

**DEPARTMENT OF KANSAS
Sons of Union Veterans of the Civil War**

**PROCEEDINGS OF THE
FALL COUNCIL MEETING
Olathe, Kansas
October 18, 2008**

AGENDA

1. Officer Reports
 - a. Department Commander, Craig A. Sundell, PCC
 - b. Senior Vice Department Commander, James M. Converse, PCC
 - c. Junior Vice Department Commander, James R. Knopke, PDC
 - d. Secretary, Alan L. Russ, PDC
 - e. Treasurer, Alan L. Russ, PDC
 - f. Patriotic Instructor, Matthew G. Toll, PCC
 - g. Chaplain, Roy A. Lafferty, PDC
2. Department Bylaws Committee, Alan L. Russ, PDC, Chairman
3. 2010 National Encampment Committee, James R. Knopke PDC, Chairman
4. 2009 Department Encampment, James M. Converse, PCC
5. 2009 Department Encampment Schedule, Alan L. Russ, PDC
6. W. W. Nixon Camp of the Year Award, Alan L. Russ, PDC
7. 2008 Central Region Association Conference, Alan L. Russ, PDC
8. 2010 Central Region Association Conference, Alan L. Russ, PDC
9. Winter Training Session, Thomas E. Schmidt, PDC
10. Proposal for Recording Supplemental Ancestors, Alan L. Russ, PDC
11. 2009 National Encampment, Louisville, Kentucky, Alan L. Russ, PDC
12. Other Business
13. Adjournment

ATTENDEES

With Vote

Sr. Vice Department Commander	James M. Converse, PCC	5
Jr. Vice Department Commander	James R. Knopke, PDC	5
Secretary/Treasurer	Alan L. Russ, PDC	16
Council Member	Thomas E. Schmidt, PDC	1
Council Member	Matthew G. Toll, PCC	5
Council Member	Robert L. Wandel	4
Immediate PDC	Roy A. Lafferty, PDC	4

Without Vote

Franklin C. Bergquist, PDC	1
Brent A. Lawrence	5
Wade A. Lawrence	5

The Fall Council Meeting was called to order at 11:08 AM by Senior Vice Department Commander James M. Converse, acting as chairman in the absence of Department Commander Craig A. Sundell. Commander Sundell was out of state on a business trip.

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The first order of business was the presentation of officer reports. Copies of these reports are included as attachments to these proceedings.

PCC Converse turned the meeting over to PDC Alan L. Russ, in his capacity as chairman of the Department Bylaws Committee.

PDC Russ presented two proposed amendments to the Department Bylaws. Amendment 2009-01 would change the term of office for the Department Council Member positions to two years. PDC Thomas E. Schmidt moved that the amendment be accepted by the committee as written. Motion carried. The proposed amendment will be submitted to the Department Encampment for approval.

Amendment 2009-02 allows Junior Associates within the Department of Kansas. PDC Thomas E. Schmidt moved that the amendment be accepted by the committee as written. Motion carried. The proposed amendment will be submitted to the Department Encampment for approval.

Copies of the two proposed amendments are included as attachments to these proceedings, beginning at page 7.

After action on the two proposed amendments, the meeting was turned back to PCC Converse.

The next item on the agenda was a report on the report of the 2010 National Encampment Committee by PDC James R. Knopke. His report is found on page 10 of the attached reports.

PCC Converse reported on behalf of Franklin Camp 5 that plans are being made for the hosting of the 2009 Department Encampment in Olathe. The location is still undecided, but several possibilities are being pursued. Franklin Camp will confirm their intent, along with the details of the locations, etc., to the Department Commander prior to January 1, 2009.

PDC Russ then presented a proposed schedule for the business activities at the 2009 Department Encampment. This proposal may be found on page 10 of these proceedings. Discussion ensued concerning whether or not the program should be eliminated or retained in the schedule. Concern was voiced over late ending times with regard to travel time for brothers. No formal action was taken on the schedule, with the host camp to use it as a guideline for planning purposes.

PDC Russ next presented a proposed policy for determining the recipient of the W. W. Nixon Camp of the Year award. This plan is based upon one in use by the Department of Missouri. It was modified to better fit the needs of Kansas. The proposed policy is attached at page of this report. Motion was made by PDC Schmidt that the Department Council is in favor of adopting the policy, that the proposed policy should be presented to camp officers at the Winter Training Session, and that the policy should be presented to the 2009 Department Encampment for adoption. Motion carried.

PDC Franklin C. Bergquist recommended that Camp History Books be brought to the Department Encampment so that the Department Commander could select and award a "Camp History Award." Council voted to recommend this to the Department Commander as being a worthwhile suggestion which would provide a means of recognizing those camp historians who are putting forth effort in this regard.

PDC Russ referred the council to the previously submitted report on the 2008 Central Region Association Conference, contained on page 16 of this report.

PDC Russ reported that Kansas was asked to host the 2010 Central Region Association Conference. Those in attendance at the 2008 conference has agreed in principle for the

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Department to host it. Camps are encouraged to submit a proposal to where to host the conference. A list of requirements and considerations is contained beginning on page 17.

PDC Thomas E. Schmidt reported that the 2009 Winter Training Session is on schedule for January 10, 2009, at the Senior Center in Emporia. This is also where it was held last year. He asked the brothers present to let him know if there were any additional topics needed and if any were available to assist in the training.

PDC Russ next presented a proposed method of recording supplemental ancestors of brothers within the Department of Kansas. There is no National program for this, and the proposed procedure would only be in effect within the Department. A motion was made by PDC Russ that the Supplemental Ancestor Report be adopted by the Department. The motion passed. A policy will be developed supporting this and brought to the Spring Department Council Meeting.

