

# Never Forget 911 Memorial Inc. Board Meeting

November 21, 2024, 5:45 pm

## Bedford Branch Library

### Attendance

Present: Bernadette Opsahl, Robert Opsahl, Myrta Gschaar, Henry Jordan, Jodi Russ, Scott Heacock and Kevin Wexler  
Absent: Al Prieur

### Approval of minutes and treasurer report

Minutes motion by Jodi, Second by Henery. The minutes from the last meeting were approved.

Treasurer Report motion by Kevin, Second by Robert. The Treasurer report was approved.

Expense Form Submitted motion by Jodi, Second by Scott. The 6-month QuickBooks Online Monthly charges totaling \$270 expense form submitted was approved. (Going forward QuickBooks Online Monthly charges will be paid directly out of the corporation's banking account).

Focus Group motion by Henery, Second by Scott. The Focus Group was approved.

### Myrta called the meeting to order at 5:55 PM.

- Open Business:
  - Jodi states the Library Advisory Board approved their partnership with Never Forget 9/11 Memorial Inc.
  - A new rendering by Scott Heacock was presented and he states he is still working on it.
    - Scott confirms he received the location/land measurements from Jodi.
    - Reminder the memorial should be proportional. Original 200 by 200 base and 1776 feet tall (tower 1). If the memorial is 2x2, then it should be 17.76 feet tall. Also, the relative positions and directions they face should be accurate.
    - Myrta states Ryan Waltz from Perfect Site Property Maintenance (Landscaping) is waiting for Scotts rendering to quote cost with possible portion of donated services.
    - Discussion of a K-9 memorial was agreed to include.
    - Discussion on the cost of regular steel verses chrome. The majority agreed on steel.
  - Focus group by Kevin Wexler states it is a committee to collect leads, owners, trades, skills, and costing knowledge.
    - Kevin mentions Walt Willburn (Former Supervisor of the Bedford Township Board) and Bill Decker Sr. (Al Prieur father-in-law a builder in Bedford Township) both as leads. He also mentioned he may have a lead on a stainless-steel welding option.
    - Myrta mentioned Laurie Gross President at Gross Electric, Inc in Toledo, OH
    - Myrta suggested schools/teachers to be part of the fucus group. Kiven disagrees because staff at schools have no time and, in his experience, have had no satisfactory results.
    - It was discussed to send all final leads and quotes to Kevin anytime and present at a board meetings.
  - Myrta recommends Laura Collins CPA (Collins Accounting & Tax Service in Lambertville, MI) who specializes in nonprofit organizations. She oversees Bedford Community Foundations. Estimated yearly cost of \$250-\$500.
  - Robert stated we should start getting quotes for the kiosks. Myrta suggested Jamiesons' Audio/Video in Toledo, OH and Jodi suggested Phillips Pro AVL in Temperance, MI

- Table influencer Gene Stock, because we need a presentation to see what he wants to do.
- Table Donation letters because it was discussed to get everything in place before we start sending out letters or asking for donations.
- Table Amber Grant and all other grants till we have donation letters, marketing materials and an online presence. It was also discussed that there is no board approval to apply for grants.
- Old Business:
  - It was discussed to change the logo a bit, and if done to trademark it federally not locally.
  - Contrary to last month's meeting (3 signature expense reimbursement form all decided to be used going forward if needed) It was discussed that signatures are not needed for the expense form. For members to submit to the board for approval going forward. It was also stated no more buying using personal funds. Jodi mentioned changing accounting applications because it costs too much. Further research will be done before doing so.
  - It was decided to send out the Treasurer Report with Agenda going forward.
  - Henry confirms that Ronald Vega stated that the root ball size of The Survivor Tree is ok. Myrta confirms that the tree is fine where it is and can be picked up any time this year. Recommend picking up early spring (after the last frost) or late fall when the tree is dormant.
  - Jodi confirms that The Survivor Tree can be planted without the Library Advisory Board and Bedford Township Board approvals. It was discussed picking the tree up in March of 2025. Scott suggested vetting a company that would be interested in volunteering their services for publicity.
    - Jodi suggested the township move trees and dumpsters except for the big maple tree. Scott mentioned to leave maple tree where it stands now. She also states excavating the space requires a landscaper company. Scott states a concrete pad for the new area of dumpster is needed and need to build a new fence.
    - It was discussed to move the pine tree where the dumpster is and put The Survivor Tree there.
    - Scott mentions he may have a lead for moving trees (current employment).
    - **Jodi mentioned that the Township people called her. No other information.**
    - Ronald Vega stated to Myrta not to publicize the tree till it is in our possession. It was also discussed to have the media involved when planting the tree.
- New Business
  - The organization cannot find an attorney. All members are working on this goal.
    - Bernadette suggested calling [Score](#) and request a Business Mentor in this field.
  - Need Marketing ideas to include a QR Code.
  - Need to pay for hosting for a website. All agreed to include that cost monthly with GoDaddy. Robert mentions there are grants through Microsoft that should be researched.
  - Need framework for a website.
  - Need to start being a part of community events.
  - Need a payment processing service. Example a Square device and or payment links. Zeffy was discussed and declined at this meeting as well as Angle investments. PayPal continues to be an option.
  - It was suggested by Robert to use either Google Workspace for Nonprofits or Microsoft 365 for Nonprofits. The majority prefer Google Workspace.
  - Need to add to the business plan getting approval from the Library Advisory Board to have Kiosks with internet because the internet is restricted. Because data will be pulled from the 9/11 Memorial & Museum.
  - **Discussion about the Monroe County library system started (incomplete conversation).**

## Other

- Meeting adjourned 7:45 PM

## Tasks

- Henery assigned to contact a [Northwest Ohio Score location](#).
- Al and Jodi will help create a business plan. Jodi states she is available after the 2024 – 2025 Bedford Public Schools' K-12 robotics program which typically ends in December 2024.
- Jodi or Robert will review the recruiting and donation request letters.
- Al will contact Influencer Gene Stock.
- Robert to work on website framework ideas.
- Robert to check on grants for hosting and investigate cost for Microsoft 365 for Nonprofits.
- Bernadette to check into cost for Google Workspace for Nonprofits.
- Bernadette to call QuickBooks and confirm pricing for Nonprofits.
- Myrta to make a binder of learning materials that can be obtain free from the 9/11 Memorial & Museum.
- Myrta to get a quote from Jamiesons' and Phillips Pro AVL for kiosks.
- Jodi to investigate the cost to use PayPal for accepting nonprofits.
- Myrta to update Register Agent with Henry Jordan at 6655 S Summerway Ct Lambertville, MI.
- Jodi to find out more information on the approval of internet for the Kiosks.
- Scott to get a quote for moving trees from his connection he mentioned at the meeting.

## Next meetings

Board Meeting January 16, 2025 @ 5:45 PM (Attendee the Board)

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

Ronald Vega (architect) second virtual meeting date TBD (Sometime before March 2025)