

## **BOARD OF DIRECTORS MEETING MINUTES**

**Date:** August 21, 2025

**Time:** 6:15 PM (meeting was originally notified for 5:45 PM)

**Location:** 6655 South Summerway Court, Lambertville, Michigan 48144

**Meeting Type:** In-Person Board Meeting

Dinner was held prior to the meeting and paid for by the organization.

### **1. Call to Order**

The meeting of the Board of Directors of Never Forget 911 Memorial Inc. was called to order at **6:15 PM**, with a quorum present.

### **2. Attendance**

**Directors and Officers Present:** Myrta Gschaar, Henry Jordan, Scott Heacock, Robert Opsahl, Bernadette Opsahl, Wendy Wiital

**Present by Proxy:** Chase Lindecker (Proxy) for Al Prier

**Absent:** Judi Russ and Kevin Wexler

### **3. Construction and Phase II Discussion**

Scott Heacock presented information regarding stainless steel requirements for the memorial towers. The discussion included the use of **2-inch by 16-foot stainless steel shafts**, quantity four (4), totaling **128 linear feet per shaft set**, with two shafts required for a total of **256 linear feet**.

Scott reported outreach with **Butz Welding & Fabricating (Toledo, Ohio)**, which suggested an angled crimp fabrication method.

Scott presented a **preliminary cost estimate**, dated **August 21, 2025**, which was distributed at the meeting and entered into the organization's records. The estimate included general conditions (approximately 15%), site work estimated at \$10,000, concrete basin slab, seating areas, stainless steel shafts, base plate areas, and material quantities totaling approximately 556.4 units. A 10% contingency was included. The total preliminary estimate discussed was approximately **\$130,000**.

Scott stated the estimate was reviewed with **Dane of Toledo Twisted Iron** and that the figures align with Dane's emailed quote.

Additional discussion noted the need for a **surveyor** to orient the layout and angles, and that final pricing cannot be determined without structural engineering and anchoring decisions.

Scott suggested **Larry Fast** as a potential structural engineer and stated that he has shared all project materials and estimates with him. Chase Lindecker supported this approach, noting that anchoring decisions must be resolved prior to surveying. Joe Streeter of Rudolph Libby Construction (Wood County, Ohio) independently reviewed the estimate and agreed with its accuracy.

#### **4. Treasurer's Report**

No Treasurer's Report was presented due to unforeseen circumstances.

#### **5. Approval of Prior Minutes**

The **July 17, 2025 Board Meeting Minutes** were approved. Motion: Bernadette Opsahl, Second: Chase Lindecker and Vote: Unanimous. The **June 19, 2025 Corrected Minutes Addendum** was also included in this approval process.

#### **6. Survivor Tree Update**

The Survivor Tree was reported as having arrived in good condition and was acknowledged as acceptable.

#### **7. Events and Programming**

The Board reaffirmed that all organizational events are published on the official calendar, which includes attachments for transparency. Vice President Wendy Wiital clarified that networking, fundraising, donor meetings, and negotiations do not require prior Board approval, provided updates are given at Board meetings.

The following events were discussed and approved or acknowledged:

- August 26 – Honoring Canine Courage (National Dog Day)
- August 28 – Library Podcast
- September 1 – Educational Program
- September 8 – Networking Meeting
- September 9 – Channel 13 ABC Interview
- September 10 – World Suicide Prevention Day
- September 11 – Tuesday Remembrance
- September 11 – Library Podcast Fundraiser (rescheduled)
- September 11 – BBA Networking Meeting

## **8. Branding and Phase II Logo**

Chase Lindecker presented updated Phase II logo concepts, including embroidery versions. Myrta Gschaar suggested adding the phrase **“Let’s Roll”** to the Pentagon base of the logo. Chase acknowledged the suggestion and will revise accordingly. Chase confirmed that the organization will own the completed artwork.

## **9. Sponsorship Updates**

Myrta Gschaar reported positive responses from **MPM Wealth** and **Tunnel to Towers**. Discussion included the potential for partnership, and the Board agreed that Tunnel to Towers closely aligns with the organization’s mission and should be actively pursued.

## **10. Financial Systems**

Henry Jordan recommended discontinuing QuickBooks due to cost. An Excel-based ledger was presented. The Board agreed by consensus to transition to the Excel ledger.

## **11. Grants and Fundraising**

Wendy Wiital reported she was unable to locate Lisa Justice and withdrew that grant-writing lead. The Board agreed that Bernadette Opsahl will serve as interim grant-writing support using AI tools. The Board acknowledged the organization’s existing \$20/month ChatGPT subscription for Letters of Intent and draft grant materials.

