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**23rd Infantry Regiment Tomahawk Association
Organizational Meeting Minutes
30 October 2013**

1. The meeting was called to order at 1205 hours, 30 October 2013 by Buck James, Interim President, at the 1st Battalion, 23rd Infantry Regiment Conference Room, JBLM.

2. The following were in attendance:

Chris Beauchamp, 4th Battalion Assistant Secretary/Treasurer

John Blue: Trustee; Webmaster

Ben Dalton: 1st Battalion Liaison

Buck James, Interim President

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

3. The minutes for the 18 October 2013 organizational meeting was approved by voice vote; motion made by Jim Mapes, second by Ben Dalton. The minutes for the Executive Committee meeting on 1 November 2013 was approved by voice vote; motion by Jim Mapes, second by Mike Kendall.

4. President's Perspective. Buck James.

a. Buck noted that the Association is losing momentum as evidenced by the fact that the Facebook page has 900 likes and the Association only has about 50 members. He stressed we each need to have our Tomahawk family of all we knew the Regiment in the Association. He added that our fledgling Association is an umbrella organization for all Tomahawks--an organization based on brotherhood, not money. He noted that membership is our lifeblood and connecting with each other is our purpose. He suggested that we make annual memberships a priority so as many can experience our Association for a very reasonable cost.

b. Buck stated that we need to explain to all members and potential members what we are doing for them and the Regiment. Examples include battle streamer ceremonies and the creation of competitive cups named for regimental heroes and legends for excellence in key training and readiness functions.

c. Buck said he would start weekly message from the president postings on Facebook to keep everyone informed.

5. Membership: Mike Land

a. Mike reported that 67 people have completed an application but only 50 have made payment. He suggested we have a volunteer contact each of those who didn't complete payment to encourage them to do so. Mike Kendall suggested we have the battalion Assistance Secretary/Treasurers do this for those on active duty; he will send the contact information for these individuals to Mike Land.

b. Mike described the complete process for membership:

(1) individual completion of the online application process developed by Mike Land

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- (2) Ryan Grams confirms payment
 - (3) Mike Robinson confirms receipt of documentation validating service.
 - (4) Ryan Grams mails out the membership card
 - c. John Blue asked about correspondence to the members to keep them informed of our evolving organization. Buck James said he would prepare a president's letter to the members to be mailed by Ryan with the membership cards that would provide an update. Motion made by Jim Mapes that the charter membership cards with the president's letter be sent to members now. Second by Mike Kendall; approved by voice vote.
6. Marketing/Communications. John Blue
- a. John reported that Facebook has about 900 likes. He said that the weekly president's message will help create interest in the Association.
 - b. John said that Kassiah had been paid \$800 to create the webpage. He demonstrated the webpage, parts of which are still under construction. He said that the site needs to make it easy to find information. There is also space for advertisements and corporate sponsors and links to Facebook, Linked-in and Google+. Buck noted the need for a donation button on the website as we have on the membership application.
 - c. John noted the Association needs a seal; perhaps we can have a competition to design it. He agreed the Association should sponsor awards like the AUSA Corps of Discovery does.
7. Programs and Activities: Buck James
- a. He has asked CSM (Ret) Sobiak to lead the activities committee and 1SG (Ret) Swift to head the Tomahawk monument committee.
 - b. Buck James departed the meeting at 1245; Jim Mapes became the meeting chair upon Buck's departure.
 - c. Ben Dalton suggested having a monthly meeting with members. Jim Mapes said this could be a breakfast or other social event. John Blue said he could post the officer meeting dates on Facebook and the webpage to encourage members to attend.
 - d. Chris Beauchamp said he could incorporate the Association purpose into his quarterly resilience training. Jim Mapes noted the need to link the Association to the battalion planning for Chip-yong-ni; Ben Dalton noted that the 1st Battalion would be at the NTC in January so planning will be done by the rear detachment during that time. John Blue noted in the past the battalions did the planning for Chip-yong-ni and veterans attended.
 - e. Mike Kendall suggested that the activities committee chairman should have office calls with each battalion commander and CSM, battalion liaisons, and the battalion assistant secretary/treasurers for their perspectives.
8. Financial Task. No update.
9. Initial Membership Meeting. Jim Mapes. No update
10. Insurance Task. Jim Mapes. No update.
11. External Task. Mike Kendall
- a. Mike has received the approved Articles of Incorporation from the Washington Secretary of State so we are officially incorporated. He also received the approved JBLM documents for the Association to

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function on the installation. We will need to renew our incorporation status with the state annually and will need to complete some requirements with the Department of Revenue. We will need to renew with JBLM every two years.

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

12. New Business: None

13. Next Meeting will be on 20 November at noon. Ben Dalton will confirm the 1st Battalion conference room availability.

14. The meeting adjourned at 1302 hours.

Mike Kendall
Interim Secretary

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**23rd Infantry Regiment Tomahawk Association
Interim Officer Positions
30 October 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
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
1st Battalion Assistant Secretary/Treasurer – Alan Russell
2nd Battalion Assistant Secretary/Treasurer – Cliff Pederson
4th Battalion Assistant Secretary/Treasurer - Chris Beecham/Chris Fultz
Immediate Past President

Term Expires

Feb 2014

Advisory Board Position

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

Term Expires

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**23rd 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

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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