

**Virginia Society
Sons of the American Revolution
ANNUAL CHAPTER REPORT
January 1, 2011 – December 31, 2011**

[Key to hyperlinks: ▲ Photo ▼ URL/Document]

Chapter Name: [NORFOLK](#)

Chapter Size: Number of members as of December 31, 2011: [106](#)

Person Completing Report: [J. Matthew Hogendobler, D.M.D., President](#)

Chapter Report Purpose: To provide chapters with a programmatic planning tool as well as a standardized means of recording accomplishments. The Virginia Society (“VASSAR”) encourages its chapters to be well-rounded, recognizing that chapters vary in size and may not be able to participate in all of the programs/activities promoted by VASSAR and NSSAR. To this end, fourteen (14) questions are designed to provide the Awards Committee and VASSAR officials with a picture of chapter performance across a broad range of patriotic, historical, educational, and fraternal (e.g., DAR/CAR/SCOUTS/AL) activities. Question fifteen (15) is a bonus question which comes under the category of a current President's initiative. And finally, Question number sixteen (16) provides Chapters with an opportunity to advise VASSAR about how it might better serve the needs of its members.

For award purposes, chapter performance will be reviewed according to membership size into the following categories: Small (1 to 24); Medium (25 to 49); Large (50 to 89) and Very Large (90 and over). Scoring of answers to questions follows a simple formula of negative (“-”) marks for failure to participate in an activity, a zero (“0”) for minimal participation and positive (“+”) marks for significant participation. Emphasis is placed upon programs which result in a notable impact upon a chapter’s local community.

Historic Celebration participation is divided into three (3) tiers:

Tier 1: VASSAR and/or NSSAR priorities:

Yorktown Day Observance, Martin’s Station, Battle of Great Bridge, Crossing of the Dan, Guilford Courthouse, Point Pleasant, King’s Mountain, Cowpens, and Valley Forge (every three (3) years jointly with DAR).

Tier 2: James Madison’s Birthday, James Monroe’s Birthday, Thomas Jefferson’s Birthday, Constitution Day, Memorial Day, and Veteran’s Day.

Tier 3: Other celebrations, e.g., including but not limited to, Battle of the Hook, Battle of Petersburg, Vietnam Memorial Day.

Caveats:

- ◆ Chapter Reports are **due no later than January 13, 2012**
- ◆ Please make every effort to complete answers in the spaces provided.
- ◆ If attachments are critical, please make them brief and attach them to this report.
- ◆ Chapters are strongly encouraged to email their reports to Awards Chairman Joseph W. Dooley at joexyz@verizon.net. Electronic submissions must contain on the subject line: **VASSAR 2011 Report XYZ Chapter**. Alternately, reports may be mailed to: Joseph W. Dooley, 3105 Faber Drive, Falls Church, VA 22044.

1. Revolutionary Graves

a. Revolutionary Grave Marking

Did your chapter mark any Revolutionary graves? ▲▲ Yes

For each Revolutionary grave marked provide the name of the patriot.

Honorees web page showing research and documentation for all new registrants ▼

Mayor George Abyvon (New) ▼
Patriot Mariam Abyvon (New) ▼
Patriot Harrison Allmand (New) ▼
Patriot Samuel Bacon (New) ▼
Captain John Calvert (New) ▼
Councilman Thomas Calvert (New) ▼
Lieutenant George Chamberlain (New) ▼
Surgeon's Mate Cary H. Hansford (Update)
Captain Miles King, Sr. (Update)
Patriot John Lawrence (New) ▼
Patriot John Lee (New) ▼
Lieutenant Colonel Thomas Mathews (New) ▼
Captain James Maxwell (New) ▼
Patriot Hillary Mosely (New) ▼
Captain Lieutenant Peter Nestell (New) ▼
Surgeon John K. Read (Update)
Private John Singleton (New) ▼
Surgeon Augustin Slaughter (New) ▼
Mayor James Taylor (Update) ▼
Alderman Robert Taylor (New) ▼
Patriot Sarah C. Taylor (New) ▼
Unnamed Minuteman (New) ▼
Unnamed Minuteman (New) ▼
Unnamed Soldier (New) ▼

Did you prepare a paper or speech on the patriot and his/her service? Yes

Complete documentation ▼ with additional paragraph on each in the Commemorative Program Booklet. ▼ (Complete dossiers were researched by Compatriots Ken Kirch, John Sinks and Mike Lyman, and were required by Saint Paul's Heritage Committee & Vestry before approval was granted for each Patriot's name to appear on the plaque.) In addition to preparing and presenting a "Position Paper" on the SAR's definition of "patriot" (and prior to Compatriot Dooley's ruling on the acceptance as Patriots of "Friends of the American Cause" as a result of public service claims filed for losses incurred during the Burning of Norfolk ▼) to educate Saint Paul's Church, John Sinks presented our brief synopsis of the most significant milestones reached by each Patriot listed on the Marshall Memorial Monument (Thomas Marshall and his son John). ▲ Immediate Past President Robert Hitchings

delivered an historical overview of Jean’s family life during Reon’s term as President General. ▲

There appears to be no other place to mention the **NSSAR Memorial Certificate** ▲ presented to Jean Rourke Hillegass in memory of her husband, former NSSAR President General Reon Glessner Hillegass, Jr., whose name appears on the bronze plaque dedicated to the memory of the Marshalls in his honor. ▲

Were organizations outside your chapter (e.g., C.A.R, DAR) invited to attend the ceremony? If so, provide date(s) and venue(s). Yes

District 1 DAR ▲, OFPA ▲ ▲, James Monroe Memorial Foundation ▲ ▼ ▼
Norfolk Lodge No.1 Ancient Free & Accepted Masons ▲, Douglas MacArthur Foundation▲, General Society of War of 1812 ▲, National Society United States Daughters of 1812 ▲, Honor & Remember, Inc. ▲, Virginia State Society United States Daughters of 1812 ▲, Norfolk City Historian and Norfolk Historical Society ▲ ▼, Norfolk County Historical Society of Chesapeake ▼, Mayors and City Council members of Norfolk, Chesapeake and Virginia Beach, Society of War of 1812 in Virginia ▲, National Society SAR ▲. *Please see printed program for complete list:* ▼
Date: December 3rd 2011; **Venue:** ▲ Saint Paul’s Episcopal Church in Norfolk ▼

