

DRAFT

**23<sup>rd</sup> Infantry Regiment Tomahawk Association  
Organizational Meeting Minutes  
18 September 2013**

1. The meeting was called to order at 1200 hours, 18 September 2013 by Jim Mapes, Interim Vice President, at the 1st Battalion, 23rd Infantry Regiment Conference Room, JBLM.

2. The following were in attendance:

John Blue: Trustee; Webmaster  
Jeff Bryson, 4th Battalion Commander  
Tony Caristi: 4th Battalion Liaison  
Corey Crosbie: 1st Battalion Commander  
Ben Dalton: 1st Battalion Liaison  
Matthew Eshelman  
Tom Feltey: 2nd Battalion Commander  
Ryan Grams: Interim Treasurer  
Curtis James: Custodian of Memorabilia, Historian  
Mike Kendall: Interim Secretary; Constitution and By-Laws Chairman  
Mike Land: Membership Chairman  
Chuck Main: Honorary Sergeant Major of the Regiment  
Jim Mapes, Interim Vice President  
Eric McMillan: Editor, TOMAHAWK  
Cliff Pederson, Trustee, Public Relations Chairman  
Michael Randolph  
Michael Robinson: Trustee; Database Administrator  
Eric Volk: Nominations and Elections Chairman  
Tim Ybay: 1st Battalion CSM

3. The minutes for the 28 August and 10 September 2013 meetings were approved by voice vote. Motion made by John Blue, second by Cliff Pederson.

4. External Task Update. Mike Kendall

- a. Articles of Incorporation mailed to Secretary of State on 28 August; request to exist on JBLM given to Linda Daniel the same day. Both should be processed within 2-3 weeks so we should have the approvals by the end of Sep. Once the State approves our corporation, then will request a business license from the Department of Revenue and register with them as a non-reporting entity since our projected revenue shouldn't require us to file an annual return. We will have to renew our corporations status with the Secretary of State annually. We will have additional requirements with JBLM, such as providing our IRS status, but the approval is valid for two years.
- c. IRS request for 501 (C) 19 will be submitted this fall once we have a initial base of members and an activity plan.

5. Membership Application Process: Jim Mapes

## DRAFT

- a. Mike Land demonstrated the online application process and Ryan Grams discussed the link to PayPal that will deposit funds in our checking account. It has been successfully beta tested by a small group of 10. Mike Robinson discussed how the application data will be inputted into the Association database for internal use. He will have the data stored on an external hard drive so it is protected. Motion to approve the online application process by Eric Volk; second by Mike Robinson, approved by voice vote.
- b. It was agreed to link the application process to the Facebook page so members can sign up now. John Blue to coordinate with Mike Land to enable the link today. Buck James will announce that memberships are available at the Regimental Run on 19 September.

### 6. Financial Task Update. Ryan Grams

- a. We still need an Assistant Treasurer.
- b. The checking account is open but he will need two other check signers besides himself. One of the check signers must be an elected officer.
- c. He will send out a budget template to the committee chairman so they can provide their recurrent and startup costs. The budget for future events is TDB based on the activity plan.
- d. For the membership process, a person becomes a members when their payment is deposited into the checking account. PayPal allows a 48 hour period to issue refunds. If someone makes an error in the application process, they need to contact Mike Land or Mike Robinson immediately. Members can use echecks for payment which would be easier than using cash.
- e. Reminded the group of the difference between being a tax exempt organization and having the ability to write letters for donors to make tax deductible contributions.

### 7. Communications Task Update. John Blue

- a. Jim Mapes introduced Eric McMillan who will be the editor of the TOMAHAWK. Eric will be part of the team that develops and implements our strategic communications plan.
- b. Cliff Pederson said we can announce the Regimental Run in local media outlets to reach out to local veterans; we should invite local reporters to more significant events. Corey Crosby reported that the brigade PAO will be at the Regimental Run and will coordinate public release for outside organizations with the division PAO. Jim reminded that the purpose of the Association participation is to announce the establishment of the Association.
- c. Eric Volk reported that the 7th Division Association is willing to be linked to our Association webpage. Motion to accept this offer by Mike Robinson, second by Jeff Bryson, approved by voice vote.
- d. John Blue reported that the Facebook page has 754 likes. He can track the number of looks at each item on the page; information on the Association is reaching a broad audience, up to 650 views.
- e. John provided Kassiah's proposal for the webpage. She normally charges \$1,200 to design a webpage; she will do ours for \$800. It will take two weeks to establish. We will retain the rights to the page and control it. She will assist with changes to the page. The server hosting cost is \$10/month. Motion to accept Kassiah's proposal by Curtis James; second by Mike Robinson; approved by voice vote.