PDC Russ referred the Council to a report concerning attendance at the upcoming 2009 National Encampment in Louisville, Kentucky. This report begins on page 22. After discussion by the Council, the following are currently planning to attend in Louisville:

PCC James M. Converse	as Department Commander, if so elected
PDC James R. Knopke	Past Department Commander
PDC Alan L. Russ	Past Department Commander
PDC Roy A. Lafferty	Past Department Commander
PDC Thomas E. Schmidt	Past Department Commander
PCC Matthew G. Toll	as delegate, if so elected
Robert L. Wandel	as delegate, if so elected

This would still leave five delegate positions available. The Department will make every effort to encourage brothers to fill those positions.

There being no further business to come before the Council, the meeting was declared adjourned at 2:05 PM.

The above report is submitted in the spirit of Fraternity, Charity, and Loyalty,

Alan L. Russ, PDC
Secretary

Approved:

James M. Converse, PCC
Senior Vice Department Commander
Acting Chairman

ATTACHED REPORTS

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- 5. W. W. Nixon Camp of the Year Award, Alan L. Russ, PDC
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OFFICER REPORTS

DEPARTMENT COMMANDER

Craig A. Sundell, PCC

Department Commander is unable to attend the Fall Council Meeting due to a previous out of town business commitment. No written report submitted.

SENIOR VICE DEPARTMENT COMMANDER

James M. Converse, PCC

It has been my pleasure to serve the membership is the Sons of Union Veterans of the Civil War as the Kansas Senior Vice Department Commander.

My primary activities during this reporting period have been working on behalf of Franklin Camp 5, Olathe, Kansas, as Historian and Communications Officer. The Camp Newsletter, THE OLD FLAG (previously entitled the BUGLER), has been published each month since the camp was chartered in November 2005. The gravity of that task takes on new meaning with the realization that this newsletter, the official communication of Franklin Camp 5, is held in the same esteem and care as the official G.A.R. records at both the Kansas State Historical Society archives and the Johnson County Museum archives. This brings our mission of carrying on the memory of the G.A.R. into keen focus.

Franklin Camp named me as the first recipient of the SUVCW Veterans Medal during this period. It was humbling to explain the miniscule piece of my aircraft carrier’s mission that I contributed as a Division Officer and CIC Officer, but the mission was accomplished

successfully. I am reminded of the contributions made to the Union Civil War effort by each man signed on to the Army or Navy. Each contribution and sacrifice added up to the final victory. I thank Franklin Camp for this award and wear it with pride.

JUNIOR VICE DEPARTMENT COMMANDER

James R. Knopke, PDC

I have not received or processed any applications from the National Junior Vice Commander-in-Chief.

Functions I have attended so far this term on behalf of the Department are:

1. Attended the Franklin Camp 5 Memorial Day Ceremony, May 24, 2008.
2. Attended the National Encampment in Peabody, Massachusetts., August 7-9, 2008.
3. Attended the Old Settler's Parade in Olathe, Kansas, September 6, 2008.
4. Attended the Central Region Association conference in St. Louis, Missouri, October 3-4, 2008.

SECRETARY REPORT

Alan L. Russ, PDC

Upon assuming the office of Secretary on April 26, 2008, at the 12th Annual Department Encampment, I received the Department records from outgoing secretary PDC Thomas E. Schmidt. I appreciate the manner in which the records were turned over to me.

The Department Annual Report was completed and submitted prior to its due date of being in National Headquarters no later than May 31, 2008. It is worth noting that Kansas is one of only four departments who have consistently submitted their annual reports on time for the last five years. It is a reputation worth having at the National level.

Proceedings of the 12th Annual Department Encampment were completed, approved, and distributed to all camps. Copies were sent to the National Commander-in-Chief and the National Secretary. A copy was also placed on the Department website.

Seven Department Orders have been published and distributed to date.

Forms 30 for gains and changes of address have been forwarded within the required time frame when received from camps. There remains a concern about timely submission of changes from camps. For instance, last month I mailed out copies of the camp rosters, as shown in the Department database. To date, I have not received ANY changes to the data. Either we now have a perfect database or camps are not verifying the information with their brothers.

National and Department correspondence is forwarded to camps for their action and/or dissemination, as necessary. It is the responsibility of the camp secretary to ensure this information is made available to the camp. Some camps choose to further distribute the information by email; however, they should remain cautious that they do not leave out those brothers without email ability.

I attended the 127th National Encampment at Peabody, Massachusetts, in my capacity of Past Department Commander in August. It was my honor to be re-appointed by the incoming Commander-in-Chief as National Membership-at-Large Coordinator, a position I have held since April 2005. I also continue to serve at the National level as a member of the Policies and Procedures Committee, with my term expiring in 2011.

I attended the 69th Central Region Association Conference on October 4, 2008, in Saint Louis, Missouri. The major accomplishment was the finalization of bylaws for the association.

At this time, I have no recommendations for consideration by the Council.

TREASURER REPORT
As of September 30, 2008

Alan L. Russ, PDC

The following report covers the period from April 26, 2008, through September 30, 2008.

BALANCE ON HAND April 26, 2008	\$ 3,940.37
RECEIPTS April 26, 2008 to September 30, 2008	
National Application Fees	25.00
National Per Capita	67.50
National Quartermaster	0.00
National – Other	0.00
Department – General	20.50
Department – Special (<i>Sunflower Picket</i>)	<u>219.00</u>
TOTAL RECEIPTS	332.00
EXPENDITURES April 26, 2008 to September 30, 2008	
National Application Fees	55.00
National Per Capita	2,461.50
National Quartermaster	0.00
National – Other	0.00
Department – General	220.00
Department – Special	<u>0.00</u>
TOTAL EXPENDITURES	<u>2,736.50</u>
BALANCE ON HAND September 30, 2008	<u>\$ 1,535.87</u>
OBLIGATED FUNDS as of September 30, 2008	
National Application Fees	0.00
National Per Capita	0.00
National Quartermaster	0.00
National – Other	0.00
Department – Special	<u>0.00</u>
TOTAL OBLIGATED FUNDS	0.00
AVAILABLE FUNDS AS OF September 30, 2008	<u>\$ 1,535.87</u>

PATRIOTIC INSTRUCTOR REPORT

Matthew G. Toll, PCC

Report of Department Patriotic Instructor for the period from April to October 2008.

