

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

1. Call to Order: Buck James
  
2. Approval of 30 Oct 2013 minutes by consent.
  
3. President's perspective: Buck James
  
4. Membership task updated: Mike Land, Mike Robinson
  
5. Marketing/Communications task update: Cliff Peterson, John Blue
  
6. Program and Activity Plans to include Chip-yong-ni events
  
7. Financial task update: Ryan Grams
  
8. Initial membership meeting: Jim Mapes/Eric Volk
  
9. Insurance task update: Jim Mapes
  
10. External task update: Mike Kendall
  
11. New Business: Buck James
  
12. Next meeting: Buck James
  
13. Adjournment: Buck James

**23<sup>rd</sup> 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  
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

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