2015 Lodging Tax – Tourism Promotion Project Application

1. Project Information

1a. Project Name: Marketing Support for Historic Site and Special Events.

Amount requested: $8,000.00  
(Amount requested must match Total Costs, column "a." on page 13)

Total Project Amount: $9,000.00  
(Total Project Amount must match Total Costs, column "c." on page 13)

1b. Name of Applicant organization: Historic Fort Steilacoom Association

Mailing Address:  
P.O. Box 88447, Steilacoom, WA 98388  
LOCATION: 9601 Steilacoom Blvd SW, Lakewood, WA

Tax ID Number: 91-1240261

Organization Unified Business Identifier (UBI): C601246870

UBI Expiration Date: 30 June 2015

Type of Organization: Non-profit 501 ( C ) 3

1c. Contact Name: Joseph W. Lewis

Title: Secretary

Telephone: 253-984-7541  Email: info@historicfortsteilacoom.org

Signature: ____________________________  
The signatory declares that he/she is an authorized official of the applicant organization, is authorized to make this application, is authorized to commit the organization in financial matters, and will assure that any funds received as a result of this application are used only for the purposes set forth herein, and verifies that all the information contained in this application is valid and true to the best of his/her knowledge.

RECEIVED  
AUG 12 2014  
CITY OF LAKewood
2. Project Description

2a. Please provide the event date(s)? The entire year 2015

2b. Where will your event be held? 9601 Steilacoom Blvd SW, on the campus of Western State Hospital

2c. If there is a charge or fee for this activity, please describe how much and why.

Our organization relies on donations from visitors to our museum complex consisting of four historic houses. Arriving visitors are provided an overview of fort activity at our interpretive center and invited to view exhibits of weapons and equipment. Guided tours of the three other houses are available for $5 per adult, $3 for children over 6, with a maximum of $10 per family group. This pricing also applies for the "Christmas at the Fort" event. Tickets for our February Ladies' Tea cost $15 each. These charges help to pay for restroom supplies, light bulbs, and other maintenance expenses.

2d. Please provide a detailed description of the proposed project/activity. Include information on the area the project will serve, its expected impact and list the responsible party(s).

Our marketing campaign for 2015 will use a variety of media to focus public attention upon our museum and our living history events. We will continue to advertise in the Suburban Times, a South Sound online newspaper. When the reader clicks on our ad, he or she is linked to our updated website where an abundance of information is available. Print media includes color brochures that are distributed at various locations such as the Chamber of Commerce, the Washington State History Museum, and other local museums. Our quarterly newsletter is mailed to our members and is given to museum visitors. Our promotional effort will also include occasional advertising in print newspapers and periodicals. We will continue to use our President’s FaceBook page to advertise fort events and to recruit new members.

The marketing campaign will go beyond Pierce County thanks to our use of online advertising and the global accessibility of our website. Our affiliate membership in the Washington State Historical Society provides additional visibility for our programs, including a link on the WSHS website. Our participation in the Smithsonian Magazine’s annual “Museum Day Live” targets a national audience of heritage enthusiasts. The first military installation in the Puget Sound region attracts the interests of the thousands of active and retired military personnel living in the Northwest. We have registered with the National Endowment for the Arts’ Blue Star Museum program to offer free admission to active duty U.S. military personnel and their families during the summer months. Our outreach to local teachers results in school children touring the museum and then spreading the word to family and friends. Fans of living history come from throughout the region to attend special events at the fort. Interest in the American Civil War has been stimulated by the current sesquicentennial commemoration and our marketing highlights the involvement of Fort Steilacoom soldiers in that conflict.

Responsibility for the promotional campaign rests with the Historic Fort Steilacoom Association officers and directors. These volunteers address marketing policy and implementation at our monthly board meetings.
3. Beneficiaries
Please list and provide specific information regarding all individuals, businesses, areas, or organizations that will directly benefit from the project/activity.

Lakewood restaurants and fast food vendors benefit from all types of visitors. There is no food available for visitors on the Western State Hospital campus so food and drink have to be purchased elsewhere. Gas stations benefit since practically all visitors drive some type of vehicle. Local motels and hotels are needed by visitors coming from distant parts of Washington and from out of state. Since some people have not developed a love of history, visitors often split up with history buffs coming to Fort Steilacoom while others in the party enjoy retail therapy at Lakewood businesses.