Did you notify the Virginia Society Revolutionary Graves Chairman? Yes

b. Grave Registration

Did you register any Revolutionary graves with the Virginia Society Revolutionary Graves Chairman? 20 of 24 of them as new (*noted in 1.a., above*). Yes

c. Other Graves Projects – provide details. Yes

Laid wreath at Shockoe Hill Cemetery Grave Marking in Richmond on 11-11 ▼
Laid wreath at James Francisco Grave Marking in Richmond on 11-11 ▼
Laid wreath at George Booker Grave Marking at Langley AFB in Hampton on 09-24 ▼
Laid wreath at Cedar Grove Grave Marking in Portsmouth, Virginia on 06-04 ▲
Researched countless obituaries of RW Patriots and 1812 Veterans buried in Cedar Grove and Elmwood cemeteries, among others, in Norfolk, Portsmouth and Virginia Beach as a result of the extensive research efforts conducted for the dedication of Revolutionary War Patriots Plaque on the wall of Saint Paul’s Church ▲ ▲
With Culpeper Minutemen Chapter, VASSAR and GWEF, dedicated a plaque for Thomas and John Marshall in memory of former PG Reon G. Hillegass, Jr. ▲

2. Historic Celebrations and Observances

a. Did any of your members participate in Tier 1 celebrations (those sponsored/co-sponsored by VASSAR and/or NSSAR)?

| <u>Event/Location</u> | <u>No. Attending</u> |
|---|----------------------|
| <u>Battle of Great Bridge Inauguration (12-03-11)</u> ▼ <i>(Matt Hogendobler, Ken Hogendobler, Carter Furr, Tom Whetstone, Phil Maliniak, Charles Beard, Chris Holcombe,</i> | <u>14</u> |

| | |
|--|-----------|
| <i>Robert Hitchings, Lee Webb, Chris Melhuish, Tim Hillegass, Sean Hillegass, Tom Grund and Warren Chauncey</i> | |
| <u>Marshall/Hillegass Memorial Monument Dedication (12-03-11) ▼</u> | <u>14</u> |
| <i>(Matt Hogendobler, Ken Hogendobler, Carter Furr, Tom Whetstone, Phil Maliniak, Charles Beard, Chris Holcombe, Robert Hitchings, Lee Webb, Chris Melhuish, Tim Hillegass, Sean Hillegass, Tom Grund and Warren Chauncey)</i> | |
| <u>58th Annual Battle of Great Bridge Wreath-Laying (12-03-11) ▼</u> | <u>14</u> |
| <i>(Matt Hogendobler, Ken Hogendobler, Carter Furr, Tom Whetstone, Phil Maliniak, Charles Beard, Chris Holcombe, Robert Hitchings, Lee Webb, Chris Melhuish, Tim Hillegass, Sean Hillegass, Tom Grund and Warren Chauncey)</i> | |
| <u>Yorktown Day Observance Wreath-Laying at Grace Church ▼</u> | <u>02</u> |
| <i>(Matt Hogendobler and Chris Melhuish)</i> | |
| <u>Veterans Day Grave-Marking at Shockoe Hill Cemetery in Richmond ▼</u> | <u>01</u> |
| <i>(Matt Hogendobler)</i> | |
| <u>Saint Paul's Episcopal Church Ceremony in Norfolk (12-03-11) ▼ ▼ ▼</u> | <u>11</u> |
| <i>(Matt Hogendobler, Ken Hogendobler, Carter Furr, Tom Whetstone, Charles Beard, Chris Holcombe, Robert Hitchings, Lee Webb, Chris Melhuish, Ken Kirch and Warren Chauncey)</i> | |

b. Did any of your members participate in Tier 2 celebration events?

| <u>Event/Location</u> | <u>No. Attending</u> |
|--|----------------------|
| <u>Memorial Day at Chapter Marker in Virginia Beach ▲</u> | <u>05</u> |
| <i>(Matt Hogendobler, Tom Whetstone, Ken Hogendobler, Carter Furr and Dick Millan)</i> | |
| <u>Flag Day at MacArthur Memorial in Norfolk ▼</u> | <u>02</u> |
| <i>(Robert Hitchings and Tom Whetstone)</i> | |
| <u>Veterans Day at Chapter Marker in Virginia Beach</u> | <u>04</u> |
| <i>(Tom Whetstone, Chris Melhuish, Dick Millan and Carter Furr)</i> | |
| <u>Madison's Birthday at Montpelier</u> | <u>01</u> |
| <i>(Carter Furr)</i> | |
| <u>Independence Day (July 4th) Yorktown Parade ▼</u> | <u>02</u> |
| <i>(Chris Melhuish and Matt Hogendobler)</i> | |

c. Did any of your members participate in Tier 3 celebration events?

| <u>Event/Location</u> | <u>No. Attending</u> |
|---|----------------------|
| <u>Great Bridge "Spring Fling" Fundraising Dinner, April 02, 2011</u> | <u>03</u> |
| <i>(Matt Hogendobler, Tom Whetstone, Terry Davis)</i> | |
| <u>Peter Francisco Grave-Marking at Shockoe Hill Cemetery in Richmond</u> | <u>01</u> |
| <i>(Matt Hogendobler)</i> | |

3. Color Guard

If members of your chapter served in an SAR Color Guard :

a. Marches in Celebrations, Observances, and Meetings:

| | Name/No. of Events | Avg. No. of Chapter Members Participating in Uniform |
|--------------------------|---|--|
| Chapter Color Guard | Chris Melhuish/2 & Greg Bozarth/2 | 02 |
| VASSAR Color Guard | Chris Melhuish/1 & Greg Bozarth/1 | 02 |
| Mid-Atlantic Color Guard | NA | NA |
| National Color Guard | Chris Melhuish/4 & Greg Bozarth/3 | 02 |

- b. Did your Color Guard members carry out any special activities, i.e., conduct public demonstrations of 18th Century drill or explain Revolutionary era uniforms in schools? [Yes](#)

Provide details.

05-05-11“Patriots American Heritage Program” [▼](#) ([Greg Bozarth](#)) presented to Great Bridge Chapter, NSDAR; 11-08-11 presentation, "Old Ironsides: America's Ship of State," to the Thomas Nelson, Jr. Chapter ([Chris Melhuish](#)); 12-03/04-11 Maps and Documents of the Revolutionary War presentation entitled, “Local History Awareness” ([Chris Holcombe and Phil Maliniak in the Chapter’s tent at the 17th Annual Battle of Great Bridge Events weekend – presented annually](#)) [▲](#) [▼](#); and it was our Vice President, Tom Whetstone’s honor to be invited to carry the NSDAR flag for the Great Bridge Chapter during both the Battle of Great Bridge ceremonies and the Saint Paul’s ceremony. [▲](#) [▲](#)

4. Perpetuating the memory of those who achieved the Independence of the American people and established our American government.

