in National offices. He asked that the discussion be tabled until the January meeting. Vice president Banach asked that discussion about a possible Policy and Procedure revision about The ViệtNow National Secretary's responsibilities at National Headquarters be tabled until the January meeting.

POW/MIA, John Bates: Director Bates gave a report on his recent activities. He did receive a phone call from Roger Hall thanking ViệtNow National Headquarters for our recent donation to the FOIA Litigation Account. Written report submitted.

PTSD, Mary Tendall: Mary submitted a report on her recent activities. Written report submitted.

Scholarships, National Headquarters: Scholarship letters and applications were sent to each Chapter. Scholarship checks for the second semester will be sent out by the middle of January.

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

Veterans Homeless Program, Jack Picciolo: Virginia Proffitt reported on the cost of needed truck repairs. Jack reported on recent activities of the homeless committee. Written report submitted.

Building/Maintenance

President Lewis reported that there is a plumbing issue in the office washroom. Temporary repairs were completed, and more extensive repairs are necessary.

Magazine

The next issue of the magazine is at the printer.

Public Relations

Donations: No donations were presented. Several donations may be presented at the January Board meeting.

Event representation: Director Spencer, Treasurer Rucki and Secretary Gilgan will represent ViệtNow National Headquarters at the Winter Fest in New Glarus, Wisconsin during the weekend of January 13th to January 15th, 2017.

Telemarketing: A new solicitor is coming on line. All telemarketing scripts will be reviewed.

Website:

President Lewis and Chris Nelson discussed the new National blog where items about events attended and program information can be posted. Tina Carlson will be trained to post the information, and Secretary Gilgan will be her backup.

Old Business

Discussion about the telemarketing situation in the state of Michigan will take place at the January board meeting.

Much discussion about chairing the ViêtNow National Board meetings took place. According to the ViêtNow National bylaws the National Vice President chairs certain meetings, and the ViêtNow National President chairs certain meetings. Vice President Banach and Secretary Gilgan suggested that we follow the bylaws, then the meeting Chair can turn the meeting over to the other person as needed.

Board Meeting dates for 2016-2017

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

The meeting was adjourned at 11:57 AM with a motion made by Secretary Gilgan and a second by Director Boorsma.

Respectfully submitted,
Darrell L. Gilgan, Secretary