

MEETING MINUTES

MEETING START TIME: 7:30 a.m.
MEETING END TIME: 9:00 a.m.

PRESENT: Fran Formanek, Dr. Carl Miller, Katie Bakke, Jay Odegaard, Mike Swinghamer, Sarah Havens, Mary Powell, Amy Hendrickson, Chris Jones, Martha Tymeson, Adam Weissenberger, Kerstin Boudreau

The meeting was called to order at 7:30AM.

Approval of Meeting Minutes: Minutes were approved with the following revisions:

- ✓ Rotary Lights is asking our group to provide 6 volunteers to assist with taking down the entire Rotary Lights display, not just our tree.
- ✓ Date at the top of the minutes was incorrect. It should be October 17, 2018, not September 19, 2018.

OPENING COMMENTS BY PRESIDENT FORMANEK

Fran expressed thanks for the service Steve Carlyon and Kari Kensinger have provided to this project and welcomed Jay Odegaard to the group.

MOTION to go into closed session passed unanimously.

MOTION to end close session passed unanimously.

Jay shared that the pool group is selling bricks to raise funds for the pool project.

MOTION that the All Abilities Trane Park project will purchase the 1st brick of the Veterans Memorial Pool fundraiser. Funds for the purchase of the brick will be from board members personal finances and will not be taken from the Trane Park project funds. Passed Unanimously.

FINANCIAL REPORT: There was lengthy discussion as to where we are from a fundraising standpoint. Mary will work with LAF's accountant to get a firm understanding of where donations came from, what the expenses were and what was transferred to the City.

COMMITTEE REPORTS:

Fundraising Committee:

- ✓ Carl has 23 people to call by the end of the month.
- ✓ Waiting on the Dahl Grant
- ✓ Fran is meeting with a couple who want to create a memorial for their late son.

Marketing Committee:

- ✓ Kerstin reported that the movie theater ads are running through December 31, 2018
- ✓ Facebook ads are still running, but the clicks are declining
- ✓ 25% of the website traffic comes from the Facebook ads.
- ✓ Looking at updating the Case Statement booklets. Need to determine the cost to reprint more books, and do we want to proceed with this expense.
- ✓ Discussion about creating / sending a letter of intent, letter of commitment or Pledge Form to everyone that we presented to, asking them to make a formal pledge commitment.
- ✓ Mary & Mike will work on creating a spreadsheet that shows all of the donors that have been contacted, and who we need to follow up with. Board members will meet November 30th to review / correct / update the spreadsheet.

OLD BUSINESS:

Grant Writer: One candidate for this position was submitted to the City. The City has determined that they will not hire this candidate. The issue has been referred for 30 days.

Time Line:

- ✓ Hoping to go out for bids for Phase 2 in March of 2019.
- ✓ Martha gave a brief power point presentation to show what is being discussed for each phase of the project. Phase 1 is the shelter. Phase 2 would be the "heart" of the park. Phase 3 would include any additional zones or equipment that could be added in the future.

Naming of Park: Jay clarified that the name of the park can't change, but individual areas of the park can be named. For instance, a respite pod could be named Kwik Trip Respite Pod.

Next meeting is December 19, 2018 @ 7:30am at River Architects.

Meeting adjourned at 9:00 am.

Meeting notes by: Mary Powell, River Architects