DO NOT report activities covered elsewhere in this report.

- a. Did your chapter do something special to promote knowledge and understanding of American history among its members? If so, briefly describe.

09-10-11“VASSAR Color Guard Membership and Uniform Requirements” presentation to the Norfolk Chapter ([Chris Melhuish](#)) [▲](#); Cover article in *SAR Magazine* on the Battle of Great Bridge, written by Dr. J. Thomas Whetstone, Ph. D., Vice President of the Norfolk Chapter SAR; numerous publications to the Chapter membership re. the history of the Battle of Great Bridge, the honorees buried in Saint Paul’s Churchyard, the Culpeper Minute Battalion, including Thomas and John Marshall, &c. (*Please see names and topics of Membership meeting speakers, 11.b., below.*) Quiz question about Revolutionary War history, usually including an enlightening, educational answer, appears in every issue of the Chapter’s newsletter, the “Norfolk Patriot.” [▼](#) President Matt Hogendobler and Vice President Tom Whetstone presented the significance of the Battle of Great Bridge as the first land battle victory of the Revolutionary War in Virginia to the NSSAR Historic Sites, Celebrations and Reenactments Committee in Louisville on September 30, 2011.

- b. Did your chapter do something special to promote knowledge and understanding of American history in the community? If so, briefly describe.

In March, the Chapter worked closely with the Whitehurst-Buffington Foundation, to the extent that ours was one of three letters presented and read to Virginia Beach City Council during the appeal. [▼](#) [▼](#) Worked with two cities (Chesapeake and Norfolk) to publicize the

Battle of Great Bridge and the events to recognize the Battle sponsored by NSSAR and the Patriots and Veterans buried at Saint Paul's Episcopal Church in Norfolk via email, direct mail invitations and the press (*The Virginian-Pilot*) ▼. Invited a keynote speaker ▲ to educate the public about the statistics re. the Burning of Norfolk (that many homes were burned by Patriots –and by order of the Virginia Convention- to prevent Norfolk from becoming a base of British operations), thus attempting to arouse investigation into the prevailing belief that Norfolk was primarily Loyalist/Royalist during the Revolution.

5. Historic Education and Youth: Essays, Orations, and History Day.

a. Oration Contest

Did your chapter sponsor an entrant in the 2011 VASSAR Oration Contest? No

Did your chapter select an entrant for the 2011 VASSAR Oration Contest from a local oration contest in which there was more than one entry? No

It should be noted that the Chapter's Board of Managers voted to donate its State-level winner Orations contest medal to VASSAR. It is presumed one of the Chapter's members served as the State's Past Orations Committee Chair, and why it was in the Chapter's inventory. It was given to Bill Broadus.

b. Essay Contest

Did your chapter sponsor an entrant in the 2011 VASSAR Essay Contest? Yes
Entrant: Kevin Sullivan, Peninsula High School
"Thomas Jefferson and the Declaration of Independence" ▼

Did your chapter select an entrant for the 2011 VASSAR Essay Contest from a local contest in which there was more than one entry? Yes
Ibid.

c. History Day

Did your chapter provide support for National History Day by:

How many judges (or alternates) did your chapter provide? 01

How many chapter members attended History Day competitions (count judges) ? 01

How much money did your chapter and its members contribute? \$25

Did your chapter encourage participation by local schools? Yes
If so, briefly describe?

We annually remind the VB Public School System History Department Director of the History Day Program, the theme for the year, the location of the contest and the name and contact information of the District Coordinator. At our March Meeting we also (again) had Aaron Wolfe, VHD Assistant Coordinator in attendance this year,

and he handed out brochures and encouraged support of the program. He provided us with five historical battle CDs. (*Please see 11.b., below.*)

How many good citizenship *medals* or *pins* did your chapter award to recognize outstanding History Day achievements? 0*

(*See 10.b. below.*) Bronze Good Citizenship medals are awarded by the State Virginia History Day Committee Chairman; therefore cannot be awarded at the District (Chapter) level without losing their “value and meaningfulness,” particularly if the same student should happen to win it. It is difficult to conceive of how a Chapter might make such an award, and since there are no uniformly-adopted policies for Chapter-level participation in the VHD, nor accessibility for every Chapter area, this question would appear to be biased in favor of those Chapters, like Norfolk, which have such programs available. (Currently only about ¼ of the VASSAR Chapters even have access to the VHD program.)

d. Tom & Betty Lawrence National Society American History Teacher Award

Did your chapter submit an application to VASSAR for this award? No.

6. Awards to Outstanding Youth

a. ROTC Program

How many Senior ROTC Medals (College/University) did your chapter present? 03
1 NROTC and 2 AROTC

How many Junior ROTC Medals (High School) did your chapter present? 21
12 JNROTC, 7 JAFROTC, 1 JMCROTC and 1 JAROTC

Did your Chapter submit an entrant to the VASSAR JROTC Award Program? No

b. Outstanding Student Program

How many outstanding students did your chapter recognize? 16
(See answer to next question.)

How many outstanding students were recognized with SAR medals or pins? 0
Each student named below was given an Outstanding Student certificate ▼ for having written an essay dealing specifically with the Revolutionary War period, since the Chapter views the awarding of citizenship medals to students whose efforts fall into the normal course of studies as insufficient to qualify:

Kevin Sullivan
Maria Murawski
Kaitlin McKenna
Nicholas Visalden
Hannah McHugh
Brian Kiddy
Chris Duke

Conner DuRose
Megan Grayson
Arianna Williams
Tiffany Miller
Robert Accolla
Katherine Cheney
William Ni
Laurence Garcia
Victoria Triska

c. Scout Program

How many Eagle Scout certificates did your chapter award? 03

Like the History Day program, chapters are only able to participate if a program infrastructure exists. For nearly 30 years, the Norfolk Chapter issued Certificates of Recognition to every Eagle Scout in the area represented by the Tidewater (*nee* Princess Anne/Virginia Beach – PAVAB) Council, BSA. In past years, there have been as many as 350 certificates issued in one year. For the first year ever, and unlike several other councils in Virginia (yet), our region’s Tidewater Council has adopted the National Youth Protection Policy and will no longer provide our Chapter with a list of names of those who attain the rank of Eagle. It is only a matter of time before all BSA councils nationwide adopt this policy. Some affected chapters have developed a “work around” which resolves the issue temporarily but, following a lengthy discussion with our own Chapter’s council executives, it was decided that it is more important to comply with the BSA policies, protect privacy and not acquire the names of the year’s Eagle Scouts than it is to provide each Eagle Scout with a Certificate of Recognition. Instead, our local council has, for over a year, been inserting an SAR Eagle Scout Competition brochure in each packet sent to the scouts, via the council, from BSA National Headquarters. The long term prognosis of the program is poor, particularly as the various councils throughout the nation begin to adopt the policies. It will certainly be reflected in a decrease in sales of SAR Eagle Scout Recognition certificates and patches in the future.

