

TO BE READ IN CAMPS AND FILED



Department of the Chesapeake
SONS OF UNION VETERANS OF THE CIVIL WAR

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April 13, 2020

Department Order No. 5
Series of 2019-2020

I hope that each of you and your families remain in good health. I am grateful to be healthy and pleased to report that a second virtual meeting of the Department Officers and Counselors was successfully held on April 11. This Order provides critically important information on decisions relevant to the upcoming Department Encampment that were made during the April 11 meeting, as well as reminders about impending Encampment-related deadlines.

- 1) As previously communicated, the 2020 Encampment of the Department of the Chesapeake, our 133rd such annual gathering, will take place on Saturday, May 9, 2020.
- 2) Because of the ongoing Covid-19 pandemic, the Encampment will take place virtually via the Zoom online videoconferencing platform. On May 9 and from 8:00am EDT, **Brothers may access the virtual Encampment site by clicking on this link or copying it into your browsers:**
<https://zoom.us/j/974925411> Before Encampment day and to help ensure that all are able to efficiently join our virtual Encampment, Brothers are strongly encouraged to visit the Zoom website at <https://zoom.us/> to download and familiarize yourselves with the platform and its various functionalities.
- 3) Brothers who cannot join the Encampment via a computer and/or are able to **join by telephone only** can dial in on May 9 from 8:00am EDT using this number: (301) 715-8592. When joining by telephone only, you will likely be prompted to enter this meeting ID number: 974 925 411. Note that videoconferencing capabilities are not possible for Brothers joining by telephone only.
- 4) As stated in Department Order No. 5, Series 2019-2020, and in order to comply with General Order No. 17 Series 2019-2020, issued by SUVCW Commander-in-Chief Edward J. Norris on March 15, **Camp Commanders are reminded that you must notify all Brothers in your Camps by April 25, 2020**, that the 2020 Department Encampment will be held by virtual means and that they have the option to

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participate virtually in the Encampment, as detailed here. Any Brother(s) in your Camps without an email account or for whom you have only an invalid email address must be informed of the same by United States Postal Service by April 25.

- 5) We will honor and pay respects to departed Brothers and Sisters this year by holding a virtual **Joint Memorial Service** that has been developed by Department Chaplain Brother Clay Matthews and Department Auxiliary President Sister Rosemary Martin. The virtual Joint Memorial Service will begin promptly, via the same Zoom link/dial-in number above, on **May 9 at 8:45am EDT**.
- 6) **The Department Encampment Business Meeting** will begin promptly, via the same Zoom link/dial-in number above, on **May 9 at 9:00am EDT**. All business, including the election and installation of new officers, is expected to be completed by 2:00pm EDT. The process for credentialing Brothers as delegates to the Department Encampment will be communicated to Camp Commanders in the coming days.
- 7) Every effort is being made to adhere to the SUVCW Ritual & Ceremonials for Department Encampments. Camp Commanders will be notified in advance of the Encampment of modifications to the Ritual & Ceremonials that the Department deems necessary because of this Encampment's virtual format.
- 8) **All Department Camp Commanders are hereby invited** to participate in a pre-Encampment videoconference using the Zoom platform with the Department Officers and Department Councilors on Saturday, **April 25, 2020, at 3:00pm EDT**. Dial-in details will be shared in the coming days. The videoconference will serve to further familiarize Camp Commanders with the virtual format and agenda for this year's Encampment and entertain relevant questions. Camp Commanders are encouraged to review the attached annex in advance of the April 25 videoconference.
- 9) As detailed in Department Order No. 3, Series 2019-2020, **all Department Officer and Camp reports** are due to Department Secretary/Treasurer Brother Michael Beard at deptchsec@gmail.com by **April 24, 2020**. **Each Camp is similarly reminded to submit any nomination to the Department Commander for the Andrew M. Johnson Outstanding Service Award**. All nominations must be received by the Department Commander via email at tmccoydc@yahoo.com by **April 24, 2020**.

The foregoing Department Order is proclaimed this Thirteenth Day of April in the year of our Lord Two Thousand Twenty, and of the Independence of the United States of America the Two Hundred Forty-Fourth.



By order of:
TIMOTHY S. McCOY
Department Commander

Attest:
MICHAEL BEARD
Department Secretary – Treasurer

Annex – Report to SUVCW Commander-in-Chief Edward J. Norris from Department of Georgia & South Carolina on its Zoom-based Virtual Encampment, April 4, 2020

Commander, Brothers,

The Department of GA & SC successfully conducted its virtual Department Encampment. The business of the Order was conducted and the Department Officers for the upcoming term were elected or appointed, as well as delegates, and were duly installed per the Ritual. All of the Brothers greatly appreciated having the permission, in this difficult time, to conduct the Department Encampment remotely.

Per your request, lessons learned from today's Encampment:

- **Technical:** First, there were some minor hiccups getting started, but nothing irrecoverable. Just the typical virtual meeting issues.
 - Run telecon tests (dry runs) a day or two prior to the actual meeting to work out any connection and equipment issues ahead of time. These were helpful.
 - Ensure all participants have the meeting number and participant number. Some needed to be coached through the process.
 - The host opened the meeting an hour before the Encampment start time in order to allow time for participants to connect. This was very helpful and had the side benefit of allowing time for some socializing and virtual camaraderie.
 - There were a couple of dropped calls during the meeting, which meant participants had to reconnect.
 - Differing personal equipment means that some participants will have different capabilities. I connected via my laptop and could see the others and the shared screen but had to connect on my iPhone for audio. This did not hinder the meeting. Others downloaded an app on their iPhone or Android and successfully use those for audio and visual.
 - Some participants made good use of Zoom's capability to select virtual backgrounds!

- **Meeting conduct:**
 - The Encampment book was emailed to all Department members prior to the Encampment so that every participant had a copy to reference.
 - **The host was able to share his screen, which was a key enabler.** Hosts should have all material needed for the meeting, Encampment reports, R&C, resolutions and proposals, presentations and other materials. Displaying these to the Brothers ensured that everyone was on the same page.
 - Participants should go mute when not talking.
 - It is helpful to display the participant list on the side of the screen when the host is sharing his screen.
 - There is a feature in Zoom to record the meeting; this can be helpful when drafting the meeting minutes.
 - Plan for periodic bladder breaks.

- Ritual Use: the meeting was held according to the Ritual; however, this required some degree of flexibility and adaptation because it's designed for a live meeting; some of the physical movements and commands are just not possible.
 - Credentials were able to be verified; either by displaying cards on webcams, or by personal recognition of the participants for those without webcam capability (i.e., everyone knew the other brothers on the call)
 - Elections were able to be conducted effectively.
 - For the Dept officer installation, each officer-elect and appointee should have a Bible on hand in order to take the oath of office.
- The Form 49 was completed by the Dept Secretary and will be routed via to the installing officer and department commander for signatures.

In FC&L, Brian Pierson, SVCinC

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