### 8. Insurance Task Update. Jim Mapes

- a. Still doing research. He believes we should locate a Tomahawk alumni who is a lawyer to assist with reviewing our organizational plans.
- b. We need to define our plans and requirements so the insurance companies can price liability policies.

## DRAFT

### 9. Initial Activities Update.

a. . Regimental Run on 19 Sep. Ben Dalton briefed the details of the run. Once the battalions return, Chuck Main and Buck James will speak about the Association and the fact that memberships are now available.

### 10. Programs and Activity Plan

a. Mike Kendall said we need to develop the parameters for programs and activities--for example, providing continuity and providing programs that the battalions and installation agencies can't or won't do. This can include activities that don't involve cost such as mentoring, guidance on career transition, or contact with alumni who are in a career field that is of interest to members. The Association solicits input from the commander and their liaisons on the unit and soldier needs.

b. John Blue suggested the first major event in conjunction with the Chip-yong-ni activities in Feb 2014.

11. Next Meeting will be on in mid to late Oct when the 1st Battalion returns from YTC.

### 12. New Business:

a. Tom Feltey invited Association staff to the 2nd Battalion Ball on 27 Sep. He or Cliff Pederson will be the POC and RSVP date is 23 Sep.

b. Tom reported that the 2nd Battalion may inactivate during 3rd quarter, FY14 as part of the 4th Brigade inactivation. He will remain in command until the summer 2014. He will work with the Association concerning the custodianship of the battalion's historic items.

13. The meeting adjourned at 1329 hours.

Mike Kendall  
Interim Secretary

DRAFT

**Interim Officer Positions  
18 September 2013**

The following positions are specified in the Constitution and By-Laws and this SOP. The incumbent listed is current as of the date indicated on the first page of this SOP.

**Elected Position Incumbent**

President - Buck James  
Vice President - Jim Mapes  
Secretary – Mike Kendall  
Treasurer – Ryan Grams  
Trustee – John Blue  
Trustee – Cliff Pederson  
Trustee – Alan Russell  
Trustee – Mike Robinson

**Term Expires**

Interim (Feb 2014)

**Appointed Position**

Assistant Treasurer  
Chaplain  
Editor of THE TOMAHAWK - Eric McMillan  
Webmaster – John Blue  
Historian – Curtis James  
Database Administrator – Mike Robinson  
Custodian Of Memorabilia – Curtis James  
Nominations and Elections Chairman – Eric Volk  
Constitution and By-Laws Chairman – Mike Kendall  
Membership Chairman – Mike Land  
Public Relations Chairman – Cliff Pederson  
Auditor  
1<sup>st</sup> Battalion Assistant Secretary/Treasurer – Alan Russell  
2<sup>nd</sup> Battalion Assistant Secretary/Treasurer – Cliff Pederson  
4<sup>th</sup> Battalion Assistant Secretary/Treasurer - Chris Beauchamp  
Immediate Past President

**Term Expires**

**Advisory Board Position**

HCOR – Joe Stryker  
HSGMOR – Chuck Main  
1<sup>st</sup> Battalion Liaison – Benjamin Dalton  
2<sup>nd</sup> Battalion Liaison – Chris Johnson  
4<sup>th</sup> Battalion Liaison – Tony Caristi

**Term Expires**

DRAFT

**23<sup>rd</sup> Infantry Regiment Tomahawk Association  
Organizational Tasks  
18 September 2013**

External Items--Mike Kendall

1. WA state incorporation and registered agent
2. WA state Dept of Revenue requirements
3. Request to Exist to JBLM
4. Request for 501 (C) 19 status from IRS
5. Official records

Internal Tasks:

1. Membership--Mike Land, Michael Robinson

Membership eligibility, documentation, background checks, discharge criterion

Founding and charter members

Membership card and numbering system

Membership database

Membership development plan

Communications with and initial items given to new members

Release of personal information

2. Financial-- Ryan Grams

Banking account second signer

Post office non-profit postal rates

Budget--startup, operating, programs and activities, capital

Allocation of life member dues

Official membership roster--internal and external

IRS documentation per Pub 3386

3. Insurance--Jim Mapes

Liability and directors and officers (errors/omissions) insurance

Bonding of treasurer

4. Communications --Cliff Peterson, John Blue

Association website and social media

Link Association and Official websites

Public relations plan

Communications with members

Association address and contact

Link to existing Tomahawk groups on web and social media

5. Initial activities

Initial business meeting--Jim Mapes

End of interim officer tenure and election of officers--Eric Volk

Program and activity plan-All