Our Chapter presented its 2010 Chapter Eagle Scout Competition winner, Elantè Edward Drew, with a medal, certificate and \$200.00 stipend at its March Dinner Meeting. ▲

Did your chapter sponsor an entrant in the VASSAR Eagle Scout contest? Yes
Entrant: Sean Matthew Milligan of Great Bridge, Chesapeake, Virginia

7. Children of the American Revolution

CAR is practically non-existent in our Chapter’s geographic region; similar to the Current scenario with Virginia History Day and Eagle Scout programs in other VASSAR chapters’ regions.

a. Participation

| | No. of Events | Avg. No. of Members |
|---|---------------|---------------------|
| C.A.R members in events sponsored by your chapter | <u>NA</u> | <u>NA</u> |

Members of your chapter in event sponsored by C.A.R. NA NA

b. Senior Leadership

Did your chapter provide active senior leadership for the C.A.R.? No
If so, list the leaders and their positions / contributions.

c. Other Support

Did your chapter provide monetary or other support for the C.A.R.? No
If so, provide details.

8. Recognition of Public Service

The Chapter's Committee Chairman was in and out of Afghanistan during 2011.

a. Law Enforcement Program

How many Law Enforcement Medals did your chapter present? 0

Did you report this to National Chairman and/or the State Chairman? No

Did your chapter enter the VASSAR Law Enforcement Contest? No

b. Fire/Safety Program

How many Fire Safety Medals did your chapter present? 01

Did you report this to National Chairman and/or the State Chairman? Yes

Did your chapter enter the VASSAR Fire Safety Contest? Yes

Entrant: Ned H. Lowery, Jr. ▼

c. Emergency Medical Services (EMS) Program

How many EMS Medals did your chapter present? 01

Did you report this to National Chairman and/or the State Chairman? Yes

Did your chapter enter the VASSAR EMS Award Contest? Yes

Entrant: Virginia Esqueda Gilpin ▼

d. Teacher of the Year Program

How many teachers were honored by your chapter? 01

How many were recognized with good citizenship medals? 0

How many were recognized only with only a certificate? 01

Did your chapter enter the VASSAR Teacher of the Year Contest? No

e. Heroism

Did your chapter recognize someone for Heroism? No

Did your chapter enter the VASSAR Heroism Award Contest? No

f. Other Public Service Programs

How many other public servants did your chapter recognize? 03

How many of these were awarded SAR medals? (*See 10.b. below*) 03

9. Veterans Program

a. Support for Veterans

Please describe the support your chapter provided for veterans.

A new Chapter Committee Chairman was appointed during the judging year (Charles Beard), and he visited with the VA Hospital Administrator to ascertain how the Norfolk Chapter may be useful next year.

b. Other Veterans Program

NSSAR WWII Veterans Recognition [NSSAR Initiative] 20

Our Chapter filed, received (via Mark Brennan) and awarded certificates from NSSAR's 2011 Congress to 20 compatriots who served in WWII; one of which was awarded posthumously *: ▲

Clyde Weaver Bradshaw
Amsbry Mitchell Brooks, Jr.
William Alton Carswell
Robert Irving Channon, Sr.
Edward Jefferson Cooper, Jr.
William Albert Cox, Jr.
Robert Gatewood Dashiell, Jr.
William Joseph Davenport, Jr.
John Happer Furr
Thomas Robert Hall
Reon Glessner Hillegass, Jr.*
Marvin William Lee, Sr.
Julian Harris Lipscomb, Sr.
Robert Reynolds McCausland
Robert Davison McCrary
Richard Farr Millan
George Neil
William Waller, Jr.
George William Whitehurst

Harvey MacDonald Williams

Did your chapter carry out some other significant Veterans support program? No
If so, briefly provide details.

10. Other Community Programs

DO NOT report medals given by your chapter for service to the SAR in this section.

a. Flag Program

How many flag certificates did your chapter award this year? 03

Recipients: Arrants, Lassen and Watters families. ▼

Two of the certificates were presented to those individuals who also displayed the Honor & Remember ▼ flag, since the Norfolk Chapter endorsed the resolution ▼ to support the legislation which was adopted at NSSAR Congress in 2010. Honor and Remember founder, George Lutz, posted his speaking appearance at Saint Paul's Church on December 3rd on Twitter® ▼. It was the only presentation for which those in attendance at the Saint Paul's ceremony applauded. ▲

Did you report this (these) to the VASSAR Flag Program Chairman? Yes

b. Other Awards in the Community (awards not reported elsewhere in this report.*)

How many SAR Good Citizenship Medals and Certificates of Appreciation did your chapter present? 60

Please list the recipients of each.

Dennis E. Free: Bronze Good Citizenship Medal and Certificate on 11-15-11 ▲

John V. Quarstein: Silver Good Citizenship Medal and Certificate on 09-10-11 ▲▲▲

E. Preston Grissom: Silver Good Citizenship Medal and Certificate on 12-03-11 ▲▲▲

VASSAR Awards Chairman Joe Dooley recommended the awarding of Certificates of Appreciation to those who serve(d) the Norfolk Chapter; ergo, the following were awarded 2011 Certificates of Appreciation; to wit, as follow:

VHD-6 Recognition: **Gareth Bailey**, Lois S. Hornsby Middle School (Individual Website)

VHD-6 Recognition: **Henry Gaston**, Lois S. Hornsby Middle School (Group Website)

VHD-6 Recognition: **Emma Rose Yeats**, Lois S. Hornsby Middle School (Group Website)

VHD-6 Recognition: **Nora Geer**, Lois S. Hornsby Middle School (Group Performance)

VHD-6 Recognition: **Riley Smith**, Lois S. Hornsby Middle School (Group Performance)

