

Meeting Minutes of September 21, 2006

Meeting No. 15

The meeting was called to order at 1:10.m. in the Director's Conference Room of the Lewis Cass Building.

Members present: Kathy Cole, Jim Salo, Lin Emmert, Richard Darling, Tom Furtaw  
DMB staff present: Vivian Grinnell, Karen Deering, Dane Hengesbach

1. Review of Meeting Minutes from August 17, 2006  
Motion to approve minutes was made by Lin Emmert and seconded by Jim Salo, MOTION CARRIED.
2. New Facilities Administration Director and Move: Vivian  
DMB has hired a new Facilities Director, George Hakim who will begin on October 2, 2006. George, Vivian, and Karen will be relocating from the Lewis Cass Building on Walnut Street, to the Stevens T. Mason Building (530 W. Allegan St.) effective that same date. Vivian will update the Public Meeting Notices for the balance of 2006 and will post the meeting dates for 2007 to reflect the meeting location change to the Mason Building. The Commission agreed that 2007 meetings will be held the [second] Thursday of the month, instead of the every [third] Thursday. Vivian will send out appointments to all Commission members.
3. Future Site signage: Kathy Cole
  - Kathy announced that the sign would be ready tomorrow, Thursday, 9-22-06. The cost was just under \$500.00, and the Commission will determine who will pick up the sign. There is no permit required to place the sign, per Keith Paasch. Discussion followed regarding putting up the sign, covering the sign for the "unveiling", inviting the Governor and key legislators, press release dates, photo opportunities for the MLEOM Commission and various Law Enforcement officers, and possible dates.
  - Vivian will check with Keith to see if we can pick up the sign and also to see if DMB has a tarp or cover of some sort if we want to keep the sign covered prior to unveiling. She will also discuss the political aspects with Monique as to when the "unveiling" should occur. Tentative date of October 16<sup>th</sup> or 23rd.
4. Fundraising Updates:  
Status of group meeting with law enforcement organization and associations:  
Kathy Cole
  - They had a great turnout, six agencies were represented and some inquiries as to when the **next** meeting would be held. Kathy said that the attendees were very interested in the memorial information and one of the questions asked was if the Commission was a 5013C – nonprofit agency, tax deductible entity, associated with a State agency. Tom Furtaw will check and advise.

- The group also suggested that the Public Act # should be listed on all the flyers that the Commission uses to make it more credible.
- The orders for mugs have been mailed per Kathy.

Status of 2006 MSP Retirees' Banquet on August 25<sup>th</sup>: Richard Darling

- Kathy Cole stated that Richard Darling did a fantastic job at this event! He gave Dane a \$380.00 donation from this event, which was mostly from the sale of the mugs that he sold! Kathy won a door prize...(it was one of the MLEOM MUGS!)

Update on use of EFT for donations: Jim Salo and Dane

Treasury doesn't want to work with an outside vendor. They prefer the donor goes to the website, clicks on a PDF to make a donation. Financial Services will prepare a "draft" form to review at next month's meeting. This will be for reoccurring transactions only, such as monthly, semi annual, etc., via credit card, debit card, etc. One time donations can be made on the website, so one time contributions are not an option on this form. More details to follow.

5. Financial Update: Dane Hengesbach

Dane provided an updated financial report, and reviewed projected expenses with the Commission.

6. Call for Entries: Tom Furtaw

Tom indicated that there were still four (4) items he wanted the Commission to review on the CTE document: The Table of Contents, photos needed to be added, the dates needed to be checked, and language for the submissions of the designs to become property of the state of Michigan. Tom will also add language allowing us to print, copy, reproduce, and, more specifically he will add verbiage regarding construction and installation of the proposed design allowing the Commission to retain exclusive rights to manage this aspect. This will protect the Commission from litigation and provide for flexibility based on qualifications of participants.

Some discussion occurred regarding the competitive bid process. Tom Furtaw will work on language to include in the rough draft.

- Karen will format the Table of Contents, however, not sure how many pages of photos will be inserted. She will also change the dates and information on the cash prize money.
- Commission decided to award prize money as follows: \$1,000 to the 1<sup>st</sup> place entry, \$500.00 to the 2<sup>nd</sup> place entry, \$250.00 to the 3<sup>rd</sup> place entry, and \$250.00 to the 4<sup>th</sup> place entry. This could be an incentive to students that will put much time, effort and money into this design competition. Lin made a motion to approve the cash awards, Jim Salo seconded the motion. MOTION CARRIED.

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- Vivian will work on the Press Release date of October 4<sup>th</sup> and will use the quote from Governor Granholm somewhere within said release.

7. Next Steps

- Finalize the sign unveiling dates – Kathy Cole will check with the Governor's staff regarding her availability in October.
- Form subcommittee for competition applications.

Meeting adjourned at 2:30 p.m.

**Next Meeting: October 19, 2006 in the  
Stevens T. Mason Building – OPS Conference Room**