May 24, 2008- Attended the Franklin Camp Memorial Day Event, representing the Department of Kansas, and Franklin Camp 5.

September 2008- Participated in the “Old Settlers Day Parade” with Franklin Camp 5, Representing both the Department and Camp.

Submitted various articles to The Sunflower Picket in regards to Patriotic Instruction for the Department of Kansas, S.U.V.C.W.

October 18, 2008 - Sent out notification of U.S. Flag Code change by the 110th Congress, Second Session, January 28, 2008, to the Department camps.

CHAPLAIN REPORT

Roy A. Lafferty, PDC

I attended the National Encampment at Boston, Massachusetts. While I was there, I attended a meeting with the National Chaplain. He has requested that I furnish him the names of all camp chaplains. With our year coming to a close, I would like to submit the names of those serving as chaplains after the new camp officers are installed.

On October 4, 2008, I attended the Central Region Conference in Saint Louis, Missouri.

PROPOSED BYLAWS AMENDMENT 2009-01

***SUMMARY:** This amendment establishes two-year terms of office for Department Council Member positions. It provides that one position shall be elected in odd-numbered years and two positions shall be elected in even-numbered years. The amendment also makes minor corrections to titles within the affected article to match the National Regulations.*

***DISCUSSION:** By establishing staggered two-year terms of office for Department Council Members, the Department will help to ensure continuity and planning.*

Article VII: OFFICERS

Section A. The Officers of the Department shall be the Department Commander, Senior Vice Department Commander, Junior Vice Department Commander, three brothers of the Department Council, Department Patriotic Instructor, Department Chaplain, Department Secretary/Treasurer, Department Historian, Department Counselor, Department Graves Registration Officer, and Department Civil War Memorials Officer, Guide, Color Bearer, and Guard. The incoming Department Commander may delay appointing brothers to the offices of Guide, Color Bearer, and Guard until the next Department Encampment, at which time he may appoint them *pro tempore*.

Section B. Election of Officers, Delegates, and Alternates.

(1) The Department Commander, Senior Vice Department Commander, Junior Vice Department Commander, Department Council, Department Secretary/Treasurer, Delegates and Alternates to the National Encampment shall be elected at the annual encampment by a roll-call of Camps in numerical order, ~~and a.~~

(a) A majority of all the votes cast shall be necessary ~~for a choice,~~ to elect Department Commander, Senior Vice Department Commander, Junior Vice Department Commander, and Department Secretary/Treasurer. ~~except in the case of the Department Council,~~

(b) Delegates and Alternates will be elected by, ~~wherein~~ a plurality of the votes cast. ~~shall elect.~~

(c) When electing Department Council Members for terms of office with differing length of terms, or when filling an unexpired term, The positions will be elected separately, as follows. Positions being elected for two-years terms will be elected first. All Council Members for two-year terms may be elected in the same vote. Next, any positions for one-year terms, normally to fill a vacancy in an unexpired term, will be elected. All Council Members for one-year terms may be elected in the same vote. Council Members will be elected by a plurality of the votes cast.

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(d) If there is but one nominee for an office the Department may elect by viva voce vote.

(2) Provided, that no brother shall be eligible for election to the office of Department Commander unless he has served as a Camp Commander. No brother shall be eligible for election to the office of Department Commander who is not present and entitled to vote at the Department Encampment.

(3) No brother shall be eligible for election to the Department offices of Senior Vice **Department** Commander or Junior Vice **Department** Commander unless he has served, or is currently serving, as a Camp Commander. No brother shall be eligible for election to the office of Senior Vice **Department** Commander or Junior Vice **Department** Commander who is not present and entitled to vote at the Department Encampment. In the case of a nominee for Senior Vice **Department** Commander or Junior Vice **Department** Commander, the nomination of a brother to these offices, and the election thereto, may occur in his absence provided that:

(a) A motion to nominate in his absence is made and approved by two-thirds($\frac{2}{3}$)of the voting membership present at the Department Encampment; and

(b) The brother to be nominated has submitted, in writing, a statement, that, if he is elected to the position for which he is to be nominated, he will provide satisfactory service during his term of office; and

(c) The brother to be nominated has stated in writing that he knows of no reason to prevent him from performing his duties during the coming year, and that he will attend the following Department Encampment.

Section C. On assuming office, the Department Commander shall appoint all other Department Officers not elected; and may appoint an Assistant Secretary and/or Assistant Secretary/Treasurer. The duties of appointed positions, for which no appointee is designated, shall be retained by the Department Commander.

Section D. The term of all elective and appointed officers shall be as follows:

(1) The Department Commander, Senior Vice Department Commander, and Junior Vice Department Commander, ~~except the office of Secretary/Treasurer,~~ shall be elected for a term of one year. No Department Commander may be reelected to that position for more than three (3) consecutive terms, or if such election will result in him serving as Department Commander for more than 45 consecutive months.

