

VETERANS MEMORIAL COMMISSION
MONDAY, FEBRUARY 11, 2019 AT 5:15 P.M.
IN THE COMMUNITY ROOM
OF THE DRAKE COMMUNITY LIBRARY

TENTATIVE AGENDA

Roll Call:

Marie Andrews _____ Terry Stringfellow _____ Leo Lease _____ Gwen Rieck _____ Randall Hotchkin _____

1. Perfecting and Approval of Agenda
2. Approve minutes from Monday, Dec. 10, 2018
3. Monthly budget report – (as of 1/14/19)
4. Greater Poweshiek Community Foundation Monthly Balance Report
5. Approve bills for payment (*bills are paid at the next regular council meeting with the exception of utility bills*)
 - Alliant Energy \$113.70 (paid 12/21/18)
 - Alliant Energy \$90.44 (paid 1/25/19)
 - Amperage Marketing \$7917.00 (paid 1/11/19)
 - RDG \$6716.35 (paid 2/4/19)
6. Amperage Marketing & Fundraising Contract - update
7. RDG Architects - update
8. Fundraising Steering Committee - update
9. Inquiries:
(*All inquiries or comments are limited to two minutes per person and those wishing to speak must be recognized by the chair before beginning*).
10. Adjournment:

Next Meeting: March 11, 2019 at the Drake Community Library Community Room.

VETERANS MEMORIAL COMMISSION
MONDAY, DECEMBER 10, 2018 AT 5:15 IN
THE MEMORIAL ROOM DRAKE COMMUNITY
LIBRARY

AGENDA

Meeting was called to Order 5:15pm Present: Terry Stringfellow, Leo Lease, Gwen Rieck, Randy Hotchkin. Absent: Marie Andrews.

1. **Perfecting Agenda:** No changes.
 2. **MOTION** by Hotchkin, second by, Rieck :To accept the minutes from Monday, Nov 19,, 2018 as presented. All Ayes, motion carried.
 3. **Monthly Budget Report:** Lease reported current balance of \$85,953 remaining in 2018-2019 budget. This reflects no change from previous month.
 4. **Greater Poweshiek Community Foundation Monthly Balance Report:** Nicole Behrens reported current balance of \$9,248. Balance listed is only through the end of October.
 5. **Approval of bills:** MOTION by Hotchkin Stringfellow. second Hotchkin TO: approve payment of \$82.38 utilities (as paid on 11/28/18) and \$1586.10 (paid on12/3/18) . Discussion concerned the recent receipt of Sueppel memo in response to previous questions by the Commission which was forwarded to each member. Randy Hotchkin asked if the commission could approach the firm with additional questions in the future? Answer - yes. All Ayes, motion carried
 6. **Amperage Marketing & Fundraising Contract:** A few minor changes have been included in The Amperage contract which can be signed at an appropriate time in keeping with our fundraising time line currently being developed.
 7. **RDG Architects Work Session:** Organizational meeting held on Wednesday, December 5th produced initial contacts for building inspection and establish dates for public meetings (dates to be determined).
 8. **Update from Fundraising Steering Committee:** (Attached schedule)
 9. Commission Membership & Residency. - No Report.
5. **Inquiries:**
(All inquiries or comments are limited to two minutes per person and those wishing to speak must be recognized by the chair before beginning).
6. **Adjournment:** MOTION BY Stringfellow, second by Rieck TO Adjourn. All Ayes, motion carried.

Next Meeting: **Monday, January, 14, 2018, 5:15pm**, in the Memorial Room, Drake Community Library.

SCHEDULE OF EVENTS

Month of December 2018

- Meet with RDG as to substance of project and prepare for charrettes.
- Develop and approve Amperage contract

Month of January 2019

- Create fundraising committee in cooperation with Amperage. The number beyond Ron, Tom and George should be between 8 and 12.
- Audit and develop digital communication systems for fundraising. Facebook and website(s).
- Meet with core leaders of fundraising committee (veterans commission, GPCF, Ron, Tom and George). Tom and Ron will call this. The goal of the meeting will be defined in coordination with Amperage, GPCF and RDG.

Month of February 2019

- Commence Amperage work
- Fundraising meetings scheduled per determination of Amperage and GPCF.
- Determine timing of roll-out of non-public fundraising.

Month of March 2019

- Receive final RDG reports
- Finalize Amperage materials
- Revisit roll-out timing and make assignments

Months of April & May 2019

- Conduct non-public fundraising
- Fundraising meetings to report on efforts every two weeks

Months of June & July 2019

- Complete final non-public fundraising activity
- Assess status and determine next steps
- Make public announcements and begin public education as appropriate
- Commence public fundraising. 4th of July?



