

**EXECUTIVE BOARD MEETING
HELD
February 21, 2009**

MEMBERS PRESENT: Tom Berlucchi, William Eichler, Thomas Steele, Shawn Fitchpatrick, Dale Jones, Lloyd Hevelhorst

NOT PRESENT: Bob Hovansian <with reason>

GUESTS/COMMITTEE OFFICERS PRESENT: Bonnie Trottier, Rich Napier, Joe Rebandt, Mary Gisslander

MEETING CALLED TO ORDER AT 10:05am

COMMITTEE REPORTS

Grounds Committee

- Joe Rebandt made a report of committee selectees for recommendation for appointment to the Grounds Committee. The following members are recommended for appointment to the Grounds Committee:
 - Joe Rebandt – Chairman
 - Bonnie Trottier – Secretary
 - Ron Vilag – Member
 - Adam Jewel – Member
 - Paul Fritz – Member
 - Bob Griebe – Equipment / Maintenance
 - Dennis Duggan – Alternate Member

- Grounds Committee 2009 work is to include the following efforts:
 - Concentration of vegetation removal from the top of scarp wall
 - Possible effort to Rotorooter the wall drains
 - 3 dead trees removed from Officer's Row earlier in Feb
 - Dr. Pichard to be contacted by Tom Berlucchi for another walk around of site tree status

- The Grounds Committee will be meeting on Feb 25th to establish planned 2009 committee workdays/alternate workdays and 2009 budget estimations. All dates for the 2009 committee workdays to be forwarded by Bonnie to Doris (cc Tom Steele) to be placed on City calendar.

- Bob Griebe needs the HFWC to either purchase or return the large ~ 52" green lawn mower. The purchase price Bob is asking is \$500. Board requested Joe Rebandt ask Bob for a month to consider request.
 - Tom and Will to generate a Deed of Gift form prior to next Board meeting.
 - Chairman desires budget for 2009 and possibly include this item in it.

Projects Committee

- The Projects Committee is in a transitional state of leadership. Rich Napier has been recommended as the next chairman of the Projects Committee. Will has list of recommendations for committee appointments and suggests ex officio members from the Executive Board be present on this and other committees.
- Window restoration has been progressing well. January work had been largely on part by Will and Jim Rapai during off workday hours continuing refabricating deteriorated sashes. All of the 5 removed windows to be reinstalled very soon – no exact timeframe.
 - Joe Rebandt to donate another box of glass.
- Rich Napier and Joe Rebandt had constructed doors for Casemate covers 4 and 7. Casemate 8 doors to start as soon as access to QM shop is restored.
- Early stage of planning for the back porch of the CO's house from 17th MI donation. Colonial Dames donated another \$500 for the restoration of the CO's house.
- Span/Am guardhouse fence will be repaired as joint effort with Grounds and Projects also with an Eagle Scout candidate. Jim Rapai has designed plans for the fence and material estimates. The 3 trees growing in the exercise yard are to be removed due to inaccuracy for historical interpretation and they are weed trees. Rich Napier requested to increase back gate width for vehicle access since the yard will still hold firewood.
- The Projects Committee recommended the following dates for the 2009 HFWC workdays from April to November. They are as follows:
 - 5/2, 6/13, 7/25, 8/22, 9/19, 10/24, and 11/21 – no workday in Dec.
 - Will made motion to approve work dates – **2nded and APPROVED**
 - Tom Steele to send dates to Jeremy and Doris for website and City calendar update.

MEMBERS-AT-LARGE REPORTS

- Dale, Lloyd and Shawn had nothing to report

TREASURERS REPORT

- Current monies in the HFWC accounts are as follows:
 - General Fund
 - Preservation / Maintenance Fund
 - Sales
 - Total
- We are currently using a Quickbooks method of accounting. Will has not received the 2008 accounting information from Dennis Duggan.
- Topic of policy for accepting monetary donations for donor earmarked projects to be discussed next Board meeting.
- New membership application in use and to be uploaded to the website.

SECRETARY REPORT

- Membership applications are coming. As of today, 77 members have joined/renewed membership. The new membership application is more consistent with the current by-laws by adding choices for Organizational and Professional memberships.
- Get the word out for the membership to renew for 2009!

VICE-CHAIRMAN REPORT

- Bob is absent and excused from meeting.

CHAIRMAN REPORT

- Tom has a meeting with Edie this Monday to discuss the QM shop. We will be getting access back to building with extreme limited access by assigned people with an access code. There will be NO MORE open key policy.
- Tom has been making Fort Wayne presentations with Dave Jamroz, specifically at the Monroe Roundtable about the West Point connection to Fort Wayne. Dick Metka's wife (Lay-Z-boy furniture) is supposed to have a copy of a Civil War era photo that shows cannon in place at the Fort. Tom to try to get permission to view photo.
 - Original GAR post flag has been donated to the HFWC by Len Overmeyer in January. This flag is from the 1891 encampment. Banner storage container help/recommendations by Tim and Jackie Wakeling. This will provide glass storage for banner and Tim and Jackie will provide a cost estimate.
 -

- March 14 at 11:00am the 7th MI will be special guests of the Monroe Roundtable. A special tour of the Raisin River battlefield, a PowerPoint and artifacts not typically seen will be shown. Chairman and other Board members are invited to attend.
- The Warren Elks club has donated a timeline of national flags that will fly at the entrance corridor of Fort Wayne <by guard house>
- The Detroit special election may result in mayoral turnover. A stimulus package request has been made for Fort Wayne.
 - \$150,000 for 1848 barracks window restoration
 - \$150,000 for the Randolph School (under the HFWC as site fiduciary)
- Electricity and boiler work in Bldg 109 and Visitor's Center to be repaired by the Randolph school. Randolph School also cleaning up Post Engineers Building for use vice the QM shop. Carl from C.A.N. received a \$5,000 grant from the Save Our History fund to get 1905 Guardhouse ready for metalworking school. MI SHPO has denied Carl's request to alter rear of 1905 guardhouse for large doors. The Tuskegee Airmen are unaware of a plan to create a glass atrium between Tuskegee museum and Bldg 212 on NCO row.
- Currently it costs \$400,000 in city budget to maintain Fort Wayne. Water main still broken by 1894 Barracks and Visitor's Center.