VHD-6 Recognition: **Devin Lucas**, Lois S. Hornsby Middle School (Individual Exhibit)

VHD-6 Recognition: **Karen Small**, Lois S. Hornsby Middle School (Individual Exhibit)

VHD-6 Recognition: **Lorna VanGheem**, Lois S. Hornsby Middle School (Ind. Prfrmnce)

VHD-6 Recognition: **Michaela VanWicklin**, Lois S. Hornsby Middle School (Ind. Exhibit)

Catherine Willis Raitt, Regent, Great Bridge Chapter, NSDAR

Toby Netherton, Saint Paul's POC for District 1: Lynnhaven Parish Chapter, NSDAR

Dr. William E. Ward, Former Mayor of Chesapeake and President of GBB&WHF ▲

Dr. John D. Sinks, Speaker: "Culpeper Minute Battalion August 1775-November 1776" ▲

Norfolk Waterside Marriott (Free hotel room for Saint Paul's Speaker Michael Kranish)

Saint Paul's Episcopal Church (permission to hold ceremony/approved names on plaques)
Sally B. Triolet: Chesapeake Department of Parks and Recreation (A/V system, podiums...)
Gina Aylward: GBB&WHF (NSSAR Battle of Great Bridge brochures) ▲
Libby Ross, Sales Director, Hyatt Place Chesapeake (free meeting space & reduced hotel room rates for SAR and DAR attending December 3rd events) ▲
Flowers-Wayne Jones for the ceremonial wreaths at Great Bridge & Saint Paul's ▲ ▲ ▲
Brent D. Morgan, VASSAR Registrar (member, Saint Paul's Study Group, LVA research)
Louis M. Guy, Past President, Norfolk Historical society (Saint Paul's Study Group)
Fort Nelson Chapter, NSDAR: Laying Wreath at Saint Paul's Ceremony 12-03-11
Constantia Chapter, NSDAR: Laying Wreath at Saint Paul's Ceremony 12-03-11
Great Bridge Chapter, NSDAR: Laying Wreath at Saint Paul's Ceremony 12-03-11
Charles Parish Chapter, NSDAR: Laying Wreath at Saint Paul's Ceremony 12-03-11
Four Flags Chapter, NSDAR: Laying Wreath at Saint Paul's Ceremony 12-03-11
Lynnhaven Parish Chapter, NSDAR: Laying Wreath at Saint Paul's Ceremony 12-03-11
Northhampton Co. Chapter, NSDAR: Laying Wreath at Saint Paul's Ceremony 12-03-11
Francis Land Chapter, NSDAR: Laying Wreath at Saint Paul's Ceremony 12-03-11
Hampton Chapter, NSDAR: Laying Wreath at Saint Paul's Ceremony 12-03-11
Princess Anne Co. Chapter, NSDAR: Laying Wreath at Saint Paul's Ceremony 12-03-11
Chesapeake Chapter, NSDAR: Laying Wreath at Saint Paul's Ceremony 12-03-11
Newport News-Warwick Chapter, NSDAR: Laying Wreath Saint Pauls Ceremony
Adam Thoroughgood Chapter, NSDAR: Laying Wreath at Saint Paul's Ceremony
Cilla Leed-Tomme, Chaplain, National Ladies Aux, NSSAR: Laying Wreath Saint Paul's
Lawrence E. McKinley, VPG, Mid-Atlantic: Laying Wreath at Saint Paul's Ceremony
G. Steven Pittard, President, NCSSAR: Laying Wreath at Saint Paul's Ceremony 12-03-11
Judith Pittard, Ladies Auxiliary, NCSSAR: Laying Wreath at Saint Paul's Ceremony
Alamance Battleground Chapter, NCSSAR: Laying Wreath at Saint Paul's Ceremony
Battle of Alamance Chapter, NCSDAR: Laying Wreath at Saint Paul's Ceremony
Gov. Isaac Shelby Chapter, KYSSAR: Laying Wreath at Saint Paul's Ceremony 12-03-11
Halifax Resolves Chapter, NCSSAR: Laying Wreath at Saint Paul's Ceremony 12-03-11
le Marquis de Lafayette Chapter, NCSSAR: Laying Wreath at Saint Paul's Ceremony
Marquis de Lafayette Chapter, GASSAR: Laying Wreath at Saint Paul's Ceremony
Scotchtown Chapter, NSDAR: Laying Wreath at Saint Paul's Ceremony 12-03-11
Rick Perkins, Piper for Marshall/Hillegass Memorial and Saint Paul's Services
Jo Ann Cooper Killeen, 4th VP National, N.S.U.S.D.: Laying Wreath at Saint Paul's
John N. Dickie, Quartermaster General, G.S.War of 1812: Laying Wreath at Saint Paul's
Fort Norfolk Chapter, VA State Society, U.S.D. 1812: Laying Wreath at Saint Paul's
Myron E. Lyman, Sr., Past Governor, OFPA: Laying wreath at Saint Paul's Ceremony
G. Mark Walsh, Advisory Board, James Monroe Mem. Fdn: Laying Wreath @ St. Paul's
George S. Alcaraz, Worshipful Master, Norfolk Lodge #1 AF&AM: St. Paul's Ceremony
Steven A Forrest, V.S.War of 1812, Musketman at Saint Paul's Wreath-Laying Ceremony
Paul Clancy, Virginian Pilot Columnist: Newspaper article on 11-27-11
Author Michael Kranish, Author and Keynote Speaker: Saint Paul's Ceremony 12-03-11
Rev. Forrest B. Chilton, President KYSSAR: Laying Wreath at Saint Paul's Ceremony
Mrs. Roy B. (Louise) Martin, for use of her painting on the printed program cover ▼

c. DAR Activities

| | No. of Events | Avg. No. of Members |
|---|------------------|------------------------|
| DAR members in events sponsored by your chapter | <u>08</u> | <u>12</u> |

Members of your chapter in events sponsored by DAR 05 06

Did your Chapter do something noteworthy with the DAR? Briefly describe. ▼

Coordinated Friday night, December 2nd “Meet ‘n’ Greet” with Chesapeake, Great Bridge and Four Flags Chapters; coordinated the Battle of Great Bridge NSSAR Inauguration and DAR Wreath-Laying Ceremonies with the Great Bridge Chapter, NSDAR; worked in the Chesapeake Chapter tent again for the Great Bridge Weekend Activities; coordinated Patriot recognition and wreath-laying representation with 13 of the 16 District 1 VADAR Chapters for the Saint Paul’s ceremony, presenting an historic plate to the winner of the “Best Wreath Contest” and three of our Chapter members spoke at 3 different DAR Chapters’ meetings. Two Chapter members (Robert Hitchings and Bob Kendall) attended the District 1 VADAR George Washington Birthday Luncheon at the Princess Anne Country Club.

