

New Berlin Veterans Memorial Society
March 3, 2011
VFW Post # 5716 City of New Berlin

Please note: Minutes are unofficial until approved by the New Berlin Veterans Memorial Society at their next regularly scheduled meeting.

Present: Mayor Jack Chiovero, Alderman/President Ted Wysocki, Alderman John Hopkins, Don Reynolds, Lee Sisson, Bill Ray, Treasurer Bernie Hintzke, Dave Gilligan, and Secretary John Vogel.

Excused: Don Hermann, and Mary Jane Whitty

Meeting was called to order by President Ted Wysocki at 7:03

Approval of Minutes – Bill Ray made a motion that the February 3, 2011 minutes be approved. It was seconded by John Hopkins and passed unanimously.

Old Business

Financial Status - Bernie Hintzke presented a Profit & Loss Budget Performance for February, 2011 which showed:

Total Income	\$190.45
Total Expenses	239.25
Net Income	- 48.81
Cash at end of period	\$34,384.12

Dave Gilligan made a motion that we accept the financial report. It was seconded by Bill Ray and passed unanimously.

Web Site Report – Dave Gilligan updated the history. Donors were updated. He will do donors quarterly in the future. Dave also reported that there were 584 hits on the web site in the last two months.

Microsoft Access Data Base Modification Agreement – Copy of agreement was sent to all board members prior to meeting. The agreement was to have Avastone Technologies design a software system to accommodate our work flow. One entry makes it possible for all parties (financial, membership, brick, etc) to access the data which only needs to be entered once. **John Hopkins made a motion that we pay the bill for the amount of \$1,995. It was seconded by Bill Ray and passed unanimously.**

Review of Society Internal Work Flow – Bill had sent out an updated work flow chart to the BOD prior to the meeting. He is also working for a proposal for an administrator's position. He is currently working on a job description. It was estimated that the cost would be about \$500 a month or \$6,000 a year. It was left on the table for further discussion.

Lease of Site – Ted said he rescheduled the meeting with Attorney John Schober until Friday. He will send out an email report on his meeting next week.

Membership Development - Lee Sisson gave us an update on membership development. The objective in 2011, grow the dues paying society membership to 250 (individual & family) by EOY 2015. Membership Development shall be characterized as a standing committee within the organizational structure of the society. A chairman shall be selected annually and endorsed by the BOD.

The chairman shall report to the VP-Marketing. Lee said he will assume this position for now. Each year a membership development plan shall be crafted by the committee chairman with direction from the VP-Marketing.

The plan shall embrace both new and renewal strategies. The chairman shall be responsible for coordinating and directing all activities associated with membership development (excluding those duties assigned to the communication committee), from appeal to acknowledgement. .

Update on 2011 membership renewals – Ted reported that we have 49 members that need to be contacted. He received five volunteers from the board that will contact these members. 124 members have already signed up again. The membership committee consists of Lee Sisson, Bill Ray and Ted. They report to the Marketing VP Dave Gilligan.

Brick Update – Ted said that we had 14 bricks ordered and they will be ready by mid April. This should allow us to install them in May. Dave Gilligan has developed a picture with the serviceperson's picture and their brick with the memorial site in the back ground. This could be used as a fund raiser for the memorial. He needs to work out costs and be able to train others to do it. Dave said he also has a person that emailed him who wants to buy a brick for a former neighbor who is a World War II veteran. The neighbor now lives out of state and wants to fly him back and surprise him with the brick laying ceremony. However, he needs a confirmed date for installation. Ted said that as soon as he gets the information for the brick, he will contact the brick company and set a date.

Annual Meeting – John Vogel reported that the annual meeting will be at the Library on Thursday, July 28th. It was suggested that we start at 7:00. He will meet with Bill Ray to work on a format for the meeting. Ted will set up a nomination committee for board members.

Marketing Update – Dave Gilligan said that his committee will be contacting those that said they would like to volunteer. He will make a list of activities that we could use volunteers. He asked if we are still pursuing working at the Lions Club Corn Roast at State Fair Park. Ted said he would like to pursue it. Dave will add that to the list of volunteer activities.

New Business

Open board position – There was a discussion as to filling the vacant position created by a leave of absence. The by-laws state that there is no mandated number of board of directors. After discussion, it was decided to leave the vacancy open.

Tree Maintenance – Ted asked if he could enter into a contract with Wachtel Tree service to due fall fertilization at no cost. Since this is a contract, Ted ask for a motion. **Bernie made a motion that we accept their tree fertilization for the fall of 2011 at no cost. It was seconded by Bill Ray and was approved unanimously.**

Motion by Don Reynolds and seconded by Dave Gilligan and passed unanimously to adjourn at 8:05.

***** Please note***Our Next scheduled meeting date will be Thursday April 7, 2011 at the VFW Post.**

Respectfully Submitted by

John Vogel

