

# LEWIS AND CLARK CHAPTER Sons of the American Revolution

Office of the Secretary

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## May 6, 2017 Membership Meeting Minutes

**The chapter general meeting is called to order by Compatriot and President Mark Robertson at 10:03 AM** at the Beaverton Resource Center, 12500 SW Allen Blvd, Beaverton, OR

**Invocation:** Compatriot Tom Boardman

**Pledge of Allegiance** Compatriot Ted Mills

**Pledge to the SAR** Compatriot John Berg

**Guests:** 2

**Village Inn count:** 5

**Color Guard Collection:**

**New Members Inducted:** Branden Arsenault and Dean Boring.  
Supplemental - Compatriot Tom Boardman

**Program:** Crystal Purdy location manager of **Lincoln Park & Funeral Home**, Board of Directors of the **Oregon Fallen Badge Foundation**, Northwest Regional Coordinator for **Operation Enduring Warrior**, walked the **2016 Bataan Memorial Death March** and ran the **2016 Marine Corps Marathon**. And in her spare time ... a great presentation and many thanks.

**President's report:** Compatriot Mark Robertson –

Compatriot Dave Kingsella has resigned as Historian, Editor of the Newsletter and Web Site, and State Trustee due to health.

Volunteer needed for Flag certificate presentations committee.

Volunteer needed for Awards committee.

Volunteers needed for Color Guard which has five uniformed members to date. You don't need to be in uniform to participate in the events and parades. You can wear your chapter vests.

Volunteer needed for CAR liaison.

Compatriot Grier Ingebretsen is the liaison for the JROTC and Boy Scouts, but he could use help as well.

Our chapter needs to establish a list of assets and who has what. Compatriot Michael Tieman has started one for the Learning Trunk and will work on the chapter inventory/assets list. Please contact him if you have anything belonging to the chapter to add to his list.

This past month the Pacific District Meeting was held in Olympia, Washington. Since I was unable to attend the meeting I can't properly report what occurred or what business was conducted.

The ORSSAR Board of Management met as well as the ORSSAR membership meeting occurred since our last chapter meeting. At the BOM it was asked if there were JROTC unit meetings held in our area and if each chapter had a liaison. It was also recommended a liaison be established for the local CAR.E Chapter. Each chapter was also asked to name a Flag Certificate Presentation Chairman. It was also requested each chapter establish an inventory list of SAR assets owned by the chapter or the state.

A motion was made to have the American Memorial bank account be transferred back to the Lewis and Clark Chapter. The motion passed and the State Treasurer was directed to transfer all funds and account related document back to the chapter. The time frame presented was the end of April 2017. At this time it doesn't appear that anything has been transferred.

Regarding the recent audit of the Lewis & Clark Chapter accounts. I requested from the Oregon State Treasurer copies of bank statements, deposit slips and anything else that might clear up questions concerning two withdrawals of \$1800. All that was received was a copy of three deposit slips with hand written notes on them and what appears to be copies of emails between former Chapter Treasurer Eugene Melvin and former State Treasurer Roger Swim. I would like to enlist the help of current Chapter Treasurer John Krumbein and Compatriot Cleve Parker to help sort out this discrepancy and other discrepancies discovered during the last audit.

The Audit Committee made several recommendations for the handling of the account. Below are the recommendations:

#### **BANK ACCOUNT**

Restrict or prohibit cash withdrawals.

Monthly statements should be reviewed by an Officer in addition to the Treasurer.

#### **DEPOSITS**

Checks should be deposited within 5 business days of receipt.

Post Office box should be checked regularly.

#### **CHECKS ISSUED**

All checks issued should have clearly itemized support documentation.

ORSSAR Invoices do not adequately itemize charges:

Line items listed should include member name, amount, and description for amount(s) charged.

#### **DUES**

Date stamp dues invoices when received back from member with their payment.

Payments that do not match the invoiced amounts should be noted on said invoice.

Payments received without an accompanying invoice should be recorded on a "duplicate" invoice.

## DONATIONS

Donations need to be identified separately from dues.

Restricted Donations (Memorial Fund, CAAH) need to be tracked separately from non-restricted (Chapter) donations:

## RECORD KEEPING

Recommend Quicken (or similar computer software) for financial recording.

The day to day responsibilities of managing the chapter money accounts should be divided among three chapter members.

One compatriot should make all deposits. Another compatriot should handle the data entry for the transactions. A third compatriot would do the actual check writing.

There was a discussion on the above report and Mark Robertson appointed Compatriot Cleve Parker to assist the Treasurer in finding the materials necessary to complete the audit as per the audit committee recommendations then present the material to Compatriot John Berg to review then report back to the chapter. No completed date was set.

**Vice President's report:** Compatriot Tom Boardman - Pacific District Meeting. There were only two Oregon members there on Friday, a fellow from Salem and myself. John Berg did not attend but had his son read a speech on Saturday.

Because of the low numbers there were no Oregon meetings. On Saturday, I attended the Pacific District Meeting and there were several members from Salem. Alexander, Devlin, and two other Salem members were there.

