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24 April 2010

SUBJECT: Minutes of VBMA Regularly Scheduled Meeting Held on 20 April 2010

Present:

Jeff Davis, Chairman, VBMA

Dan Tarbell, Board Member, Lyle Wold, Board Member, Jack Giesen, Board Member
Members of the public included Morris Giesler and Bruce Mulkey

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. The minutes from prior meeting had been emailed to all present prior, and a motion was passed to consider these minutes as having been read.
3. Old business was discussed:
 - a. Selection of officers. Jack Giesen tentatively volunteered to become the secretary of the VBMA. He did caution the group that he needed some orientation before accepting the position, due to the heavy responsibility of managing the financial well being of the VBMA. Jeff Davis agreed, and promised to give Jack orientation and information from the State of Washington, and said he would contact an accountant, soliciting other advice. A motion was made and carried to appoint Jack Giesen (provisionally) as VBMA Treasurer.

The discussion continued to other positions such as Secretary. Neither Dan Tarbell or Lyle Wold could assume this position. The discussion was enlarged to suggest seeking other members of the public to see if they would consider joining the VBMA and/or becoming Secretary. Everyone agreed to seek possible new members.
 - b. Progress of the VBMA seeking 501 (c) (3) status. Jeff Davis stated that the VBMA had status with the state of Washington as a non-profit LLC, and Charity, and had filed for a Washington State Small Business License. The latter would never be used. The VBMA also had an EIN from the IRS. He pointed out that the final step, the actual filing of an application with the IRS for full Charity status would be expensive. The license fee would be \$800 at that time. He pointed out that sometime in 2010, between May and July, the IRS would have a new, Internet process that would lower the cost of formal application to \$200. A motion was made and passed for the VBMA to wait until that time before filing the application for 501 (c) (3). Jeff promised to update the VBMA on this in the coming weeks. This led to the discussion of costs and donors.

Thank you for supporting the Vancouver Barracks Military Asn. (VBMA). For additional information regarding the organization's activities or financial information, the VBMA is registered with the Washington State Charities Program as required by law and information may be obtained by calling 800-332-4483 or 360-725-0378

c. Seeking donors and costs incurred by the VBMA. As in the prior meeting, all of the VBMA members agreed that costs, such as the filing fees would be reimbursed at a later time, once donors and contributors were able to make cash donations to the VBMA. That members would keep receipts for such costs. The VBMA would begin taking contributions after the filing of the 501 (c) (3) documents. They also agreed to that in lieu of taking donations, the VBMA would make a list of good faith pledges from donors. It was agreed that the VBMA would need to have blank donation forms ready for this time.

d. Jack Giesen also mentioned the need for informational brochures, especially before the 4th of July. He had two examples of brochures from other related groups. He agreed to have a draft example for the VBMA by the next meeting. Jeff commented that he had used a printing service in the past that did brochures, postcards, and other promotional materials. That this would be useful in printing items for future retail sales in the museum shop.

e. Discussion of National Park Service (NPS) public planning meeting on 14 April 2010. Several VBMA members attended this meeting, which included a series of informational displays and historic walk around the Barracks. Following this meeting, Jeff emailed members of the VBMA mailing list a URL provided by the NPS, which would contain updated plans. Jeff commented that the NPS 'plan' was not yet a planning document that could be analyzed. Rather it was a stated goal, to preserve and interpret the Vancouver Barracks; but did not spell out how it would meet this goal. He encouraged all present to provide public comment, to help influence the NPS planners.

Bruce Mulkey stated that he asked the NPS personnel about a previously stated idea to turn at least part of the Barracks into a living history display, reminiscent of Colonial Williamsburg. Bruce said that the NPS staffer suggested that plan was not likely to happen.

g. VBMA Letterhead for correspondence. This matter was not actually discussed by the membership. Between the March and April meetings, several more designs for the VBMA logo were produced and emailed to the membership. One design was accepted by all by email. Or at least no one objected to the final design submitted. This design is included at the top of these minutes.

4. Under new business, those members present discussed many items and topics.

a. Changes to the VBMA Rules and Procedures. In the weeks between meetings, Jeff made some tentative changes to the VBMA Rules and Procedures. These changes related to the date/time of regular meeting, and conflict resolution. The first matter, meetings were originally scheduled for the 2nd Tuesday of each month at the 40 et 8 Chalet. The proposed change would be on the third Tuesday of the month, at 4:00 pm. Jeff made changes to conflict resolution after reading the suggested example on the IRS instructions for filling out the 501 (c) (3) form. After a review, a motion was passed adopting these changes. This would become Rules and Procedures for VBMA v4.doc.

b. Meeting with the City of Vancouver to put forward museum plan. This was both old and new business. A motion was passed for the VBMA to send a representative or representatives to the entire City Council after the next regular VBMA meeting in May, 2010. The VBMA would provide the City Council with a statement of intent on the VBMA, list of proposed programs, and draft floorplan of what the new museum would look like.

To do this all agreed that the VBMA would need to agree as a whole on many things, such as what kind of rooms/facilities with the museum. Jack had already prepared a draft document which included items such as a museum gift shop, auditorium, etc. Under programs he listed oral history, battlefield walkovers, etc. He agreed to forward this to the other members via email, and they in turn would add their own ideas or modifications. Jeff stated that he had a draft floorplan of the library, which he would email to the membership, and hoped that they in turn would submit designs. These would be reviewed as a whole by the next meeting. These in turn would become a

presentation handout to go to the City Council. Jack and Jeff discussed working together to put this presentation packet together.

There were several suggestions of what to discuss in this presentation, in addition to those things already mentioned. This included, again, suggesting to the City that the VBMA might benefit them, the City. This included VBMA management might alleviate the need to pay prevailing wage for work, pointing out things that could be done on library grounds that the NPS could not, and to request a copy of the building plans, and list of capital improvements from the City of Vancouver to take to our donors.

In speaking of donors Jeff asked all present to begin compiling a list of possible donors, for review, and future solicitation.

c. Dan Tarbell reminded Jeff that he had volunteered the VBMA to set up some historic displays at the Vancouver Barracks 4th of July celebrations. He also mentioned that Jeff had volunteered to set up a cemetery walk to be conducted after the Veteran's Day ceremony at the Vancouver Barracks Post Cemetery. Jeff acknowledged that, and said he would provide Dan letters to that effect. These would be conveyed to the 40 et 8ths Community Military Appreciation Committee (CMAC), to be officially added to their plans.

d. More public notice. Dan suggested he knew someone who might have been willing to help set up and maintain a website for the VBMA. He would provide more information by the next monthly meeting.

5. The minutes were read by Jeff Davis, and the membership agreed to discuss the following items in May: IRS status, information brochures, Fourth of July, Veteran's Day, museum design, and the meeting with the City of Vancouver. The meeting was adjourned as Dan Tarbell and Lyle Wold departed to wash dishes.

Signed:

Jefferson Davis
Chairman
Vancouver Barracks Military Asn