4. Goals/Monitoring
Describe the goals of the project. Will the project result in an increase in overnight stays by visitors in Lakewood? If so, how will this increase be tracked and monitored? How will an increase in the sale of goods and services as a result of the project be measured? What other short or long term economic benefits will occur and how will that be tracked? Why do you believe those project/activity outcomes are feasible? Applicants will be required to submit a post-funding report providing pertinent data evaluating tourism benefits resulting from the use of lodging tax funds as compared with the estimates contained in this application.

Our overall goal is to raise awareness of Fort Steilacoom and Lakewood as an appealing destination. Our promotional campaign in conjunction with comparable efforts by other heritage organizations should increase overnight stays by visitors in Lakewood. The most accurate tracking and monitoring could be accomplished upon registration at local hotels. Guests could be requested to share the reason for their visit. Once a baseline is established, this data could reveal why people stay overnight in Lakewood. Local gas stations could provide zip code info that customers input when using a credit card to buy gas. Restaurants could invite customers to fill out a survey card while waiting for their food to arrive. Relevant info would be hometown, reason for visiting Lakewood, and duration of stay.

Our visitors are invited to sign a guest book providing name and hometown. However, during our major events when large numbers of visitors are present, many do not sign the guest book. Some visitors will stay with friends or family while others will patronize local motels and hotels. Currently we have no means of tracking these variables. We can quantify the hits at our website and the numbers of brochures printed, distributed, and picked up by interested persons. In conclusion, local hotels, restaurants, and other businesses are in a better position to measure and monitor the economic impact of visitors than any individual tourist attraction.
5. Estimate how the funds will increase the amount of people traveling to Lakewood to stay overnight in paid accommodations.

The number of people traveling to Lakewood to stay overnight in paid accommodations will increase when lovers of history understand that there are more heritage venues than one can visit in a single day. In addition to Fort Steilacoom, there is the Lakewood Historical Society's museum, the Grave Concerns Association's patient cemetery, the Fort Lewis museum, and the Steilacoom Historical Museum. A brochure showing the locations of each attraction and hours of operation could entice a visitor to spend a weekend in Lakewood. The Heritage League of Pierce County distributes such a brochure covering the entire county. The City of Lakewood may want to consider using some lodging tax funds to create a brochure specifically for the Lakewood area. Visitors may be persuaded to stay overnight when they realize there are several heritage sites awaiting them.

6. Estimate how the funds will increase the amount of people traveling to Lakewood from more than 50 miles from their residences.

Based on the rationale provided in answering question #5 above, people living more than 50 miles from Lakewood will learn of all the heritage attractions conveniently clustered in and around Lakewood and decide to stay overnight in order to see them.

Our website, online advertising, and targeted print media are crucial in reaching out to potential visitors who live outside the Pierce County area.

7. Estimate how the funds will increase the amount of people traveling to Lakewood from outside their state or country.

The responses to questions 5 & 6 are also applicable here.

Anyone interested in the American Civil War and unable to visit the actual battlefields and museums in the eastern United States can see at Fort Steilacoom the weapons, uniforms, and equipment used in that conflict. Our promotional campaign in 2015 will convey this fact to potential visitors wherever they may live.
8. Funding Requirements
Due to funding constraints, partial funding may be recommended by the LTAC.

8a. If partial funding is received, how will that impact the project/activity? Please describe:
Partial funding will require reductions in the production of newsletters, brochures, and flyers. Website upgrades will be minimal with cutbacks in both online and print advertising.

9. Use of Funds
Provide detail on how the funds will be used. For example, $20,000 of the funds will be used for marketing, $5,000 for administration, $10,000 for Consultants, etc.

$3,000 for Suburban Times advertising
$2,000 for website maintenance
$3,000 for printing brochures, newsletters, flyers for events
10. Project Budget (for non-capital projects). Do not include in-kind contributions.

**Income:** A diversified funding base is important to the success of any project. Please list all other sources of funding for the project, both anticipated and confirmed and when that funding will be available to the project. Include your own funding, sponsorships, other grants, etc.

<table>
<thead>
<tr>
<th>Funding Source (list all revenue sources anticipated for 2015, not including requested Lodging Tax Funds)</th>
<th>Amount</th>
<th>Confirmed?</th>
<th>Date Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Member Dues &amp; Activities Income</td>
<td>$1,000</td>
<td>Yes</td>
<td>July 2015</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

**Expenses:** Based on full funding, please list project costs. 

PLEASE NOTE: Certain expenses may not be reimbursable, at the sole discretion of the City of Lakewood. You will only be repaid at the Lakewood authorized rates. Insurance is not an eligible cost. If you have any questions about any of your proposed expenses, please discuss them with Melody Perrusel at Lakewood's Economic Development (253) 983-7769.

