

WreathsForTheFallen.org

Officers Meeting Minutes

January 17, 2012

I. Call to order

John Thomas called the January officers meeting to order at 3:00 pm at the Fort Steakhouse in Fort Ripley MN.

II. Roll call

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

III. Treasurers Report

Ron Robbins presented his treasurers report for the month ending 12-31-11. The checking account had a balance of \$ 624.96 and the savings account had a balance of \$ 5,000.62. All payments to Erickson's Greenhouse and Mickman Brothers for the wreaths have been paid. There are no outstanding bills. The treasurers report was approved by all Officers and submitted to Carrie Johnson. Ron also updated us on the new software he will be using – Quick Books Pro Premium – Non Profit edition. This program will enable us to keep very detailed accounting records.

We discussed the filing of the 990 return. We will be able to file a 990-EZ form and it is due on May 15th 2012. We will address this again at future meetings.

IV. Topics of Discussion

Donations – The total donations received for 2011 were \$ 28,115.96. Donations received already this year (2012) were \$ 930.00. John will continue to use the spreadsheet to track all donations coming in again this year. In 2011 the donations were approximately \$ 11,000.00 so our donations increased \$17,116.00 or 156%!

2012 Budget – The Officers need to continue working on the budget. We are getting prices for brochures, stationery, office supplies and other necessary expenditures for 2012.

By-Laws – We will be revising and updating the by-laws of the corporation at our annual meeting. We discussed making revisions only once a year – at the annual meeting. Any and all major changes will be addressed at that time and then submitted to be formally included and/or deleted from the By-laws.

Patches – John has ordered more patches so that there would be some available when we remove the wreaths and have a meet and greet at the Canteen on February 4th, 2012. They are \$5.00 each – our cost.

Newspaper articles – There have been several articles in various newspapers about the ceremony at the cemetery. The local area has done a fabulous job of covering the event with very positive feedback. We will continue to use the newspapers as one of the ways we can promote the laying of the wreaths.

Web Site – There are many pictures of the ceremony now posted on our web site. John Thomas and Lydia Sassie have been trying to update the web with news and updates as they come in.

CEMETARY CLEAN UP DAY- Cemetery clean up day will be Saturday February 4th – beginning at 9:30 am . All section leaders are asked to be at the section that they were in charge of for placing the wreaths – so that they can now remove the wreaths from that section. All wreaths need to be removed on February 4th. The Patriot Guard will have a briefing at the Canteen at 9:00 am and then go to the cemetery at 9:30 to begin removing the wreaths. After the wreaths are removed we will all return to the Canteen for snacks, lunch, and a meet and greet with the Patriot Guard.

ANNUAL MEETING - We had originally planned to have the annual meeting on the 4th but we had to postpone that date due to too many conflicts. **The new date for the ANNUAL MEETING will be MARCH 13TH ! This will be on a Tuesday night – the 2nd Tuesday of March – at the Little Falls VFW.** This will hold consistent with our monthly meetings which have always been on the 2nd Tuesday night of each month. **PLEASE TRY TO ATTEND.**

We will be discussing the By-Laws, officers terms, forming additional committee's, planning events for 2012, a recap of 2011 and our goals for 2012. We would like as much input from you as possible to make 2012 another successful year.

V. Next meeting time & place

The next General meeting is scheduled for Wednesday - February 15th at the VFW in Little Falls. We changed the date due to Valentines Day being on Tuesday night. Please note the change to Wednesday!

The Officers have scheduled meetings on February 7th and 28th to prepare for the Annual Meeting. If you would like to address anything before the Annual Meeting please contact one of the Officers.

If you have any questions or need any information please log into our web site at www.wreathsforthefallen.org or call John Thomas at 218-829-6622.

VI. Adjournment

Meeting was adjourned at 4:30 pm.

Minutes submitted by: Carrie Johnson

Minutes approved by:

