

**MINUTES**  
**12<sup>TH</sup> US INFANTRY, CO. A - BOARD OF DIRECTORS MEETING**  
**Denny's Restaurant, Cortland, NY**

**JANUARY 24, 2006**

**Attendance:** Jim Hurd, Linda Hurd, Neil MacMillan, Peg Reilly, Paul Killius, Maria Killius, Jim Duran, Pamela Crane, Charles Poltenson, Alex Stowe, Bill Mayers, Carol Mayers

- **Call to Order/Additions to Agenda:** Capt. Jim Hurd called the meeting to order at 7:15 PM. There were no additions to the agenda.
- **Reading of the December 6, 2005 Minutes:** Due to the location in a restaurant, Sgt. Poltenson passed out the minutes for review. Capt. Hurd moved for adoption and Cpl. Stowe seconded. Minutes were approved.
- **Treasurers Report (Peg Reilly):** We have a balance of \$2,058.82 as of 12/31/05. Capt. Mayer moved for adoption and was seconded by 1<sup>st</sup>. Sgt. MacMillan. Treasurers' report was approved.
- **Secretary's Report (Sgt. Poltenson):** A Get Well card was mailed to Lt. Killius during his recent illness. Information was received for the following events: Genesee Country Village (Mumford), Hamlin Beach, 145<sup>th</sup> Bull Run, and Cedar Creek. The details will be provided to Capt. Hurd for posting on the web site. For the major events please remember to register through the unit. A response to our letter regarding the proposed casino at Gettysburg was received from the Pennsylvania Gaming Control Board. It was a form letter that did not address our concerns. 1<sup>st</sup>. Sgt. Macmillan moved that the report be accepted. Pamela Crane seconded the motion. The report was accepted.
- **Section Reports**
  - **1<sup>st</sup>. Sgt. MacMillan:** Will call HQ personnel as well as the inactive members. Suggested that after contacting inactives we ascertain whom to drop from the roster.
  - **Capt. Hurd:** No change from last meeting.
  - **Lt. Killius:** No significant change from last meeting. Private Rock-Blake will be assisting Lt. Killius with contacting Section members.
  - **Cpl. Stowe (Venture Crew):** Private Gurniak was appointed to West Point Military Academy (in the finest tradition of the Regulars) shortly after Christmas. Cpl. Stowe, Private Gurniak and several of the other members of the Crew will attend a Scouting exhibition on February 4<sup>th</sup> at Great Northern Mall to promote the Crew and the 12<sup>th</sup> US. Several of the Scout members will become more active in the unit as they have reached the age of 16. Discussions ensued of planning for a Gettysburg trip tentatively planned for April 7<sup>th</sup> – 9<sup>th</sup> or 15<sup>th</sup> – 16<sup>th</sup>. The question was asked if the Crew does a fundraiser could they apply the funds to mess and registration fees? The Board pointed out that the Crew funds were separate for

the 12<sup>th</sup> US funds. The recent Pampered Chef fundraiser only netted \$27 and change.