<table>
<thead>
<tr>
<th></th>
<th>a. Lodging Tax Funds</th>
<th>b. Other Funds, Do not include In-Kind dollars</th>
<th>c. Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel (salaries &amp; benefits)</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>
| Administration (rent, utilities, postage, supplies, janitorial services, etc.) 
  Note: Insurance is not an eligible cost | $800 | $200 | $1,000 |
| Marketing/Promotion | $7,200 | $800 | $8,000 |
| Direct Sales Activities (including trade shows, sales calls, related travel. Describe below.) | $ | $ | $ |
| Minor Equipment (computers, desks, etc.) | $ | $ | $ |
| Travel | $ | $ | $ |
| Contract Services (Describe below) | $ | $ | $ |
| Other (Describe below) | $ | $ | $ |

**TOTAL COSTS** (Amount in column “a.” must match “Amount Requested”, and amount in column “c.” must equal “Total Project Amount” on Page 8)

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$8,000</td>
<td>$1,000</td>
<td>$9,000</td>
</tr>
</tbody>
</table>

**Description for Direct Sales Activities, Contract Services, Travel and Others**

**In-Kind Contributions**
11. Funding History

11a. Was this project funded with Lakewood lodging tax funds in fiscal year 2014?

   X yes ______ no

11b. If you answered yes to 11a, how much funding did you receive in 2014?

   $8,000

11c. If you answered no to 11a, what is the last year Lakewood funding was received and how much? _________ (year) _____________ (amount awarded)  □ no previous funding

11d. Indicate what efforts have been made to access funding from additional sources?

Preservation of our four historic buildings remains our top priority. We need well maintained safe structures for our visitors. During 2012 and 2013 grants from the Nisqually Tribe enabled us to paint two of our buildings. In June 2013 the state legislature approved a direct appropriation of $250,000 for Fort Steilacoom preservation projects thanks to the efforts of the late Senator Mike Carrell. We are now working with the Commerce Department to allocate these funds for painting our two remaining buildings, repairing foundations, and installing a new security and fire detection system in all buildings. We have received no other funding for promotional activities.

12. Coordination and Collaboration

Please provide information about any other organizations or agencies involved in this project/activity. Describe their level of involvement. Describe how this project coordinates with other tourism promotion efforts or services in the area, including Chambers of Commerce, local festivals, and local lodging and restaurants. You may attach up to three letters of support from these organizations.

The Historic Fort Steilacoom Association receives valuable support from local reenactor organizations, specifically, Fort Nisqually, the 4th US, and the 20th Maine. Several of these reenactors are also members of HFSA and provide living history interpretation at our events. We work closely with the Lakewood Historical Society in outreach to the community and loan artifacts to LHS for display in its history of the military in Lakewood exhibit. We provide free meeting space for the Grave Concerns Association so that all GCA funds can be devoted to buying markers for the patient cemetery.

We also try to take advantage of special opportunities to publicize Fort Steilacoom and Lakewood. On 10 March 2014 the HFSA Secretary was interviewed on the KLAY 1180 Morning Show with Ty Ray about upcoming events at Fort Steilacoom. On 24 March 2014 HFSA participated in making a film feature on Lakewood attractions. This project was produced by Comcast Cable as part of the “Around the Sound” series. We hope to have a link to this video on our website soon.

In conclusion, we want to partner with any and all heritage organizations to promote our museum and the City of Lakewood.
### 14. Capital Projects Budget - Supporting the Capital Expenditures and/or Operation of city Tourism-Related Facilities.

<table>
<thead>
<tr>
<th>FUNDING/TIMELINE</th>
<th>Responsible parties, methods, means</th>
<th>Begin (Dates or periods)</th>
<th>End (Dates or periods)</th>
<th>Amount requested from Lodging Funds</th>
<th>Other funds committed - or proposed</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design &amp; Inspection</td>
<td></td>
<td></td>
<td></td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Other Consultants</td>
<td></td>
<td></td>
<td></td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Permits &amp; Fees</td>
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<td></td>
<td></td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Land Acquisition</td>
<td></td>
<td></td>
<td></td>
<td>$</td>
<td>$</td>
<td>$</td>
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<tr>
<td>Site Development &amp; Landscape</td>
<td></td>
<td></td>
<td></td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Buildings (new construction)</td>
<td></td>
<td></td>
<td></td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Building Renovations (includes access)</td>
<td></td>
<td></td>
<td></td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Other (specify) Insurance is not an eligible cost.</td>
<td></td>
<td></td>
<td></td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

If other funds are committed, please attach a letter of commitment from the funding source.
15. Certification

The applicant hereby certifies and confirms:

1. That it does not now nor will it during the performance of any contract resulting from this proposal unlawfully discriminate against any employee, applicant for employment, client, customer, or other person(s) by reason of race, ethnicity, color, religion, age, gender, national origin, or disability;
2. That it will abide by all relevant local, state, and federal laws and regulations;
3. That it has read and understands the information contained in this application for funding and is in compliance with the provisions thereof, and;
4. That the individual signing below has the authority to certify to these provisions for the applicant organization, and declares that he/she is an authorized official of the applicant organization, is authorized to make this application, is authorized to commit the organization in financial matters, and will assure that any funds received as a result of this application are used for the purposes set forth herein.

