

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

Meeting Minutes of November 10, 2016

Meeting No. 91

CALL TO ORDER: The meeting of the Michigan Law Enforcement Officers Memorial Monument Commission was opened by Kathy Brown at 1:03 p.m. in the Michigan Library and Historical Center, Lake Superior Conference Room.

Members Present: Kathy Brown, Mary Johnson, Lin Emmert (phone), Ken Rochell, Diane Philpot (phone), John Szczubelek and Kerri Droste

Guests: Dave Hiller FOP, Pat Driscoll and Jim Boes 8 Point, Representatives from Michigan State Troopers Assistance Fund, Representatives from Michigan State Police Retirees Association, Representatives from Michigan Association of Police Organization, Representatives from Michigan State Police Command Officers Association, and Representatives from Delta Dental

1. Review of Meeting Minutes:
Kathy Cole requested a motion to approve the meeting minutes of the October 13, 2016 meeting. Motion made by John Szczubelek to approve the minutes seconded by Mary Johnson. MOTION CARRIED.
2. Financial Update:
No significant updates or changes to report.
3. 8 Point Promotions Update:
8 Point was in attendance with a donation from Delta Dental.
4. Donations:
Donations in the following amounts were received:
 - Delta Dental: \$100,000
 - Michigan State Troopers Assistance Fund: \$1,500
 - Michigan State Police Retirees Association: \$1,500
 - Michigan Association of Police Organization: \$1,000
 - Michigan State Police Command Officers Association: \$1,000
5. Lezotte Miller Public Relations Resolution:
The Commission was provided a draft resolution for review. John Szczubelek moved to adopt the resolution. Mary Johnson Seconded. MOTION CARRIED

Resolution:

Be It Resolved That:

1. The Commission authorizes John F. Szczubelek to negotiate and draft for execution by Chairperson Kathy Brown an Agreement with Lezotte Miller Public Relations, Inc., subject to the following restrictions:

- a. Lezotte Miller shall be authorized to communicate to media outlets news and information about the activities of the Michigan Law Enforcement Officers Memorial Monument Fund Commission;
- b. The Commission shall reserve the right to approve all communication to media outlets prior to dissemination;
- c. Lezotte Miller shall be authorized to develop printed and electronic marketing materials for use in the Commission's fundraising activities, including but not limited to an audiovisual presentation, marketing materials, talking points and a case for support letter;
- d. The Agreement shall provide that all work product developed and produced under the Agreement is the sole property of the Commission, and the Commission may restrict or discontinue use of such work product at any time;
- e. Lezotte Miller shall be authorized to subcontract for services necessary to perform the Agreement, and may charge the Commission an administrative fee of no more than 15% of the costs of subcontracted services;
- f. Lezotte Miller shall be required to give the Commission written notice of charges for subcontracted services, including administrative fees, and the Commission shall not be obligated to pay for such charges until it has reviewed and approved them;
- g. Lezotte Miller shall be authorized to charge the Commission for out-of-pocket expenses including postage, copying, facsimile, supplies, telephone and travel, and the Commission shall not be obligated to pay for such charges until it has reviewed and approved them;
- h. The Commission and Lezotte Miller shall reserve the right to unilaterally terminate the Agreement upon 30 days written notice, and shall reserve the right to extend the Agreement upon mutual assent;
- i. Payment by the Commission shall be made only from funds not generated by the matching fund grant established in section 1049 of article VIII, part 2 of 2014 PA 252; and
- j. The total cost of the Agreement to be paid by the Commission shall not exceed \$7,500.

Motion for adjournment made by John Szczubelek and seconded by Kathy Brown. MOTION CARRIED and meeting adjourned at 3:00 p.m.