- **Cpl. Duran:** Private Stocking's brother was planning on joining. Cpl. Duran will be attending the Civil War Society meetings to help deal with the Newark Valley issues. A brief update on Newark Valley was provided. This year the issue with the horse will be addressed by placing them the other side of the creek. A live shoot is planned with the sponsors providing powder and muskets. A donation of \$100 was made to the Cedar Creek Battlefield Foundation. The Terry's are selling their uniforms. 1<sup>st</sup> Sgt. Boris will be buying the Bass Drum form them. Dates were provided for Berkshire Heritage Days, Harpursville and Pierce Creek. These will be provided to Capt. Hurd for posting on the web site.
- **1<sup>st</sup> Sgt. Boris:** Absent.
- **Civilians (Pamela Crane):** The civilians discussed how to improve first person impressions. One scenario in development is that the ladies are visiting family in the camps. This is accurate and mentioned in several sources. Elaine, Linda, Pam and Carol are working to develop this further. They will report on progress at the next meeting. Handouts were passed out at the drill session. Several of the ladies expressed interest in going to Elmira on May 5<sup>th</sup> – 7<sup>th</sup>. Elaine Cron is getting a wall tent and the ladies plan to coordinate with Margaret Melnick to connect tent flys and develop scenarios. Discussion ensued about creating a civilian camp at some events to allow the civilians to further expand their scenarios. Pamela reported that Joann Bartlett is back and living in the Rome area.
- **12<sup>th</sup> US Command Update (Capt. Hurd):** Combined with the USV update.
- **USV Update (Capt. Hurd):** Major Allen, Capt. Hurd, Capt. Mayers, and Lt. Killius attended the USV meeting in Pennsylvania during January 6<sup>th</sup> – 7<sup>th</sup>. The USV by-laws adopted last year worked very well. This was the least contentious meeting in memory. David Childs is now our Major. Gary Hill is now our Line Company Commander with the rank of Captain. Jim Hurd is now Company 1<sup>st</sup> Lt. for national events (retaining rank of Captain at local events). Major Allen is now Quartermaster for the Regiment and retains his USV rank. He is welcome to command the filed at local events as he desires. The USV civilian representative is now on the Board of Directors of the USV.
- **By-Laws Amendments (Capt. Hurd):** 1<sup>st</sup>. Sgt. MacMillan provided some suggestions for By-Laws changes. Sgt. Poltenson also had some suggestions. A Committee consisting of 1<sup>st</sup>. Sgt. MacMillan, Sgt. Poltenson and Private Harold Reichard will meet and provide a suggested set of By-Laws with all the proposed changes.
- **Old Business**
  - **Christmas Party (Pamela Crane):** The party was a great success and all had fun. It was suggested that a clean-up crew be designated prior to the event so the same people did not have to clean up. A tentative date of December 16<sup>th</sup> is being investigated.
  - **Erie Canal 2006 (Lt. Killius, Maria Killius):** Maria and Paul Killius will be managing the event in 2006 with the assistance of Private Rock-Blake and others

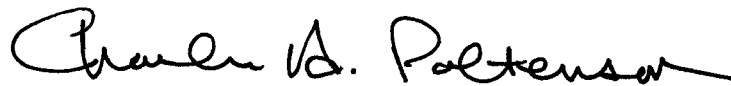
as needed. A meeting with Melody at the Village will take place January 25<sup>th</sup> to start planning for this year's event.

- **Peterboro 2006 (1<sup>st</sup> Sgt. MacMillan, Bill and Carol Mayers):** Confederates are still being sought. Organizers have asked the 12<sup>th</sup> to provide rations paid for through an increased registration fee. A discussion ensued concerning ability to properly handle the food, facilities available, and liability and permitting concerns. It was the consensus of the board not to provide rations at this point. Sgt. Poltenson moved a motion not to provide rations this year and was seconded by Cpl. Stowe. The motion carried.
  - **Roster Updates and Restructuring (All):** Pamela Crane has updated all the civilian information using the on-line database. Sgt. Poltenson has also provided some updates. 1<sup>st</sup> Sgt. MacMillan and Capt. Hurd will coordinate to update the roster prior to the next meeting. Once updated the sections will be reviewed and restructured as needed.
  - **Elections Committee (Maria Killius, Peg Reilly):** Letters and e-mails have been sent out with information on positions to be elected at the Annual Meeting.
  - **Phone Tree (All):** Pamela Crane suggested that one individual with an answering machine be designated to take calls if an event changes due to weather, etc. A message can be on the machine indicating if the event is on or not. This would allow people to call a designated number instead of people making numerous phone calls to find out what is going on. Capt. Hurd endorsed this and also suggested posting something on the website forum. Sgt. Poltenson suggested more people might call instead of looking for the website. This suggestion will be further refined and implemented at a date to be determined.
  - **Newsletter Progress (1<sup>st</sup> Sgt. MacMillan):** In progress.
  - **Website Update (Capt. Hurd):** Minor updates have occurred. Minutes of the Board meetings will now be posted as pdf documents for the benefit of the membership. An update of the recruiting page will take place. A good article written by 1<sup>st</sup> Sgt. MacMillan will be posted to encourage new recruits.
- **New Business**
    - **Quartermaster Sergeant (All):** Sgt. Poltenson initiated a discussion of the creation of the position of Quartermaster Sgt. There is a need for a designated military individual, who would be willing to not take the field, to take charge of working with the Mess Committee to ensure that everyone is fed, cook boxes are inventoried and complete, and that food allergies are taken into account. This position was in the Army Manual, however there is also a need for the burden to be lifted from the ladies of the unit. The QM Sgt. would also be responsible for seeing that the cook boxes are transported to the events.