Primary Signature: ____________________________

Joseph W. Lewis, Secretary

Printed Name & Title of Chief Administrator/Authorizing Official

Signature

August 12, 2014

Date
CITY OF LAKEWOOD

E-VERIFY REQUIREMENTS FOR CONTRACTORS

By Ordinance, the City of Lakewood requires that all contractors who enter into agreements to provide services or products to the City use the Department of Homeland Security’s E-Verify system when hiring new employees for the term of the contract.

E-Verify is an electronic system designed to verify the documentation of job applicants. It is run by the Department of Homeland Security.

Who is affected?
- All contractors doing business for the City of Lakewood. There is no minimum dollar value for contracts affected.
- All subcontractors employed by the general contractor on these contracts.

Are there exceptions?
- Contracts for “Commercial-Off-The-Shelf” items are exempted from this requirement.
- Individuals, Companies, or other organizations who do not have employees.

How long must the contractor comply with the E-Verify system?
- For at least the term of the contract.

Are there other stipulations?
- E-Verify must be used ONLY for NEW HIRES during the term of the contract. It is NOT to be used for EXISTING EMPLOYEES.
- E-Verify must be used to verify the documentation of ANY new employee during the term of the contract, not just those directly or indirectly working on deliverables related to the City of Lakewood contract.

How will the City of Lakewood check for compliance?
- All contractors will retain a copy of the E-Verify Memorandum of Understanding that they execute with the Department of Homeland Security AND
- Sign and submit to the City an Affidavit of Compliance with their signed contract.
- All General Contractors will be required to have their subcontractors sign an Affidavit of Compliance and retain that Affidavit for 4 years after end of the contract.
- The City of Lakewood has the right to audit the Contractor’s compliance with the E-Verify Ordinance.

Further information on E-Verify can be found at the following website:

http://www.uscis.gov/e-verify

If you have questions about the City’s E-Verify Ordinance, please contact the City of Lakewood’s legal department prior to contracting with the City.
CITY OF LAKEWOOD

AFFIDAVIT OF COMPLIANCE WITH LAKEWOOD MUNICIPAL CODE 1.42
"E-VERIFY"

As the person duly authorized to enter into such commitment for

Historic Fort Steilacoom Association

COMPANY OR ORGANIZATION NAME

I hereby certify that the Company or Organization named herein will

(check one box below)

X Be in compliance with all of the requirements of City of Lakewood Municipal Code Chapter 1.42 for the duration of the contract entered into between the City of Lakewood and the Company or Organization.

OR

☐ Hire no employees for the term of the contract between the City and the Company or Organization.

____________________________
SIGNATURE

Joseph W. Lewis, Secretary

PRINT NAME AND TITLE

August 12, 2014

DATE
Dear Applicant:

This modifies our letter of the above date in which we stated that you would be treated as an organization which is not a private foundation until the expiration of your advance ruling period.

Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Internal Revenue Code, because you are an organization of the type described in section 509(a)(1) and 170(b)(1)(A)(vi). Your exempt status under section 501(c)(3) of the code is still in effect.

Grantors and contributors may rely on this determination until the Internal Revenue Service publishes a notice to the contrary. However, a grantor or a contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act that resulted in your loss of section 509(a)(1) status, or acquired knowledge that the Internal Revenue Service had given notice that you would be removed from classification as a section 509(a)(1) organization.

Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

If the heading of this letter indicates that a caveat applies, the caveat below or on the enclosure is an integral part of this letter.

If you have any questions, please contact the person whose name and telephone number are shown above.

Sincerely yours,

Frederick C. Nielsen
District Director
Date: OCT 16 1984

Historic Fort Steilacoom
P.O. Box 94095
Fort Steilacoom, WA 98494

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code.

Because you are a newly created organization, we are not now making a final determination of your foundation status under section 509(a) of the Code. However, we have determined that you can reasonably be expected to be a publicly supported organization described in section 509(a)(1) and 170(b)(1)(A)(vi).

