

**23<sup>rd</sup> Infantry Regiment Tomahawk Association  
Organizational Meeting Minutes  
8 January 2014**

1. The meeting was called to order at 1215 hours, 8 January 2014 by Mike Kendall, Interim Secretary, at the 1st Battalion, 23rd Infantry Regiment Conference Room, JBLM.

2. The following were in attendance:

Peter Butler

Jose Cardoso

Ben Dalton, 1<sup>st</sup> Battalion Liaison

Ron Frontz

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

Chuck Main: Honorary Sergeant Major of the Regiment

Eric McMillan: Editor of TOMAHAWK

Cliff Pederson, Trustee, Public Relations Chairman

Mike Robinson: Database Administrator

Eric Volk: Nominations and Elections Chairman

3. The minutes for the 20 November 2013 organizational meeting was approved by voice vote; motion made by Eric McMillan, second by Mike Robinson.

4. President's Perspective. No update.

5. Membership: Mike Robinson

a. Mike Kendall provided Mike Land's update that 81 people have completed the application process but only 60 have actually paid. There is one Gold Star Member who isn't required to pay. He suggests that we have someone contact the 20 people who did not pay to encourage them to complete the process. It was suggested that Mike modify the application process so that the email stating the individual is complete be sent only after payment is completed, not when the personal information is finished.

b. Mike Land noted that the intake and payment process is working but there is a need for someone to be responsible to take the information he provides, confirm eligibility, and then close the loop with the welcome letter and membership items. He said that many of his peers have joined but received nothing in return other than the confirmation email when they sign up.

c. Mike Robinson discussed a member certification letter that he created as a means to document veteran and war veteran status as required by the IRS as well as service in the 23rd Infantry Regiment. This could be a simple method for validation of members once their payment is received and allow time for additional documentation if needed. It is attached to these minutes.

d. Mike also suggested that we create an Association Registrar who would be responsible for the documentation process. The attendees concluded that would be an appropriate responsibility for the Assistant Treasurer who would be involved in the membership process anyway. That position is currently not filled; it should be filled as soon as possible.

- e. Once the Assistant Treasurer is identified, then Mike Land, Mike Robinson, Ryan Grams, and the Assistant Treasurer should meet to develop the detailed policies for membership well before the initial business meeting. It would be appropriate to discuss and approve these policies at that meeting.
- f. Mike Robinson is still developing the database which will be maintained on an Association owned hard drive. He is presently using Mike Land's spreadsheet.
- g. Ryan Grams is mailing the membership cards. Chuck Main stated that he has thousands of envelopes and stamps that can be used to mail the membership card and other items to members. He is willing to assume that responsibility. Mike Kendall will send an email to Chuck and Ryan concerning this.

6. Marketing/Communications. Eric McMillan, Cliff Pederson

- a. Mike Kendall provided John Blue's update—he has paid for a year of hosting, and the website will be active shortly. It will initially be shown as "Under Maintenance," but will be active soon thereafter. He is reviewing the 17<sup>th</sup> Infantry Regiment website for ideas; this site has some content that is for members only. Restricting website information will be discussed in at future meetings.
- b. Eric stated that he hasn't received the content he requested for the TOMAHAWK probably because of the holidays. He plans to publish an abbreviated version soon. He would like the agenda and other details for the initial business meeting once it is approved for publication.
- c. Cliff said once the website is functioning, then we can publicize the Association in military and veteran publications.

7. Programs and Activities:

- a. Based on training requirements and scheduled ceremonies, it was concluded that Thu, 27 Feb would be the best date for the Chip yong ni ceremony and reception.
- b. Mike Robinson will contact CSM (Ret) Sobiak for an update on his planning for the ceremony.

8. Financial Task. Mike Kendall provided Ryan Grams update

- a. 60 paid memberships.
- b. Current balance in checking account is \$3,104.68; PayPal account has \$1,529.81 for a current balance of \$4,634.49.
- c. He will be filing the single page tax form in early Feb.

9. Initial Membership Meeting. Eric Volk

- a. He PCS's to FT. Carson at the end of the month and won't be able to participate in the business meeting. The Nomination and Elections position needs to be filled by someone who is not running for a trustee or officer position. We need a replacement soon so that person can prepare for the election at the business meeting. It will take time to identify those running, send out ballots, and have them returned before the meeting.
- b. It was suggested to not have the initial business meeting during the Chip yong ni ceremony and reception to not disrupt those events.

10. Insurance Task. 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.
- b. Will coordinate with the Washington State Department of Revenue later this month so we are a registered, non-reporting entity.

12. New Business:

- a. Eric Volk received a letter from Jim Coulos, the 23rd Infantry Regiment Korean War Branch Secretary/Treasurer, asking if we would be interesting in forming a successor Tomahawk organization which includes all Tomahawk generations. From his letter it appears that they will be very inactive after their last reunion this September. The letter is attached to the minutes.
- b. As noted in Jim's letter, in 2012 Chuck Main sent a request with supporting letters from active and former commanders and CSMs asking that they allowing all Tomahawks to join their organization. As Jim states in his letter, they didn't respond. Subsequently, we organized a separate association.
- c. The attendees agreed on the following actions:
  - (1) Eric will acknowledge receipt of the letter and note that he has passed it to Buck James.
  - (2) Buck will write a letter to Jim to start the dialogue about using our association as the successor organization for their members and the process to accomplish that.
  - (3) Chuck will write to everyone on their mailing list inviting them to join and include a membership application. Chuck believes that there are about 200 members in the Korean War Branch organization.
  - (4) Buck will write to Bob Haynes, who is noted in this letter as the Secretary/Treasurer of the 2 ID Association, opening the dialogue to have access to their members who are Tomahawks. Bob is a former Tomahawk.
  - (5) We should accept membership in the Korean War Branch as sufficient documentation that these individuals are Korean War veterans.

13. Next Meeting is proposed for 12 Feb 2014 at noon. Ben Dalton will confirm the 1st Battalion conference room availability.

14. The meeting adjourned at 1300 hours.

Mike Kendall  
Interim Secretary

**23<sup>rd</sup> Infantry Regiment Tomahawk Association**  
**Interim Officer Positions**  
**8 January 2014**

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--unfilled  
Chaplain--unfilled  
Programs and Activities--unfilled  
Awards and Recognition--unfilled  
Auditor—unfilled  
Nominations and Elections Chairman – unfilled  
Editor of THE TOMAHAWK --Eric McMillan  
Webmaster – John Blue  
Historian – Curtis James  
Database Administrator – Mike Robinson  
Custodian Of Memorabilia – Curtis James  
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**  
**8 January 2014**

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

Outreach to other veterans groups

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

Tax filing

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—unfilled

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