



## Vietnam Veterans of America

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*A Not-For-Profit Veterans Service Organization Chartered by the United States Congress*

### **VVA National Board of Directors Meeting Minutes July 19, 2016 Approved by Board**

President John Rowan called to order the meeting of Vietnam Veterans of America National Board of Directors on Friday July 19, 2016, at 4:07 pm, at the 2016 National Leadership & Education Conference at the Hilton El Conquistador in Tucson, AZ. National Treasurer Wayne Reynolds delivered the opening prayer which was followed by a moment of silence and the Pledge of Allegiance.

The National Secretary conducted the roll call of the National Board of Directors. Present were:

John Rowan, President	Mike Demske	Dave Simmons
Marsha Four, Vice President	Charlie Hobbs	Dick Southern
Bill Meeks, Secretary	Sharon Hobbs *	Dan Stenvold
Wayne Reynolds, Treasurer	Joe Kristek	Kerwin Stone
Dennis Andras	Rex Moody	Craig Tonjes
Dottie Barickman	Ron Morgan	Sandie Wilson
Tom Burke	Felix Peterson	Ted Wilkinson
Richard DeLong	Barry Rice	Jerry Yamamoto

\* AVVA President is a non-voting member of the National Board of Directors

Also present: Joseph A. Sternburg, CFO

Excused: Sara McVicker, John Miner & Charlie Montgomery

#### **Preliminary Business**

Secretary Meeks submitted the following motions:

#### **Motion 1**

**To seat Rex Moody as the designated representative of the CSCP and Barry Rice as the designated Alternate Region 3 Director.**

**Yes: 22**

**No: 0**

**Non Vote: 1**

**Not Present: 1**

**Motion 2**

**To accept the BOD meeting tentative agenda as amended  
by adding Committee Funding during the Budget Cycle under New Business.  
Without objection motion passed.**

**Yes: 22**

**No: 0**

**Non Vote: 1**

**Not Present: 1**

**Motion 3**

**To accept the BOD meeting minutes from April 8, 2016.  
Without objection motion passed.**

**Yes: 22**

**No: 0**

**Non Vote: 1**

**Not Present: 1**

**National President/J. Rowan**

April 13 I attended a NYC Veterans Advisory Board meeting and public hearing in Brooklyn.

April 15-17 Mariann and I attended the New York State Council meeting in Owego, NY.

April 18<sup>th</sup> Mariann and I attended a “Barroom Ball” fundraiser for the NYC Veterans Alliance a new group organized by Iraq/Afghanistan veterans. I hope to be able to talk to this group about their thoughts on the future of VSOs.

May 2-3 I attended the Annual Communication of the Grand Lodge Free and Accepted Masons of New York and met the Grand Master of Cuba and his Exterior Minister. I then sent the Exterior Minister an e-mail asking about Cuban Veterans of Vietnam.

May 7<sup>th</sup> Mariann and I attended the Annual Dinner for Chapter 862 Beaver County, PA the largest Chapter in PA.

May 13-15 I attended the annual convention of the Masonic War Veterans of New York in Buffalo. I spoke about the Toxic Exposure Research Act of 2016 at their Commanding General’s Dinner.

May 16<sup>th</sup> I visited the NYC VA Regional Office with NYSC President Ned Foote and VP Grant Coates to observe their new scanning machine which will eventually scan all the VVA files in that office, which will soon be closed down. The scanning of documents will have to be done in all VVA VARO offices that have not put all of their claims on computer files.

May 17<sup>th</sup> I spoke at the dedication of the Vietnam Veterans Memorial at the Brooklyn VAMC. This memorial was developed by Brooklyn Chapter #72.

May 18-21 I attended the George Duggins Region 3 Conference in Charleston, WV. It was another great success.

On May 24<sup>th</sup> I attended a meeting of the Metro NY VA Community Engagement Board at the Manhattan VA Regional Office.

May 25<sup>th</sup> I met with Ms. Carolyn Petschler, a Navy veteran of Kosovo and Iraq, who is a PR executive involved with many veterans issues including Ken Burns' new documentary on Vietnam.

May 26<sup>th</sup> I spoke at the Memorial Day Service at Queens Borough Hall. Borough President Katz honored Queens Chapter #32 and announced that she had fully funded the Queens Vietnam Memorial which will commemorate the over 500 Queens residents who died in Vietnam.