d. VASSAR Good Citizen of the Year

Did your chapter submit an entry to the VASSAR Good Citizen of the Year program? Yes

Entrant: Judge Edward Preston Grissom ▲ ▲ ▲ ▲

e. Other Community Programs

Did your chapter carry out or participate in other civic programs in the community not reported elsewhere on this form? If so, describe briefly. Yes

Via Chapter’s Great Bridge Events Committee Chairman, Christopher Holcombe, our Chapter participated in the GBB&WHF snake fence building project ▼ ▼ in November. and both Compatriot Holcombe and Chapter Secretary Phil Maliniak served in the tent shared with the Chesapeake Chapter, NSDAR at Reenactment Park during the Battle of Great Bridge weekend 2011. ▼

11. Chapter Meetings and Communications

a. Chapter Meetings

How many meetings did your chapter hold this past calendar year? 12

Five (05) General Membership meetings
Seven (07) Board of Managers meetings

Average [General Membership] meeting attendance? 32

Average [Board of Managers] meeting attendance? 07

b. Programs

How many non-compatriot speakers did your chapter have? 04

List the name and topic for each speaker.

(Non-compatriots in bold, below, represent those who are not VASSAR compatriots.)

January 11 ▼ Annual Meeting: Mark S. Brennan, Sr. [“Origins of the Tidewater Chapter”]

March 15 ▼ Youth Awards Meeting: **Aaron Wolfe ▲**, VHD Coordinator for the Williamsburg Foundation and special guest speaker VBPS 11th grade history teacher, **Melissa Cofield** [“Teaching Revolution-era History in Virginia Public Schools”]

May 21 ▼ WWII Recognitions Meeting: Robert B. Hitchings [“Scandals! Murder! Embezzlement! Oh My!” – History of Norfolk’s Untold Stories]

September 10 ▼ Battles of the Capes Meeting: **John Vernon Quarstein** [“Battle of the Capes: The Battle Which Gave Us Victory at Yorktown”]

November ▼ Battles of Great Bridge and Kemps Landing Meeting: **John D. Sinks, Ph. D. ▲** [“The Culpeper Minute Battalion: August 1775 – November 1776”]

c. Communications with Members

How many newsletters did your chapter issue during the calendar year? 06

Were chapter newsletters furnished to the VASSAR and NSSAR Chairmen? Yes

Is your chapter using e-mail and/or the Web to communicate with members? Yes
If so, briefly describe:

We use email, the Chapter’s website ▼ and Facebook[®] ▼, mainly for photo display.

d. Communications with the Community

How many press releases did your chapter issue about chapter events or activity? 03
Virginian Pilot, Saint Paul’s Church, City of Chesapeake

How many news media (newspaper, radio, television) exposures did your chapter receive? Describe briefly. 04

27 November *Virginian-Pilot* columnist by Paul Clancy’s web article: ▼ ▲ ▼
The Virginian-Pilot column on 27 November 2011 about Chapter’s 12/03/11 events: ▼
Great Bridge Battlefield & Waterways History Foundation: ▼
NSSAR Inauguration published on City of Chesapeake website: ▼

e. Publications

How many articles were submitted to the Virginia Bulletin by your chapter? 08*
Probably more. Not entirely certain of the number, since some of the submissions were merely to provide photos and captions, some were surprises, some written by others, &c.

How many articles by members of your chapter devoted to SAR purposes (patriotic, educational, historical) were published in other media, such as a local newspaper or The SAR magazine? 02
Describe briefly.

Cover article about the Battle of Great Bridge in Nov 2011 issue by Norfolk Chapter Vice President, Dr. J. Thomas Whetstone: published in *SAR Magazine* ▲, on the SAR website ▼

and on the GBB&WHF website ▼. Tom also submitted “after action reports” (as yet unpublished) to *SAR Magazine* for the NSSAR Inauguration of the Battle of Great Bridge and the VASSAR Saint Paul’s Ceremony to both the *SAR Magazine* and, for the NSSAR Color Guard newsletter, to Commander Mike Tomme, who has requested it be published in the next issue of *The Guardsman* newsletter.

f. Other Publicity and Public Relations

Did your chapter have some other noteworthy accomplishment in publicity or public relations?

Yes

If so, briefly describe.

Worked with Great Bridge Battlefield & Waterways History Foundation (GGG&WHF), which publicized in its winter newsletter ▼ reference to Dr. Whetstone’s cover article in *SAR Magazine*) to create a NSSAR-funded (GWEF) “National Society, Sons of the American Revolution” brochure ▼ about the Battle of Great Bridge. (Editor Steve Vest has granted permission for the article, in its entirety, to be published in the Spring 2012 issue of the GBB&WHF newsletter.)

On December 15 VASSAR and Norfolk Chapter SAR presented 20 copies of the Fall 2011 issue (Vol. 106, No. 2) of *SAR Magazine* to Great Bridge Battlefield & Waterways History Foundation Executive Director Ms. Lin Olsen along with a letter of thanks and commendation. ▼ Dr. Whetstone autographed all 20 copies to be given to various noteworthy individuals who support the mission of the GBB&WHF, with a copy to her son, Brandon, who provided reenactment photographs used in the article.

There were countless references in various newsletters and online publications. Color Guard Commander Christopher Melhuish submitted the article, "New plaques commemorate veterans of Revolutionary War, 1812" in "The Pennant," the newsletter of the Naval Heritage Society (Vol. 1, Issue No. 19, December 5, 2011). ▼

A few additional publications also mentioned the December 3rd Ceremony at Saint Paul’s: Lynnhaven Parish Chapter, NSDAR newsletters (two of them) ▼, the James Monroe Memorial Foundation news flashes (three of them), two of which contained articles ▼, Saint Paul’s Episcopal Church mentioned it in two of their newsletters ▼ and maintained updates on their website ▼. It appeared in historical society newsletters, library newsletters, various foundations’ newsletters and probably many places we didn’t even know about, since no stones were left unturned, and those included relevant historical and government bodies.