(2) The term of office for Secretary/Treasurer shall be for three (3) years, commencing with the 2008 term. ~~{NOTE: In 2008, the sitting Secretary/Treasurer shall be elected to a one year term, with the term of office being automatically extended to three (3) years from the date last elected upon approval of this amendment by the Commander in Chief.}~~

(3) Department Council Members will be elected for a two-year term of office, with one position being elected in odd-numbered years and two positions being elected in even-numbered years. Any Council Member vacancy which should occur between Department Encampments shall be filled in accordance with Section F, below. In the case where the term of office for

that position would normally extend beyond the next Department Encampment, the remainder of the term shall be filled by a brother elected at that Department Encampment. This provision shall be implemented at the 14th Department Encampment in 2010, with two positions being elected for two-year terms of office and one position being elected for a one-year term of office at that time.

(4) Appointed officers of the Department shall be appointed by the Department Commander to serve for a period of up to one year, unless sooner relieved. All appointments shall expire automatically at the end of the next Department Encampment, unless otherwise defined by these Bylaws.

Section E. The installation of Department Officers shall be performed at the Encampment by some person chosen by the Department Commander Elect.

Section F. Any vacancy which may occur in an elective office of the Department shall be filled by a majority vote of the Department Council for the period until the next regular meeting of the Department Encampment.

Section G. Any officer delinquent in or failing to perform the duties of his office may be removed from office by the Department Commander or by the Commander-in-Chief.

PROPOSED BYLAWS AMENDMENT 2009-02

SUMMARY: *This amendment establishes "Junior Associates" within the Department of Kansas. The amendment also changes the term, "Junior" to the new term of "Junior Member." As per the National Constitution, camps will have to amend their bylaws if they wish to allow Junior Associates in their camp.*
DISCUSSION: *With the establishment of Junior Associates by the National Constitution, it is necessary for the Department to allow them to join within the Department of Kansas.*

Article IV. FORMATION AND DISBANDMENT

Section I. The Department permits Camps to admit Associates and Junior Associates to the Camp, provided the Camp complies with all of the provisions of the Constitution of the Sons of Union Veterans of the Civil War concerning these categories. Camp bylaws must permit Associates and Junior Associates in the camp in order to allow Associates and Junior Associates to join the camp.

Article XII. DEPARTMENT AWARDS

Section C. The following awards, having been well established within the Department of Kansas by precedent, are established as permanent awards of the Department. These awards, and their criteria, are as follows:

(1) **CORPORAL LEONIDUS B. DAVIS AWARD FOR RECRUITER OF THE YEAR.** This award may be presented by the Department Commander to the brother who has recruited the most new brothers (Members, Associates, ~~and Juniors~~ Junior Members, and Junior Associates) since the previous Department Encampment. The determination of which brother is to receive credit for a new brother is based upon the name entered on the application for membership as "Recommended by SUVCW Brother." Applications received from the National Junior Vice Commander-in-Chief are not considered when determining the number of "recruits." The Department Commander may determine not to present the award

any year he feels no one has recruited enough brothers to set him apart in this regard.

2010 NATIONAL ENCAMPMENT COMMITTEE REPORT

James R. Knopke, PDC

First, as Chairman of this committee, I have appointed PDC Roy Lafferty to the committee. Most do not know this, but before Roy was Department Commander, which gave him a seat on the old dissolved National Encampment Committee, he had attended every meeting we held with Jim Houston, the Chairman of the National Encampment Site Committee. Our committee allows members who attend a National Encampment to sit in on our meetings with Jim Houston as observers. The only time we could not do this was in Harrisburg, Pennsylvania, when Brother Houston was short on time and we were able to meet by chance early one morning instead of eating breakfast. With Roy's background in what we are about, we welcome him as our newest member.

Alan Russ, Roy, and I had a short meeting with Brother Houston and his committee members this past August at the National Encampment in Peabody, Massachusetts. They were pleased to see that the Department of Kansas Encampment Committee was well represented at the encampment, as no one from next year's host committee from Kentucky made it to Peabody. We assured Jim that we will be represented in force at next year's National Encampment in Louisville, Kentucky. We will have a promotional booth informing members about the 2010 National Encampment and Kansas. We will be asking for help from our brothers to man this booth. For those who have never been to National, this would be a great time to go and see what it is all about. There will be more on this as we get closer to the encampment. Brother Houston asked about the renovations to the Marriott, and we told him they are on track to have it done by 2009, which pleased him. He asked about what kind of tour we would offer for those who would be in Overland Park on Thursday of 2010. We informed him that we were looking at two tours. One tour would include the World War I Museum and the Steam Boat Arabia. The other tour would consist of the Mine Creek Battlefield, the Fort Scott National Historical Site and National Cemetery No. 1.

Another thing we also did at National was to hand out a packet of information about Kansas to all attendees in order to start promoting the 2010 Encampment. From the feedback we heard, these packets were well received by all.

The committee held a meeting on the morning of October 18, 2008, to discuss where we were, where we need to be, and how to get there. We are on schedule, and the next items coming up have been assigned and planned for. The committee will meet again on January 10, 2009, before the Winter Training Session.

We are now less than twenty months away from hosting the 2010 National Encampment, and we will be asking for your help as we continue to form committees. As our Nation approaches the sesquicentennial of the Civil War, it is a great opportunity for us to remind everyone it started here in "Bleeding Kansas."

PROPOSED SCHEDULE FOR 2009 DEPARTMENT ENCAMPMENT

Alan L. Russ, PDC

The following schedule is proposed in order to ensure adequate time is available at the Department Encampment to conduct the business of the Department. The intent of the proposed schedule is to allow for the Officer reports and committee reports to be presented before the

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lunch break. This allows for new business, elections, and the installation of officers to be conducted after lunch. Additionally, the Department Council Meeting is to be held immediately after the encampment, as required by National Regulations. This lets the council meeting conclude at an earlier time.

