

# WreathsForTheFallen.org

## Section Leaders Meeting Minutes

December 1, 2012

- I. Sign in sheet was passed around for everyone to sign.  
All section leaders and others involved with the wreath laying ceremony were asked to attend this meeting to prepare for the National Remembrance Ceremony at the MN State Veterans Cemetery at Camp Ripley MN. **There were 28 members and guests present ! It was an awesome showing of support for our organization.**
- II. John Thomas called the meeting to order at 11:00 at the Canteen by the main gate of the Veterans Cemetery at Camp Ripley.
- III. John passed around sheets that listed all section leaders, the sections that the wreaths will be placed, phone numbers and email addresses so everyone could stay connected with everyone. There will be 7 sections that will have wreaths placed along with the columbarium. We will have an information table inside at the committal building with several members available to help visitors with any questions they may have and to help visitors find the section they may be looking for. John also passed around a map of the cemetery so that all leaders knew their location and the location of all sections at the cemetery.
- IV. Guidelines for section leaders – John also passed out a printout of guidelines to be followed by all section leaders the day of the ceremony. These guidelines were very informative and detailed and will be very helpful to everyone and are to be followed very closely by everyone.

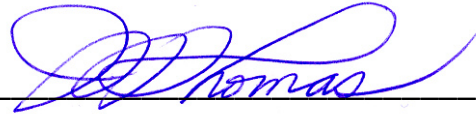
- V. Staging – Staging of the wreaths will begin at 8:00 a.m. – no later. Delivery trucks will be there around 7:30.
- VI. National Remembrance Ceremony begins at 11:00 a.m. This is the same time that all ceremony's take place in the United States. Ceremony should take around 20 minutes.
- VII. KIA's wreaths are placed BEFORE any other wreaths are placed.
- VIII. Special Grave Specific Requests are placed next. Anyone who had requested a wreath to be placed on a specific grave site will be placed by a family member providing that family member is present at the time designated and if no one is in attendance the wreath will be placed by a volunteer.
- IX. Placing wreaths – John went over the details of laying the wreaths – which are listed in the guidelines. Everyone with any questions and/or comments was able to have them addressed. All section leaders will go by the guidelines when placing the wreaths. John has talked to Dave at the cemetery and together they have worked out the details to make this ceremony a successful and memorable event that will be very special to everyone who participates.
- X. Post mission and recap will be at the Canteen following the ceremony.
- XI. Wreath Removal is scheduled for Saturday – February 2, 2013, depending on weather conditions that day. Everyone who is able is asked to help on this day.
- XII. There will be a contributions jar at the information table for visitors who may want to leave a donation the day of the ceremony.

- XIII. 2 way radios, Wi-Fi, coffee and refreshments will be available the day of the ceremony.

Meeting adjourned at 12:15 p.m. The canteen provided a special lunch and many of the members enjoyed lunch during and after the meeting.

Minutes submitted by: Carrie Johnson, Secretary

Minutes approved by:



John Thomas, President