



PO Box 820203
Vancouver, WA 98682

14 March 2011

SUBJECT: Minutes of VBMA Regularly Scheduled Meeting Held on 14 March 2011

Present: Jeff Davis, Chairman, VBMA, Jack Giesen, Board Member

Chronological List of Events:

1. Meeting called to order at 4:08 PM by Jeff Davis, chairman of VBMA. Jeff Davis also acted as secretary, pending appointment of a permanent secretary. This meeting was held on the 3rd Monday of the month, not the regular date (3rd Tuesday.) It was also held at the Vancouver Barracks, Building 987, because the Loci Room at the 40 et 8 Chateau was not available. It was noted that only two members of the VBMA were present, so there was no legal quorum to vote on matters.
2. The minutes from prior meeting had been emailed to all members by Jeff Davis, the minutes were considered read, and approved.
3. Treasurer's Report was given by Jack Giesen. As of that day, the account had a final balance of \$266.92. The last check was \$10 written to the Secretary of State (Washington) for annual renewal. Last month, a motion was made to include the debit from the VBMA startup costs. It was seconded and voted on, and approved. Since then all VBMA members who contributed monies submitted their sums to Jack Giesen. This included \$63.97, Bill Hauser, website startup. Jeff Davis \$426.98 for licenses and brochures, etc. Dan Tarbell \$850, 501 (c) (3) application. These will be considered debts in the Treasurers report until they are paid.
4. Website Report was emailed to Jeff Davis by Bill Hauser. It included number of unique visitors, hits, etc. Jack Giesen noted that the VBMA website had been picked up by Google, and appeared on searches for "Vancouver Barracks History". Jeff Davis noted that the website changes proposed last month were made. Such as mailing address change, membership form added. Jeff and Jack discussed asking for cash donation forms to be posted on the website. Also to set up a papal donation link. Bill not being present, this idea was held over for the next meeting.
5. Finance Committee Meeting. Since the February meeting, Jack Giesen formalized a list of expenses in an estimate form. This included estimated rent of \$12,000 for a 8,000 square foot building. Development of the building estimated at \$1,800. One thousand dollars for insurance, and possible \$1,500 for secure storage. At the meeting held from 3:00 – 4:00 pm on the 14th of March, Jeff and Jack discussed setting up an online store, including historic books, such as Wanda Bafus' book, some Norseman Ventures publications, and possible blank cards highlight the Vancouver Barracks Cemetery. Any store at the VA would have to negotiated with them in the future.

**Thank you for supporting the Vancouver Barracks Military Asn. (VBMA).
The VBMA is a 501 (c) (3) public charity under 170 (b) (1) (A) (vi), EIN 27-2127349.**

6. Old business discussed:

a. The Veteran's Administration Memorandum of Agreement and Volunteer agreement. Dan Tarbell finished his VA application process and has been granted volunteer status. Jack Giesen had his interview on the 14th of March, and will complete the final health screening by the end of March. Jeff and Janine Davis have interviews scheduled for the end of March to be followed by health screening in early April. Jan W. has begun his application process.. Jack Giesen also said that the museum building is nearing completion, but has not been 'accepted' by VA yet. Projected opening dates for museum will be 14 June 2011.

b. 501 (c) (3) status. Effective 9 March 2011, the IRS granted the VBMA 501 (c) (3) status. Fund raising can now begin in earnest.

c. Storage space from the City of Vancouver. Jack Giesen visited the storage area, and described it. It is an old airplane hangar that is not heated, however it seemed to be fairly dry. Jack and Jeff discussed methods of storing materials on pallets and then covering them with tarp to minimize any moisture damage. They agreed that valuable items should not be stored there because there are no secure containers.

e. Cemetery Adoption. No change since the last month's meeting.

d. Museum space meeting no meeting this date.

f. Memorial Day: Jack Giesen attended the CMAC meeting on 4 March 2011. At the meeting the CMAC coordinator suggested having multiple tour guides, because they were expecting 800 people to attend the ceremony, and suggested as many as 100 staying for a tour. Jeff agreed that they could plan for two or three guides. We would need to find speakers or megaphones though. Jack Giesen said he would check with Trust for more speakers.

g. VBMA brochures for the 40th and 8th national convention in September 2011. The brochures would have to wait until signing the MOA with the VA.

7. New business was discussed:

a. Jack Giesen submitted dates for recurring suspenses for the VBMA, re: Federal and State fees and taxes. 3 Jan 2011, WA business tax return. Four March 2011, WA LLC license. Pending are WA charitable renewal, IRS Form 990.

b. Jack commented that he was in contact with three groups of people who want to donate artifacts to the VBMA. He showed Jeff his draft artifact donation form. This form was sent out to general membership by email. Jeff agreed it was a good form, however there was no quorum to vote on adopting it. That would have to wait until the next meeting.

c. Jeff mentioned that in the future, it would be good to establish who could sign letters to donors, formally accepting cash donations. Or having this posted on the website. This would help limit the opportunity for fraud or mismanagement of money. But he had no formal ideas on how to do this. This matter would be held over for a larger discussion.

d. Slate plaques. In February, Dan Tarbell wrote to BG Daniel York, commander of the 104th Division, requesting several slate plaques, which were broken or flawed be donated to the CMAC for fund raising purposes. The general agreed to give the plaques to the CMAC, and the VBMA might be given some in the future.

8. Minutes were read and approved. Group disbanded at 4:41 pm.

Signed:

Jefferson Davis

Chairman

Vancouver Barracks Military Asn

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March 15, 2011 VBMA Financial Balance Sheet Summary

2011 Credit	\$70.00
2011 Debit	\$10.00
2011 Cash Flow	\$60.00

2011 Balance	\$266.48	
Stamps (12)		\$5.28
Checking		\$261.20
Total		\$266.92

Check Detail:

#1002 3/4/2011	WA Secretary of State	\$10.00
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Deposit Detail:

Date	Amount	Received From
2/16/2011	\$20.00	Cash (Dues)

Start Up Loans

From	Date	Amount	Service/Items
Bill Hauser	5/2010	\$63.94	Domain, IPage Hosting
Dan Tarbell	10/2010	\$850.00	IRS 501 c 3
Jeff Davis	3/2010	\$50.00	WA LLC
Jeff Davis	3/2010	\$40.00	WA Charity
Jeff Davis	3/2010	\$15.00	WA Master Business License
Jeff Davis	6/2010	\$204.03	1,000 brochures
Jeff Davis	8/2010	\$117.95	QuickBooks Software

(Jeff Davis Sub Total \$426.98)

Total Loans \$1,340.92