

# Never Forget 911 Memorial Inc. Board Meeting

~~July 16, 2025~~, July 17, 2025, 5:45 pm

6655 S Summerway Ct Lambertville, MI 48144

## Attendance

**Present:** Myrta Gschaar, Henry Jordan, Kevin Wexler, Scott Heacock, Rob Opsahl, Bernadette Opsahl and Jodi Russ

**Absent:** Al Prier (Proxy) Chase Lindecker **Visitor:** Wendy Wiital and James "Jim" Bennett Toledo Caisson Corporation 6275 Consear Rd, Ottawa Lake, MI 49267 **Other:** Dane Turpening from Twisted Metal was not in meeting.

## Approvals

6/19/25 Wendy motion, Chase 2<sup>nd</sup> all in favor yes with corrections.

Treasurer Report not completed

By-Law Resolutions created on Jul 22, 2025, the resolutions for adding Advisory Boards, Standing Committees, Board Members Responsibilities and Legal & Compliance Michigan all were approved. Motioned by Chase and 2<sup>nd</sup> by Bernadette all in favor all voted yes.

## Other

- Myrta updates receipt of the donated WTC steel, also no response from [Tunnels to Towers](#) yet, it was suggested to send a LOI. Also, about the final draft of the Sponsor letter as well as the quality of the survivor tree. Also, she completed the 990 Form. She states she only did networking on the 4<sup>th</sup> of July event. Also stated Al's corporate letter, and donor letter both in the Business Plan. Other: have not created a learning resource binder yet.
- Myrta mentions the struggle she is having with communication the logistics of the structure construction with Dane at Twisted Steel. Solution Al and Chase will be the main point of contact.
- Henry stated the QuickBooks promo ended and the price increased to \$90 2<sup>nd</sup> time stated.
- Scott updates we are going with stainless steel. Also states he still needs the location of the names on the dedication wall. Also, he says he needs to know how to attach the columns into the ground. Answer is we need an engineer. He says that Jim has been helping him with some advice in replacement of engineer.
- Jodi's 2-page business plan is now in collaborating stage, in the organization's shared drive.
- Bernadette completed the website area for sponsors, reviews and thank you's. This includes adding Myrta in-kind book to the website and details of the donation to our donors.
- Chase updates about his father promotional - product company. He presented images pending completion. Chase also reminds us we should have shorter minutes. Bernadette will invest in Al to help with the minutes. Also, continue to do extended minutes till Aug 2025, if everyone is comfortable with less reminders of our meeting happenings to include ongoing project updates / progress.
- Bernadette completed the roadmap to the 9/11 Memorial & Learning Center Dedications. Bernadette updated website transparency page with the completed 990 form and past due minutes. Other, she stated have not uploaded interview media yet on the website.
- Myrta states had not investigated the engraved shovels for the ribbon cutting nor types of recognition or rewards for donor contributions.
- Discussion on not changing every Thursday date for Regular Board Meetings.
- No updates from Kevin. However, keep eye out on emails as he will update via email. Advised by Wendy.

- Wendy states that Advisory Committees should work outside of the regular Board Meetings and should email the organizations with their minutes or notes. The regular meeting will bring updates up and secretary will record in the official meeting of minutes.
- Talks about the Bedford Board involvement. Answer: The Bedford Township will do the master gardening and mowing on the grounds of the library which includes our area. They will allow the township to install additional handicap signage or reserved parking signage if we buy it. Let Chase know the details.
- Myrta states that the RJG Trust will be committing to donating 2K annually to go towards the upkeep of the organization.
- Bernadette stated she cannot continue to be the secretary in 2026 with the additional Board duties she inherited this year. Discussion ended that a Digital Secretary will be formed for Bernadette, and we will look for a secretary member, in the meantime use AI for minutes. Also, Henry will transition away from Treasurer to work on the financial advisory board. Bernadette will take over Treasure in 2026 unless there were others interested.

## New Business

- Nominating Wendy Wiital for Vice President. Motion Bernadette and 2<sup>nd</sup> Chase and all agreed.
- Myrta announces 2<sup>nd</sup> book in progress but not an in-kind donation.
- Start working on Phase II mailings. Need details what phase II would be, which is big organizations.
- Mobile Learning Center & Event van/truck for community events or school assemblies. (Tabled)
- Post 9-11 Committee (Tabled; all but 2 members agree it is too soon to bring in the young)
- Kiosk in the Learning Center is on hold till after the outdoor construction is complete.
- Prepare a Board Governance Toolkit
- Add organization to the list of memorial sites in NYC and Michigan
- Start working on our target date 9/11/2026. It was all agreed that we are behind. Especially do not have a budget.
- Start working on the Annual Meeting, Directors Elections to include Officer Appointments.

## Upcoming Events

- Meeting was supposed to be 7/16/2025, however changed to 7/17/2025 before the Senior Center Book signing fundraiser which was at 12:30 PM and Myrta states we made \$758
- MPV Sponsor Week Project.

## Reminders:

- Everyone answers organization emails and responds to text messages as soon as reasonable possible. Also, everyone to obtain a [free Gmail account with Google Inc.](#)
- Myrta to handle WTC steel authentication. Myrta to order bigger T-shirts.
- Bernadette to complete the correction addendum to the minutes approved at this meeting.
- Bernadette to finalize the approved resolutions to include the adoption of Executive Director.
- Bernadette to finalize the Business Plan include table of contents. Bernadette call QuickBooks about price increase. Bernadette to get AI for Minutes.
- Bernadette to make a Governance Toolkit and Phase II mailing break down.
- Bernadette to create an estimated 5-year budget plan and oversee anything else that is holding us back from funding. Scoot to have the final budget, the final budget can be in the 2<sup>nd</sup> version of the business plan.
- Wendy to research grant writing ideas and or find help. Bernadette to follow up and or assist.
- Robert to work on website framework ideas.
- Robert to check on grants for hosting and investigate the cost for Microsoft 365 for Nonprofits. (tabled we are using Google Inc till further notice)
- Myrta to make a binder of learning materials that can be obtained free from the 9/11 Memorial & Museum.

- Bernadette follows up with Myrta uploading her recent interview (to include today's) to the website. Bernadette to send today's event video to Art Schroeder from the Senior Center.
- Myrta to follow up that we are added to the list of memorials.
- Myrta to put together her vision, as she been elected to be the visionary, spoke person etc...
- Chase to present his work with his father's promotional product company.
- Chase & Al to collaborate and work with Dane with Twisted Metal from here on out. They are now the leaders of the Construction Advisory Board.
- Chase helping find an engineer.
- Jodi to share a google doc about the master gardening and mowing.
- Wendy to reach out to Lisa Justice asked if she wanted to be our Grant Writer or Advisory Member.

## Meeting Adjourned

Robert motions, Bernadette 2nds and all voted. Meeting ends at 8:19 PM

## Next meetings

Board Meeting August 25, 2025 @ 5:45 PM

Annual Board Meeting TBD

Meet with the Bedford Township Board date TBD (Need to have completed business plan)

Scott Bollin Owner and CEO at Summerlyn Builders meeting TBD (Goal pushed till EOY)