On May 27<sup>th</sup> I attended a meeting of my Chapter Queens, #32 presided over by our new President Mike O'Kane.

On May 28<sup>th</sup> Mariann and I traveled to Providence, RI to make a presentation to Brown University of artifacts given to us by Vietnamese contacts regarding John Brooks Sherman from the Class of '62. Capt. Brown had been shot in an F8E Crusader on March 25, 1966. Mr. Nyugen Chi witnessed the crash and with a neighbor buried the pilot. In 1990 they turned the body over to the US. He had kept a watch and a knife, which he returned years later through Vietnamese media to VVA. After research it was determined that Capt. Sherman was the pilot but had no living family. It was then determined that he went to Brown. As a result we presented the artifacts to them. Unbeknownst to us, our presentation became part of a larger commemoration of all the Vietnam veterans who graduated from Brown. This included a panel of two veterans and a widow, who told their stories. Brown had a Navy ROTC at the time as a result many of them became Marine aviators. Well over 100 people attended this event. It was a wonderful experience.

May 30<sup>th</sup> Mariann and I traveled to Washington, DC to attend the Jan C. Scruggs Retirement Gala, a fundraiser for the Vietnam Veterans Memorial Fund.

June 1<sup>st</sup> I was invited to lunch by Paul Critchlow, a VVA Life Member and VHC supporter, to meet Tim Nelson, Vice President of Development for the National Medal of Honor Museum Foundation. They are building an MOH Museum in Charleston, SC. They want our help in publicizing this and helping them with donations eventually. I passed the information on to Mike Keating for an article in the Veteran.

June 3-4 I attended the Region 6 meeting in St. Cloud, MN. I was joined by Treasurer Wayne Reynolds. We visited a MN National Guard Museum. It was a great weekend.

June 11<sup>th</sup> Mariann and I attended a "Welcome Home" by the NYC Fire Department for their Vietnam veterans (reported seperately).

June 14-15 I met with the Officers at VVA HQ to be briefed on strategic planning.

June 17-19 Mariann and I traveled to Owego, NY to attend a NYSC Council meeting where Ned Foote was reelected NYSC President.

June 21<sup>st</sup> Mariann and I attended a meeting of Manhattan Chapter #126 and I swore in the officers. We also heard a presentation made by Dignity Memorials on Veterans burial benefits.

June 28-30 I traveled to El Paso, TX to present an Achievement Medal to Rep. **Beto** O'Rourke. He also received the TXSC Legislator of the Year award from Pres. Buster Newberry.

### **National Vice President/M. Four**

Activities for this period included the following:

- National Office Visits
  - May 9-13    May 18    June 14-16
- Activities
  - During my office visits I meet one-on-one with office staff for up-dates, problem solving, and input
  - Staff/Director general meetings held on office visits included: a review of the use of the “Out of Office” calendar and its importance; review of time sheets and time off requests by Department Directors; review of the Temp and Intern Handbook; review of the new security system and how to use it.
  - Since April the national officers scheduled two meetings with Next Generation, our fund raisers to address approaches and use of the new web site. These meetings also involved Department Directors.
  - Continue to accumulating information and suggestions for future formulation of New Board Orientation Program. Please send any suggestions to me by email.
  - Attended an editorial meeting led by Michael Keating where he discussed the upcoming issues of the VETERAN. In addition new topics for future planning were discussed. It was determined these meetings were very helpful and would be held on a regular basis.
  - Participated in a Conference call on June 13, with the Veterans Committee of the American Academy of Nursing to discuss the inclusion of language and information supplied in outreach to community primary care physicians.
  - May 28-31: Represented VVA for Memorial Day in Washington, DC.
    - At the Capitol Concert for the tribute to Vietnam Veterans
    - On the dais at the Vietnam Veterans Wall ceremony

- At the Vietnam Veterans Memorial Foundation dinner
- June 15: attended the VVA invitation dinner at the Capitol Hilton held for service members who are receiving treatment/therapy. Dr. Shulkin, Under Secretary for Health at the VA was also in attendance and I was able to have some conversations with him
- Continue to address questions or problems via email and phone from members and staff.
- Preparing for attendance to the Democratic National Convention in Philadelphia.
- Meetings
  - May 18-21: Attended Region 3 Conference in Charleston, WV. Very well planned. Was able to assist with the Government Affairs seminar.
  - June 2-3: Attended the PA State Council meeting in State College, PA. Attended several committee meetings and addressed the delegates primarily on legislative items.
  - June 17-19: Attended the NY State Council meeting in Owego, NY. President Rowan spoke of strategic planning as we move forward.
  - May 31-June 3: Attended the National Coalition for Homeless Veterans Annual Conference in Washington, DC. Had opportunity to speak with a number of providers and VA leadership about need along with attention to regulations and legislation as it affects providers and veterans. Met with Vince Kane.

