

# Never Forget 911 Memorial Inc. Board Meeting

January 16, 2025, 5:45 pm

## Bedford Branch Library

### Attendance

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

Via Conference call: Jodi Russ

### Approval of minutes and treasurer report

- Minutes motion by Henry, Second by Scott. The minutes from the last meeting were approved.
  - Jodi mentioned minutes to be posted on the website. Bernadette responded that it is already posted on the temporary website we are using. Robert noted this request for the upcoming framework on the organization's website.
- Treasurer Report motion by Al, Second by Robert. The Treasurer report was approved.
  - Upcoming expense: annual directors insurance premium due amount, \$450.

### Myrta called the meeting to order at 6:00 PM.

- Open Business:
  - Myrta mentioned she had an interview and discussed the project. Myrta will send via email to the board after Bernadette puts it on our temporary website.
  - Business Plan Updates, Jodi started it and shared her work. She said she will email it, and she requested mission and vision statements, as well as bio information, and a 5-year plan. She states this is needed to qualify for grants. She also mentioned she needs dates to be filled in.
    - She suggested for the business plan creating a raising funds goal and sperate into phases. She suggested doing this before we do any marketing. (Reminder no bricks and plaques.)
    - Jodi mentioned we need to pick a color scheme from the marketing we create. She also mentioned to use same fonts, colors, and formatting across the board.
    - Jodi suggested business cards. It was agreed to get generic business cards. New rendering on the front. No board person's names. Include a QR code and the mission statement on the back.
  - Scott Heacock is still working on the rendering. (He mentioned another month is needed)
  - Focus group by Kevin Wexler (Reminder to send all final leads and quotes to Kevin anytime and present them at a board meeting.)
    - Scott mentions that Walt Willburn (Former Supervisor of the Bedford Township Board) passed away last month so we will not have him as a resource.
    - Perfect Site Property Maintenance (Landscaping) should still be contacted for a quote.
    - Al updates Bill Decker Sr. (Al Prieur father-in-law a builder in Bedford Township) has not been contacted yet. Reminder of the last meeting, Al mentioned he may have a lead on a stainless-steel welding option.
    - Robert mentioned Heidtman Steel Products Inc in Toledo, OH, CEO John Bates as a lead. (He will investigate this)
    - Scott mentioned a welding company Toledo Twisted Iron, contact person Dan Turpening as a lead. (Keiven will contact him)

- Pending to contact Laurie Gross President at Gross Electric, Inc in Toledo, OH
- Kiosks quotes pending to contact Jamiesons' Audio/Video in Toledo, OH and Phillips Pro AVL in Temperance, MI
  - Myrta mentioned Amy Weinstein from 9/11 Memorial Museum in NYC is checking into proprietary conflicts.
  - Myrta mentioned she also talked to Gordon another person involved in a similar project.
  - Jodi mentioned that there are no issues with internet permissions at the library as long as we work with IT to set up approved URLS placed on some kind of Grid on a computer. Jodi said she will contact them with the following URLS:
    - Access Museum resources such as [interactive timelines](#), [digital exhibitions](#) (including a collection of [downloadable posters](#) that tell the story of 9/11), [oral histories](#), [registries](#), and the [9/11 primer](#), to learn more about the February 26, 1993 World Trade Center bombing and 9/11 and its aftermath.
    - [Youth and Families](#), [Activities at Home](#), [Youth and Family Tours](#), [Talking to Children about Terrorism](#)
    - [Students and Teachers](#), [School Programs](#), [Lesson Plans](#), [Anniversary Digital Learning Experience](#), [Digital Learning Experience Archives](#), [Teacher Professional Development](#)
- Myrta talked about The Carney Family Charitable Foundation a grant in NY.
- 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.
- Al discussed strategic meetings and fundraising with local communities and nonprofits. Al suggested to investigate the upcoming July 4<sup>th</sup> 2025 fundraiser with Bedford Township.
- Dusty states he called score and got nowhere. It was agreed for Bernadette to contact them again. (Myrta may assist)
  - Score mentor did advice to not obtain an attorney or bookkeeper just yet, most of the work can be done by the board. And to only obtain a CPA when the time is right. Al Prieur agreed.
- Old Business:
  - **Jodi mentioned that the Township people called her. No other information.**
  - Bernadette mentioned that she researched the cost of QuickBooks, and our current pricing is the best we can do at this time.
  - Bernadette discussed Microsoft 365 pricing and Google Workplace pricing, all declined and preferred to use free accounts at this stage of the project. Jodi mentioned she would contact someone she knows with Robotics to see what platform they decided to use.
  - Myrta completed the PayPal business account to include reduced rates for payment processing. (1.9% plus .49 cents for each transaction) Also she opts in for the donation page to include requesting donors to include processing fees with their donations. With the new account 3<sup>rd</sup> party payment platforms can be included as well as custom links, URLs and QR codes can be created.
    - Reminder that the current organization's business banking account does allow for wire transfers.
- New Business
  - It was suggested we be a part of the July 4<sup>th</sup>, 2025, Bedford Township fundraising. Everyone agreed. This is our new goal to get the website and marketing material done.

- It was also suggested we have a spaghetti dinner at the library. It was suggested it could be a good time to do the unveiling of the new rendering. Suggested advertising, the Bedford press (Jodi will do an article about the project to ensure we do not pay for an Ad) and Facebook pages and groups.
- Myrta mentioned using some of our funds to update the library gazebo all members declined and did not agree.
- Table finding an attorney.
- Need Marketing ideas to include a QR Code.
- Need to pay for hosting a website. Contrary to the last meeting, not everyone agrees to use GoDaddy. Robert mentions there are grants through Microsoft that should be researched.
- Need framework for a website.
- It's wonderful Myrta had a live interview she will continue working on being a part of community events.

## Other

- Meeting adjourned 7:30 PM

## Tasks

- All members email ideas for donor levels to Jodi before July 4<sup>th</sup>, 2025
- Al to investigate food donations for the spaghetti dinner suggested to be done at the library.
- Jodi to contact Nick from Robotics to find out the outcome of his research on Google and MSN platforms.
- Jodi to ask Karen from the Bedford Press if she wants to interview the board.
- Bernadette or Myrta assigned to contact a [Northwest Ohio Score location](#) for the 2<sup>nd</sup> time.
- Jodi or Robert will review the recruiting and donation request letters.
- Bernadette emails Logo to Jodi and other materials that can help her do the business plan.
- Jodi will contact IT regarding a grid on a library computer that allows access to the above-mentioned URLs. (right click blue words to copy URLs) She is also going to work on an index to access hard copy content specifically for the education of September 11<sup>th</sup>, 2001.
- Robert to work on website framework ideas.
- Robert to check on grants for hosting and investigate the cost for Microsoft 365 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.
- Myrta to update Register Agent with Henry Jordan at 6655 S Summerway Ct Lambertville, MI.
- Scott to get a quote for moving trees from his connection he mentioned at the 11/21/24 meeting.
- Kevin to contact Toledo Twisted Iron in toledo, OH.
- Robert to contact Heidtman Steel Products Inc in Toledo, OH.
- Bernadette to send Jodi and Dusty admin invitations to the organizations business Facebook account.
- Myrta to add interview to the website and share the URL to the board with the help of Bernadette.

## Next meetings

Board Meeting February 20, 2025 @ 5:45 PM (Attendee the Board Room E)

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)