10:00 AM – NOON Memorial Service (if necessary), seating of PDC's, opening ceremony, morning business meeting. This should primarily be officer reports and committee reports.

Noon – 1:00 PM Luncheon

1:00 PM – 4:00 PM Afternoon business meeting, election and installation of officers and closing ceremony

4:00 PM – 5:00 PM Department Council meeting (*will begin earlier if Encampment ends earlier.*)

PROPOSED PROCEDURE FOR W.W. NIXON CAMP OF THE YEAR AWARD

Alan L. Russ, PDC

The following procedure was developed to provide a uniform manner in which Department Commanders can assess which camp should receive the W. W. Nixon Camp of the Year Award.

HEADQUARTERS
DEPARTMENT OF KANSAS
SONS OF UNION VETERANS OF CIVIL WAR
 1530 Learnard Avenue
 Lawrence, Kansas 66404-3736

POLICY FOR DETERMINING AWARD OF
W. W. NIXON CAMP OF THE YEAR AWARD

1. This policy establishes a formal means to determine which camp should be the recipient of the W. W. Nixon Camp of the Year Award. This award is awarded annually at the Department Encampment by the Department Commander. The challenge which has been presented to Department Commanders in determining which camp has best met the criteria for this award.
2. Department of Kansas Bylaws Article XII, Section C(4) prescribe that the Department Commander may present the W. W. Nixon Camp of the Year Award to the camp *“which demonstrated the greatest degree of support to the goals and ideals of the Sons of Union Veterans of the Civil War in such areas as community involvement, memorial ceremonies, public education, conduct of camp meetings, and such. The Department Commander shall seek recommendations from the various Camp Commanders for this award.”*
3. The Department Council has developed and established a means for Camps to submit measurable and meaningful data for use in determining the award recipient. One important item in the process, ultimately, is the Department Commander makes the final selection of the recipient. This process does not remove that authority from the Commander, but, rather, makes available a standard form of input and measurement.
4. Camps are required to submit a quarterly report indicating what activities they have completed in the last quarter. Reporting periods and due dates are as follows:

<u>PERIOD COVERED</u>	<u>DUE AT DEPARTMENT</u>
April 1 – June 30	July 31
July 1 – September 30	October 31
October 1 – December 31	January 31
January 1 – March 31	April 10

5. Camps who submit their quarterly report by the due date will receive additional points for that. Likewise, Camps who submit their reports after the due date will not receive these points. Camps who fail to submit a quarterly report, or who submit the report more than ten days after the due date, will not have that quarter considered in the process.
6. Categories, possible points, and maximum points per category are as follows:

	Max. Points
Membership and Meetings:	
New brothers [25 points per new Member, Associate, and Junior]	250
Transfers into Department [5 points per new Member, Associate, and Junior]	100
Camp Meetings [10 points per regularly scheduled meeting]	100
Camp Meeting Attendance [1 point for each brother who attends a meeting]	<u>200</u>
Total Points for Category	650
Camp Publications and Articles	
Camp newsletters published [20 points per published newsletter]	200
Contributions to <i>Sunflower Picket</i> [10 points per article submitted]	100
Contributions to <i>Banner</i> [20 points per article submitted]	<u>100</u>
Total Points for Category	400
Camp Participation	
Plan and/or participate in traditional observances [25 points per participation]	100
Plan and/or participate in community functions [50 points per function]	100
Fund raising/donations [1 point for each dollar raised/received]	<u>500</u>
Total Points for Category	700
Camp Administration	
Form 22 submitted on time [100 points]	100
Form 27a submitted on time [100 points]	100
Form 30's submitted on time [5 points per month]	60
Form KS-5 submitted on time [10 points]	<u>40</u>
Total Points for Category	300
Department Activities	
Department Work Day [20 points for Camp participation]	20
Department Encampment [20 points for Camp attendance]	20
Department Fall Council Meeting [20 points for Camp attendance]	20
Department Winter Training Session [20 points for attendance]	20
Department Spring Council Meeting [20 points for Camp attendance]	<u>20</u>
Total Points for Category	100
National Programs	
Graves registration [1 point per grave registered in National database]	500
GAR/Civil War memorials recorded [15 points per registered memorial]	150
Eagle Scout certificates presented [10 points per certificate presented]	100
ROTC medals and certificates presented [25 points per award]	<u>100</u>
Total Points for Category	850
Department Commander's Discretionary Points	1,000
TOTAL AVAILABLE POINTS	4,000

7. Instructions for completing the Quarterly Camp Report for the W. W. Nixon Award are given in Attachment 1. The Quarterly Camp Report for the W. W. Nixon Award is shown as Attachment 2. Likewise, the Department worksheet is shown as Attachment 3.

8. Any questions concerning this policy should be directed to the Department Commander.

APPROVED BY THE DEPARTMENT COUNCIL THIS 18TH DAY OF OCTOBER, 2008.

CRAIG A. SUNDELL, P.C.C.
Department Commander

ATTEST:

ALAN L. RUSS, P.D.C.
Secretary

Attachment 1 –W. W. Nixon Award Quarterly Camp Report (Form KS-5)

DRAFT

Department of Kansas Awards Program - W. W. Nixon Award
Quarterly Camp Activity Report

(For instructions on filling out form, see Department of Kansas Policy 2008-01)

Camp Name and Number: _____
 For Quarter Ending: March 30 June 30 September 30 December 31

