

Vancouver Barracks Military Asn

Date: 13 March 2010

SUBJECT: First Meeting of Board of Directors and General Membership

Present:

Jeff Davis, Chairman, VBMA
Dan Tarbell, Board Member
Lyle Wold, Board Member
Morris Giesler, guest, member of public

Chronological List of Events:

1. Meeting called to order at 4:10 PM by Jeff Davis, chairman of VBMA. Jeff Davis also acted as secretary, pending appointment of a permanent secretary.
2. There were no minutes from prior meeting.
3. There was no old business.
4. Under new business, those members present discussed many items and topics. The first item was the progress of the VBMA in achieving full state and federal non-profit status.:
 - a. Jeff Davis gave a detailed description of several documents, including the Rules and Procedures, signed by himself, Lyle Wold, Jack Giesen, and Dan Tarbell the week before.
 - b. The Washington State Non-Profit application and certification, granted on 9 March 2010.
 - c. The Washington State Charity application and certification, granted on 9 March 2010
 - d. The Washington State Business Master Plan, submitted to the State of Washington on 13 March 2010.
 - e. Jeff stated that the cost of these licenses and plans had cost a total of \$105.00 at that point. That he intended to procure an EIN number from the IRS, as well as file the application for 501C3 status with the IRS during the week of 15-21 March. That the VBMA could begin soliciting for funds and membership as of 13 March, however if the VBMA accepted money, before the filing with the IRS, there might be federal tax liabilities. However, the group would be allowed to act as if they had federal charity status, upon filing.
 - f. Another important part related to record maintenance. The Charity portion of the VBMA will be required to file a report to the State of Washington on a Calendar Year basis. This report was due to the State on 31 November, but had to go forward from 1 January to 31 December. The Non-Profit LLC part of the VBMA will be required to file an annual report on the anniversary of it's incorporation, every 9 March. The Master Business Plan was filed as per Washington State law, but would not be used by the VBMA, and would not require a renewal fee or annual report. Dan Tarbell stated that Jeff Davis should retain the receipts for all of his filing expenses, and the VBMA would reimburse him later.

g. Jeff also showed the members an example of disclaimer statements necessary for all charities to include on their websites, and correspondence while soliciting for funds, materials or partners.

5. The members viewed several photos and graphics proposed for use as VBMA logos and letterheads. Jeff gave Dan Tarbell, and Lyle Wold disks with these graphics for later viewing. A motion was made to discuss the matter further at the next meeting, and vote on the matter then. This would include mandatory charity language on headers or footers of all correspondence. It was passed and the group passed to the next matter.

6. The group discussed setting a regular date, time and location for the regular monthly meeting. Lyle Wold proposed the 3rd Tuesday of each month, at the 40 et 8th, at 4:00 PM would fit within his schedule. Dan Tarbell seconded it, and the group voted 'yes'. The next meeting will be on 20 April 2010, at the 40 et 8, at 4:00 PM.

7. The discussion moved to the issue of membership, both on the Board of Directors, as well as general membership.

a. Jeff Davis discussed adding new members to the mailing list he was using, including Monique Martin, Bruce Mulkey and Mike Sanders. He gave brief bios of the three people mentioned prior, explaining that they were interested in the VBMA, but not in becoming directors at that time.

b. Jeff asked Morris Giesler if he was interested in joining the mailing list. Morris agreed.

c. The group began discussing recruiting general membership, and setting criteria at the next meeting.

8. There was a lengthy discussion of the idea to located the military museum in the Rockefeller Library building, owned by the City of Vancouver, at the junction of Mill Plain Blvd and Fort Vancouver Way

a. Jeff Davis and Dan Tarbell summarized a meeting they had with City Council Member Larry Smith, and Bruce Ziegman, and Karin Ford of the Fort Vancouver Regional Library District. Mr. Ziegman, the Executive Director of the Library system told the VBMA that the library still wanted to retain many offices within the building, when the new library was completed. That he foresaw only vacating 8,000 square feet. He did not identify what portion of the building this would be. He suggested that representatives of the VBMA come to the library building and take a tour, to help identify this future space.

b. Jeff and Dan agreed to the tour, and tentatively agreed to the 8,000 square foot space. They also discussed the benefits of being outside the Fort Vancouver Historic Reserve, regarding any ground disturbing activities in certain area around the library building. Other programs were mentioned such as oral history and staff ride activities on the part of the VBMA. Jeff also suggested that the VBMA would pay a portion of some of the rehabilitation of the library building, and a share of regular expenses such as utilities, heating, etc.

c. The VBMA Board discussion turned to the exact relationship between the Library District and the City of Vancouver. The City actually owned the building, and charged the library a modest lease fee. The library in turn was going to sub lease to other organizations or partners. Lyle Wold suggested that the VBMA give serious consideration to approaching the

City, and suggesting that they become the primary lease holder for the building. And the VBMA in turn sub-let to the Library District, and any other groups. A major point in favor of this would be that the VBMA would not have to pay prevailing wage, and could use volunteer labor for future work. Something that the Fort Vancouver Library District could not do. Lyle also suggested scheduling the walk through on Tuesday, 23 March, at 4:00 PM. Jeff agreed to email the library and suggest this.

d. There was a preliminary discussion of what rooms or facilities might be needed in the museum. However, since there was no idea of what portions of the building would be available, it was agreed to table the discussion until the tour, and the next monthly meeting. Morris Giesler suggested that the basement of the library building might have a securable vault. Originally constructed to house rare books.

9. Having agreed to discuss the following items in April: assigning permanent leadership positions, logo artwork, membership criteria, and museum design, the minutes were read by Jeff Davis, and approved by the group. The meeting was adjourned as Dan Tarbell and Lyle Wold departed to wash dishes.

Signed:

Jefferson Davis
Chairman
Vancouver Barracks Military Asn