Accordingly, you will be treated as a publicly supported organization, and not as a private foundation, during an advance ruling period. This advance ruling period begins on the date of your inception and ends on the date shown above.

Within 90 days after the end of your advance ruling period, you must submit to us information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization, you will be classified as a section 509(a)(1) or 509(a)(2) organization as long as you continue to meet the requirements of the applicable support test. If you do not meet the public support requirements during the advance ruling period, you will be classified as a private foundation for future periods. Also, if you are classified as a private foundation, you will be treated as a private foundation from the date of your inception for purposes of sections 507(d) and 4940.

Grantors and donors may rely on the determination that you are not a private foundation until 90 days after the end of your advance ruling period. If you submit the required information within the 90 days, grantors and donors may continue to rely on the advance determination until the Service makes a final determination of your foundation status. However, if notice that you will no longer be treated as a section 509(a)(1) organization is published in the Internal Revenue Bulletin, grantors and donors may not rely on this determination after the date of such publication. Also, a grantor or donor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act that resulted in your loss of section 509(a)(1) status, or acquired knowledge that the Internal Revenue Service had given notice that you would be removed from classification as a section 509(a)(1) organization.

Letter 1045(00) (Re

P.O. Box 21224, Seattle, WA 98111
If your address or your reporting status changes, please let us know so we can consider the effect of the change on your exempt status and foundation status. Also, you should inform us of all changes in your name or address.

As of January 1, 1984, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of $100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, you are not automatically exempt from other Federal excise taxes. If you have any questions about excise, employment, or other Federal taxes, please let us know.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

You are required to file Form 990, Return of Organization Exempt from Income Tax, only if your gross receipts each year are normally more than $25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. The law imposes a penalty of $10 a day, up to a maximum of $5,000, when a return is filed late, unless there is reasonable cause for the delay.

You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter, we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

Because this letter could help resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,

[Signature]

District Director

th/0220z

Letter 1045(00)
Goal:
Raise awareness of Fort Steilacoom and Lakewood

Objectives:
- Increase attendance at events and gain new members
- Seek out potential cultural tourists via the internet
- Encourage local visitors to bring out of town visitors to Fort Steilacoom

Means of Accomplishment:
- Advertising to establish Fort Steilacoom and Lakewood as an interesting destination
- Web – use the website to convey info to history buffs about the Lakewood area’s contributions to the heritage of Washington
- Social Media – tell friends on Face Book about fort activities
- Brochures – distribution in locations frequented by people interested in history so as to increase awareness of Lakewood as a place to visit
- Special Events – provide programs that attract living history enthusiasts to Lakewood
# HISTORIC FORT STEILACOOM ASSOCIATION
## 2014 BUDGET

<table>
<thead>
<tr>
<th>Category Description</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>INFLOWS</strong></td>
<td></td>
</tr>
<tr>
<td>Donations</td>
<td>800</td>
</tr>
<tr>
<td>Dues</td>
<td>1,500</td>
</tr>
<tr>
<td>Events</td>
<td>1,200</td>
</tr>
<tr>
<td>Lakewood Grant</td>
<td>8,000</td>
</tr>
<tr>
<td>Store Sales</td>
<td>1,500</td>
</tr>
<tr>
<td>Other Grants</td>
<td>4,000</td>
</tr>
<tr>
<td><strong>TOTAL INFLOWS</strong></td>
<td>17,000</td>
</tr>
</tbody>
</table>

| **OUTFLOWS**         |        |
| Administrative Supplies | 200    |
| Advertising           | 500    |
| Brochures             | 350    |
| Event Costs           | 500    |
| Insurance             | 800    |
| Internet Ads          | 3,000  |
| Library               | 100    |
| Maintenance           | 3,200  |
| Non-designated        | 750    |
| Postage               | 600    |
| Printing              | 2,000  |
| Quarterly             | 2,500  |
| Store Inventory       | 750    |
| Taxes & Permits       | 750    |
| Website               | 1,000  |
| **TOTAL OUTFLOWS**    | 17,000 |

**OVERALL TOTAL**

0
# HISTORIC FORT STEILACOOM ASSOCIATION

Balance Sheet as of August 1, 2014

## ASSETS

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cash - Unrestricted</strong></td>
<td></td>
</tr>
<tr>
<td>Operating funds</td>
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<tr>
<td>Franklin Income Fund (Operating Funds)</td>
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<tr>
<td><strong>Total Cash - Unrestricted</strong></td>
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<tr>
<td><strong>Cash - Restricted</strong></td>
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<tr>
<td>Store change fund</td>
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<td>Painting fund</td>
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<td>Grants</td>
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<td><strong>Total Cash - Restricted</strong></td>
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<tr>
<td><strong>Total Assets</strong></td>
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### Capital Expenditures