Points Category		Number of Activities	Sub-Total Points
<u>Membership and Meetings</u>			
• New brothers	(25 points each)	_____	_____
• Transfers into Department	(5 points each)	_____	_____
• Camp meetings held	(10 points each)	_____	_____
• Camp meeting attendance	(1 point each brother in attendance)	_____	_____
<u>Camp Publications and Articles</u>			
• Camp newsletters published	(20 points each)	_____	_____
• Contributions to <i>Sunflower Picket</i>	(10 points each)	_____	_____
• Contributions to <i>Banner</i>	(20 points each)	_____	_____
<u>Camp Participations</u>			
• Plan and/or participate in traditional observances	(25 points each)	_____	_____
• Plan and/or participate in community functions	(50 points each)	_____	_____
• Fund raising/donations received by camp	(1 point/every \$1)	_____	_____
<u>Camp Administration</u>			
• Form 22 on-time submittal	(100 points)	_____	_____
• Form 27a on-time submittal	(100 points)	_____	_____
• Form 30's on-time submittal	(5 points)	_____	_____
• Form KS-5's on-time submittal	(10 points)	_____	_____
<u>Department Activities</u>			
• Department Work Day	(20 points/camp)	_____	_____
• Department Encampment	(20 points/camp)	_____	_____
• Department Fall Council Meeting	(20 points/camp)	_____	_____
• Department Winter Training Session	(20 points/camp)	_____	_____
• Department Spring Council Meeting	(20 points/camp)	_____	_____
<u>National Programs</u>			
• Graves registered	(1 point each)	_____	_____
• GAR/Civil War memorials recorded	(15 points each)	_____	_____
• Eagle Scout certificates presented	(10 points each)	_____	_____
• ROTC medals and certificates presented	(25 points each)	_____	_____
TOTAL POINTS			_____

Submitted by: _____ Date: _____
 Date received by Department Secretary: _____

Completing Form KS-5

Category	Calculation
<i>Place this number in "Number of Activities"</i>	<i>Place this number in "Sub-Total Points"</i>
Membership and Meetings:	
New brothers – Enter the number of new brothers (Members, Associates, and Juniors) who have joined your camp during the reporting period. Do not include reinstated brothers.	Multiply the number entered under "Number of Activities" times 25.
Transfers into Department – Enter the number of new brothers (Members, Associates, and Juniors) who have transferred into your camp from another department. Transfers between Department of Kansas camps do NOT count.	Multiply the number entered under "Number of Activities" times 5.
Camp Meetings – Enter number of regular camp meetings actually held during the rating period.	Multiply the number of camp meetings by 10.
Camp Meeting Attendance – Enter the sum of the number of brothers who attended all camp meetings within the quarter. For instance, if 11 attended in January, 8 attended in February, and 12 attended in March, the camp would report "31."	Copy the total number for attendance into this column.
Camp Publications and Articles	
Camp newsletters published – Enter the number of Camp newsletters published by the camp during the reporting period.	Multiply the number of newsletters by 20.
Contributions to <i>Sunflower Picket</i> – Enter number of articles submitted to the <i>Sunflower Picket</i> editor during the quarter. Do NOT count articles by Department officers for "officer columns."	Multiply the number of articles submitted by 10.
Contributions to <i>Banner</i> – Enter the number of articles either submitted directly to the <i>Banner</i> editor or to the Department SVC for submission to the <i>Banner</i> editor.	Multiply the number of articles submitted by 20.
Camp Participation	
Plan and/or participate in traditional observances – Enter number of traditional observances, such as Memorial Day, Independence Day, and Veterans Day the camp participated in during the quarter.	Multiply the number of observances by 25.
Plan and/or participate in community functions – Enter the number of community functions the camp participated in during the quarter.	Multiply the number of functions by 50.
Fund raising/donations – Enter the amount, in full dollars, the camp raised in fund raising activities or were received by the camp in donations during the quarter.	Enter the number of dollars raised/received as points.
Camp Administration	
Form 22 on-time submittal – The Form 22 is required to arrive at the Department Secretary prior to January 31. Normally, this form is submitted immediately after new officers are installed. Enter "1" if submitted on time.	If submitted before January 31, enter "100."
Form 27a on-time submittal – The Form 27a is the Camp Annual Report. It is to be submitted to arrive at the Department Secretary as soon after March 31 as possible, and no later than 3 days prior to the Department Encampment.	If submitted on time, enter "100."
Form 30's on-time submittal – Form 30's are submitted to arrive at the Department Secretary no later than the 15 th of the following month (for reporting periods from April 1 through December 31). Enter "1" for each month the Form 30's are submitted on time. If the camp did not have any Form 30's to submit, still add "1" for that month.	Multiply the number of months Form 30's were submitted on-time by 5.
Form KS-5's on-time submittal – Form KS-5's are submitted to arrive at the Department Secretary no later than the due date, as published in the policy.	If submitted on time, enter "10."
Department Activities	
Department Work Day – Enter "1" for participating in a designated Department Work Day.	Multiply by 20.
Department Encampment – Enter "1" for attendance at the Department Encampment by one or more brothers of the camp who hold a voting status.	Multiply by 20.
Department Fall Council Meeting – Enter "1" for attendance at the Department Fall Council Meeting by one or more brothers of the camp. Elected and appointed Department Officers do NOT count toward meeting this requirement.	Multiply by 20.
Department Winter Training Session – Enter "1" for attendance at the Department Winter Training Session by one or more brothers of the camp. Elected and appointed Department Officers do not count toward meeting this requirement unless they also hold a leadership position or the office of Camp Secretary.	Multiply by 20.
Department Spring Council Meeting – Enter "1" for attendance at the Department Spring Council Meeting by one or more brothers of the camp. Elected and appointed Department Officers do not count toward meeting this requirement.	Multiply by 20.
National Programs	
Graves registration – Enter total number of Civil War veterans graves which were recorded by camp members into the National SUVCW graves registration database during reporting period.	Copy the total number of graves registered into this column.
GAR/Civil War memorials recorded – Enter the number of GAR/Civil War memorials recorded during the reporting period. These must have been recorded on the SUVCW CWM-61 Assessment form and submitted to the Department CW Memorials Officer.	Multiply by 15.
Eagle Scout certificates presented – Enter the number of Eagle Scout certificates actually presented to Eagle Scouts during the reporting period. Certificates must be presented in person to count. Those which are mailed do not count.	Multiply by 10.
ROTC medals/certificates presented – Enter the number of ROTC medals and certificates actually presented to ROTC cadets per the National program. Medals need to be actually presented to the cadet in person by a camp representative in order to be counted.	Multiply by 25.