There were, between the two December 3rd ceremonies (Great Bridge ▼ and Saint Paul’s ▼), numerous public addresses ▼. In an early effort arranged by the Chapter’s Battle of Great Bridge Events Chairman, Christopher Holcombe, U.S. Congressman J. Randy Forbes, 4th District, Virginia, issued a letter dated November 22, 2011, commending the Culpeper Minutemen and Norfolk Chapters for the commemoration of the Battle of Great Bridge and recognition of the patriots who are buried at Saint Paul’s Church. ▼

In addition to the Proclamation ▼ issued by the Mayor and City Council of Chesapeake, which proclaimed "December 3, 2011 as 'Battle of Great Bridge Observance Day' in appreciation for the recognition given by the National Society of the Sons of the American Revolution, which has pledged to observe the sacrifices and dedication of those patriots who were at the Battle of Great Bridge on December 9, 1775" (the wordsmith result of a meeting with the Mayor of Chesapeake and Norfolk Chapter’s president and vice president, and a subsequent presentation before the City Council on November 22, 2011 ▼), a portion of

Governor Robert F. McDonnell's Resolution (a verbatim transcript of the Mayor's Proclamation), as a follow-up to a year 2000 Resolution from the Governor, was also read at the ceremony by State Senator Harry F. Blevins ▲, although a copy of the referenced document has not yet been made available to the Chapter.

Lastly, as a goodwill effort from the "Host" Chapter, Norfolk purchased 30 streamers to commemorate the NSSAR Inaugural Battle of Great Bridge Celebration ▲, disseminated at the discretion of the State Society presidents whose chapters and societies participated. One each was also ordered for the NSSAR flag carried by the NSSAR Color Guard (via NSSAR CG Commander Mike Tomme), the Great Bridge Chapter, NSDAR and for the GBB&WHF from the Norfolk Chapter "on behalf of a grateful National Society of the Sons of the American Revolution."

12. Membership and Dues

(Why is the word "dues" mentioned in the subject line of this section?)

The Awards Committee will obtain information about membership and dues from the Virginia Society Office. Chapters should have an active recruiting program to enlist new members, a retention program, and should remit dues to the state office in the proper format on time.

- a. Please provide the net gain or loss in number of chapter members in 2011 +07
Last year we had 99 members on our roster at the end of the year; 106 at the end of this year, according to the VASSAR Roster.
- b. Other Recruiting and Retention Activity
Both Compatriot Holcombe and Chapter Secretary Phil Maliniak served in the tent shared with the Chesapeake Chapter, NSDAR at Reenactment Park during the Battle of Great Bridge weekend 2011, introducing those interested to the SAR and offering membership pamphlets and other new member-related information. ▼
- c. Did your chapter have some other noteworthy accomplishment in recruiting and/or retention other than those already mentioned?? If so, briefly describe. No
- d. How many Supplemental Applications submitted by your chapter were approved? 01

List the name of the members whose Supplemental Applications were approved.

Robert F. Channon, Sr.

13. Business Activity

- a. Participation in State, District & National business meetings

Number of members of your chapter attended the 2011 VASSAR Annual Meeting. 02

Number attended the 2011 VASSAR Semi-Annual Meeting. 02

Number of members of your chapter attended the National Congress. 0

Number of members of your chapter attended the Atlantic Middle States Meeting 0

Number of members of your chapter are on VASSAR or NSSAR Committees. 05†

† Includes VASSAR Color Guardsman Compatriot Chris Melhuish

Number of members of your chapter attended a NSSAR Leadership Meeting 02

b. Fundraising

Did your chapter or individual members contribute financially to any of the VASSAR trust funds? *[How do we find this out without invading privacy?]* Ukn

Chapter member Thomas Grund contributed \$100 to CAAH in November 2011.

Carter Furr contributed \$100 to GBB&WHF.

None of these are VASSAR trust funds.

If so, identify the fund(s) contributed to. Ibid

When they were removed from the dues notices two years ago, compatriots were no longer asked to contribute and, most likely, either forgot the funds existed or knew not how to contribute to them. It worked to our Chapter's benefit in that our Chapter's Project Fund contributions tripled. For that we thank you.

c. Reporting to the State and National Society

Did your chapter submit a report at the 2011 Annual Meeting? Yes†

† Oral

Did your chapter notify the VASSAR Secretary of its new president, secretary and treasurer? Yes

d. Recognition by your chapter of Service to the SAR

DO NOT report medals given for service to the community in this section, even if the recipient is an SAR member.

How many people did your chapter recognize with a medal for service to the SAR? 10

| Name | Affiliation (if any) | Medal or Certificate |
|--|------------------------|-------------------------------|
| <i>e.g. John Doe</i> | <i>XYZ Chapter SAR</i> | <i>Virginia Society Medal</i> |
| <i>Jane Doe</i> | <i>ABC Chapter DAR</i> | <i>Medal of Appreciation</i> |
| Dennis Dorshimer, Registrar ▲ | Norfolk Chapter SAR | Chapter Service Medal |
| Christopher Holcombe ▲ | Norfolk Chapter SAR | Chapter Service Medal |
| Nathaniel McCormick ▲ ▲ | Norfolk Architect | Chapter Service Medal |
| Robert B. Hitchings, Immed Past President ▲ | Norfolk Chapter SAR | Past President's Pin/Cert |
| Richard F Millan, Past President ▲ | Norfolk Chapter SAR | Past President's Pin/Cert |
| Cecile H. Budimier, Past Regent ▲ | Great Bridge Chpt DAR | Medal of Appreciation |
| Peggy Haile-McPhillips, City Historian ▲ | Great Bridge Chpt DAR | Medal of Appreciation |
| Eloise B. Schooley | Chesapeake Chpt DAR | Medal of Appreciation |
| Ann Sanders Maliniak, Past Regent | Chesapeake Chpt DAR | Medal of Appreciation |
| Carolyn M. Knight, Director ▲ | District 1, VADAR | Medal of Appreciation |
| Lin B. Olsen, Exec. Director ▲ ▲ ▲ | GBB&WHF | Martha Washington Medal |
| Briana L. Diaz, Historian General's Office Historian | NSDAR Headquarters | Martha Washington Medal |