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building No. 1</td>
<td>$1,263.43</td>
</tr>
<tr>
<td>Building No. 2</td>
<td>$20,805.53</td>
</tr>
<tr>
<td>Building No. 3</td>
<td>15,443.11</td>
</tr>
<tr>
<td>Building No. 4</td>
<td>22,987.78</td>
</tr>
<tr>
<td>Sec. System Bldgs. 3&amp;4</td>
<td>60,499.85</td>
</tr>
<tr>
<td>Cannon Project</td>
<td>297.25</td>
</tr>
<tr>
<td>Cannon Shelter</td>
<td>20,872.56</td>
</tr>
<tr>
<td>Interpretive Center</td>
<td>1,980.20</td>
</tr>
<tr>
<td>Audio-visual Equipment</td>
<td>11,614.58</td>
</tr>
<tr>
<td>Program Development</td>
<td>5,514.59</td>
</tr>
<tr>
<td>Displays &amp; Display Equip.</td>
<td>6,262.88</td>
</tr>
<tr>
<td><strong>Total Capital Expenditures</strong></td>
<td>23,392.05</td>
</tr>
</tbody>
</table>

### Computer

- 4,596.78

### Historic Furniture

- 2,798.49

### Furniture, Equip., & Acquisitions

- 506.17

### Reenactor uniforms

- 2,599.14

### Merchandise Inventory

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company M</td>
<td>5,000.00</td>
</tr>
<tr>
<td>Cannon</td>
<td>700.00</td>
</tr>
<tr>
<td>Tents and equipment</td>
<td>600.00</td>
</tr>
<tr>
<td>Uniforms</td>
<td>693.13</td>
</tr>
<tr>
<td>Cannon trailer</td>
<td></td>
</tr>
</tbody>
</table>

**Total Assets**

<table>
<thead>
<tr>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$166,127.49</td>
</tr>
</tbody>
</table>

## Liabilities

None

## Fund Balance

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund Balance – October 2012</td>
<td>$153,224.71</td>
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<tr>
<td>Add: Increase in</td>
<td></td>
</tr>
<tr>
<td>Operating funds</td>
<td>$7,792.16</td>
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<tr>
<td>Franklin Income Fund</td>
<td>5,024.00</td>
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<tr>
<td>Company M</td>
<td>88.62</td>
</tr>
<tr>
<td>Increase</td>
<td>$12,902.78</td>
</tr>
<tr>
<td>Fund Balance – August 2014</td>
<td><strong>$166,127.49</strong></td>
</tr>
</tbody>
</table>
ARTICLES OF INCORPORATION

The undersigned, for the purpose of forming a corporation under the non profit laws of the state of Washington, (RCW24.03) states the following:

ARTICLE I

The name of the corporation shall be Historic Fort Steilacoom

ARTICLE II

The term of existence shall be Perpetual

ARTICLE III

The purposes for which the corporation is organized are as follows: (1) work toward the completion of both the exterior and interior restoration of the officers' quarters at Fort Steilacoom located on the grounds of Western Washington State Hospital; (2) to find or develop non-profit uses for the available space; and (3) to manage the property after restoration has been completed. This will be achieved through a lease of the property from the Washington State Department of Social and Health Services. The property is located in Pierce County, Washington.

ARTICLE IV

The name of the registered agent of the corporation is Cyrus Happy, III.

The registered office address, which is also the address of the registered agent, is 11617 Gravelly Lake Drive S.W., Tacoma, Washington 98499.

CONSENT TO APPOINTMENT AS REGISTERED AGENT

I, Cyrus Happy, III, hereby consent to serve as registered agent, in the state of Washington, for the corporation herein named. I understand that as agent for the corporation, it will be my responsibility to receive Service of Process in the name of the corporation, to forward all mail to the corporation, and to immediately notify the office of the Secretary of State in the event of my resignation or of any change in the registered office address of the corporation for which I am agent.

(Dated) JUN 14 1983

(Signature of Registered Agent)

ARTICLE V

There shall be four directors serving as the initial Board of directors. Their names and addresses are as follows:

Cyrus Happy, III, President

Beverley Bills, Vice Pres.

