WreathsForTheFallen.org

Officers Meeting Minutes

April 26, 2011

I. Call to order

John Thomas called the officers meeting to order at 2:30pm at the Fort Steakhouse in Fort Ripley MN.

II. Roll call

All officers were present, John Thomas - President, Bob Larson – VP, Ron Robbins –Treasurer, and Carrie Johnson – Secretary.

III. Open Issues

John presented a letter that had been prepared to be sent to all VFW's and American Legions Posts. The officers proofread and approved the letter. The new letterhead was very attractive and the letter very professional. Discussion followed about when the mailings should be sent out – all at the same time, monthly intervals, 100 per mailing, etc. After much discussion it was agreed that the mailings should be to everyone at the same time so that everyone would receive the letter at approximately the same time. It was also agreed that the mailings would be sent out ASAP but not before our web site was up and running so that those receiving the letters could access the web site to make donations and/or to view the information about wreathsforthefallen.org. The letters for the individual requests would be mailed out sometime in September or October. Bob Larson was going to talk to Kurt Hutchins about bulk mailing, permits and costs. John noted that there were 185 VFW mailings and 327 American Legions, a total of 512 letters to go out as soon as the web is up and running, and 352 individual request letters to be mailed later. This did not include the letters that have already been mailed for corporate donations.

John gave us an update on the web site. It is still not up and running but is getting close. The programmers will be working on it next and John will be in touch with Patrick. We discussed training for the web site. Anyone that will be updating information should attend some training to be able to access and change information as necessary. John, Lydia, and Norv were for sure mentioned to go to the training. We will have to set something up to see what works with everyone.

We talked about the Microsoft Access Program and what that program is capable of doing. Someone will also need to be trained on that as well. This program will be designed to track all donations received. We need to work with the program before we start getting donations so that we know that all information coming in will be documented properly. Discussion also included who would be processing all the information, donations and inquiries from the web site.

John shared with us that he had talked to Dave from the Camp Ripley Cemetery and Dave mentioned that he was very pleased with everything that was happening with the wreathsforthefallen. He said he enjoyed getting the emails with the minutes so he could stay informed.   John gave us an update with the number of sites at the cemetery and at the rate of burials there could be 4026 sites at 12-10-11 – the date for laying the wreaths. He also updated us on the new sites that the cemetery is working on. A major expansion is scheduled to begin October 1st. We will have more details at the next member meeting. Dave was going to give John some notes on 'cemetery etiquette/rules', so if anyone had questions about the cemetery we could answer them.

We talked about posters, brochures and hand out flyers to have at events.
John was going to talk to Patrick to see what he could come up with.
He was also going to get more letters and sponsorship forms printed up.
John also made up some receipt forms and he will bring them with at the next meeting.

We mentioned the Motley Fair and the possibility of having a booth there.
Carrie will contact Jason Olson about the details. We should have all the information for the next general meeting. We talked about the booth, what to have there, brochures to hand out, donation request forms to have there, who would 'man' the booth, etc. More discussion to follow.

IV. Next meeting time & place

No other officers meetings were scheduled at this time. The next general meeting is set for May 10th at 6:30 at the VFW in Little Falls.

V. Adjournment

Meeting adjourned at 4:10 pm.

Carrie Johnson

Minutes submitted by: Carrie Johnson

Thomas

Minutes approved by: John Thomas