

WreathsForTheFallen.org

Officers Conference Call Meeting

June 30, 2017

1. Call to Order

John Thomas called the conference to call at 7:03pm on Friday June 30, 2017. All officers were included on the conference call – John Thomas, Ron Robbins, Jerry Ratcliff, Carrie Johnson, Bob Larson and Bob Schule.

2. Topics Discussed

This conference called was called to address the issues involved with the new brochure we have to design which includes the envelope and new numbering system to better identify each donor.

The current system of receiving, posting and recording checks and donations received has become increasingly more time consuming and involves massive amounts of record keeping. Bob Schule and John Thomas have worked for hours and hours to create a system where every donation is documented in the most detailed process available. They have created a spreadsheet that contains all the information necessary to record each donation very detailed, however this complex system needs to be updated and simplified due to the huge amounts of donations and information received every year.

John & Bob have created a system that includes ID numbers to be used to identify the donor and to whom the donation is meant for. This is what the meeting was about.

Everyone was included in the conversation and everyone had opportunities to ask questions about the new system of ID numbers and the new brochure layout and design. The changes we discussed will require indepth changes to the brochure and will be very costly to implement. John & Bob want to make sure everyone has the chance to understand what these changes will be. These changes should make the process easier and quicker to post and record the donations. The spreadsheet in 2016 required 1782 lines to post all donations received. A numbering system would make it easier for others to post entries thus making it less time consuming.

We also talked about some of the wordage on the brochure including the date of the ceremony, mentioning the Preston and Duluth cemeteries on the brochure and other changes to the current brochure.

The deadline for getting the brochure done in a timely manner is fast approaching and we need to get this to the printer ASAP.

We discussed the numbering system and the brochure at length but found it necessary to have another meeting where we could meet in person to go over the brochure layout and discuss how the numbering system would work. Carrie will check on a location that would be convenient for everyone as people come from several locations. The date of the meeting was set for Wednesday, July 12, 2017. Carrie will send out an email as to the location.

3. **Adjourn**

This conference call was adjourned at 8:08pm. Everyone wished everyone a Happy 4th of July and ended the call.

Minutes submitted by Carrie Johnson, Secretary

Minutes approved by: _____

John Thomas, President