

Never Forget 9/11 Memorial Inc. – Board of Directors Meeting Minutes

Date: June 19, 2025 | **Time:** 5:45 PM | **Location:** Bedford Branch Library

Attendance: Present: Myrta Gschaar, Henry Jordan, Kevin Wexler, Scott Heacock, Rob Opsahl, Bernadette Opsahl, Jodi Russ **Absent (Proxy Given):** Al Prier and Chase Lindecker will fill in. **Guest (Phone):** Dane Turpening

Approvals

- **5/15/25 Meeting Minutes:** Approved. Motion by Jodi, seconded by Robert. Majority vote.
 - **Treasurer's Report (including Silk Screen Shop invoice):** Approved. Motion by Jodi, seconded by Kevin. Majority vote.
 - **Directors & Officers Insurance:** Approved. Motion by Jodi, seconded by Henry. Majority vote.
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Updates & Discussions

- **Taxes:** Henry confirmed the 2024 taxes are completed. No payment owed as revenue was under \$50,000.
- **WTC Steel Donation:**
 - Myrta announced the donation of a piece of WTC steel; group agreed to cover shipping.
 - Size of the steel is unknown. Upon arrival, it must be authenticated.
 - Chase suggested a 5-ft tall shadow box display.
- **Tunnels to Towers:**
 - Myrta wants to approach Tunnels to Towers for \$15,000 in funding.
 - Jodi suggested sending them the business plan.
 - Chase received an email from Matt (Tunnels to Towers) requesting a timeline.
- **Concrete Base & Design Planning:**
 - Dane requested measurements for the concrete pad: 4x4 ft base, 6 ft depth.
 - Scott prefers an 11 ft depth. Jodi mentioned 2x2 as an alternative.
 - Discussion on anchoring methods: epoxy rods ($\frac{3}{4}$ " or 1") vs. anchor tags.
 - Pentagon dimensions and design considerations discussed.
 - Scott and Dane to meet next week to finalize details.
- **Marketing Materials:**
 - Phase I corporate letter, donor letter, brochures, mailing list, business cards, and fundraising T-shirts (Qty 250) were reviewed.
 - Proposal to delete end-kind, event, and individual letters.
 - Sponsor letter needs minor revisions—agreed by all.
- **Community Outreach:**
 - Reviewed list of surrounding Bedford Township businesses and BBA network (Jodi & Chase affiliated).
 - Mailing labels for Phase I: Local Business campaign.
- **Survivor Tree:**
 - A 6-ft survivor tree (currently potted) will stay at Myrta's residence.
 - Chase proposed a planting ceremony during the dedication.
 - Discussion on stunted growth; Bernadette advised re-potting with good drainage and root pruning.
- **Website Compliance:**
 - Bernadette recommended adding: disclaimer, privacy policy, terms & conditions, cookies policy, EULA, and accessibility statement—all with contact links.

- Chase and Henry approved using free TermsFeed policies until further review.
 - **Other Updates:**
 - Myrta updated the resident agent info on LARA (MI site).
 - Henry noted QuickBooks promo ended; price increased to \$90.
 - Scott requested name placement for dedication wall. He will meet Ron Vega in NY on 7/4/25.
 - Jodi confirmed Bedford Press coverage and proposed using Google services for document collaboration.
 - Jodi is preparing a 2-page business plan and needs inputs on construction (including kiosks), finances, fundraising, awareness, and timeline milestones.
 - Discussion to feature sponsor list, donor reviews, and "thank you" section on website.
 - Agreement to add Myrta's book to website, with all proceeds going to the project.
 - **Fundraising & Recognition Ideas:**
 - Chase suggested creating a detailed event map (tree ceremony, kiosk announcement, unveiling/groundbreaking).
 - Idea to use engraved shovels for ribbon cutting.
 - Recommendation to explore donor recognition options (plaques, etc.).
 - **Website Enhancements:**
 - Bernadette added Media & Photo page and Information page with downloads (agendas, minutes, bylaws, 501(c)(3) status).
 - Agreed not to purchase letterhead or graphic design; use generic black-and-white templates.
 - Reminder to ensure proper use of "Inc." on merchandise.
 - **Minutes Format:**
 - Discussion to streamline meeting minutes.
 - Until the team is fully updated, minutes will remain detailed.
 - Bernadette to assist in improving structure and clarity of ongoing records.
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New Business

- **Mobile Memorial Vehicle:**
 - Idea to create a mobile unit for events/school assemblies is on hold pending a finalized site plan (per Chase).
 - **Standing Committees:**
 - Myrta suggested forming committees, including recruiting youth for administrative tasks.
 - **Form 990:**
 - Needs to be completed, uploaded to LARA, and added to the website for transparency.
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Upcoming Events

- **Bedford Township 4th of July Event:**
 - AI confirmed no tables will be available.
 - Myrta to attend for networking purposes.
 - **Book Signing Fundraiser at Senior Center:**
 - Date: July 17, 2025, at 12:30 PM
 - Suggestion to read the \$2 Bill story.
 - Scott recommended sending story to Oprah Winfrey; Bernadette attempted but was unsuccessful.
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Reminders & Action Items

- **Chase:**
 - Watch the [\\$2 documentary](#) on YouTube
 - Draft reply email to Matt (Tunnels to Towers) for Myrta
 - Research engraved shovels and recognition gift ideas
 - **Myrta:**
 - Handle arrival/authentication of WTC steel
 - Update sponsor/corporate/donor letters; include in business plan
 - Follow up on memorial listings and include in business plan
 - Create binder of educational materials (from 9/11 Memorial & Museum)
 - **Bernadette:**
 - Develop event roadmap
 - Build sponsor list, donor review and shoutout sections on website
 - Assist with business plan and upload to Google Cloud
 - Contact QuickBooks about price increase
 - Update website footer with TermsFeed policies
 - Create website shoutout for Silk Screen Shop
 - Add similar educational resources to website
 - Follow up with Myrta to upload recent interview to website
 - **Scott:**
 - Email preliminary drawings to Dane
 - **Robert:**
 - Work on website framework
 - Research hosting grants and Microsoft 365 for Nonprofits
 - **Henry & Myrta:**
 - Pick up survivor tree and care for it until ready
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Adjournment

Motion to adjourn by Robert, seconded by Bernadette. Unanimously approved.

Meeting adjourned at 8:19 PM

Next Meetings

- **Board Meeting:** July 16, 2025, at 5:45 PM
- **Bedford Township Board Meeting:** Date TBD (Pending completed business plan)
- **Ronald Vega (Architect) – 2nd Virtual Meeting:** To be handled by Scott in NY
- **Meeting with Scott Bollin (Summerlyn Builders):** Date TBD (Target: End of Year)