

NEVER FORGET 911 MEMORIAL INC.

A Michigan 501(c)(3) Nonprofit Organization

REGULAR BOARD MEETING MINUTES

(Hybrid Meeting – In Person and Remote)

Date: January 15, 2026

Location: Bedford Branch Library, 8575 Jackman Rd, Temperance, MI 48182

Remote Platform: Google Meet

Meeting Type: Hybrid Annual Meeting

1. Call to Order

The meeting was called to order by President Myrta Gschaar at **6:07 PM**.

2. Attendance

Present: Myrta Gschaar – President / CEO, Henry Jordan – Director / Treasurer (Acting), Bernadette Opsahl – Alternate Director, Executive Director & Acting Secretary (also serving as Digital Secretary), Robert Opsahl – Director, Jodi Russ – Director, Scott Heacock – Director / Architect

Absent: Al Prieur – Director, Wendy Wiital – Vice President, Kevin Wexler – Director

3. Approval of Prior Minutes

Robert stated that Myrta reserves the right to re-review and request changes to prior minutes at the February 19, 2026, meeting. If no changes are requested by that date, the minutes will be considered final. **Motion:** Bernadette, **Second:** Robert, **Vote:** Unanimous - Approved

Officer Positions Confirmation

It was confirmed: The Secretary Officer position remains vacant. The Treasurer Officer position remains Treasurer-Designate to Henry Jordan. Bernadette Opsahl continues as Acting Secretary and Digital Secretary. Henry Jordan continues as Treasurer-Elect, with Bernadette previously assisting.

For 2026, it was discussed that Myrta will assist Henry instead of Bernadette, allowing Bernadette to focus on: Website development, Organizational digital security, Online records management, and Governance and compliance matters.

4. Discussions

A. Post-9/11 Youth Committee Proposal

Myrta discussed recruiting young adults and expressed her desire to formally establish a youth-based committee (Post-9/11 Committee). Previous meetings reflected hesitation; however, after discussion, the Board agreed the committee may move forward **provided that**:

- Safety, liability, and compliance procedures are implemented.
- Proper waivers are created for minors.
- School or parental approval is required for individuals under 18.
- Liability protections are clearly defined for ages under 18 through age 26 (age range to be further clarified).

Bernadette was tasked with [drafting a youth/minor liability waiver](#).

It was agreed that:

- No minor may assist the organization without appropriate authorization.
- **Judi Russ will research school-related requirements and permissions.**

Myrta also shared:

- Potential collaboration with 4-H, possible involvement of a volunteer (Chelsea Butler) as secretary, grant writer, committee chair, or advisor, a bio for Chelsea was distributed.
- Myrta intends to nominate Chelsea for Secretary next board meeting.

B. Fundraiser Proposal – Monroe County

Myrta asked the Board requesting approval for a fundraiser in Monroe County involving teenagers and their trained dogs.

Bernadette clarified Board approval is not required to initiate fundraising, but youth involvement requires: A formal minor waiver and defined safety procedures.

The Board agreed youth protection documentation must be completed prior to participation.

C. Engineering & Construction Updates

It was reported that:

- Al Prieur and Chase were unable to attend. Al indicated a consulting engineer (a licensed professional) report is still required.

Scott agreed and confirmed: Larry Fast agreed to serve as structural engineer (one-year commitment), Flagpole placement appears incorrect, Flag size and positioning must be confirmed, Foundation concerns remain regarding tower height and wind load, Material concerns remain unresolved, Coordination with Twisted Metal is necessary regarding foundation design.

Robert and Scott both emphasized:

- Risk of missing the September 11, 2026, deadline.

Bernadette redirected construction debates to committee-level discussion and requested summarized notes be presented at future Board meetings.

A motion was made by Jodi regarding an estimate received after the Flagpole vendor meetup, that Myrta emailed. **Second:** Henry, **Vote:** Approved

Scott also noted he has a proposal regarding his architect services and status of his director's role but has not yet formally presented it.

D. Treasury & Financial Reporting

Henry presented a financial summary (not an official Treasurer's Report). Key discussion points: QuickBooks cost concerns, need for formal financial reporting procedures, 2024 filing errors emphasized the need for improved systems, Scott offered assistance with manual accounting if needed. Discussion was tabled pending consultation with Al.

E. Governance, Banking & Controls

Robert emphasized: Governance communication, timely documentation, and compliance with Michigan nonprofit law. **Banking Concerns**, Robert raised concerns that bank authorizations were created without full Board knowledge.

Robert motions: Three authorized signatures required or no two signers from the same household. Reminder that a Board resolution is required to open any bank account. Only one debit card permitted. Alternative digital payment platforms (e.g., PayPal or similar) may be used when Board-approved. **Motion:** Jodi, **Second:** Bernadette, **Vote:** Unanimous – Approved

Robert also stated: His veteran status may only be used when organization becomes fully compliant. The organization should display an official American flag only. Scott agreed. Robert expressed that he has not received invitations to Construction Committee meetings despite offering assistance.

F. Grant Writer Candidates

Jodi identified an additional firefighter/grant writer candidate connected through AI. The Board acknowledged there are now two potential candidates and agreed to pursue both options next Board meeting.

G. Master Contact List & Technology Infrastructure

Bernadette reported: Creation of a master contact list for 2025 including vendors, donors, sponsors, volunteers, service reps, etc. Secure password documentation for accounts created in 2025.

Technology Budget Discussion:

- ChatGPT subscription: \$20/month (approved in 2025).
- Recommendation to cancel and redirect funds toward Microsoft 365 Business.
- Microsoft 365 nonprofit pricing options discussed (possible \$0–\$30/month depending on eligibility).

Extended December 2025 Annual Meeting Minutes and unfinished business were distributed as handouts.

5. Adjournment

The meeting adjourned after approximately 45 minutes.

Motion to Adjourn: Jodi

Second: Henry

Vote: Approved

Meeting concluded at approximately 6:52 PM.

Respectfully Submitted,

Bernadette Opsahl

Acting Secretary & Digital Secretary

Never Forget 911 Memorial Inc.