

Never Forget 911 Memorial Inc. Board Meeting

June 19, 2025, 5:45 pm

Bedford Branch Library

Attendance

Present: Myrta Gschaar, Henry Jordan, Kiven, Scott, Rob, Bernadette and Jodi Russ

Absent: Al Prier (Proxy) Chase Lindecker Present Guest: Dane Turpening (on phone)

Approvals

3/20/25, 4/17/25, and 5/15/25 Quorum Minutes approved, Jodi motion and Robert second, and majority voted.

Treasurer Report approved, Jodi motion and Kevin second, and majority voted. Includes Silk Screen Shop Inv.

D/O Insurance approved, Jodi motion and Henry second, and majority voted.

Other

- Henry stated the 2024 taxes are done, we do not owe any money because revenue is less than 50K.
- Myrta updates we are getting a WTC steel donated to us and all we need to do is pay for shipping. All agreed to the cost and accepted the steel. The size of the steel is unknown. We need to authenticate the WTC steel when it arrives. Chase suggested a 5ft high showdown box.
- Myrta states she wants to involve [Tunnels to Towers](#) asking for 15K and Jodi mentioned to send them our business plan.
- Myrta states a push in completing business with Dane due to the economic impact of tariffs. Dane needs measurements for the concrete. Dane asked 4x4 and 6ft down for concrete pad and Scott mentioned 11ft down is preferred. Jodi mentioned 2x2. Scott asks how do we secure stainless steel in concrete? Conversations about epoxy rods 3 quarters or an inch. Other conversations to use anchor tags to anchor it. Conversation about the pentagon dimensions. Scott and Dane will meet up next week to answer questions.
- All reviewed the Phase I corporate letter, donor letter, mailing list, brochures and business Cards. All reviewed the fundraising T-SHIRTS Qty 250. Discussed deleting end-kind, event, and individual letters. The sponsor's letter needs tweaking all agreed.
- All reviewed the surrounding businesses within the Bedford Township community, mailing labels for Phase 1: Local Business this list also includes the BBA network. (Jodi & Chase is with the BBA)
- Discussion of the 6ft survivor tree that is in a pot and can fit in the back of a pickup truck. Chase suggests adding a planting ceremony to our timeline for the big day. Discussion ends by all agreeing to leave the tree at Myrta's. Discussion of stunt growth was discussed as a possible issue to the tree. Solution: Repot into a larger container with good drainage, gently loosening and spreading out the roots as you do. You may need to prune circling roots to encourage healthy growth states Bernadette.
- Bernadette states the website needs a website disclaimer, privacy policy, terms & conditions, cookies policy and EULA. As well as an accessibility statement, all with links to our contact information. Also stated we are collecting information so we may need to pay for the service to create this. Chase and Henry agreed to use the free service from TermsFeed till further discussed.
- Myrta states resident agent on Lara MI site is updated.
- Henry stated the QuickBooks promo ended and the price increased to \$90

- Scott mentions he needs locations of names on the dedication wall. Scott mentioned he is meeting with Ron Vega in NY 7/4/25
- Jodi states Bedford press is a go, and about robotics cloud record keeping, she states for use to use google services. However, she presented a 2-page business plan in the works. She needs a construction budget (Including Kiosks), financial, fundraising, and awareness sections, and dates of our progress.
- Discussion wanting a sponsor list on the website, area for reviews and thank you for donors.
- Discussion to add Myrta's Book to the website, all proceeds go towards the project while supplies last.
- Chase updates Myrta about the email from Matt at Tunnels to Towers requesting a timeline. He also mentions his father has a promotional - product company. He states to create a map to the 9/11 Memorial & Learning Center Dedication to include tree ceremony, Kiosk announcement, unveiling or groundbreaking ceremony. He states this is an example of what Matt meant about a timeline. Idea to have engraved shovels for the ribbon cutting. Also, he suggested investigating types of recognitions or rewards such as plaques for donor contributions.
- Bernadette updates that she created a Media & Photo Page on our website. Also created an Information page to include access to download agendas, minutes, by-laws and 501(c)(3) status.
- Everyone agreed not to pay for letter head paper or graphic design, to use black and white generic.
- Discussion to pay attention to the use of INC. on merchandise.
- It was discussed to reduce the minutes record. It was also discussed till we all can catch up on happenings, the minutes will stay lengthy. However, Bernadette will assist the team's knowledge of ongoing progress and adjust the minutes based on her assessment. She will continue to do the extended version for 3 months.

New Business

- Moving 9/11 Memorial and Learning van/truck for community events or school assemblies. All put on hold till we get a site plan, states Chase.
- Myrta wants to include standing committees such as looking for young adults to help with tedious tasks.
- Need to do Form 990, upload to Lara and we need to add to the website for transparency.
- Discussions about recently canceling 3 Official Board Meetings consecutively in a row this year. Concerning, we are starting to get behind in the project and need at least 3 directors once a month to be available for official voting needs. Discussion ended with not everyone can give that guarantee except for, Dusty, Myrta, and Bernadette.
 - Motion on table. Bernadette Opsahl nominated Executive Director/CEO Scott motion and Dusty second, and the majority voted in favor.
 - This will give the organization a guarantee that operations will always be moving forward with a position that can manage the project. This is a volunteer position and approved to lead to a non director staff position when able, optional, that handles the daily management and operations of the nonprofit. While often seen as a top position, it is separate from the corporate officer positions that govern the organization. The adoption as a resolution will be created by Bernadette.

Upcoming Events

Bedford Township 4th of July event. Al stated there are no tables at this event. Myrta stated she will network the event.

7/17/2025 Senior Center Book signing fundraiser 12:30 PM (It was discussed to read the \$2 bill story) Scott Mention to send the story to Oprah Winfrey. Bernadette stated she did and was unsuccessful.

Reminders:

- Chase to watch the \$2 documentary movie, free on YouTube.
- Myrta to handle the WTC steel arrival and authentication.
- Myrta to update sponsor & corporate letters. Myrta to add the Donor letter to the business plan.
- Al to compose a letter for the business plan.
- Chase to compose an email to reply to Matt at Tunnel to Towers for Myrta.
- Myrta to investigate types of reward recognition gifts & Chase to research engraved shovels.
- Bernadette to complete the Executive Director/CEO Resolution
- Bernadette to complete the correction addendum to resolutions approved at this meeting.
- Bernadette to ensure all marketing materials and digital marketing do not display "Inc." Rather use DBA 9/11 Memorial and Learning Center
- Bernadette creates the roadmap to the 9/11 Memorial & Learning Center Dedication.
- Bernadette to create a sponsor list, area online for donor reviews as well as a area for donor shoutouts
- Bernadette to assist with the Business Plan & add to google cloud for all to collaborate.
- Bernadette will call QuickBooks about the price increase.
- Bernadette to update website footer generated by TermsFeed Policy Generator.
- Bernadette to do a shoutout on the website for Silk Screen Shop.
- Myrta and Henry pick-up the survivor tree. Leave at home and oversee watering till ready.
- Scott to email Dane his preliminary drawings.
- 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 obtained free from the 9/11 Memorial & Museum. Bernadette to put something similar on the website.
- Bernadette follows up with Myrta uploading her recent interview to the website.
- Myrta to follow up that we are added to the list of memorials and add to the business plan.

Meeting Adjourned

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

Next meetings

Board Meeting July 16, 2025 @ 5:45 PM

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

Ronald Vega (architect) second virtual meeting (Scott will do that meeting in NY)

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