A copy of the draft duties (along with other minor changes proposed) is attached. A decision is anticipated at the next meeting.

- **Good of the Order:** No one had anything for the Good of the Order.
- **Next Meeting:** The next meeting of the Board will take place one hour prior to the Annual Meeting at 1:30 PM on February 11, 2006 at the Army Reserve Center.
- **Adjournment:** No further business to be conducted the meeting was adjourned at 9:45 PM.

**Respectfully Submitted:**

A handwritten signature in black ink that reads "Charles A. Poltenson". The signature is written in a cursive style with a long horizontal flourish at the end.

**Charles A. Poltenson, Sr.**  
**Secretary**

# Unit Job Descriptions

~~8-4-041-24-06~~

## Corporate Officer Job Descriptions

1. All corporate positions have responsibilities as defined in the bylaws.  
Additional details are as follows:

### 2. President

- a. Oversee official corporate dealings with other entities.
- b. Signs official documents as needed.

### 3. Secretary

- a. Maintain and check the post office box regularly.
- b. Send out mailings as needed.
- c. Send event registrations to hosting entities.
- d. Assure that unit USV dues are paid.
- e. Maintain minutes of all unit and Board of Directors meetings.
- f. Keep unit roster as supplied by the First Sergeant.
- ~~g. Assure registration of unit trailer.~~
- h. Correspond with other entities as directed by the president.
- i. Send letters of appreciation as deemed appropriate.
- j. Maintain unit documents such as brochures, etc.
- k. Maintain insurance coverage for the unit.

### 4. Financial Officer

- a. Keep and maintain bank accounts and check book in the corporation's name.
- b. Assure that all assets are properly accounted for and kept in the corporation's name.
- c. Distribute finances as needed.

## **NCO and Officer Job Descriptions**

### 1. Duties common to all NCO and commissioned ranks.

- a. Each officer should be familiar with and able to perform the specific duties and functions of the next rank higher than his own.
- b. All officers must be willing and equipped to serve as privates if circumstances warrant.
  - i. Allowing someone of lower rank to serve in a position of higher rank for a day or an event is good training and experience for that individual and those with higher rank should be willing to step aside and encourage such experience.

### 2. Section Leaders

- a. In addition to those duties that will accompany rank, a Section Leader will have responsibilities as follows:
  - i. Maintain regular communications with those assigned to the section.
  - ii. Advise and aide new recruits in the section to acquire equipment as needed.
  - iii. Perform initial "*School of the Soldier*" training for new recruits.
  - iv. Encourage members to have registration and mess fees in to the Secretary before published deadlines.
  - v. Encourage participation in Unit activities by those in the section.
  - vi. Actively recruit in the geographical area of the section whenever opportunity presents.
  - vii. Report to the First Sergeant as needed regarding rosters and event registrations.