Bette Bradley, Secretary

Helen Pool, Treasurer

11617 Gravelly Lake Dr. S.W., Tacoma

11819 Clover Creek Dr. S.W., Tacoma

1015 Rowell, Steilacoom

P.O. Box 44532, Parkland

(See Reverse Side)
ARTICLES OF INCORPORATION
OF
Historic Fort Steilacoom

ARTICLE VI

In the event of the dissolution of the corporation, the net assets are to be distributed as follows: The dissolution of the net assets of the corporation will be determined as a part of the lease arrangement with the Department of Social and Health Services and will for forwarded as an amendment to these Articles of Incorporation.

ARTICLE VII

The name and address of each incorporator is as follows:

Caroline Gallacci
(signature of incorporator)

Caroline Gallacci, Project Manager

Pierce County Planning Department
(address)
2401 South 35th Street, Room 6
Tacoma, WA 98409

ssf-9 (r-8/82)
STATE of WASHINGTON  SECRETARY of STATE

I, Ralph Munro, Secretary of State of the State of Washington and custodian of its seal, hereby issue this

CERTIFICATE OF INCORPORATION

to

HISTORIC FORT STEILACOOM

a Washington non profit corporation. Articles of Incorporation were filed for record in this office on the date indicated below.

Corporation Number: 2-333782-7 Date: June 14, 1983

Given under my hand and the seal of the State of Washington, at Olympia, the State Capitol.

Ralph Munro, Secretary of State
Historic Fort Steilacoom Association

Meeting Minutes
July 23, 2014

Opening:

The regular meeting of the Historic Fort Steilacoom Board of Directors was called to order at 7 p.m. in Quarters 2 by Secretary Joe Lewis in the absence of all other officers.

Present:

Carol Stout, Joe Lewis, Bernie Bateman, Ken Morgan, Keegan Clark (Guest).

A. Approval of Agenda

The agenda was approved as amended.

B. Approval of Minutes and Treasurer’s Report

The minutes of the 25 June meeting were approved. The calendar of upcoming events was reviewed. The Grave Concerns Association will meet in Quarters 2 on 18 August at 5:30 p.m. Correspondence was distributed. The secretary reported that the USPS requested that future P.O. box renewals be handled by email. Treasurer Michael McGuire’s written report as of 30 June 2014 was approved. Ken Morgan asked that the treasurer inform the board as to the status of reimbursement from the 2014 Lakewood Lodging Tax Grant.

C. Committee Reports

Docents - Ken Morgan and Bernie Bateman will serve on 27 July. Joe Lewis volunteered for 3 August. Mr. and Mrs. Bernie Bateman will work on 10 August. Carol Stout and Ken Morgan will serve on 17 August. Lawrence Bateman and John Roten will work on 24 August. Bernie Bateman and Ken Morgan volunteered for 31 August to complete the summer schedule. The winter schedule begins on 5 October.

Maintenance – Bernie Bateman reported that he and John Roten trimmed trees around our buildings and also repaired the gutter on Quarters 2. Bernie cleaned out the gutters on Quarters 4. Plaques honoring deceased donors, Colonel Isabelle Swartz and Senator Mike Carrell, have been installed in the Interpretive Center. Hardware has been obtained for the future installation of the National Registry of Historic Places plaque on the exterior wall of Quarters 4. Bernie reported that the refrigerator in Quarters 4 was not working properly and that a donation of a used operating refrigerator would be very helpful.

Publicity/Advertising – Carol Stout will ask the webmaster to post a notice on our website that the www.historicfortsteilacoom.com is no longer the official HFSA website.
D. Old Business

Joe Lewis reported that our booth in the Steilacoom 4th of July Street Fair was very successful. Reenactors provided lots of community outreach while receiving donations as they posed for photos. Bernie Bateman reported that his reenactor group marched in the Dupont parade and, despite some attrition during the deployment to the Steilacoom parade, performed well.

Approximately 60 visitors came to the 12 July Living History Day. Tom Melberg, Ken Morgan, John Roten, and the Batemans conducted several tours.

Bernie Bateman, Carol Stout, and Joe Lewis hosted 15 soldiers from the 62nd Medical Group on 22 July. A good time was had by all.

Joe Lewis reported that he had submitted the required “Working Papers Survey” to the Commerce Department and had received feedback that our $242,500 preservation project contract would now make its way through the review process. Joe anticipates that this review would take the month of August to complete and that Quarters 4 could be painted in September.

E. New Business

Ken Morgan introduced his grandson, Keegan Clark, to the board members. Keegan briefed the board on his Eagle Scout project proposal to document all of the artifacts in Quarters 1 and 2. An inventory of all items including location and photographs would be completed and the results entered into the computer program on the desktop machine in Quarters 4. Keegan will supervise a crew of about 21 fellow scouts as they do the inventory and take photos. The board approved this project plan. Ken and Keegan will arrange a meeting with Orville Stout to learn the input process for the computer program. The actual inventory will occur on a weekend day in September.