2008 CENTRAL REGION ASSOCIATION CONFERENCE REPORT

Alan L. Russ, PDC

The 2008 Central Region Association of the Allied Orders of the Grand Army of the Republic (CRA) Conference was held on October 4, 2008, in St. Louis. The Department of Kansas was represented by Department Commander Craig Sundell, PDC Alan Russ, PDC James Knopke, PDC Roy Lafferty, and Blair Tarr. Also, National President Barbara Knopke represented both the National Organization of the LGAR and the Kansas Department.

The primary item for the agenda was to be to finalize bylaws for the CRA. This is a process which has been ongoing for the last couple of years. PDC Don Palmer (SUVCW-MO) presented the proposed bylaws, which had previously been emailed to us. The attendees then went through each section, addressing proposed changes, and deciding on the final form for the bylaws. When agreement was reached, the bylaws were then submitted to a vote of the attendees for acceptance. The CRA now has an operating set of bylaws under which it functions.

Another issue to be addressed was that of where upcoming conferences would be held. It was the goal to ensure that we would know at least two years in advance where the conference would be. The Department of Kansas had previously declined holding the 2009 conference, due to being in the middle of planning for the 2010 National Encampment in August of 2010. Once the bylaws had been approved, the upcoming dates were set (the bylaws set the meeting to be held on the first Saturday of October). As such, here are the upcoming dates and locations:

October 3, 2009 – Indiana (probably in Indianapolis)

October 2, 2010 – Kansas (location to be determined) (*on agenda, Fall Council Meeting*)

October 1, 2011 – Missouri (probably in St. Louis at location of 2008 conference).

Officers for 2008-2009 were elected. It is the desire and custom of the association that the command officers alternate between the SUVCW and one of the women's organizations. The elected officers are:

Commander – PDC Walter Busch, SUVCW-MO

Senior Vice Commander – LeeAnn Teller, DUVCW-IN

Junior Vice Commander – Michael Beck, SUVCW-IN

Secretary/Treasurer (3 year term) – Robert Shaw, SUVCW-IN

It is hoped that this update has provided you a timely report. If you have any questions, please contact either myself or one of the other attendees.

2010 CENTRAL REGION ASSOCIATION CONFERENCE

The Department of Kansas is being asked to host the 2010 Central Region Association Conference. As such, we need the formal approval of the Department Council to go forward with this. It will be necessary to determine the location and activities in relation to the conference. Likewise, once the location is determined, a committee should be established and a committee chairman appointed.

1. **Dates:** The Central Region Conference is held on the first Saturday of October. There is an opportunity on Friday evening for fellowship. For the 71st Central Region Conference, the dates will be Friday, October 1, 2010, and Saturday, October 2, 2010.
2. **Possible Locations:**
 - a. The following locations should not be considered priority locations for the CRC:
 - i. Olathe/Overland Park – 2010 National Encampment will have just been held in Overland Park in August 2010.
 - ii. Lawrence – 2005 CRC was held in Lawrence.

- b. Due to the small size of this meeting, it is an opportunity to hold this in smaller cities of Kansas. Smaller cities also have opportunity to provide a less costly location; however, smaller cities may not provide “one-stop shopping” for hotel, meeting, and banquet facilities.
 - c. Possible locations include Topeka, Wichita, Junction City (Fort Riley), Leavenworth, Abilene, Salina, Hutchinson, and Fort Scott.
- 3. Facilities:**
- a. Hotel Rooms: 5 to 15 rooms.
 - i. Do not obligate rooms, if possible. If you must obligate for a number of rooms, insist on the lowest possible number of rooms.
 - ii. Keep hotel rate under \$80.00, if possible.
 - b. Meeting Room:
 - i. Meeting room should be capable of holding 15 to 40 people in a “classroom” arrangements.
 - ii. The meeting room may be set up in “banquet” style for the smaller numbers.
 - c. Banquet Room:
 - i. Capable of holding 15 to 35 people in “banquet” style.
 - ii. Head table not needed.
- 4. Registration:**
- a. A registration desk must be manned at the hotel site.
 - b. Registration Desk Hours:
 - i. Friday: 3:00 PM to 6:00 PM.
 - ii. Saturday: 7:30 AM to 9:00 AM and 12 Noon to 1:00 PM.
 - c. A gift bag and/or information packet should provided to each attendee.
- 5. Friday Night Activity:**
- a. This is an informal gathering for dinner, usually at a local restaurant.
 - b. It should have a private room, although this is not required.
 - c. Estimated attendance for the meal is 15 to 20.
 - d. Entertainment is neither required nor encouraged.
 - e. The meal is paid by the individuals directly to the restaurant.
- 6. Saturday Luncheon:**
- a. The host must make available a lunch meal to attendees who wish to purchase it.
 - b. The luncheon will preferably be at the location where the business meeting is being held.
 - c. The luncheon is paid for by the participant when registrations are mailed in.
- 7. Training Subject:**
- a. A one-hour training session will be held from 1 PM to 2 PM on Saturday.
 - b. The training session should be something of relevance to the Allied Orders that is informative, educational, and meaningful. It should be something that is designed to help improve the organizations.
- 8. Saturday Night Banquet:**
- a. There must be the ability to provide a banquet meal.
 - b. The banquet may be at the meeting facility or a separate facility, with the meeting facility being preferred.
 - c. The banquet may be catered in if the host facility does not have a restaurant and allows this.

