

BOARD MEETING MINUTES CORRECTION FORM

Organization: Never Forget 9/11 Memorial Inc.

Meeting Date of Original Minutes: 6-19-2025

Date Correction Approved: 7/16/2025

Type of Meeting: ☒ Regular ☐ Special ☐ Emergency

Meeting Session: ☒ In-Person ☐ Virtual ☐ Email ☐ MMS

Recorder/Secretary: Bernadette Opsahl

1. Section of Minutes Being Corrected

- Page 1, "Approvals" section – first bullet point correction
- Page 3, "Reminders & Action Items" section – entire section

2. Original Entry (As Recorded)

- 5/15/25 Meeting Minutes: Approved. Motion by Jodi, seconded by Robert. Majority vote
- Missing section for AI that would include one task
- Missing a task for Myrta
- Missing four tasks for Bernadette

3. Corrected Entry (As Approved by the Board)

- 3/20/25, 4/17/25 and 5/15/25 Quorum Meeting Minutes: Approved. Motion by Jodi, seconded by Robert. Majority vote
- AI to compose a letter for the business plan
- Myrta to investigate types of reward recognition gifts & Chase to research engraved shovels, research engraved shovels.
- Bernadette to complete the Executive Director/CEO Resolution, Bernadette to complete the correction addendum to resolutions approved at this meeting. Bernadette to ensure all marketing materials and digital marketing do not display "Inc." Rather use DBA 9/11 Memorial and Learning Center, Bernadette creates the roadmap to the 9/11 Memorial & Learning Center Dedication

4. Reason for Correction

Because this was the first meeting minutes created by AI, and it left out details from the extended version completed by the Board secretary.

5. Notation *(Other updates, additional corrections, or notes)*

This correction also includes the document labeled as "6-19-25 Never Forget 9-11 Memorial Inc. Minutes Extended" to be part of the official regular 6/19/25 Board Meeting of minutes.

6. Approval Record

The correction above was reviewed and approved by the Board of Directors on:

Date Approved: _____

Motion By: _____

Seconded By: _____

Vote: ☐ Approved ☐ Not Approved ☐ Approved with adjustment/additional corrections.

Recorded In Minutes of: _____ (insert meeting date)

7. Certification by Secretary

I hereby certify that the above correction reflects the true and accurate amendment approved by the Board of Directors.

Signature: _____

Printed Name: _____

Title: Board Secretary

Date: _____

Attachment Notes

☒ This correction should be attached to the original meeting minutes.

☐ This correction replaces the original entry in the official record.