
**MICHIGAN LAW ENFORCEMENT OFFICERS
MEMORIAL MONUMENT FUND COMMISSION**

Meeting Minutes of January 14, 2010

Meeting No. 41

Kathy Cole, chair person, called the meeting to order at 1:15 p.m. in the OPS Conference Room, at the Mason Building, Lansing, Michigan

Members present: Kathy Cole; Chair, Richard Darling, Diane Philpot, Lin Emmert, Jim Niewiek

DMB staff present: Kerri Droste, Dane Hengesbach, Karen Stone

Please note action Items are highlighted in yellow.

1. Approval of Meeting Minutes from October 8, 2009
Kathy Cole requested a motion to approve the minutes; Diane Philpot made motion to approve the meeting minutes from 10-08-09, seconded by Lin Emmert. MOTION CARRIED.

2. Financial Update
Dane distributed a copy of the Financial Report as of 12-31-09 and reviewed the financial activity for the Commission. Dane stated that another \$1,000 was received through the tax check-off box with another \$3,000 collected in other donations. The current fund balance totals \$101,727.64. Dane inquired about any large expenditures coming up, and has estimated approximately \$15,000 for miscellaneous expenses. Commission agreed this should be sufficient to cover up coming expenses.

Kathy Cole inquired as to the status of the MLEOM coins from Terry Laurencelle (Sterling Heights PD). Terry forgot the coins at their last conference, so Diane will make a trip to Sterling Heights to pick up the remaining 61 coins.

3. Donovan and Smith Company Status Update – Kathy
Kathy stated she has been working with D & S to finalize projects they are working on for the Commission. She did not bring the info with her, so the Commission held a conference call with Lisa, from D & S to discuss clarification on pricing information, and make a few final changes on verbiage, photos for the posters, etc. Lisa sent the items to Kerri's computer and members reviewed the poster options in black & white. Kathy stated that D & S also created table tents with a laminate coating on one side; and had also created a direct mail list the Commission could buy if they wanted to use it. Discussion continued on which poster and table tent options would be the best. Kathy will send D & S one last photo (officers surrounded by children), on Friday, January 15th, so the video can finally be completed! The Commission would like to use the video, posters and table tents at their upcoming police conferences to be held in February. They must also distribute items to accounting firms and tax preparers very soon.

Many of the costs were discussed (simultaneously) and they were estimated at \$2,822.00 and \$640.00 in postage for mailing and printing of 3,000 posters and 1,350 letters for direct mailing, with each envelope containing 2 items each.

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Richard Darling moved to approve this expense, Diane Philpot seconded.
MOTION CARRIED.

Motion modified after further discussion with Donovan and Smith. Richard Darling moved for modification of the original motion to include the purchase of two table ace stands, 12 X 24 @ \$ \$77.65 each and increase the poster count to 4,000 (from 3,000) to hand out at the upcoming police conferences scheduled for 2-10-10 and 2-18-10. Motion for modification of original motion was made by Richard Darling allowing the Commission to spend up to \$5,000 for various items ordered through Donovan and Smith. Motion seconded by Diane. MODIFIED MOTION CARRIED.

Kathy also asked Lisa to change the verbiage at the bottom of the poster to read *More than a few officers **that** (change to **who**) gave their lives.*

Kathy moved for motion to order 500 tabletops for \$400, Diane made motion to approve expense, Jim Niewiek seconded, MOTION CARRIED.

4. Appointment Updates - Kerri

The Governor's *appointment office* promised to try and have a new Commission appointment to replace Jim Salo (Chaplain), prior to the Commission meeting in February, (which has now been adjourned).

5. KQA Communications – Kerri

➤ Updated Rates – Kerri gave each member a copy of the memo from Jim Orlando, KQA Communications, regarding lower prices beginning 1-1-2010. His rates have been lowered from \$21.95 per month to \$15.00 per month; he will bill on an *annual* basis as opposed to a monthly invoice. There will no longer be free updates to the website, and any changes will be billed at \$25.00 per hour, with a minimum charge of one hour.

➤ Server Space – Jim indicated there are two options for the Commission; either add drive space for more money, or delete some older data from the website to get more space. The Commission agreed to delete some old minutes, (they will be archived), and old photos from the design competition and the dedication. Kerri will contact Jim Orlando and have this website cleaned up. **Update:** Kerri contacted Jim Orlando and he advised us that he may have more server space available to us at no cost. No changes will be made to the website at this time.

6. Treasury and Taxes Web page - Kerri

Kerri handed out the "Voluntary Contribution Web Site Draft" verbiage for the Commission to read. This would be a digital version to be used on the website. Kerri will submit the digital version and the URL to the requestor. This allows another option in addition to the tax check off box.

7. Update on Sign Addition - Kathy

Kathy had no updates relative to the sign, and most likely won't have one until spring, due to weather conditions.

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Jim Niewiek provided a quote from Extreme Graffix in the amount of \$275.00 for a 4 X 8 sign with a header stating "Fund Raising in Progress" with the website included. The photo used will be the same as what appears on the poster board signs. This photo can be obtained from Dan Stiles, in DMB Print and Graphics. Lin Emmert made a motion approving expense to order the sign, Diane Philpot seconded, MOTION CARRIED.

8. Treasury Check-Off

- Lin Emmert drafted a letter for the Income Tax Check Off for 2009 Tax Returns and provided copies to all of the Commission members. Discussion followed regarding what should be added or changed. The Commission decided to include the link to form 4642 and also add an additional paragraph that would list other options to donate to the MLEOM year round, not just during tax season.

Their goal is to have this ready for the February publication of Trooper Magazine and other police publications as well. Lin will finalize the letter using Richard's verbiage and she will also include the "tax deduction" verbiage.

Postcard Update – Diane Philpot spoke with Richard Jones and discussed options on getting out this information ASAP to tax preparers, via table tents, post cards, etc. He volunteered to help Diane deliver these.

- Citizens Bank Update - Diane will schedule a meeting with her contact at Citizens Bank on or after 1-22-10 to discuss the potential for selling coins. There was some discussion regarding creating a round decal for the back window of vehicles. Diane asked the Commission to think about other ideas and options for tax preparers as well as some Citizens Bank options. Diane suggested possibly using a staff incentive of sorts for the person who sells the most MLEOM items to their customers. Please e-mail any ideas to Diane as soon as possible.

Motion to adjourn made by Richard Darling, seconded by Lin Emmert. MOTION CARRIED

Meeting adjourned at 2:25 p.m.

**Next Meeting: Thursday, March 11th, @ 1:00 p.m. in the
Stevens T. Mason Building – OPS Conference Room**

February meeting has been canceled due to conference conflicts.