

DEPARTMENT OF IDAHO, VETERANS OF FOREIGN WARS OF THE UNITED STATES
COUNCIL OF ADMINISTRATION MEETING MINUTES #1
June State Conference, June 8, 2025
Hells Canyon Grand Hotel, Lewiston, Idaho
Troy Junier, Commander

The Idaho Department Council of Administration (COA) #1 (Meeting was opened according to the ritual by Commander Troy Junier at 11:30am PDT on June 8, 2025, at the Hells Canyon Grand Hotel, Lewiston, Idaho. Chaplain Russell Ludlow gave the prayer. Commander Junier opened the meeting, according to the ritual.

Roll Call:

All Council Members were present except for: District 7 Commander Brian Carroll (represented by QM Jacob Hirsbrunner), and District 8 Commander Willis Kortright (represented by PSC Kenneth Babcock).

Commander Junier greeted the council members. He also greeted and welcomed National Idaho Council Member Bobby Tettleton, and National Jr Vice Commander-in-Chief Tim Peters.

Minutes:

Minutes of COA#3 were distributed to all Council Members on Saturday June 7, 2025. Commander Junier asked if there were any corrections. PSC Rick Johnson moved to approve the minutes as corrected; seconded by District 1 Commander Joe English. Minutes were approved as corrected.

Commander Junier presented the council members with a gift – “multifunctional warrior tool” – ruler pen.

Committee Reports:

Quartermaster Report – Quartermaster (QM) Dan Ragland

- a) Proposed 2025-2026 Budget in the COA binders
 - a. An email will be sent to the COA members with a link to the Google Drive to review and add comments (after this convention)
 - b. A Zoom call will be set up in the next 30 days to approve the proposed budget.
- b) Building Report
 - a. Hedge bushes were trimmed
 - b. No other major issues

Audit Committee – Kenneth Babcock

- Invited PSC Riener to join the audit committee for 2025-2026
- Early July, Audit Committee will be working on the June 30th year end audit and 4th Quarter Audit report
- An email will be sent to committee members with a link to the Google Audit folder and audit forms to be electronically signed.

Fundraising Chairman – Russell Ludlow

- 9,000 tickets printed
- Tickets have been distributed. Any question, contact Russell Ludlow
- Raffle poster is on Idaho Dept. website – download and print

- If you get your tickets sold and turned in; you can ask for more.

Membership Chairman – Daniel Damigo

- Membership program is ready to get started
- Be sure to get members to pay their dues (expiring June 30, 2025)
- Let him know if you need anything
- Start planning your recruiting events, and submit your event dates (Idaho VFW website)
- Watch for his emails

District Commanders:

District 1 – Commander Joseph English

- Asked for an unpaid member roster; Commander Troy Junier will email an unpaid roster.

District 2 – Commander Jack Paulsen

- None

District 4 – Commander Matt Biggs

- Support Western Conference
- Support recruiting events

District 5 – Commander Ralph Binion

- Support Western Conference
- Support recruiting events

District 6 – Commander Gary Davis

- None

District 7 – Commander Brian Carroll (absent)

- None

District 8 – Commander Willis Kortright (absent)

- None

Legislative – Payton Schooler Polillo

- None

No further reports were given.

Old Business:

1. Western Conference – SVC Tom Black

- Working on the support for the conference
- Registrations are coming in
- Commander Junier is working on a shirt design, an email will be sent when available
- SVC Tom Black will talk to Len to adjust the Veterans Day Parade

- e. SVC Black is working to get 2 school buses to get veterans to the parade location
- f. Registration packet is on the Idaho VFW website
- 2. Time and Place – Commander Troy Junier
 - a. No changes from the Regular Business Session dates/times.

New Business:

- 1. Western Idaho Fair recruiting booth – Daniel Damigo, Membership Chairman
 - a. Will put sign-up for time slots information on web site and send emails
 - b. Sign up to fill one of these times
 - c. Participants are asked to buy their own admission tickets; Dept will not do this.
- 2. 2025-2026 Standard Operating Procedures (SOPs) were presented for COA approval
 - a. SOPs set aside for further discussion: SOP#1 and SOP#7

- Kenneth Babcock moved to approve 2025-2026 SOPs #2-6 and #8-23. District 5 Commander Ralph Binion seconded. Motion carried.
 - b. SOP#1 discussion:
 - Commander Junier explained the per diem change. If you are getting a stipend from National, you should not get per diem too.
 - Discussion on the per diem mileage at \$.70 per mile. Mileage capped at a maximum of \$350 per trip per traveler. PSC Babcock explained that mileage rate not only covers cost of fuel and oil, but the wear and tear on your vehicle.
 - Officer of the Day Dave Frei stated that National covers the full per diem and mileage. But they do a comparison of the minimum economy fare cost, and minimum RT mileage rate, you get paid the lesser amount.
 - PSC Babcock understands why the State Department needs to limit travel costs. But cautioned to consider the travel costs to go from one end of Idaho to the other end. We are a large geographical state to cover.
 - SVC Tom Black supports getting the lower of economy airfare to the nearest airport or mileage at the per diem rate.
 - Commander Junier polled the COA members if they would support this – getting the lower of economy airfare to the nearest airport or mileage at the per diem rate.

- PSC Rick Johnson moved to approve SOP#1; seconded by District 4 Commander Matt Biggs. Motion Carried.
 - c. SOP#7 All-State Awards Program discussion:
 - Section D, Paragraph 6: added Scout of the Year or \$150 donation to Department Programs (to match the All-State matrix chart)
 - Removed the National Dues and Day of Service from the All-State matrix
 - Same section: discussed other youth groups like JROTC, Young Marines, Sea Cadets. After discussion, left these groups out this year. Revisit them next year.

- PSC Kenneth Babcock moved to approve SOP#7 as corrected (first bullet); District 2 Commander Jack Paulsen seconded. Motion Carried.
 - d. Commander Junier asked COA members to complete and sign the acknowledgement form from SOP#16, and turn in to Melanie Palmer, Executive Assistant at the end of this COA meeting.

Good of the Order:

- PSC and SVC District 8 Kenneth Babcock announced that District 8 Commander Willis Kortright is having heart surgery on Wednesday. Please keep him and his family in your thoughts and prayers. Get well wishes and cards would be appreciated. 2024-25 Chaplain Frei sent out an email prior to State Convention with Commander Kortright's mailing address.
- PSC Riener shared that Bill Heyob will be having back surgery this week. He would also appreciate a card.
- PSC/Inspector Rick Johnson will be scheduling Zoom training for Dept. and District Inspectors. Watch for his email. Sign up and attend. It will be informative and educational.
- District Commanders were reminded to schedule their District meetings and send to Dept. HQ to get on the web calendar and Department Directory. Be sure to get this done before the end of June 2025.
- PSC Rick Johnson asked the COA members to go to the side of the meeting room for a group picture. Daniel Damigo will be taking the pictures.

COA #2 will be held on Friday, January 14, 2026 at the Riverside Hotel, Garden City, Idaho. Time will be published in the Mid-Winter Conference Agenda.

A special Zoom COA meeting will be scheduled for the Budget approval (date/time TBD). Watch for the zoom email invitation in the next 30 days.

The Council meeting was adjourned according to the ritual by Commander Troy Junier at 12:22pm PDT. Chaplain Russell Ludlow gave the final prayer and closed the bible.

Respectfully submitted,

Melanie Palmer

Melanie Palmer
Executive Assistant
Department of Idaho
Veterans of Foreign Wars