## **12. Governance and Resolutions**

A motion was made to approve all open resolutions drafted prior to this meeting.

- Motion: Bernadette Opsahl
- Second: Wendy Wiital
- Vote: Unanimous

All such resolutions are deemed approved.

## **13. IRS and Fiscal Year**

A reminder was given that the IRS Form 990 is due in **October 2025**. The Board clarified that the fiscal year runs from **January 1 through December 31**. The Board unanimously agreed to formalize this by resolution, with Bernadette Opsahl assigned to draft the resolution.

## **14. Phase II Construction Status**

The Board unanimously acknowledged that the organization is officially entering **Phase II of construction**.

## **15. Correspondence Update**

Myrta Gschaar reported that approximately **300 fundraising letters** were mailed. The only response received was from **MPM Wealth \$100 donation**, and **Bedford Township \$250** donation delivered in person by AI for township acknowledgment.

## **16. Communications and Email Accounts**

The Board agreed that all Directors and Officers should obtain a free Gmail account for organizational consistency. Assistance with setup was discussed but not finalized.

## **17. Spokesperson Designation**

The Board agreed that **Myrta Gschaar** will serve as the primary spokesperson. Bernadette Opsahl will mentor Myrta in this role and serve as backup if needed.

## **18. Banking and Signatories**

Discussion was held regarding adding a third authorized bank signer, with concern noted about signers from the same household. No final decision was made, and the matter was tabled.

## **19. Officer and Role Transitions**

- Henry Jordan will step down as Treasurer effective January 2026.
- Bernadette Opsahl will serve as interim Treasurer until the position is filled.
- Bernadette Opsahl will not serve as Secretary in 2026 but will continue as Digital Secretary.
- Wendy Wiital will assist with secretary duties as needed.
- A non-officer **Digital Secretary** role was agreed upon, with Bernadette designated. A resolution will be drafted by Bernadette Opsahl.

## **20. Notary Discussion**

Discussion was held regarding having two notaries. The possibility of Bernadette Opsahl becoming a notary (Michigan or Ohio) was discussed. The matter was tabled.

## **21. Additional Business**

- A meeting on August 29 with an individual named Angie was noted (no further details available).
- Approval was given to proceed with silk-screened T-shirts.
- Discussion was held regarding listing the organization among national memorials.

- Henry Jordan will explore potential FBI assistance related to technical questions.
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## **22. Upcoming Meetings**

- Next Board Meeting: September 18, 2025, and scheduled another for October 9, 2025, both at 5:45 PM It was discussed to cancel a 16<sup>th</sup> of October meeting and move it up to the 9<sup>th</sup> of October.
  - Funding Assessment Meeting: September 22, 2025
  - Grant Funding Meeting: September 22, 2025
  - Officers' Meeting: September 25, 2025
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## **23. Action Items and Status**

### **Completed**

- Bigger T-shirts ordered (Myrta Gschaar)
- Correction addendum to June minutes completed (Bernadette Opsahl)
- Executive Director resolution finalized (Bernadette Opsahl)
- Business Plan finalized with Table of Contents (Bernadette Opsahl)
- AI for Minutes implemented (Bernadette Opsahl)
- Governance Toolkit and Phase II mailing breakdown completed (Bernadette Opsahl)
- Event video sent to Art Schroeder (Bernadette Opsahl)
- Chase promotional work presented
- Chase and AI collaborating with Dane (Twisted Iron)

### **Not Completed / In Progress**

- Gmail accounts setup (All)
- WTC steel authentication (Myrta Gschaar)
- QuickBooks pricing follow-up (Bernadette Opsahl)
- Five-year budget projection (Bernadette Opsahl)
- Final construction budget (Scott Heacock)

- Budget emailed for Business Plan (Scott Heacock)
  - Grant research (Wendy Wiital / Bernadette Opsahl)
  - Learning materials binder (Myrta Gschaar)
  - Website interview uploads (Bernadette Opsahl)
  - Memorial registry listing (Myrta Gschaar)
  - Vision statement (Myrta Gschaar)
  - Engineer search (Chase Lindecker – in progress)
  - Master gardening and mowing document (Judi Russ)
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## **24. Adjournment**

The meeting was adjourned by consensus. (The time was not recored)

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**Respectfully submitted,**

**Bernadette Opsahl**

Secretary

Never Forget 911 Memorial Inc.