

Meeting Minutes of December 13, 2007

Meeting No. 29

Kathy Cole called the meeting to order at 3:10 p.m. in the EOC Conference Room, of the Mason Building.

Members present: Kathy Cole, Lin Emmert, Jim Niewiek, and Richard Darling,
DMB staff present: Vivian Grinnell, Karen Stone

1. Review of Meeting Minutes from November 8, 2007
Motion made by Lin Emmert to approve minutes as they stand, seconded by Jim Niewiek. MOTION CARRIED.
2. Fundraising RFP Update
Tom Furtaw was in the process of drafting an RFP to be used for hiring a fundraising consultant. Tom has been removed from the Commission, since he accepted another position in Detroit. He has requested the Attorney General's office to appoint another representative to the Commission that [may] have some fundraising background. Lin Emmert worked with Tom on this RFP and will send her draft copy to Vivian Grinnell and Kathy Cole for review. Vivian will check with Purchasing (Business Services) to see if they can have one of their RFP specialists assist the Commission with this process.
3. Financial Update
Vivian handed out the updated financial report in Dane's absence, and reported that a \$500.00 check had been received from the S. Kent FOP Lodge #134, as well as a \$262.55 check from United Way. The Commission members presented some small donations/contributions.
4. Architect Update
 - Bonnie Greenspoon, the Commission liaison representing David Milling Architects has left this firm. Eric Hartz will be the new project coordinator and contact for the Commission.
 - Kathy will call Eric regarding some minor repairs that need to be done on the monument model, so they can use it for the next fundraising event (MACP Conference) in February.
5. Donor Lists and Brochures
 - The Commission is still discussing and researching donor names. There was much discussion regarding the benefit of waiting for a professional fundraiser before soliciting larger potential corporate and private donors.
 - Kathy will make sure that Lin receives some of the donor pamphlets since Lin was not at the last meeting.
6. Next Steps
 - RFP – would like to have this process finalized as soon as possible to proceed with consultation and proposals for major donors.
 - Continue work on donor lists and contact information to assist professional consultant, when hired.

7. Other

- Commission terms expire in April of 2008. No extension letters have been processed.
- Kathy submitted a \$100 invoice for the booth rental at the Sheriff's conference. She also requested reimbursements for tee shirts in the amount of \$376.00. Motion by Jim Niewiek to approve reimbursement expenditures, seconded by Lin Emmert. MOTION CARRIED.
- Motion by Lin Emmert for approval of funds to have a booth at the MACP Conference, February 4th – 6th, in Grand Rapids. Motion seconded by Kathy Cole. MOTION CARRIED.
- Richard Darling, Jim Niewiek and Kathy Cole all volunteered to assist Lin with this conference in February. Lin stated she will be staying overnight.

Meeting adjourned at 4:00 p.m.

**Next Meeting: Thursday, January 10th @ 1:00 p.m. in the
Stevens T. Mason Building – EOC Conference Room**