- d. The banquet may be in the same room as the business meeting.
 - e. The banquet is paid for by the participant when registrations are mailed in.
- 9. Saturday Morning Activity:**
- a. This should be a tour with an historical perspective.
 - b. It does not have to be Civil War related.
 - c. The tour area must be close enough to allow time to be back when lunch is scheduled.
- 10. Saturday Afternoon Business Meeting:**
- a. Preferably, the meeting room will be at the hotel, although this is not a requirement.
 - b. The meeting room should have ice water available.
 - c. If possible, snacks can be made available.
- 11. Finances:**
- a. Registration Fees:
 - i. The registration fee is \$10.00 per meeting attendee.
 - ii. The registration fee is collected by the host department and passed on in full to the CRA Treasurer.
 - iii. The registration fee provides no revenue to the host department.
 - b. Meals:
 - i. Ensure you know the TOTAL cost for each meal. Be sure you and the provider(s) are in agreement about meal costs, gratuities, and sales taxes. These last two will normally add over 25% to the cost of a meal.
 - ii. The meals provide the only opportunity to recoup facilities costs. Break even points should be determined and prepared for.
 - iii. The luncheon cost provides limited opportunity to “pad” the cost to recoup facilities costs.
 - iv. The bulk of the facilities cost must be planned for and included in the banquet charges to the attendees.
 - v. Normally, the guest speaker will be provided a luncheon meal at no charge to him or her. The cost of this meal is also to be absorbed by the host department.
 - c. Honorarium for Speaker: It is common to pay an honorarium to the guest speaker. The host department is responsible for any such payment.
 - d. Central Region Donation: Traditionally, and as allowed by its bylaws, the Central Region Association donates \$200 to the host department at the end of the conference; however, the donation is limited for use by the department for its projects, and is not to defray costs associated with hosting the conference.

RECORDING SUPPLEMENTAL ANCESTORS

Alan L. Russ, PDC

The following form is the proposed method of reporting supplemental ancestors within the Department of Kansas. The second page of the report contains the instructions for the form.

INSTRUCTIONS FOR SUPPLEMENTAL ANCESTOR REPORT

FORM USE: Information contained on the Supplemental Ancestor Report will be used as the source of information for a Department of Kansas database containing a list of all the Civil War ancestors of the Members in the Department of Kansas. The information will also be used to maintain a page on the Department of Kansas website which lists the ancestors (direct and co-lateral) of the Members of the Department of Kansas.

INSTRUCTIONS

[Number in parentheses refers to item number on front of form.]

- (1) Enter your full name.
 - (2) Enter your Camp name and number (primary camp, if you are a dual member).
 - (3) Enter the name of your ancestor that you are registering as a supplemental ancestor.
 - (4) Enter the military rank in which he mustered into the service. Examples: Private, Corporal, Captain.
 - (5) Enter the date he was mustered into the service.
 - (6) Enter the complete unit designation, including company, regiment, state, and branch of service.
 - (7) Enter the rank he held when he was separated from the service.
 - (8) Enter the date he left the service, either by mustering out, discharge, or death.
 - (9) Enter the reason for discharge or separation, such as: "Mustered Out," "Discharged for Disability," "Killed in Action," "Died," etc.
 - (10) Check the appropriate box. A "Direct Ancestor" is your grandfather, great-grandfather, great-great-grandfather, etc., while a "Co-lateral Ancestor" is the brother of your direct ancestor. You cannot base this on a cousin.
 - (11) Enter your father's or mother's name, as appropriate.
 - (12)-(20) In the blank on the left, enter one of the following, as appropriate, "SON", "DAUGHTER", "BROTHER", or "SISTER".
-

SUBMITTING THIS SUPPLEMENTAL ANCESTOR REPORT

1. This application must be submitted to your Camp Secretary.
2. A copy of the supporting documents providing proof of service by your ancestor must be included with the form.
3. The Camp Secretary will submit a copy of this application, along with a copy of the supporting documents, to the Department Secretary no later than the 15th of the month following the month the form is submitted to the Camp Secretary.
4. The Department does not issue membership certificates for supplemental ancestors.

2009 NATIONAL ENCAMPMENT

Alan L. Russ, PDC

As we prepare to host the 2010 National Encampment, we need to first look at the 2009 National Encampment in Louisville, Kentucky. This is our last big opportunity to “sell” the 2010 National Encampment in Kansas. It is important for us to have a large delegation in Louisville and that we have a staffed information booth there.

It is also the last opportunity for many of our brothers to see how a National Encampment operates (good and bad) before it gets to us. As such, we need all of our Department officers to begin planning to attend in 2009. We also need to begin, now, to encourage other brothers to attend.

The following groups hold “automatic” Encampment membership status: Department Commander and all Past Department Commanders. “Automatic” membership does not count against the number of delegates we are authorized.

It is projected that, based upon our Department strength, we will be authorized seven voting delegates. We can have an unlimited number of alternate delegates who would not be able to vote at the Encampment.

Those planning to attend at this time are:

<u><i>Name</i></u>	<u><i>2009 Encampment Status</i></u>
PDC James R. Knopke, 5	Past Department Commander
PDC Alan L. Russ, 16	Past Department Commander
PDC Roy A. Lafferty, 4	Past Department Commander
PDC Thomas E. Schmidt, 1	Past Department Commander
PCC Matthew G. Toll, 5	Delegate

If we do not have all seven of our delegate positions filled, we should be disappointed. Again, please put this on your calendar, now.
