

VETERANS MEMORIAL COMMISSION  
MONDAY, JUNE 10, 2019 AT 5:15 P.M.  
IN THE COMMUNITY ROOM  
OF THE DRAKE COMMUNITY LIBRARY

TENTATIVE AGENDA

---

Roll Call:

Terry Stringfellow \_\_\_\_\_ Leo Lease \_\_\_\_\_ Gwen Rieck \_\_\_\_\_ Randall Hotchkin \_\_\_\_\_ Teresa Coon \_\_\_\_\_

1. Perfecting and Approval of Agenda
2. Approve minutes from Monday, May 13, 2019
3. Monthly budget report
4. Greater Poweshiek Community Foundation Monthly Balance Report
5. Approve bills for payment
  - RDG \$9023.91 (paid 6/3/19)
  - Amperage \$7414.40 (paid 6/3/19)
  - Alliant \$81.43 (paid 5/22/19)
6. Amperage Marketing & Fundraising - update
7. RDG Architects - update
8. Fundraising Steering Committee – update
9. Business Plan Consultant Offer - update
10. Inquiries:  
*(All inquiries or comments are limited to two minutes per person and those wishing to speak must be recognized by the chair before beginning).*
11. Adjournment:

Next Meeting: Jul. 8, 2019 at the Drake Community Library Community Room.

VETERANS MEMORIAL COMMISSION  
MONDAY, MAY 13, 2019 AT 5:15 P.M.  
IN THE COMMUNITY ROOM  
DRAKE COMMUNITY LIBRARY

**MINUTES**

---

Meeting was called to order at 5:15pm. Present: Terry Stringfellow, Leo Lease, Gwen Rieck, Dr. Teresa Coon, Randy Hotchkin

1. **Perfecting Agenda:** no changes
2. **Approve Minutes:** MOTION by Stringfellow, second by Hotchkin: To accept minutes from Monday, Apr. 8, 2019 as presented. All ayes, motion carried.
3. **Election of Officers:** MOTION by Hotchkin, second by Stringfellow to reelect current slate of officers. All ayes, motion carried. Dr. Teresa Coon was appointed Parliamentarian by Lease.
4. **Monthly Budget Report:** Lease reported a balance of \$55,857.00.
5. **Greater Poweshiek Community Foundation:** Nicole Behrens reported a balance of \$51,162.00. This balance reflects donations by the steering committee.
6. **Approval of bills:** MOTION by Coon, second by Rieck for payment of bills:
  - i. Alliant Energy \$81.05 (paid 5/13/19)
  - ii. RDG \$10656.29 (paid 5/6/19)All ayes, motion carried.
7. **Amperage Marketing:** Donor list developed for silent asking. Campaign brochure will be printed locally at a savings. Promotional video scripted and completed. It will be available soon.
8. **RDG Architects:** Tom Lacina reported RDG has produced the elevations and floor plans.
9. **Fundraising Steering Committee:** \$40,000.00 has been raised since the April meeting.
10. **Building Naming Opportunities:** Guidelines require 50% to 60% or \$1,000,000.00 for building naming rights. Discussion included there is some interest in Norman Bates CMH recipient and others. This will be done at a later date pending fundraising donations.
11. **Business Plan Consultant Offer:** Discussion on proposal from Molly Rideout included her excellent resume, expansion of possible contacts for operational and building donors as well as grants and possible managers for Prairie Star Residency. Tom Lacina will pursue a contract with Molly. MOTION by Hotchkin, second by Coon to make decision after Tom has contacted Molly. All Ayes, motion carried.
12. **Open Meeting Requirements:** Only two commission members may attend a meeting without having to publish an agenda. The Fundraising Steering Committee has all commission members listed as members but only two may attend a meeting.
13. **Inquiries:** None
14. **Adjournment:** MOTION by Rieck, second by Coon to adjourn at 6:10 pm. All ayes, motion carried.

Next meeting June 10, 2019 at the Drake Community Library, Community Room.

Fund Balance as of April 30th., 2019  
 Grinnell Veterans Memorial Commission Building Campaign - 0136

	Current Period	YTD
Gifts	7,810.00	18,405.00
Pledge Income	31,300.00	31,300.00
Investment Income (Loss)	0.00	4.18
-----		
Total Revenues	39,110.00	49,709.18
Program Expenses	0.00	13,067.44
Administrative Cost Share	1,955.50	2,485.25
Bank Charges/Online Donation Fees	0.00	3.90
On-Site Meeting Expenses	36.35	128.18
Printing & Reproduction	2.67	10.56
-----		
Total Expenses	1,994.52	15,695.33
-----		
Net Income (Loss)	37,115.48	34,013.85
=====		
Beginning Fund Balance		12,450.42
Net Income (Loss)		34,013.85
Ending Fund Balance		46,464.27
Net Pledges Receivable		30,200.00