**Veteran's Memorial Building YTD Budget Report
Fiscal Year 2018 - 2019**

	2017-2018 ACTUAL	2018-2019 BUDGET	YTD ACTUAL	Proposed Bills list 02/04/19	2018-2019 REMAINING BUDGET
Beginning Balance	\$ -	\$ -	\$ -		-
Revenues:					
002-3.470.2.4705 VM - Contribution Priv	\$ 16,184	\$ -	\$ 13,067	\$ -	\$ -
002-3.470.2.4780 Other Miscellaneous Revenue	-	-	-	-	-
002-3.470.4.4300 Interest Earned	-	-	-	-	-
002-3.470.4.4020 Vets Mem - Property Tax	-	109,385	58,381	-	-
002-3.470.4.4060 Vets Mem - Excise Tax	-	-	571	-	-
002-3.470.4.4300 Vets Mem - Interest Earned	-	-	1,505	-	-
002-3.470.4.4432 Vets Mem - Rollback Rep	-	-	2,303	-	-
Total Revenues	\$ 16,184	\$ 109,385	\$ 75,827		\$ -
Expenditures:					
002-4.470.2.6371 Utilities	1,093	3,200	561	-	2,639
002-4.470.2.6409 General Insurance	800	800	-	-	800
002-4.470.2.6420 Consulting/Professional Fees	15,345	93,385	14,654	-	78,731
002-4.470.2.6428 Misc Cont Work i.e. Fundraising	-	-	-	-	-
002-4.470.2.6445 Refunds	-	-	-	-	-
002-4.470.2.6513 Misc Supplies & Materials	-	1,000	-	-	1,000
002-4.470.3.6570 Building Improvements	-	1,000	-	-	1,000
Total Expenditures	\$ 17,238	\$ 99,385	\$ 15,215	\$ -	\$ 84,170
002-4.910.5.6911 Transfers Out	\$ -	\$ -	\$ -	\$ -	\$ -
Total Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures and Transfers Out	\$ 17,238	\$ 99,385	\$ 15,215	\$ -	\$ 84,170
Ending Balance	\$ (1,054)	\$ 10,000	\$ 60,612		(84,170)

*Note - Misc Contract and Building Imp budget amounts have been adjusted according to where expenses are incurred.

Fund Balance as of November 30th, 2018
 Grinnell Veterans Memorial Commission Building Campaign - 0136

	Current Period	YTD
Gifts	0.00	10,385.00
Investment Income (Loss)	0.00	4.18
Investment Related Expenses	0.00	0.00
Total Revenues	0.00	10,389.18
Program Expenses	0.00	13,067.44
Administrative Cost Share	0.00	519.25
Bank Charges/Online Donation Fees	0.00	1.40
Printing & Reproduction	0.69	3.33
Total Expenses	0.69	13,591.42
Net Income (Loss)	(0.69)	(3,202.24)
Beginning Fund Balance		12,450.42
Net Income (Loss)		(3,202.24)
Ending Fund Balance		9,248.18

Fund Balance as of December 31st, 2018
 Grinnell Veterans Memorial Commission Building Campaign - 0136

	Current Period	YTD
Gifts	210.00	10,595.00
Investment Income (Loss)	0.00	4.18
Investment Related Expenses	0.00	0.00

Total Revenues	210.00	10,599.18
Program Expenses	0.00	13,067.44
Administrative Cost Share	10.50	529.75
Bank Charges/Online Donation Fees	2.50	3.90
Printing & Reproduction	0.63	3.96

Total Expenses	13.63	13,605.05

Net Income (Loss)	196.37	(3,005.87)
=====		
Beginning Fund Balance		12,450.42
Net Income (Loss)		(3,005.87)
Ending Fund Balance		9,444.55

Grinnell Veterans Memorial Commission Building Campaign - 0136

Type	Name	Date	Amount
Gift	The Deb Lease Trust	08/14/2018	10,000.00
Gift	Benjamin and Arlene Guenther	10/08/2018	25.00
Gift	JoAnn Cogley Hunter	10/09/2018	50.00
Gift	Dr. Robert and Janet Koller	10/16/2018	50.00
Gift	Colleen M. Wiley	10/16/2018	150.00
Gift	Carl and Candace Ahrens	10/22/2018	20.00
Gift	Darla Pearce	10/24/2018	10.00
Gift	Deborah Carey	10/31/2018	50.00
Gift	Transfer from GPCF Spirit of Giving Event	10/31/2018	30.00
Gift	Oliver V. Miller	12/03/2018	10.00
Gift	Bev Brown	12/10/2018	100.00
Gift	B.J. and Mary Denton	12/11/2018	100.00
** Total Gifts			10,595.00