

Never Forget 911 Memorial Inc. Board Meeting

October 17, 2024, 5:30 pm

Bedford Branch Library

Attendance

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

Approval of minutes and treasurer report

Minutes Motion by Al, Second by Jodi. The minutes from the last meeting were approved.

Treasurer Report by Al, Second by Jodi. The Treasurer report was approved.

Myrta called the meeting to order at 5:35 PM.

- Open Business:
 - Board and director positions and responsibilities have been reviewed and are already in the Bylaws. If there are any additions needed and or changes an Addendum would need to be presented, reviewed and voted on.
 - Table new rendering because Scott Heacock is still working on it.
 - Need site plan and measurements of land.
 - 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.
 - Table Focus group because Kevin Wexler is absent.
 - Table influencer Gene Stock, because we need a presentation to see what he wants to do.
 - Donation letters are not accepted, need verbiage reduction and bottom-line goal. Donation receipt accepted.
 - Need more of a professional online presence with info to refer to.
 - Everything needs to be in place before we start sending out letters or asking for donations.
 - All agreed we need a tri fold flyer, hosted website and be on social media platforms.
- Old Business:
 - Motion by Bernadette, Second by Robert. The meetings to be conducted every 3rd Thursday of each month were approved.
 - Cancel Swift Filings for next subscription, all current use is authorized since paid for this year.
 - Register Agent for next term will be Henry Jordan at 6655 S Summerway Ct Lambertville, MI
 - Motion by Al, Second by Jodi and all in favor all said yes.
 - No more paying for business expenses out of pocket this includes updating QuickBooks billing.
 - If the board wants to contribute, they either need to donate or loan.
 - The board decides to pay current board reimbursement form and current loan applied when funds are available. Al suggests putting a Net on the terms of payment.
 - 3 signature expense reimbursement form all decided to be used going forward if needed.
- New Business
 - Need Marketing ideas to include a QR Code.
 - Need framework for a website. All agreed to buy a domain .org
 - Need to start being a part of community events.

- Need a payment processing service. Example a Square device and or payment links.
- A quote was requested for landscaper at Perfect Site contact person Ryan Waltz.
 - Need a picker to take down larger tree that is on site.

Other

- Meeting adjourned 7:30 PM

Tasks

Jodi will continue to research the locations land measurements for this project's site area, Myrta will ask Ronald if we can grow the tree indoors to plant in 2025, Scott will draw a new location, Al and Jodi will create a business plan, Jodi or Robert will review the recruiting and donation request letters, and Al will contact Influencer Gene Stock. Robert to work on website ideas. Myrta to follow up with Ryan Waltz at Perfect Sites. Myrta to get a quote for a CPA & Attorney. Myrta will apply for the domain .org.

Next meetings

Board Meeting November 21, 2024 @ 5:45 PM (Attendee The Board)

Ronald Vega (architect) Zoom or virtual meeting with him, date TBD.