

MINUTES

NEW MONTHLY MEETING TIME:

2ND Thursday of the Month

6:00 PM

Next Meeting: Thursday, 14 September 2017

Officer Roll Call

Present:

Craig Barnes, Commander
John McKoy, 1st Jr. Vice
Katina Barnes, Treasurer
Robert Cole, Adjutant/DSO

Absent:

Emmitt Hawkes, 1st Sr. Vice
Al-Amin Assalaam, Chaplain

PROCEEDINGS

1. Adjutant Cole read the minutes from the Chapter meeting of 11 May 2017.
2. There was no Chaplain's report as the Chaplain was not present.
3. Comrade Cynthia Brooks brought a new member to this meeting, Veronica Gilliam. The Chapter voted unanimously to accept her as a member of our Chapter. Comrade Barnes took her Full Life Membership.
4. Treasurer Katina Barnes gave the Treasurer's Report, which shows a current balance of \$12,307.99 in our Bank of America checking account. Our Chapter Commander and Treasurer are also looking into the amount of money the Chapter currently has in Certificates of Deposit so that this information can be accurately reported on our annual financial report that is due to Department by Sept. 15. Treasurer Barnes also summarized expenditures for the 2017 Dept. of MD Convention, including a Chapter 1 donation to MCVET of \$500.
5. As the Chaplain was absent, there was no Chaplain's Report.
6. Convention Reports:
 - CSO Ralph Vanderhall reported that the annual CSO training session went very well. He said that it was a good refresher on the VA claims process and that

particular attention was focused on the proper completion of Contact Briefs and VA forms, the readjudication option to Notice of Disagreements, and the three-tiered requirement for a valid claim: diagnosis, event in service, and a nexus, or connection, between the two. DSO/Adjutant Robert Cole, CSO Ralph Vanderhall, and new CSO Ruben Espinal were all in attendance. Commander Barnes presented CSO training completion certificates to Adjutant Cole and CSO Vanderhall at tonight's meeting. Adjutant Cole will mail Ruben Espinal's certificate, as he was absent.

- DSO/Adjutant Cole reported on the Advanced Training session for DSOs that took place on the second afternoon of training. DSOs were introduced to the DAV Case Management System (CMS) as well as to the DAV YouTube site where all DAV instruction videos on VA claims reside.
- Commander Craig Barnes attended the business and Commanders'/Officers' sessions and reported that he came away with a lot of good information that will help him improve and update procedures, as well as good ideas for fundraising and how the Department and National supports chapters financially and with volunteer efforts.
- Treasurer Katina Barnes reported that she received very good training during the convention series on financial items, and she emphasized that our Chapter needs to spend down more in donations, membership and fundraising activities. Commander Craig Barnes informed the body that the three signatories on the Chapter's Bank of America checking account are the Commander, Treasurer, and Adjutant. In those instances when the Commander or the Treasurer are to be reimbursed for expenditures, the party to be reimbursed will *not* be a signatory. Rather, it will be either the Commander or the Treasurer, whichever is not being reimbursed, and the Adjutant. Commander Barnes emphasized that this way there will be no conflict of interest in the disbursement of funds to reimburse Chapter signatories on the bank account.
- Adjutant Cole attended business meetings for financial, Rules Committee, Local Volunteer Assistance Program (LVAP), and Officers' Committee information and business sessions. He reported that a lot of valuable information was gleaned from these meetings that will help us revitalize and bring the Chapter back on track to the proper conduct of business.
- Adjutant Cole also assisted the Department with registration throughout the Convention in his capacity as DSO, and was placed in charge of the 50/50 raffle, which earned a total of \$460. This was won by Comrade Larry McDowell of Chapter 13, who took less than half the winnings and donated the remainder to the Department.

7. Unfinished Business: None.

8. New Business:

- Commander Barnes outlined the following procedures for Chapter 1 CSOs:

