

# MINUTES SUMMARY

## Council of Administration



**August 14, 2021**

Commander Lewis opened meeting in form 13:00.

Roll Call of officers:

Commander Deb Lewis	:	Present
Senior Vice Commander Frank Bragg:		Absent
Junior Vice Commander Ronald Schaedel:		Present
Quartermaster Norbert Enos:		Present
Adjutant George Barlett:		Present
Judge Advocate Patsy Takemura:		Absent
Surgeon Frank Macali		Absent
Chaplain Stanley Fernandez:		Present
Chief of Staff Lockwood		Present
Inspector Mattimoe:		Present
Immediate Past Commander Maria Vaa Igafo:		Absent
Past Commander: Antonio Alfredo		Present
Past Commander: Randy Grant		Present
Past Commander: Lane Martin		Present
Post 94:		Present
Post 110:		Present
Post 352:		Present
Post 849:Jr Vice Representing		Present
Post 970:		Present
Post 1540:		Present
Post 1572:		Present
Post 2875		Present
Post 3292:		Absent
Post 3391:		Absent
Post 3830:		Present
Post 3850:		Absent
Post 3855:		Absent
Post 3870:		Absent
Post 3875:		Present
Post 8616:		Present

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Post 10154:	Present
Post 10276:	Present
Post 12122:	Present
Post 12138:Jr Vice Representing	Present

We have a quorum.

Members in attendance: Post 94 Leslie Gloston; Post 110 Lawrence Enomoto; Post 849 Joseph Lewis; Post 970 Calvin Yonamine; Post 1540 Gary Weternhoff; Post 2875 Somsack Phantavong, Russell Andrews, Russell Cummings, Jesse Worthen; Post 10154 Rona Adams;

Guests in attendance: None

Zoom Coordinator: Doug Lewis

Adjutant Report: Minutes for March 14, 2021 meeting have been distributed and are on the website. Motion to approve the minutes with no corrections or additions was approved. Meeting Summary for June 12, 2021 was read for the record. No business was conducted due to lack of quorum. Administrative procedures training was conducted by Johnathon Duncan.

Report of Balloting since last COA: None

Records of Ballots and results are available at the Department Headquarters for review.

Quartermaster Report:

QM Report dated June 30, 2021. Motion to approve the report was made seconded and approved. QM Enos also reported on the funds received during the National Convention Hospitality Room.

Correspondence: Distributed

Comrade/Family of a Comrade in Distress:

Post 8616: Bob Silva passed on August 13, 2021.

Post 10276: Henry Makua is very sick and receiving treatment.

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Service Officer Report:

VA Offices visitors now have to go through TAMC to enter Service Office, After being COVID tested. Appointments are required.

Changes were made to the National Veterans Service Policy and Procedures. This document is available on the National VFW Website and contains the duties and responsibilities of the Post Service Officer. Post Service Officers are reminded that they are NOT to keep any medical related data or other personal information.

Officer and Committee Reports:

Commander Lewis

VSO Oversight, National Military Women's Memorial-Posts need to support this program for All-State Program, It is a way to recruit new members. , Legacy Life- Posts need to show an increase of one member this year.

Sr Vice Bragg

Teacher of the Year- Post need to submit an entry to the Department for judging

Veterans and Military Support- Donations to be made using the All-American Scoreboard

Budget- Budget for 2021-2022 will be discussed during new business

Jr Vice Schaedel

Buddy Poppy- Reported on the National Buddy Poppy Girl from the National Home. Order using form available on website, send orders to State Quartermaster.

National Home- The Department is responsible for maintenance of the Hawaii House at Eaton Rapids. A donation is part of the All-State Program.

Quartermaster Enos: Membership, Recruiting and Life Membership

Recruiting is the lifeblood of the organization. Recruit life members if possible, but recruit. Only new members will appear on the National website until September when the Life member payouts are made and the website is updated with that information.

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Chaplain Fernandez

OVC discussed the purpose of the Oahu Veterans Council and will continue to send reports on the actions of the OVC.

Auxiliary Liaison- will meet with Auxiliary President to share information.