**National Secretary/B. Meeks**

I will be working on state councils and chapters who will be on VVA suspension for no reporting (financial & election).

**National Treasurer/W. Reynolds**

I have matters on the agenda for discussion.

**Associates of Vietnam Veterans of America/ S. Hobbs**

The AVVA Board continues to conduct business and communicate through our online conferencing platform. Officer, Regional, and Committee reports can be read on the AVVA website. ([www.avva.org](http://www.avva.org)).

The AVVA Leadership Development Committee has been meeting online to plan our portion of the 2016 Leadership and Education Conference. “Secondary PTSD” and “Proud of our Past-Poised for our Future” seminars will be offered during the Conference. We will also hold our Annual Membership Meeting on Thursday afternoon.

Due to a generous donation from CA Chapter 47, we now have a Secondary PTSD brochure. It will be available in the AVVA office during the Conference. Please stop by and take some with you. Also, our newly printed Toxic Exposure brochures will be available as well.

Diane Nicholson, AVVA Chaplain, continues to work with Father Phil in sending sympathy cards to the families of all reported deceased members of VVA and AVVA. We are averaging sixty-eight (68) sympathy cards per month.

The latest edition of our online newsletter, *UPDATES*, is posted on the AVVA website along with our governing documents, events, Toxic Exposure updates, and the latest legislative information.

In our last issue, we began a TAPS listings of all of our reported deceased members. Our website has had over 105,000 hits since 2013.

*IN MEMORY PLAQUE PROJECT:* We appears to be in the final stage of design phase. I hope to have an update at the Leadership Conference. The meeting date to finalize has been postponed numerous times.

*PROJECT FRIENDSHIP:* AVVA will be visiting *Esperanza En Escalante (EEE)* on Monday afternoon; anyone in Tucson is welcome to go with us. *EEE* is a non-profit organization (501c3) formed in 1989 by the Vietnam Veterans of America Chapter 106 of Tucson, Arizona. *EEE* serves veterans who are disabled, homeless, or on the verge of homelessness. We are now collecting and will continue collecting donations until Friday of the Conference. Let’s make this another record year.

**Sharon Hobbs, AVVA President**

**Conference of State Council Presidents/R. Moody**

The CSCP had forty-four (44) Presidents in attendance at their last meeting. The At Large Membership Policy & Chapter Charter Revocation Membership Policy which were tabled at the last meeting will be approved by the CSCP.

**Consent Calendar**

Secretary Meeks submitted the following motion:

**Motion 4**

**1. Motion to approve requests for honorary life memberships for the following individuals:**

<b>Name</b>	<b>Requested By</b>
<b>LA Lt Governor William Nungesser</b>	<b>National Secretary</b>
<b>Eric Da Rosa</b>	<b>CA State Council</b>
<b>Tony T. Lamson</b>	<b>CA State Council</b>
<b>KY Senator Dennis Parrett</b>	<b>Chapter 1051 (KY)</b>
<b>Nancy Berarbo</b>	<b>Chapter 317 (MO)</b>
<b>Colin Ford</b>	<b>Chapter 317 (MO)</b>
<b>Charles Jean-Baptiste</b>	<b>Chapter 317 (MO)</b>
<b>Brain Lauderdale</b>	<b>Chapter 317 (MO)</b>
<b>Senator Joe Manchin (WV)</b>	<b>WV State Council</b>
<b>John O’Neal</b>	<b>Chapter 820 (OR)</b>

- 2. To revoke the charter of Chapter 568 by the IA State Council; and**
- 3. Revoke the Charter of the Maine State Council by the ME State Council; and**

**4. Revoke the Charter of Chapter 478 (ME) by voluntary closure request from Chapter.  
Without objection motion passed.**