Greg Lucas was elected to be the next VPG. The proposed standing rules were not approved. The rules were proposed by Berg. There was a Berg proposal to modify the by-laws to permit the Pacific District minutes to be approved by a committee appointed by the VPG. The current rule gives approval authority to the State Presidents and State Secretaries within the District. Problem is that there was no president or secretary from Alaska or Oregon. The measure also failed.

The next meeting is approved for the Portland, Oregon area.

**Secretary's report:** Compatriot Michael Tieman - minutes of April meeting approved as printed.

**Treasurer's April report:** Compatriot John Krumbein. Reported that we have \$3952.64 in the checking account, \$1118.69 in the Color Guard Fund, and \$269.00 in the Learning Trunk Fund. There is \$1283.10 in the certificate of deposit. Deposits: \$20.00 Color Guard. Checks: Ck. 1679 \$90.00 ORSSAR Treasurer Tom Boardman supplemental Ck. 1680 \$105.00 ORSSAR Treasurer 10 membership rosettes Paper copy of bank statement \$5.00. A written report was submitted to the Secretary.

- **Compatriot John Krumbein submitted a revised Treasurer Report for March 2017.** Reported that we have \$4512.64 in the checking account, \$1098.69 in the Color Guard Fund, and \$269.00 in the Learning Trunk Fund. There is \$1283.10 in the certificate of deposit. Deposits: \$9.75 Color Guard, \$100.00 Wreaths Across America, \$270.00 S Harding, Kingsella, Parker application fees, \$90.00 Tom Boardman application fees.

Checks: Ck. 1675 \$25.00 Lilly R Brock program, Ck. 1676 \$240.00 ORSSAR Treasurer Harding, Kingsella, Parker Natl./State fees Ck. 1677 \$23.00 ORSSAR Treasurer membership cards Ck. 1678 \$370.00 ORSSAR Treasurer donations to OR War Memorial from dues payments Electronic billing-re: Square \$30.00 Paper copy of bank statement \$5.00. A written report was submitted to the Secretary.

**Registrar's report:** Compatriot John Krumbein for Compatriot Eugene Melvin, L&C chapter has 59 members 4 were added this year. State has 144 members 13 have been added this year.

**Newsletter/web report:** Compatriot Dave Kingsella has resigned from that position, Compatriot Michael Tieman will update the chapter web site until the position has been filled.

**Color Guard report:** Compatriot Mark Robertson The Lewis and Clark Chapter Color Guard has been invited to provide a musket volley at the Beaverton Memorial Day Observance at the Blue Star Memorial Park. We have also been invited to participate at the Willamette National Cemetery Memorial Day Observance. Unfortunately, they both start at 10:00 AM on the same day. Ideally, we need four compatriots for each event. At this time, we have a total of five-chapter color guardsmen.

The Oregon OAR has asked the Lewis and Clark Color Guard to present the colors for their state convention at the main banquet on Saturday May 20 at 6:30 PM in Wilsonville.

There was a request for a living history presentation at a school in Tigard, but we did not have a resources available.

**Memorial Committee report:** Compatriot Grier Ingebretsen – Talking to the City to become part of the Beaverton's Summer Farmers Market with our SAR booth. Compatriot Michael Tieman presented his finished cast Continental Soldier that will be sold to help fund the ORWM.

**Old Business:** Motion presented by Compatriot Grier Ingebretsen: *"The Oregon Revolutionary War Memorial committee will set up a bank account only for the Memorial at a bank of their choosing and the signatures on the account will be Compatriots Cleve Parker, Grier Ingebretsen, Mark Robertson and Michael Tieman"*. Compatriot John Krumbein seconded the motion and it was unanimously passed.

**New Business:** Compatriot Grier Ingebretsen - JROTC Presentation. I attended the U.S. Naturalization Ceremony on May 5, very impressed. This is an event the Color Guard should try to attend.

Compatriot John Berg – ORSSAR notice of the Annual SAR 127<sup>th</sup> Congress July 7-13, Knoxville, TN we need 6 delegates. Compatriots Berg and Butterton will be going as National officers, so we still need six delegates.

Compatriot Tom Boardman submitted his resignation as Vice President and Chaplin.

President Mark Robertson called for a special election to be held next month and is asking members to volunteer for the following positions to be voted on: Vice President, Chaplin, Historian. Volunteers are also needed for Newsletter/Web editor and 2<sup>nd</sup> State Trustee. A notice will be sent out by email to all members.

**Good of the Order:** None

**The meeting adjourned** 11:50am

**America's Creed** Compatriot Grier Ingebretsen

**SAR Recessional** Compatriot Dean Boring

**Benediction** Compatriot Tom Boardman

Michael Tieman  
Lewis & Clark Secretary

Blog: [www.ORLCSAR.blogspot.com](http://www.ORLCSAR.blogspot.com) Instagram: [www.instagram.com/LC76SAR](https://www.instagram.com/LC76SAR) Facebook:  
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and our chapter email address: [LC76SAR@gmail.com](mailto:LC76SAR@gmail.com)