

**23<sup>rd</sup> Infantry Regiment Tomahawk Association**  
**Organizational Meeting Minutes**  
**20 November 2013**

1. The meeting was called to order at 1205 hours, 20 November 2013 by Buck James, Interim President, at the 1st Battalion, 23rd Infantry Regiment Conference Room, JBLM.

2. The following were in attendance:

Peter Butler

Ron Frontz

Buck James, Interim President

Curtis James: Custodian of Memorabilia, Historian

Mike Kendall: Interim Secretary; Constitution and By-Laws Chairman

Chuck Main: Honorary Sergeant Major of the Regiment

Eric McMillan: Editor of TOMAHAWK

Mike Robinson

Eric Volk: Nominations and Elections Chairman

3. The minutes for the 30 October 2013 organizational meeting was approved by voice vote; motion made by Eric McMillan, second by Mike Robinson.

4. President's Perspective. Buck James.

a. Chuck Main comments:

(1) He is offering every soldier of the month for each battalion a one year membership.

(2) He has talked to the battalion CSMs about having an Association recruiting poster on each of the company bulletin boards. Mike Kendall noted that our committees can have additional members besides the chairman and that the Association could designate company representatives to work in conjunction with the battalion assistant secretary/treasurers. Curtis James said that the company representatives could give updates at the periodic safety briefings. Chuck will design the recruiting poster; Mike Robinson noted there are soldiers with the graphic arts skills to assist.

(3) He is printing 50 membership applications to handout to those who don't use the internet.

(4) He suggested putting ads in the local papers and military organization magazines to publicize the Association. Buck James noted that the Infantry Association Bugler and veteran service organizations would be useful. Mike Kendall said that many associations give reciprocity for ads if we place their ad in our newsletter. Eric Volk said that the 2<sup>nd</sup> Infantry Association will assist us since their leadership is former Tomahawks.

b. Buck James has talked to the battalion commanders. He is encouraging annual memberships for soldiers to try the Association for a year. He posted on Facebook last week and will post again this week.

c. He has asked CSM (Ret) Sobiak to coordinate the Chip-yong-ni events and 1SG (Ret) Swift to coordinate the Association awards and competitive cups.

5. Membership: Mike Robinson

- a. He needs Mike Land database to finish building the Access file. He will place the information on an Association owned hard drive and will work the membership process with Ryan Grams and Mike Land.
- b. Buck stressed the need to accelerate the membership validation process so we can send out the Charter member cards. It was agreed that validation should not inhibit speedy processing of membership cards.

6. Marketing/Communications. Eric McMillan

- a. He has created a template for the TOMAHAWK. He will be contacting specific individuals for articles.
- b. The TOMAHAWK will be sent out by email, mail and posted on the website.

7. Programs and Activities: Buck James is working.

8. Financial Task. Mike Kendall provided Ryan Grams update

- a. 53 paid memberships for total income of \$5,115. 91% of income is from the 23 life members. There are 19 active and 11 regular annual members.
- b. Expenses are \$800 for construction of the website and \$29.15 for checks.
- c. Current balance in checking account is \$3,104.68; PayPal account has \$1,204.08 for a current balance of \$4,308.76.

9. Initial Membership Meeting. Eric Volk

- a. He will develop the nominations list and elections process.

10. Insurance Task. Jim Mapes. No update.

11. External Task. Mike Kendall

- a. IRS request for 501 (C) 19 will be submitted once we have a budget and an activity plan.

12. New Business:

- a. Eric Volk noted that 2<sup>nd</sup> Battalion will be moving to Fort Carson, CO; some soldiers from JBLM will move with the colors with others soldiers at Fort Carson joining the battalion. Eric plans to coordinate with the battalion commander at Fort Carson about the Association. Buck asked Eric to identify the senior soldier at JBLM who will be moving to Fort Carson for additional coordination.

13. Next Meeting will be on 8 Jan 2014 at noon. Ben Dalton will confirm the 1st Battalion conference room availability.

14. The meeting adjourned at 1255 hours.

Mike Kendall  
Interim Secretary

**23<sup>rd</sup> Infantry Regiment Tomahawk Association  
Interim Officer Positions  
20 November 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**

Feb 2014

**Appointed Position**

Assistant Treasurer  
Chaplain  
Programs and Activities  
Awards and Recognition  
Auditor  
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  
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 Beecham/Chris Fultz  
Immediate Past President

**Term Expires**

Feb 2014

**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**

**23<sup>rd</sup> Infantry Regiment Tomahawk Association**  
**Organizational Tasks**  
**30 October 2013**

External Items--Mike Kendall

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

Internal Tasks:

1. Membership--Mike Land, Michael Robinson

Membership eligibility, documentation, background checks, discharge criterion

Founding and charter members

Membership application form (IRS guidelines), note Gold Star family members

Membership card

Membership database

Membership development plan

Initial items given to members

Release of personal information

Corporate sponsorship

2. Financial-- Ryan Grams

Banking accounts

Accounting software/process

Methods for members to pay dues

Post office box access, non-profit postal rates

Budget

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. Marketing/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

Information flow to and from battalion Assistant Secretary/Treasurers  
Ads in veteran service organization publications

5. Initial membership meeting

Initial business meeting--Jim Mapes

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

6. Program and Activities Task

Recurrent events

Founding Day events

Chip-yong-ni events

Competitive cups

Tomahawk monument

Commander/CSM/liaison perspective

Assistant Secretary Treasurer comments