**Yes: 22**  
**No: 0**  
**Non Vote: 1**  
**Not Present: 1**

**Unfinished Business**

**Statement of Charges (SOC) Against VVA Chapter 225 (WA):** Secretary Meeks made the following motion:

**Motion 5**

**To revoke the charter of VVA Chapter 225 as recommended by the determination of the Chair of the VVA National Disciplinary Committee.**

**Without objection motion passed.**

**Yes: 22**  
**No: 0**  
**Non Vote: 1**  
**Not Present: 1**

**April 2016 BOD Meeting Motion # 27:** Secretary Meeks noted that the following motion was postponed until the July 2016 meeting.

**Motion 27**

**To postpone until July 2016 meeting the motion to send a start-up kit to form a new chapter in Watertown, SD.**

Director Stenvold noted that the VVA SD State Council had approved issuing a chapter start-up kit for a new chapter in Watertown, SD.

**New Business**

**Policy on Upgrading Active Membership to Life Membership:** Director Hobbs made the following motion:

**Motion 6**

**To approve the Upgrading Active Membership to Life Membership Policy.**

**Upgrading Active Membership to Life Membership Policy**

**Approved 7/19/16**

**A. Membership in Vietnam Veterans of America is currently \$20 for one-year, \$50 for three years, and \$100 for a life membership.**

**B. Should the member wish to upgrade their active membership to life-member status the following guidelines must be followed:**

- 1. The remaining \$80 of a one-year active membership must be paid within sixty (60) days of the initial payment; and**
- 2. The remaining \$50 of a three-year active membership must be paid within sixty (60) days of the initial payment.**

**C. After the sixty-day grace period, members wishing to upgrade an active membership must pay the full payment of \$100.**

**Without objection motion passed.**

**Yes: 22**

**No: 0**

**Non Vote: 1**

**Not Present: 1**

**VVA Membership Policy on Honorary Life Membership:** Director Hobbs made the following motion:

**Motion 7**

**To approve the amended VVA Membership Policy on Honorary Life Membership.**

**VVA Membership Policy on Honorary Life Membership**

**Replaces VVA Membership Policy on Honorary Life Membership 8/10/10**

**Amended Motion # 7 Consent Calendar, item # 3, 1/9/15**

**Amended 7/19/16**

Pursuant to Article I, Section 3 – Membership, paragraph B. of the VVA Constitution, the VVA National Board of Directors hereby designates Honorary Life Membership (HLM) as a class of membership within the Corporation. This membership policy describes the criteria for consideration, eligibility requirements, dues, entitlements, and available services pertaining to HLM membership.

An Honorary Life Membership may be requested from the following:

- 1. A VVA National Officer, *National Board Member*, the Conference of State Council Presidents, a State Council, or a Chapter for an individual not otherwise eligible for VVA membership.**
- 2. A VVA State Council for a DoD-designated MIA veteran who resided in said state or by a Chapter for a DoD-designated MIA veteran who resided in the Chapter's community or areas served.**

Criteria for Consideration:

- An individual who has provided support through the public or social media (radio, TV, Internet, newspaper) on veteran issues and other veteran-related endeavors undertaken**



by the National organization, State Council, or Chapter.

- An individual who is elected or appointed governmental duties (national, state, or local) that allow him/her the opportunity to encourage/support veteran-related legislature that improves or impacts the lives of VVA members, their families, or all veterans.
- An individual who by their own monetary stature has continually provided “financial or pro bono” support to VVA National, State Council, or Chapter that has assisted us with our mission to provide service to veterans and families.
- An individual who has been instrumental in providing veterans with support and/or services that improves or beneficially impacts the lives of veterans.

<b>Type:</b>	<b>Requested by:</b>	<b>Dues/Rebates</b>	<b>Entitlements:</b>	<b>Services:</b>	<b>Database/Roster:</b>
Individual	National Officer, CSCP, State Council, Chapter	Dues waived; no dues rebate	No office; no vote. Not counted for delegate representation	No Veteran magazine; no member services	HLM entry; not listed on roster
DoD Designated MIA	State Council, Chapter	Dues waived; no dues rebate	No office; no vote. Not counted for delegate representation	No Veteran magazine; no member services	HLM entry; listed on roster

The National Officers shall review each nominee and recommend granting or denying HLM membership to the Board of Directors. The Board of Directors shall have the final decision and vote.