The board agreed that HFSA should participate in the Blue Star Museums program that offers free admission to active duty military families. The secretary will sign up online.

HFSA will mark the 165th anniversary of the establishment of Fort Steilacoom on Saturday, 23 August, at the annual Founders’ Day picnic. Joe Lewis will email an invitation to all members who have email addresses informing them about the potluck event that begins at 2 p.m. in Quarters 2. Members wishing to attend will be asked to send an email reply.

Joe Lewis informed the board that the application period for the 2015 Lakewood Lodging Tax Grant would begin on 24 July and end on 14 August. The board agreed that Joseph Lewis should submit a lodging tax funding request in the amount of $8,000 to the City of Lakewood. The board also agreed that President Bateman will sign a letter authorizing Joseph Lewis to contractually bind HFSA as part of the grant application process.
Bernie Bateman displayed a new tablecloth with the HFSA logo that will be used at future community outreach events. Company M funds will pay for it.

**Round Table**

Board members exchanged updates on each other’s health issues.

**Adjournment**

The meeting was adjourned at 8:07 p.m. by Secretary Lewis. The next board meeting will be at 7 p.m. on Wednesday 27 August 2014 in Quarters 2.

Joseph Lewis, Secretary
Historic Fort Steilacoom Association
Board Directory

President (2012-2014)
Lawrence Bateman
Puyallup, WA 98373
(253) 312-8732
sgt504pin@comcast.net

Past President
Carol Neufeld Stout
10506 Wauna Street S.W. Lakewood,
WA 98498
(253) 582-5838 Home
(253) 732-2718 Cell
carolinstout@comcast.net

1st Vice President (2013-2015)
John Roten
6720 – 121st Ave. S.E.
Bellevue, WA 98006
(425) 635-8791 Cell only
(no e-mail address)

2nd Vice President (2012-2014)
Thomas J. Allen
3011 Rozewood Dr.
Bremerton, WA 98310
(360) 204-6023
loadertj@directv.net

Secretary (2013-2015)
Joseph W. Lewis
9204 Division Lane S.W.
Tacoma, WA 98498
(253) 984-7541 Home
(253) 226-2322 Cell
hrbloe1@comcast.net

Treasurer (2013-2014)
Michael J. McGuire
864 S. Fife Street
Tacoma, WA 98405
(360) 742-2983
mcguire@brandman.edu

Director Position 1 (2012-2014)
Bill Arends
4402 – 78th Ave. Ct. W.
University Place, WA 98466
(253) 564-1304 Home
(253) 297-0533 Cell jabill47@live.com

Director Position 2 (2012-2014)
Alan H. Archambault
9806 Zircon Dr. S.W.
Lakewood, WA 98498
(253) 267-5488 Home
(253) 223-5352 Cell
aarcha1861@aol.com

Director Position 3 (2012-2014)
Bernard Bateman
8410-188th Street Ct. E.
Puyallup, WA 98375
(253) 846-8919 Home
(253) 720-0042 Cell
sgtbbb@comcast.net

Thomas A. Melberg
5417 - 69th Avenue Ct. E. Puyallup,
WA 98371
(253) 840-8072 Home
tm4thus@comcast.net

Director Position 5 (2012-2015)
Nancy Keller-Scholz
1401 S. 55th
Tacoma, WA 98408
(253) 473-2414 Home
(253) 591-5399 Work
nlks55@hotmail.com

Director Position 6 (2013-2015)
Kenneth A. Morgan
8214 Bainbridge Loop N.E.
Lacey, WA 98516
(360) 456-0917
silascasey@aol.com
July 28, 2014

City of Lakewood
Lakewood City Hall
6000 Main Street SW
Lakewood, WA 98499

Dear Lodging Tax Advisory Committee,

The officers and directors of the Historic Fort Steilacoom Association (HFSA) have authorized our secretary, Joseph W. Lewis, to contractually bind our organization in matters relating to the 2015 lodging tax grant. His information is listed below.

Joseph W. Lewis
HFSA Secretary
9204 Division Ln SW
Tacoma, WA 98498-1915
253-984-7541

Thank you for your past support of our promotional efforts.

Very truly yours,

[Signature]

Lawrence Bateman
President

Historic Fort Steilacoom Association, P.O. Box 88447, Steilacoom, WA 98388
Web Site: www.historicfortsteilacoom.org – E-mail: info@historicfortsteilacoom.org