

VETERAN'S MEMORIAL GARDEN ADVISORY BOARD

MINUTES FOR March 8, 2019

Advisory Council Present: Mark Orr, Dr. William Jackson, Craig Anderson, Brendan Moore, Marcy Haas, Joe Brownell, Melissa Wilkerson, Claude Frerichs

Advisory Council Absent: Jim Gordon

Ex-Officios Present: Lynn Johnson, Chris Myers, Shawn Quinn, David Ross, Sara Hartzell, J.J. Yost, Maggie Stuckey, Dina Hohn

Guests: Diane Bartels

1. Call to order:

Hartzell acted as Chair for the meeting. Johnson introduced Rivera as the new Office Specialist and has taken Ann's place.

2 Recognition of open meetings act by Hartzell.

3. All stood to recite the Pledge of Allegiance

4. Approval of minutes was moved by Orr and seconded by Dr. Jackson. Unanimous approval.

5. Public Comments: None

6. Introductions of new members:

a. Joe Brownell: Grew up in Nebraska, North Platte, Director of the Military Veterans Success Center

b. Craig Anderson: Superintendent for Kingery Construction Company, next week will transition to Engineering Manager of Pinnacle Arena, Airforce, National Guard, Chief of Civil Engineering, Married 31 years.

c. Marcy Haas: works at Department of Homeland Security, served with the Navy for 10 years, active and reserve, been in Lincoln since 2015

Other members and staff introduced themselves

7. Finance report – Stuckey distributed copies of the balance report as of March 7th, 2019. It includes information about the Fundraising Committee and Fundraising opportunity. Stuckey offered to answer questions for the new committee members. Johnson chimed in and expressed that this would be a good opportunity to explain the accounts to the new members. Account 3201 go to fund creation for Bricks and installation, other money goes to the Endowment. Principal is never touched. Veterans Programs Account is a fund that is setup to support the programs that take place in the gardens, any donations and fundraising goes into that. The Endowment has donations and only the revenue is spent. Orr emphasized the need to keep track of expenditures and the budget throughout the year.

Brownell asked how much comes out of the Endowment. Johnson stated the Foundation determines how much is spendable, typically, it is 4%, around \$ 5,000.00 a year, and we typically try to limit it to that in case there is a big capital expense.

Stuckey stated that at this time there have not been any expenses this year, but the June report will have information on expenses.

8. Committee Reports

a. Facilities Committee: Hartzell informed the group that the plan was to get shrubs and trees evaluation completed, had a loss of staff member, Mark Canney, he will be doing some contract work. The new person will be coming in next Monday, she has landscape architecture background. This transition delayed tree and shrub evaluation and will be completed in the spring.

Hartzell stated that after talking about sealing and repairing, it was determined the WWII holders are in some of the worst condition and there was talk about replacing them. Originally it was thought we would seal those first, but it was decided we should seal everything but those holders first, and do some evaluation on how we might begin replacement of some WWII holders. 19 brick holders will be sealed and 21 remaining for replacement.

Yost stated that he was hoping to have a quote today, received preliminary quote of 600 per holder. (Later in meeting Yost received a quote of \$ 9,551.75, \$ 502.00 per holder for the 19 holders. Quote appears to include tuck pointing, JJ will check to confirm.) Must be above 50 degrees to use product.

Ross asked if sealant goes over bricks. Yost replied that he honestly does not know, there was talk about doing on concrete sealant, Roger requested not over bricks.

There was talk about a future US Army Brick holder in the garden, and members may do some outreach to see if there might be an organization that might want to that project on.

b. Events and Publicity Committee

Hartzell pointed out the Events Handbook currently in draft form. Intended to be a planning tool and to be populated with contact information. Stuckey followed by speaking about fundraising ideas and balance report sheet. She stated that as a person that has been in the Foundation for one year, as a new person, there is not a lot of fundraising outside of the Bricks program. She is working with Diane and Dr. Jackson to come up with ideas to fundraise, in kind donations and cash donations. In the process is the creation of a folder, including a letter from the Foundation inviting support for the garden. Map, history, overview of the programs and different ways to support the garden. Event sponsorship for \$ 250.00 or round up for \$ 300.00, or if someone would like to support all events this would allow to not have to change logos every time. Requested ideas of businesses that could participate, lots of interest from Savannah Pines, The Landing. Stuckey passed around a list, to sign up businesses that they could reach out to. Folders will be ready for pick up on March 20th, by April 20th, folders will be distributed throughout community, after which the Foundation follows up.

Wilkerson asked if Stuckey would provide a script, guide when taking the packet to businesses. Stuckey said yes, she thanked Bartels and Dr. Jackson for pushing this forward.

Hartzell stated that we have a very talented Graphic Designer, Kat Scholl, she would be able to help out with promotional materials.

Melissa Wilkerson has secured two realtor signs to be used for promotion of Garden events. Kat has done some layout work for these signs. They would be made of vinyl coated steel and there would be magnets that could be changed out for individual events. Will work with Events committee to review the sign designs.

Hartzell requested the Events and Publicity committee to identify people that would be interested in reviewing the website, improving the lay out and make it easier for people to find information. Also she is looking for key words to find the website easier.

Johnson stated that it would be best if the Events and Publicity committee meets monthly. Do we want to setup a date and time?

c. Executive Committee

Hartzell – no meeting this quarter, but as staff there was a discussion about meeting date and time, would a different date and time work best.

There was discussion if it is better to do an evening time, how to get more young people involved, mornings are easier to find someone to take children than to afterschool activities, 9 am was the original meeting time.

Johnson added to hold meetings for an hour, working committees can bring information back.

Group decided to meet on the second Thursday at 7:00 am at the Antelope Enclosed Shelter.

Hartzell added that Parks and Rec has a great location in our office building with a projector. Group decided the annual Strategic Plan and Budget meeting in the Parks and Recreation office where a computer and projector are available to make changes live.

Election of Officers

Dr. Jackson – Added that he would like input from everyone, he recommended Orr step into Chair Position and himself to Vice Chair. Orr accepted the nomination, he did mention he will miss the first two events.

Motion was made, Moore motioned, Anderson seconded. Unanimous approval.

1. Facilities Committee – Moore is willing to continue as Chair

Serving with that committee – Frerichs, Orr, Anderson

2. Events and Publicity Committee – Dr. Jackson remains Chair, Wilkerson, Bartels.

9. Council Contact Information

Hartzell asked if everyone could review contact information to make sure all information is correct.

Wilkerson asked if the open positions, are for veteran and non-veteran specifically, she has a person to refer with the name Cody Schaaf, he has applied and have not heard back, he is a younger veteran that could be potentially a good option.

Johnson added that he promoted the volunteering opportunity at Leadership Lincoln.

10. Staff Reports

Yost stated that every two years there is a review for the 10 year plan, this is the year for the 10 year plan review. The facilities committee meets to discuss. Spring and summer, meeting in July with the committee to go over the ten year plan update.

Hartzell – Next meeting until June, we would like to select a date for July's Strategic Planning meeting, we met during the week from 5 pm to 7 pm, that meeting would take place at the Parks and Rec/LLCHD building on O st.

Meeting scheduled for July 9th from 5 pm to 7 pm.

Meeting adjourned at 7:59 am.