The VVA Membership Department shall maintain a listing of Honorary Life Memberships which shall be available upon request by State Councils or Chapters. Honorary Life Members may speak at any VVA meeting or event at the discretion of the State Council President or Chapter President.

Since the policy waives dues for a current or future DoD-designated MIA veteran, the State Council or Chapter requesting a new Honorary Life Membership for such a MIA veteran would not need to show that it had previously paid IND dues for the MIA veteran. IND dues that were previously paid for such a member are not eligible for a refund.

*The National BOD will consider request for HLM only at regularly scheduled BOD meeting in Jan, April, Jul/Aug, and Oct., if received 30 days in advance of scheduled meeting. If not received within 30-day timeframe, the HLM application will be considered at the next scheduled BOD meeting.*

**Without objection motion passed.**

**Yes: 22**  
**No: 0**  
**Non Vote: 1**  
**Not Present: 1**

**Renewal of VVA/AVVA MOU:** Treasurer Reynolds made the following motion:

**Motion 8**

**To approve the renewal of the VVA/AVVA MOU.**

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
VIETNAM VETERANS OF AMERICA, INC.  
AND  
ASSOCIATES OF VIETNAM VETERANS OF AMERICA, INC.**

This Memorandum of Understanding (MOU) is entered into by and between Vietnam Veterans of America, Inc. (VVA) and Associates of Vietnam Veterans of America, Inc. (AVVA), to establish communications and financial guidelines for a relationship between the two parties concerning the respective responsibilities between the parties as refers to administrative support and financial services for AVVA.

*WHEREAS*, VVA and AVVA are considered affiliated organizations, one of the other; and

*WHEREAS*, AVVA is an independent membership organization with a board of directors, officers, committees, and several thousand members, and requires the administrative support and financial services required by comparable organizations; and

*WHEREAS*, the administrative support and financial services needed to support AVVA make it impractical for one person to provide the full range of needed services; and

*WHEREAS*, VVA and AVVA wish to fashion a means of meeting AVVA's continuing needs for these services; and

*WHEREAS*, VVA is quite capable and willing to provide these services;

*NOW, THEREFORE*, VVA and AVVA agree as follows:

**VVA's Responsibilities:**

- VVA will provide AVVA with bookkeeping and accounting services, membership maintenance and renewal, member services (responding to phone calls), administrative support for forming state and/or local associations, record keeping services and other VVA staff services as needed.

- VVA will use VVA national office staff in the Finance Department, the Membership Department and other departments as required to provide these services.
- VVA will provide national staff to assist AVVA in planning AVVA meetings (board meetings, conventions and conferences, etc.).

**AVVA's Responsibilities:**

- AVVA is responsible for paying VVA \$15,000 annually as compensation for providing these services.
- AVVA is responsible for all other direct or indirect costs attributable to AVVA and its' operations. Direct costs for which AVVA is responsible include, but are not limited to:
  - (1) any AVVA sales, personal property, or other taxes, including any unrelated business income taxes (UBIT);
  - (2) any AVVA travel expenses, including transportation, food and lodging;
  - (3) any long distance phone or fax charges attributable to AVVA;
  - (4) any messenger or delivery services attributable to AVVA;
  - (5) any furniture, office equipment, or other equipment purchases by or for AVVA;
  - (6) any publications purchased by or for AVVA including the purchase of *The VVA Veteran* for their members;
  - (7) any office supplies purchased by or for AVVA;
  - (8) any insurance (e.g. D&O, general liability, property/casualty, workers' compensation, etc.);
  - (9) any bonds or surety costs; and
  - (10) any other direct costs attributable to AVVA or necessary for AVVA.
- AVVA will be responsible for the cost of any external audits of AVVA's books, records and finances.
- AVVA will be responsible for the cost of any interest or charges imposed on

AVVA by banks or financial institutions.

- AVVA will be responsible for the cost of printing and mailing AVVA membership materials.
- AVVA will be responsible for the cost of any advertising for AVVA membership purposes, except that VVA shall not charge AVVA for the publication of any reasonable notices or membership-related articles in VVA's newspaper, *The VVA Veteran*.

