

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

1. Call to Order: Buck James

2. Approval of 18 Sep 2013 minutes by consent.

3. Officers approve 1 Oct 2013 minutes by consent.

4. President's perspective: Buck James

5. Membership task updated: Mike Land, Mike Robinson

6. Marketing/Communications task update: Cliff Peterson, John Blue

7. Program and Activity Plans to include Chip-yong-ni events

8. Financial task update: Ryan Grams

9. Initial membership meeting: Jim Mapes/Eric Volk

10. Insurance task update: Jim Mapes

11. External task update: Mike Kendall

12. New Business: Buck James

13. Next meeting: Buck James

14. Adjournment: Buck James

23rd Infantry Regiment Tomahawk Association
Interim Officer Positions
18 Sep 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

23rd Infantry Regiment Tomahawk Association
Organizational Tasks
18 September 2013

External Items--Mike Kendall

1. WA state incorporation and registered agent
2. Request to Exist to JBLM
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