Judge Advocate Takemura: Bylaws and Resolutions-No Report

Surgeon Macali-Hospital No report

Kimberly Blaum-Homeless Veteran No report

Chief of Staff Lockwood

Community Service-

Student Veteran-

Sean Mattimoe

Inspector- Please Contact either Sean Mattimoe or the State Adjutant to schedule a time for your inspection. Inspections are to be used as a tool to help the Post succeed. People that should be involved are the Commander, QM, ADJ, and Trustees. The goal is to inspect all Posts before January.

Lane Martin: Safety

Wayne Yoshioka

Public Relations- Commander Lewis emphasized that getting the word out is one of the new Commander-in-Chief's priorities. We need to brag about what we are doing.

Stephen Thompson POW/MIA

Alfredo Antonio Audit Committee

Fredic Chang

Ways and Means/Fundraising

Tim Martinez (JROTC),

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State Adjutant Barlett

Investment

Convention/Time and Place

Youth Activities (Includes VOD, Scouting)

Randy Grant

Strategic Planning

Patriots Pen

Reports are to be attached to minutes. (Reports will be submitted to State Adjutant and distributed electronically)

National Home Prayer/Short Version

Unfinished Business: None

New Business:

1. Motion to approve of Appointments as listed in General Order # 1 and with the addition of Sherman Willis as Sgt of Arms and Jesse Worthen as ASDO and Administrative Assistant, and the removal of Chole Wilkins as Service Office Administrative Assistant. Motion was made, seconded, and approved.
  
2. Motion to approve of Department of Hawaii Operational Budget for 2021-2022. Motion was made, seconded, and approved.
  
3. Motion to approve the following Standard Operating Procedures (SOP).
  - a. Bylaws and Resolutions
  - b. Admin Facility Management
  - c. Admin Privacy Policies
  - d. Budget and Finance
  - e. Bylaw and Resolutions Committee
  - f. Community Activities and Citizen Education

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- g. Conventions
- h. Legislative Committee
- i. Inspection
- j. Travel Policy and Business Expense Reimbursement Motion was made, seconded, and approved. A *Roll Call Vote* was taken. 24 Ayes, 0 Nays with 10 abstentions.

4. Motion to approve the moving the December COA to December 4, 2021 from December 11, 2021.

Motion was made, seconded, and approved.

5. Motion to approve hosting the Western Conference in November 2024.

Motion was made, seconded, and approved.

6. Motion to approve holding the 2021-2022 Department Convention at the Outrigger Reef Waikiki Beach Resort, June 9-11, 2022. Motion was made, seconded, and approved.

7. Fundraising Requests from Posts.

10276 Zippy's Fundraiser 2<sup>nd</sup> Qtr

3830 Smoked Meat and Fish Fry

8616 Hot Dog Sale in Conjunction with Waikiki Elks

2875 Zippy's in Fall, Jack in the Box

3875 Safeway Candy Sale, Golf Tournament

8. Any other new business: None

Good of the Order: Announcements:

- 1. Honor Flight Dec 6-10 2021
- 2. Pearl Harbor Remembrance Day Parade
- 3. Pearl Harbor Remembrance Day Ceremonies.

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4. Post 110 requests support for 80<sup>th</sup> Anniversary Ceremony at Ewa Battlefield. Post 12138 Jr Vice Boucher expressed concerns with John Bond's comments about the event and actions he wants to take.
5. Any person having comments on improvement that can be made to further accommodate future in-person and electronic attendance of meetings (Zoom); please forward your suggestions to the State Adjutant and Commander for review and action.

Post Commander Reports: None

Commander's Moment: Commander Lewis expressed her views on working together and

Meeting was closed in form at 1030. The next Council of Administration meeting will be conducted on 0900 December 4, 2021 Oahu Veterans Center.

Training Topics: The following training was conducted.

1. Post Service Officer Duties and responsibilities. (Trainer James Kahalehoe)
2. Post inspection Procedures. (Trainer Sean Mattimoe)

Submitted:

A handwritten signature in black ink, appearing to read "G Barlett", is positioned below the "Submitted:" text.

Department Adjutant  
George Barlett