**Effective Date, Term, and Termination:**

- The effective date of this agreement will be the latter of the signatories signing date.
- This agreement supersedes all previous Agreements concerning these topics between the parties.
- This agreement shall have an initial term of one (1) year (to bring into sync with the VVA/AVVA election cycle) and shall be automatically renewed, at the option of AVVA, for successive two (2) year terms, concurrent with the VVA/AVVA election cycle provided, however, that
  - (a) AVVA gives the VVA Board of Directors ninety (90) days prior notice of intent to renew and
  - (b) AVVA shall have no right of renewal if the VVA Board of Directors gives AVVA notice at least thirty (30) days prior to the end of a term that renewal is denied. VVA shall have the right and privilege to terminate this agreement upon thirty (30) days' notice given by the VVA Board of Directors that AVVA is in breach of any term of the agreement. In the event that either party alleges a breach by the other, it shall be obligated to give at least thirty (30) days' notice in writing to afford the other party the opportunity to remedy the alleged breach.
- Notwithstanding any other provision of this agreement, either party may cancel this agreement, with or without cause and without penalty, upon sixty (60) days written notice to the other party.
- VVA and AVVA agree that any changes to this MOU must be in writing and must be signed by both parties.

**Vietnam Veterans of America, Inc. Associates of Vietnam Veterans of America, Inc.**

John Rowan  
National VVA President

Sharon Hobbs  
AVVA President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Without objection motion passed.**

**Yes: 22**

**No: 0**

**Non Vote: 1**

**Not Present: 1**

**Appointment VA Voluntary Service Rep:** President Rowan noted that information or questions pertaining to the VA Voluntary Service Rep would be directed to La Vonja Cogdell and that the chapters/state councils should direct the name of possible candidates for the appointment to his attention.

**VVA Chapter and State Council Insurance Programs:** Treasurer Reynolds has been made aware that Randy Miller is no longer with Hays Companies. Hays Companies is still our broker and it is being worked out as to who Randy's replacement will be.

**Hawaii 50<sup>th</sup> Anniversary Commemoration for the Vietnam War:** President Rowan noted that the Hawaii 50<sup>th</sup> Anniversary Commemoration for the Vietnam War would be May 22, 2017 through May 28, 2017.

**Financial Reporting – IRS & 990-N:** Treasurer Reynolds noted that the IRS has taken over the software and processing of 990-Ns this year. It is currently not as fast as prior years and they no longer send an “accepted” e-mail. Treasurer Reynolds made the following motions:

**Motion 9**

**The VVA Board of Directors, under the provisions of the VVA Constitution, Article IV, Section I, Paragraph A, will accept the IRS acknowledgement that a 990-N has been filed as long as the following conditions are met: 1) provide verification of the filing with the Annual Financial Report to meet financial reporting requirements; and 2) are otherwise in good standing with VVA; and 3) to allow such Chapters to seat voting delegates at the National Convention. This motion does not exempt a chapter from suspension if the filing does not clear the IRS system.**

**Without objection motion passed.**

**Yes: 22**

**No: 0**

**Non Vote: 1**

**Not Present: 1**

**Motion 10**

**Provided all Financial and Election reports are submitted and verified in even numbered FY (example 14, 16, 18) your delegation will be seated at the National Convention held on the next odd numbered year (regarding item # 3 in Motion 9).**

**Without objection motion passed.**

**Yes: 22**

**No: 0**

**Non Vote: 1**

**Not Present: 1**

**Committee Funding during the Budget Cycle:** Director Wilson asked for an explanation on how Committee funding is determined by the Finance Committee. Treasurer Reynolds gave a brief explanation on the budget submittal requirements for committees and the budget request is evaluated on the revenue available for funding on each request by the Finance Committee.

**Committee – Report Only**

Agent Orange/Dioxin – M. Kaderlik – Gave a verbal report on the AO Town Hall meetings.

**Committee – Motion Only**

Chair of the Veterans Benefits Committee T. Burke made the following motion:

**Motion 11**

**To appoint Chuck Byers of AZ as a member of the Veterans Benefits Committee at no cost to National.**

**Without objection motion passed.**

**Yes: 22**

**No: 0**

**Non Vote: 1**

**Not Present: 1**

The meeting adjourned at 6:00 p.m.

Respectfully submitted,



Bill Meeks, Jr.

National Secretary

Approved: October 11, 2016