

NEVER FORGET 911 MEMORIAL INC.

A Michigan 501(c)(3) Nonprofit Organization

BOARD OF DIRECTORS MEETING MINUTES

Date: November 20, 2025

Time: Meeting called to order at **5:53 PM**

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

Meeting Type: In-Person Board Meeting & Hybrid

1. Call to Order

The meeting of the Board of Directors of Never Forget 9/11 Memorial Inc. was called to order at **5:53 PM**.

2. Attendance

Present: Myrta Gschaar, Henry Jordan, Bernadette Opsahl, Robert Opsahl, Judi Russ, Scott Heacock, Wendy Wiital, Al Prier, and Kevin Wexler

A quorum was present.

3. Approval of Tabled Resolutions

Previously tabled resolutions were presented and reviewed and approved.

Motion: Judi Russ - **Second:** Wendy Wiital - **Vote:** Unanimous

Bernadette Opsahl noted that all resolutions will be re-reviewed at year-end as part of standard governance practice. No objection was raised.

4. Prior Minutes

No prior meeting minutes were presented at this meeting due to unforeseen circumstances.

5. Treasurer's Report

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

Bernadette Opsahl provided a **verbal financial update** and presented an **Excel ledger** reflecting the organization's current balance.

- **Confirmed account balance as of this meeting: \$17,338.12**

It was noted that the ledger should have been completed by the Treasurer, but it was not. The balance was acknowledged by the Board.

6. December Annual Directors Meeting

Bernadette Opsahl stated to the Board that the **Annual Directors Meeting** is scheduled for **December 18, 2025**.

- Three Directors have been designated as **mandatory attendees** to ensure quorum and completion of year-end business.
- Attendance by all other Directors is encouraged but not mandatory.

Motion: Al Prier - **Second:** Robert Opsahl - **Vote:** Unanimous

7. Flagpole & Site Updates

Myrta Gschaar reported on her work related to **flagpole insulation**.

Henry Jordan requested additional assistance to increase public exposure and awareness of the project.

Discussion was held regarding a **“Future Site” sign**. The Board approved the creation and payment of the sign by the organization.

8. Fundraising & Merchandise Updates

Myrta Gschaar reported:

- Her memoir continues to be sold, generating **\$200 in the past two weeks**, with all proceeds donated to the organization.
- Additional red T-shirts were purchased; the invoice was reviewed and approved.
- Small incidental purchases may be made as needed, provided they remain within the pre-approved spending threshold established earlier in the year.

9. Upcoming Networking & Events

Myrta noted that the calendar reflects a **December 13, 2025, networking meeting** with a **Hot Rod Motorcycle Awareness and Suicide Prevention organization**, at **5:00 PM**, where a donation is anticipated. Board members were encouraged to attend.

Kevin Wexler stated he may be able to attend.

Discussion was also held regarding **veteran parking**. It was mentioned to VP Wendy Wiital and she noted must go through the appropriate **veterans planning department**.

10. Technology Support Discussion

Wendy Wiital requested technology support and education from Bernadette Opsahl.

Bernadette stated:

- An [online system and resources](#) have already been created.
- Previous attempts at hands-on support were unsuccessful.
- She will develop an alternative approach and present it at the next meeting.

11. Engineering & Construction Updates

Scott Heacock provided updates regarding **Larry Fast**, structural engineer:

- Scott confirmed he had scheduled a meeting with Mr. Fast.
- Scott reported a subsequent meeting on **November 15**, after which Mr. Fast indicated he would review materials and provide further direction.

Scott also reported:

- Ongoing logistical coordination challenges
- Continued need for a **surveyor**
- Concern that progress cannot continue until these issues are resolved

Discussion also included a possible vetting of **Dave Wilson, Lieutenant Colonel**, as a potential organizational connection or advisor. The item was noted for follow-up.

12. Library Coordination

Myrta Gschaar raised a question regarding the **dumpster/garbage can** at the library site.

It was reported that:

- The library is undergoing parking lot improvements
- The library has indicated it will manage relocation of the dumpster and attempt to accommodate the memorial project during this work

Decision: Item tabled pending completion of library parking lot work.

13. Contractor & Funding Updates

Al Prier reported:

- Contractors have indicated that **Scott Heacock must sign off** before further discussions proceed
- Al will provide Myrta Gschaar with a **list of prospects** for a third mailing of Letters of Intent

Al also emphasized the importance of **photographic documentation** of progress.

Bernadette Opsahl confirmed that the website is collecting photos but acknowledged that additional documentation is needed. She was tasked with finding support for photography for public-facing and marketing materials.

14. Meeting Conclusion & Recognition

The meeting concluded at **6:53 PM**, lasting exactly one hour.

The Board noted this as the **first fully on-time, efficiently run meeting of the year**, and members expressed appreciation and enthusiasm at the close of the meeting.

15. Holiday Event Discussion

Discussion was held regarding a **Christmas gathering**, and it was agreed to hold it at the library in conjunction with an existing library event.

16. Reminders

- Flagpole evaluation meeting – November 28, 2025
- December 13 – Network Meeting & Christmas gathering (Hot Rod Motorcycle Awareness & Suicide Prevention)
- December 18 – Annual Directors Meeting
- December 24 – Christmas event
- Ongoing obligation to contributors (referenced on the Progress page)

17. Action Items – Updated Status

Not Completed / In Progress:

- Gmail accounts setup (All except Kevin Wexler)
- WTC steel authentication (Myrta Gschaar)
- Budget emailed for Business Plan (Scott Heacock)
- 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)
- Grant research (Bernadette Opsahl)

18. Adjournment

The meeting was adjourned by consensus at **6:53 PM**.

Respectfully submitted,

Bernadette Opsahl

Secretary

Never Forget 911 Memorial Inc.