## Grinnell Veterans Memorial Commission Building Campaign - 0136

Type	Name	Date	Amount
Gift	The Deb Lease Trust	08/14/2018	10,000.00
Gift	Benjamin and Arlene Guenther	10/08/2018	25.00
Gift	JoAnn Cogley Hunter	10/09/2018	50.00
Gift	Dr. Robert and Janet Koller	10/16/2018	50.00
Gift	Colleen M. Wiley	10/16/2018	150.00
Gift	Carl and Candace Ahrens	10/22/2018	20.00
Gift	Darla Pearce	10/24/2018	10.00
Gift	Deborah Carey	10/31/2018	50.00
Gift	Transfer from GPCF Spirit of Giving Event	10/31/2018	30.00
Gift	Oliver V. Miller	12/03/2018	10.00
Gift	Bev Brown	12/10/2018	100.00
Gift	B.J. and Mary Denton	12/11/2018	100.00
Gift	Rachel Bly and Bob Hamilton	04/03/2019	60.00
Gift	Dale and Mary Lamb	04/29/2019	150.00
Gift	Gary and Marsha Wilson	04/30/2019	6,500.00
Gift	Dan & Nancy Agnew	04/30/2019	100.00
Gift	Teresa Coon and Roger Van Donselaar	04/30/2019	1,000.00
** Total Gifts			18,405.00
Pledge	Gwen Rieck	04/29/2019	3,000.00
Pledge	Lacina Family	04/29/2019	10,000.00
Pledge	Russell Behrens and Nicole Brua-Behrens	04/30/2019	3,000.00
Pledge	Roger and Val Vetter	04/30/2019	15,000.00
Pledge	Justin and Connie Tolan	04/30/2019	300.00
** Total Pledges			31,300.00



April 30, 2019  
 Project No: R3002.689.00  
 Invoice No: 45520

Russ Behrens  
 City Manager  
 City of Grinnell  
 520 4th Avenue  
 Grinnell, IA 50112

Project R3002.689.00 Grinnell, City of - Vets Memorial Bldg Renov  
Professional Services through April 30, 2019  
 Fee

Billing Phase	Fee	Billed %	Earned	Prior Fee	Current Fee
Schematic Design	45,000.00	100.00	45,000.00	37,527.75	7,472.25
Design Development	45,000.00	3.3917	1,526.25	0.00	1,526.25
Construction Documents	112,500.00	0.00	0.00	0.00	0.00
Bidding/Negotiation	15,000.00	0.00	0.00	0.00	0.00
Contract Administration	82,500.00	0.00	0.00	0.00	0.00
<b>Total Fee</b>	<b>300,000.00</b>		<b>46,526.25</b>	<b>37,527.75</b>	<b>8,998.50</b>
<b>Total Fee</b>					<b>8,998.50</b>

**Reimbursable Expenses**

Printing					25.41
<b>Total Reimbursables</b>					<b>25.41</b>
<b>Total this Invoice</b>					<b>\$9,023.91</b>

**Outstanding Invoices**

Number	Date	Balance
45363	3/31/2019	10,656.29
<b>Total</b>		<b>10,656.29</b>

*002. 4. 470. 2. 6420*





# AMPERAGE

MOVE THE NEEDLE

## INVOICE

Grinnell Veterans Memorial Commission  
520 4th Avenue West  
Grinnell, IA 50112

Invoice Number : 022605

Date : 5/14/2019

Due : 6/13/2019

Page : 1 of 1

Reference: Tom Lacina

Client PO:

**Current**

**Job: 011744 - GVMC - \$1.5 Million Capital Campaign**

**Description:**

AMPERAGE Creative Services \$7,414.40  
3rd of 12 Installments

**Total for Job:**

**7,414.40**

**Sub-Total**

**7,414.40**

**Total**

**\$7,414.40**

002. 4,470.2.6430

**Please remit payment to:**

6711 Chancellor Drive  
Cedar Falls, Iowa 50613



**Billing inquires to:**

AMPbilling@amperagemarketing.com  
Unpaid balance at 1.5% per month

**MOLLY RIDEOUT**

WRITING, ARTS & NONPROFIT CONSULTING  
42 W Lakeview Ave, Apt B, Columbus OH 43202  
molly.rideout@gmail.com / mollyrideout.com  
608-630-1423  
she / her / hers

**PROPOSAL FOR FUNDRAISING & ARTIST RESIDENCY CONSULTATION  
PRAIRIE STAR ARTIST RESIDENCY**

May 2019

**SCOPE OF WORK:**

With the input of the Grinnell Veterans Memorial Commission and its advising committee and drawing from her knowledge of Grinnell, fundraising and the larger artist residency sector, Molly Rideout proposes to:

- Research comparable national programming to those envisioned by Prairie Star, specifically veteran and residency programming. This includes researching business models and resources of potential relevance to Prairie Star.
- Identify potential key partners for future programming.
- Draft a detailed business plan or plans for the residency's first five years, based on rough business plans already outlined.
- Provide budget projections to accompany this business plan.
- Analyze cash flow for the projected budget including earned and contributed income.
- Identify key private, public, state and national opportunities for funding, including grants, sponsorships or individual donors.
- Apply to these grants or other opportunities, as approved by the Commission and as time allows.

Not all of these outcomes may be possible depending on time approved by the committee for this work. These outcomes are listed in order of completion.

**BIO:**

Molly Rideout is very familiar with both Grinnell and the international sector of artist residencies after expanding, redesigning and co-running Grinnell City Collective from 2011 – 2016. She was also the director of the Grinnell Area Arts Council from 2011 – 2013, after which she continued to support her successors with budgetary and other financial matters. She has worked closely with the national Alliance for Artists Communities as the Co-Chair of their Arts + Ecology Cohort and more recently as a volunteer staff of their 2018 Annual Conference in Philadelphia, PA. Her network of residency models and resources spans the country and ranges from well-established models like Headlands Center for the Arts (housed at a former military fort near

Sausalito, CA) to aspiring residencies like the Highlands Artist-in-Sanctuary program (Peebles, OH). See attached resume for full qualifications.

**TIMELINE:**

This work can begin as soon as desired by the Commission and would continue at the proposed rate of **four to eight hours per week, not to exceed 25 hours per month (\$750/month)**, and concluding at the time of the Alliance for Artists Communities Conference in Minneapolis, MN, in October 2019. Either party may terminate this agreement by written notice to the other party at any time for any reason. A longer relationship or more hours can be negotiated as needed.

**COMPENSATION:**

The consulting fee will be \$30/hour as an independent contractor.