NEW BUSINESS

- Mike Rozny presented his first draft of a business plan for the HFWC. Mike is a grant writer/approver and works with the Macomb County government administering grants. He has agreed to work pro bono on this project. The plan was read by all members for consideration and clerical errors. Mike plans to have a 2nd, more complete draft completed in about a month.

-----10 Minute Break-----

- Civil War Days event costs ~ \$1200 per year. It is suggested to offer an artillery bounty on average with other events. It is recommended that a \$100 bounty for four (4) pieces of artillery be placed in the 2009 budget.
- Tentative times for Board meetings have been on Saturday at 10:00am. Recommended that due to schedules and convenience that the meeting be held on Sundays at 12:00pm. The following days are scheduled for Board meeting:
 - 4/4, 6/7, 8/9, 10/25
 - A special budget meeting has been requested for 3/1/09. Will is to receive all committee budget requests for 2009.

- Christmas at the Fort 2009 planned date of Dec 12 has a scheduling conflict with the City. Will look to see what limitations may occur on this date or choose another date.
- Will offered a suggestion to improve communications for the HFWC using a service called Constant Contact. The service provides a significant discount to non-profits, emails get sent out all people on list as individual emails rather than one mass email.
- Tom B would like to get some internet service installed at 112. Since Jim Conway's office has the internet, perhaps we can get access easily with that.
 - Tom B to discuss with Jim.
- Establish an HFWC Administration Center where all paperwork and paper storage can be consolidated. The upstairs office in 112 is logical place.
 - Tom S. had concern about member information from Liability waivers being unsecured in the kitchen desk of 112.
 - Shawn suggested locking the upstairs officer door and installing a mail slot with a basket on opposite site to catch donations/membership items.

EVENTS SCHEDULE/ INFORMATION

- Vintage Baseball Team "Early Risers" – needs players for the vintage baseball league. 5 games will be played at Fort Wayne, 5 games in other cities.
 - 2 games will be played in the Star Fort
 - 3 games will be played on the Parade Grounds
- Texas Hold'em Tournament – Bob Griebe knows a bar where the HFWC can host a card tournament <legally>. The HFWC would receive 50% of the house for hosting the tournament.
 - Bob Griebe to follow up on this
- Camp COPE – Shawn located an ad for a program that provides assistance and a camp type activity for children of deployed, wounded or killed service people. Unfortunately, there are no events scheduled until Fall 2009. Overall it is a 2 day event and would be the first time held in Michigan. Detroit City seems to be behind this activity 100%.
- Car Show – Bob Hovansian has been talking to people at Ford World HQ about possible event participation.
 - Follow up required

2009 HFWC COMMITTEE RECOMMENDATIONS

- The following people and special committees are recommended for implantation and/or appointment.

Projects Committee

Rich Napier – Chair
Heather Clark – Secretary
Jim Rapai – Member
2 Unnamed seats open
Bob Hovansian – Ex Officio Member

Grounds Committee

Joe Rebandt – Chair
Bonnie Trottier – Secretary
Adam Jewel – Member
Paul Frtiz – Member
Dennis Duggan – Alternate Member
Bob Griebe – Equipment/Maintenance

Correction added 6/7/09: Tom Berlucchi – Ex Officio

Sales Committee – Special

Eric Berger
Mary Gisslander
Mary Hovansian
Will Eichler – Ex Officio

Communications/Publications Committee

Jeremy Bevard (webmaster)
Crystal Keller (newsletter editor)
Tammy Watt (Detroit Yes contacts)
Tom Steele – Ex Officio

By-Law Committee – Special

Jack Mycek
Doris Julian
Matt Merta
Tom Berlucchi – Ex Officio

Historical Interpretation Team

HFWC Living historians
On site with 2 interpreters Sat and Sun (May – Oct)
Tom Steele and Lloyd Hevelhorst – Leads

Eagle Scout Project/Boy Scout Activity Coordinator

Ron Vilag – Lead Coordinator
2 more members to be named

Fund Raising Committee

On hold until HFWC Business Plan completed.

- Will authored a “Guidelines for Committee Members and Chairman” for consideration to the Board.
 - Will to email this to all members

HFWC KEY POLICY

- Tom B is establishing a new policy for the HFWC regarding the site keys that he and Will are authorized to carry. Will authored a policy detailing the use of such keys. This policy better helps us be partners with the City and collaborate in security of the site.
 - Will made motion to adopt the Key Policy - **2nded/ APPROVED**
- Discussion regarding the names of city official on policy and other small corrections made.
 - Tom B made motion to approve the corrections to Key Policy - **2nded/APPROVED**
 - Tom B made motion to approve the Key Policy as Policy – **2nded/APPROVED.**

MEETING ADJOURNED AT 1:24p

Respectfully Submitted,
Thomas Steele
Executive Secretary
Historic Fort Wayne Coalition

APPROVED W/ CORR
JUNE 7, 2009