14. Forgotten Patriots Program

- a. Did your chapter remember any Forgotten Patriots in 2010? Attempted.
How exactly does a Chapter remember a forgotten patriot if the only way to do so is to submit a new or supplemental application using a Patriot not before registered? That process is an individual effort; not a chapter effort. The word “forgotten” is too general for such a specific criterion. A forgotten patriot is really one who may have died on the battlefield childless or, otherwise, has been discovered, not by a descendant, necessarily, but as a result of –among other things- a churchyard survey in which those buried have been researched and proved to be patriots. Those are really the forgotten ones. The VASSAR program, as I have expressed to Chairman Bayne, since it is built entirely around individual applications and fees, should be revisited and reworked. If it cannot be changed, then a new name for the program should be created and most definitely the question “Did your *chapter* remember any Forgotten Patriots in 2010?” be amended to “Did any *members of your chapter* remember any Forgotten Patriots in [judging year]?” (It should read “2011,” not “2010,” by the way.) It is a misnomer to call it a Forgotten Patriots Program when a Chapter –as an entity- cannot recognize forgotten patriots (only individuals can) and since it cannot claim credit for remembering them on a plaque, as our Chapter did this year. Lastly, since individuals do not constitute a “Chapter,” every chapter’s answer to this question should be “no” unless the question is rephrased. The same applies, to a lesser degree, to Supplementals and the scored questions related thereto. I certainly hope this program’s value in the scoring is not heavy, because one of our Chapter’s genealogists, Ken Kirch, proved many truly forgotten patriots remembered at the Saint Paul’s ceremony, and we could not even present them to the Forgotten Patriots Committee given the current handbook guidelines.
- b. Did you report them to the Virginia Society Forgotten Patriots Program Chairman? Attempted.

15. 2011 VASSAR Presidential Initiatives

- a. Was your chapter represented at the special joint VASSAR/1812 Memorial Dedication at St. Paul’s Episcopal Church in Norfolk, Virginia? ▼ ▼ ▼ Yes
- b. Was your chapter represented at the special joint VASSAR/1812 Memorial Dedication at Shockoe Hill Cemetery in Richmond, Virginia? ▼ Yes
- c. Did your chapter participate in an event to commemorate the tenth Anniversary of 9/11? Yes
Remembering 9-11 at First Landing Cross in VB
(Matt Hogendobler, Ken Hogendobler, Tom Whetstone, Bill Waller and Warren Chauncey and Thomas Nelson, Jr. Chapter members Joe Shipps and Ken Wood.) ▼

16. Comments and Suggestions (Not Graded)

- a. Please tell us about something your chapter did or learned that would help VASSAR or the other chapters.

Since the data is publicly posted on the web ▼ as soon as it is made available, prior to submitting patriot research and documentation to the VASSAR Graves Committee, chapters should be sure to register the grave(s) so the chapter gets credit (1 point for “new” registrations; 0.5 points for “updates”) for its own research and documentation efforts; otherwise another chapter can access the reported information ▼ and file the registration (“as they have a right to do”) before the proprietary documentation is officially submitted with the researching VASSAR chapter’s own registrations.

In addition to the fields written in (in **bold blue** above), there should be a field in this report for Chapters to report such things as the purchase and dedication of plaques, awarding of streamers and other gifts (busts, liberty bells, &c.), and a section to note participation in remembrances and recognitions (*e.g.* Memorial Certificate presentations, wreath-layings (not already included in the Tier-level observances section), NSSAR WWII Certificate presentations, hosting of Good Citizenship galas, VASSAR meetings or other assemblies, &c.), which are not otherwise referenced or requested in this form. These might encourage other chapters to establish their own programs, like the Crossing of the Dan, the Battle of Great Bridge, the Battle of the Hook, the Battle of the Capes, and so on. It also would provide recognition where it is due for all things a Chapter may elect to do during the year.

b. Did you encounter problems that you would like VASSAR help in resolving?

Yes, in attempting to submit electronic requests and official VASSAR correspondence to two of VASSAR Awards Committee’s members, particularly when they are a result of technological internet/email server issues; therefore, the Norfolk Chapter respectfully requests the requirement that all Chapter Annual Report Forms be submitted to one (and only one) individual, be reevaluated. At the very least, the State Society Secretary should be one of the recipients (if not the proper one) to include such reports in the minutes of the Society for distribution to the Compatriots who attend the Annual Meeting.

c. Do you have any suggestions for improvements?

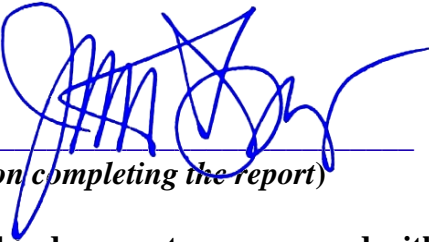
1. Publish (or make available to all VASSAR chapters) all Chapter Annual Reports every year. (*This is not the first time such a request has been filed on an annual chapter report form and, according to our former chapter officers’ files, it was the standard operating procedure of the Virginia Society for many years, particularly in the mid 2000s, when many chapters mailed instead of emailed.*) It would make the process transparent, level the playing field (so chapters may learn from other chapters) and clarify the Chapter-level awards in February.

2. Allow a space (perhaps ungraded) for mention of the presentation of awards and/or gifts not mentioned above (items from SAR store, busts, gavels, streamers, collectible plates, books, &c.) which are often given to meeting speakers, and to those who have already received every SAR medal possible for a chapter to award (*e.g.* John Sinks, Jean Rourke Hillegass). I notice in the *Virginia Bulletin* that many chapters presented such things in 2011. Norfolk Chapter, as a matter for the record, awarded a historic plate to the chapter (SAR, DAR, or others) who laid the best wreath at Saint Paul’s and to John Quarstein in September 2011, and its president always presents gifts to guest speakers, which are seldom “SAR-branded” items.

3. As a means of tracking “new member referrals,” add an item to list the number of such referrals from the State Contact. There’s a big difference between recruiting and being handed the name of a potential new member on a platter, and that disparity is not recognized

anywhere in this report. While Chairman of the State's Eagle Scout Committee, I painstakingly divided all chapter areas geographically on a map and presented it to the Society at the 2008 Semi-Annual Meeting, so there would be no overlap when forwarding Eagle Scout competition applications from national to chapters. The boundaries were clearly identified, and there could be no question, once presented, as to fairness of distribution. I would be more than happy to provide that map of Virginia to whomever is in charge of prospective new member referrals if it would make the decision regarding which chapter is best suited for a prospective new member simpler.

Remember to submit your report by January 13, 2012

Signed:  Date: **13 January 2012**
(by person completing the report)

[N.B. This document was prepared with the requested assistance of the Norfolk Chapter Board of Managers, has been distributed via email to the Chapter membership and is posted on the Chapter's [website](#).]