- Commander Barnes put forth a motion to vote on a new day/time for our Chapter meetings. The Chapter voted to keep our meetings on the second Thursday of each month, Commander Barnes motioned to move our monthly meeting time to 1800, it was seconded, and unanimously accepted by the body. **UPDATE: The 5th Regiment Armory Building Manager has been apprised of the new meeting time. Adjutant Cole will send her a memo stating the new time and listing the meeting dates for the upcoming year beginning Thursday, 14 September.**
- We will establish a regular presence for taking claims at the VAMC on the 6th Floor at Greene St. Our goal is to have a CSO present between 0900 and 1500 every Thursday. DSO Liz McDowell is currently helping us by volunteering every other Thursday beginning 15 June from 0900-1200. Commander Barnes wants our CSOs to “shadow” Comrade McDowell to make sure they know how to fill out forms and contact briefs properly. We will work out a rotation scheme for CSOs Ralph Vanderhall and Ruben Espinal for this activity.
- As a DSO, Adjutant Cole is responsible for the training and coordination of CSO efforts in the Chapter. Adjutant Cole reported that he will conduct training before each Chapter meeting and additional sessions as needed, will periodically visit our spaces on the 6th floor at the VAMC to monitor our claims-taking efforts, and will instruct CSOs on maximizing efficiency by training them on the use of the new computer equipment that the Commander proposed and the Chapter has voted to accept during this meeting.
- Commander Barnes put forth a motion that the Chapter expend funds to purchase a laptop, printer, carrying case, and hotspot for our CSOs. The Chapter members present voted unanimously in favor this motion. We will begin with one and report to the body in the future if more are required as our outreach presence expands. **UPDATE: As of 16 June, the Chapter has purchased and is in possession of the aforementioned equipment. The purchase price was a little more than half the cost approved by vote at this meeting. Proposed cost was \$1,200. Actual cost was \$860. Commander Barnes and Adjutant Cole will assemble it and make sure the appropriate software is installed. Adjutant Cole will also mark all said equipment by stenciling the serial numbers on each piece with a metal engraver.**
- Commander Barnes and Adjutant Cole have been in contact with the 5th Armory Regiment building manager, Ms. Anita Stewart-Hammerer, to secure a locker for our Chapter rituals equipment and laptop equipment. Commander Barnes has had such a locker identified and is attempting to have it relocated to the 4th Floor so that it will be convenient and accessible to Officers/CSOs when we meet. Adjutant Cole will secure a lock for this purpose.

- Motions were put forward by the Commander to form the following Chapter 1 Committees and unanimously accepted by a vote from the body:

CHAPTER 1 COMMITTEES

ARTSCAPE 2018

Committee Report due September

Chair: Katina Barnes, Treasurer

410-370-0136

katinachez@gmail.com

Members:

Ralph Vanderhall

[443-220-4489](tel:443-220-4489)

revvv1264@gmail.com

Intisar Hasaan

[410-868-3548](tel:410-868-3548)

ihasaan@aol.com

AUDIT COMMITTEE

Review Chapter financial books during July/August recess

Report to Chapter Treasurer at beginning of September prior to Annual Financial Report deadline of 15 September

Chair:

Intisar Hasaan

Member:

Ralph Vanderhall

CONSTITUTION & BYLAWS COMMITTEE

Submit revisions to current (2004) version by September 14 Chapter Meeting

Chair:

Adjutant Bob Cole

443-722-8188

bobbyglot@gmail.com

Members:

Allen Robinson

443-655-6659

AllenRobinsonfootball@gmail.com

Cynthia Brooks

410-274-4328

beagaddy@bea-gaddy.org

HOSPITALITY COMMITTEE

First report due by Sept. 14 Chapter meeting with recommendations for funding

Chair:

Cynthia Brooks

EXECUTIVE COMMITTEE

Formation of Committee tabled until Sept. 14 Chapter meeting

Prospective Chair: Craig Barnes, Commander

Prospective Members: All elected Chapter officers and Past Chapter Commander

MEMBERSHIP COMMITTEE

Chapter members voted approval of introducing an incentive to pay off balances up to \$100, with the requirement that recipients attend at least one Chapter meeting following acceptance of incentive.

Chair:

Emmitt Hawkes, 1st Sr. Vice (in absentia per existing Bylaws)

Members:

Intisar Hasaan

Bob Cole, Adjutant

BENEFITS PROTECTION COMMITTEE (Legislative)

Tabled until Sept. 14 Chapter meeting

Chair:

John McKoy, 1st Jr Vice

410-240-6508

John.C.Jan18@gmail.com

- Treasurer Katina Barnes motioned that the Chapter fund her expenses to the Women Veterans' Conference to be held in Georgetown from 10-12 November 2017. She stated the benefit to the Chapter in the potential for increased membership, especially women, and enhancing our presence in the community. The body voted to approve \$350 to cover Treasurer Barnes' expenses for this convention.

9. The meeting was adjourned by motion and vote at 8:45 PM.