### 3. Corporals

- a. Oversee the duties of privates in camp as directed by the First Sergeant. These duties will include mess, water supplies,

- policing the area, etc. (see “*The 1865 Customs of Service for Non-Commissioned Officers and Soldiers*” paragraphs 314-346)
- b. Know and be able to drill others according to the *School of the Soldier*.
  - c. Help to maintain cohesion of the troops on line and while maneuvering.

#### 4. Sergeants

- a. Same as corporals except that the sergeant oversees a greater number of soldiers. (see “*The 1865 Customs of Service for Non-Commissioned Officers and Soldiers*” paragraphs 365-418)
- b. Know and be able to drill others according to the *School of the Company* and Skirmish.

#### 5. First Sergeant

- a. Same as sergeants but with other duties specific to the First Sergeant (see “*The 1865 Customs of Service for Non-Commissioned Officers and Soldiers*” paragraphs 419-484)
- b. Coordinate with section leaders to encourage members to have registration and mess fees in to the Secretary before published deadlines.
- c. ~~A member of the Mess Committee, the First Sergeant will prepare duty rosters for use at each event and insure that those duties are performed in a matter that is fair and equitable to all members in attendance.~~
- d. Update as needed and maintain a copy of the company roster. Coordinate the update with the Commanding Officer and webmaster so roster is consistent with database on-line.
- e. Assure that current USV and all other applicable safety regulations are on file and coordinate with the Safety Officer to see that they are adhered to within the unit.
- f. Be familiar with Battalion and Brigade maneuvers.

#### 6. 2<sup>nd</sup> Lieutenant

- a. Coordinate with the Commanding Officer regarding the operation of the unit.

- b. Chair the Mess Committee.
- c. Collect information about upcoming events and liaison with other units as needed. Attendance at the annual USV meeting will be generally expected.
- d. Assure that members are notified of deadlines, drill dates, and meeting dates.
- e. Coordinate with the First Sergeant, Co Clerk and the Secretary in regards to event registrations, USV dues, drill, meetings, medical and membership forms, etc.
- f. Arrive at events early and help to establish proper camp layouts.
- g. Assure that the unit is properly drilled in the *School of the Soldier*, *School of the Company* and in Battalion and Brigade maneuvers. A lieutenant should be practiced at maneuvering a company in the field.

7. ~~1<sup>st</sup> Lieutenant~~ Captain

- a. Unit Commander

8. ~~Captain~~ Major and above

- a. These are USV supported ranks and will only be awarded by the USV through applicable processes.

Quatermaster Sgt.

- a. A member of the Mess Committee, with the 2<sup>nd</sup> Lt. and Civilian Coordiantor, the QM Sergeant will prepare duty rosters for use at each event and insure that those duties are performed in a matter that is fair and equitable to all members in attendance.
- b. The QM Sgt. will maintain a supply tent at the head of the Company street for cook boxes and required gear. A Company 1<sup>st</sup> Aid Kit will also be stored there.
- c. The QM Sgt. shall coordinate menu and meals with the Mess Committee and ensure the cook boxes and supplies are properly inventoried prior to and after events.



- d. The QM Sgt. will ensure supplies are purchased as needed.
- e. The QM Sgt. shall be dismissed from drill or battle if his duties require it.

## **Civilian Coordinator**

1. The Civilian Coordinator has responsibilities as defined in the bylaws. Additional details are as follows:
  - a. Coordinate with the Commanding Officer regarding the operation of the unit.
  - b. Assure that civilian areas of the camp are maintained in period correctness.
  - c. Member of the Mess Committee.
  - d. Liaison with the civilians of other units as needed. Attendance at the annual USV meeting will be generally expected.
  - e. Assure that civilian members are notified of deadlines, drill dates, and meeting dates.
  - f. Coordinate with the 2<sup>nd</sup> Lieutenant, First Sergeant, Co Clerk and the Secretary in regards to event registrations, meetings, medical and membership forms, etc.
  - g. Arrive at events early and help to establish proper camp layouts.