

Never Forget 9/11 Memorial Inc.

Board Meeting Minutes

Date: July 16, 2025 (rescheduled to July 17, 2025)

Time: 5:45 PM

Location: 6655 S. Summerway Ct., Lambertville, MI 48144

1. Attendance

Present:

Myrta Gschaar, Henry Jordan, Kevin Wexler, Scott Heacock, Rob Opsahl, Bernadette Opsahl, Jodi Russ

Absent:

Al Prier (Proxy), Chase Lindecker

Visitors:

Wendy Wiital and James “Jim” Bennett, *Toledo Caisson Corporation*, 6275 Consear Rd., Ottawa Lake, MI 49267

Other:

Dane Turpening, *Twisted Metal* — not present.

2. Approvals

- **Previous Minutes:**

Motion by *Wendy*, second by *Chase*, to approve 6/19/25 minutes with corrections.
All in favor – Motion carried.

- **Treasurer’s Report:**

Not completed.

- **By-Law Resolutions (July 22, 2025):**

The following resolutions were approved:

- Adding Advisory Boards
- Establishing Standing Committees
- Defining Board Members’ Responsibilities
- Legal & Compliance (Michigan) provisions

Motion by Chase, second by Bernadette. All voted in favor.

3. Reports & Updates

Myrta Gschaar

- Received confirmation of **donated WTC steel**; awaiting response from *Tunnels to Towers* — will send **Letter of Intent (LOI)**.
- Working on **final sponsor letter draft** and **quality review of the Survivor Tree**.
- Completed **Form 990 filing**.
- **Networking:** Represented organization at the July 4th event.
- **Business Plan:** Confirmed that *Al's corporate and donor letters* are included.
- **Learning Resource Binder:** Not yet created.
- Struggling with communication and logistics with *Dane (Twisted Metal)*.
→ *Solution:* Al and Chase will serve as main points of contact.

Henry Jordan

- Reported that **QuickBooks promotional pricing ended**; current cost is \$90/month (2nd time mentioned).
- Will **transition from Treasurer** role in 2026 to serve on the *Financial Advisory Board*.

Scott Heacock

- Confirmed decision to use **stainless steel** materials.
- Needs information on **placement of names** for the dedication wall and **engineering details** for column installation.
→ Advised to **consult an engineer**; Jim Bennett has provided preliminary advice.

Jodi Russ

- Shared that the **two-page Business Plan** is now under collaboration in the shared Google Drive.

Bernadette Opsahl

- Completed **website sponsor section, reviews, and thank-you acknowledgments** (including Myrta's in-kind book and donor recognition details).
- **Created "Roadmap to the 9/11 Memorial & Learning Center Dedications."**
- Updated the **transparency page** with the completed Form 990 and prior meeting minutes.
- Has not yet uploaded **interview media** to the website.
- Announced she cannot continue as Secretary in 2026 due to expanded duties.
→ *Decision:* Establish a **Digital Secretary role** and begin recruiting a new Secretary.
→ *Interim Plan:* Use AI tools for extended minutes through August 2025.

Chase Lindecker

- Presented promotional product designs (in collaboration with his father's company).
- Suggested shortening meeting minutes; however, Board agreed to continue extended format through August 2025 for better project tracking.
- Will co-lead **Construction Advisory Board** with AI, liaising directly with Dane/Twisted Metal.
- Assisting in search for an **engineer**.

Wendy Wiital

- Recommended **Advisory Committees meet outside regular Board meetings** and submit reports via email.
- Nominated for **Vice President**.
Motion by Bernadette, second by Chase – All approved.
- Will research **grant writing opportunities** and explore potential **grant writer candidates** (e.g., Lisa Justice).

Kevin Wexler

- No updates; will share future information via email.

General Discussion

- **Bedford Township:** Will manage *master gardening* and *mowing* on Library grounds (including Memorial area).
→ Township allows installation of **additional handicap or reserved parking signage** (if purchased by organization).
 - **RJG Trust** committed to **\$2,000 annual donation** toward upkeep.
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4. New Business

- **Myrta announced a second book** in progress (not an in-kind donation).
 - Begin planning **Phase II fundraising mailings** — targeting larger organizations.
 - **Mobile Learning Center/Event Van:** *Tabled.*
 - **Post-9/11 Youth Committee:** *Tabled (too early per Board consensus).*
 - **Indoor Kiosk:** On hold until outdoor construction completed.
 - Prepare a **Board Governance Toolkit.**
 - Add organization to **official memorial site lists** in NYC and Michigan.
 - Begin planning for **target date: September 11, 2026** (Board agreed project is behind schedule and needs finalized budget).
 - Start organizing **Annual Meeting** with **Director Elections** and **Officer Appointments.**
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5. Upcoming Events

- Meeting was rescheduled to July 17, 2025, to precede the **Senior Center Book Signing Fundraiser** at 12:30 PM — event raised **\$758.**
 - **MPV Sponsor Week Project** upcoming.
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6. Reminders & Action Items

Responsible Party	Action Item
All Board Members	Respond to organizational emails and text messages promptly; obtain a Gmail account.
Myrta Gschaar	Authenticate WTC steel; order larger T-shirts; compile free learning materials binder; follow up on NYC/Michigan memorial listing; outline visionary/spokesperson goals.
Bernadette Opsahl	Create correction addendum for minutes; finalize Executive Director adoption resolution; complete Business Plan TOC; call QuickBooks about price; implement AI for minutes; prepare Governance Toolkit; outline Phase II mailing plan; develop 5-year budget draft.
Scott Heacock	Finalize project budget (for Business Plan v2).
Wendy Wiital	Research grant-writing options; contact Lisa Justice for possible grant/advisory role.
Robert Opsahl	Develop website framework ideas; explore Microsoft 365 nonprofit hosting (tabled, using Google).
Chase & Al	Lead construction communications with Dane (Twisted Metal); collaborate on engineering and build planning.
Jodi Russ	Create Google Doc summarizing Township gardening/mowing plan.
Bernadette & Myrta	Upload recent interviews and event videos to website; send Senior Center video to Art Schroeder.

7. Adjournment

Motion: Robert Opsahl

Second: Bernadette Opsahl

All in favor – Motion carried.

Meeting adjourned: 8:19 PM

8. Next Meetings

- **Regular Board Meeting:** August 25, 2025 – 5:45 PM
- **Annual Board Meeting:** TBD
- **Bedford Township Board Meeting:** TBD (*requires completed Business Plan*)
- **Meeting with Scott Bollin, CEO of Summerlyn Builders:** TBD (*goal pushed to end of year*)

Extended 7/17/2025 Minutes

https://drive.google.com/file/d/11LXQzbq22xA5buy3EPCddM23qMTsS_Id/view?usp=sharing