

VETERANS MEMORIAL COMMISSION
MONDAY, SEPTEMBER 14, 2020 AT 5:15 P.M.
Via Zoom

Join Zoom Meeting

<https://zoom.us/j/95807047048?pwd=UVdZRDA3NlZaVTF1ajh5cU9tL1pYdz09>

Meeting ID: 958 0704 7048

Passcode: 312863

One tap mobile

+19292056099,,95807047048#,,,,,0#,,312863# US (New York)

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Meeting ID: 958 0704 7048

Passcode: 312863

Find your local number: <https://zoom.us/u/acKifcMBX9>

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, August 31, 2020
3. Monthly budget report
4. Greater Poweshiek Community Foundation Monthly Balance Report
5. Approve bills for payment
 - Alliant \$96.27 (paid 8/28/20)
 - RDG INV#47563 \$4059.00 (paid 9/8/20)
 - Amperage INV#027199 \$7415.00
 - Amperage INV#027086 \$45.00
6. RDG Architects - Update
7. Amperage Marketing
8. Fundraising Committee Update
9. Consider CDAF Marketing Proposal
10. Veterans Memorial Building Condition (Electrical, Roof)
11. 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).
12. Adjournment:

Next Meeting: October 12, 2020

VETERANS MEMORIAL COMMISSION
MONDAY, AUGUST 31, 2020 AT 5:15 P.M.
511 6TH AVENUE WEST

MINUTES

Attendance: Present: Leo Lease, Randy Hotchkin, Gwen Rieck, Dr. Teresa Coon Absent: Terry Stringfellow

1. **Perfecting Agenda:** Agenda approved. MOTION by Lease, second by Hotchkin, all ayes, motion carried.
2. **Approve Minutes:** Minutes from July 13, 2020. Corrections: Terry Stringfellow was absent, Tolin was misspelled, should read as Tolan, Arts Council update should read: Lacina reported the arts council is considering what would be involved for it to assist with running the residency. The evaluation is occurring within a subcommittee of the arts council's board. Hotchkin and Coon will be brought in to work with them when the arts council subcommittee has clarified the various issues. Lacina also has an individual who will volunteer to help develop the residency. MOTION to approve with corrections by Lease, second by Hotchkin, all ayes, motion carried.
3. **Monthly Budget Report:** Balance of \$74,313.00.
4. **Greater Poweshiek Community Foundation:** Balance of \$540,210.85.
5. **Approval of bills:**
 - i. Alliant \$86.83 (paid 8/3/20)
 - ii. Amperage INV#026723 \$7414.40 (paid 8/3/20)
 - iii. RDG INV#47439 \$3501.00 (paid 8/3/20)MOTION to approve by Hotchkin, second by Rieck, all ayes, motion carried.
6. **RDG Architects:** Lacina reported they are coming close to completing drawings. They are making good progress.
7. **Amperage Marketing:** Kick-off event Sept. 10, 2020. Lacina reported the paper insert and article will be in local newspapers. Joe Lacina is working on website. The event is ready to go.
8. **Consider CDAF Marketing Proposal:** MOTION by Lease to consider at September meeting, second by Hotchkin.
9. **Fundraising Committee Update:** Nicole Behrens presented an overview of a grant with Iowa Great Places for which she could apply.
10. **Veterans Memorial Building Condition:**
 - a. **Storm Damage:** Electricity to building damaged that an electrician will need to repair inside the building. Russ Behrens is going to contact an electrician.
 - b. **Roof Condition** – Update: Still in progress
 - c. **Dressing up the Building** – Update: Hotchkin reported on posters/pictures he had printed to put in front windows. They look good.

11. **Inquiries:** none

12. **Adjournment:** MOTION by Lease, second by Hotchkin, all ayes, motion carried.

Next meeting: September 14, 2020



**Veteran's Memorial Building YTD Budget Report
Fiscal Year 2019 - 2020**

		2019-2020 ACTUAL	2020-2021 BUDGET	YTD ACTUAL	Proposed Bills list 10/05/20	2020-2021 REMAINING BUDGET
Beginning Balance		\$ 45,368	\$ 98,115	\$ 98,115		-
Revenues:						
002-3.470.2.4461	VM - Grants Non-Govt	\$ 1,200	\$ -	\$ -	\$ -	\$ -
002-3.470.2.4705	VM - Contribution Priv	-	-	-	-	-
002-3.470.2.4780	Other Miscellaneous Revenue	-	-	-	-	-
002-3.470.4.4020	Vets Mem - Property Tax	109,197	117,467	13,222	-	-
002-3.470.4.4060	Vets Mem - Excise Tax	1,151	1,750	-	-	-
002-3.470.4.4300	Vets Mem - Interest Earned	470	1,500	111	-	-
002-3.470.4.4432	Vets Mem - Rollback Rep	4,711	-	-	-	-
Total Revenues		\$ 116,729	\$ 120,717	\$ 13,333		\$ -
Expenditures:						
002-4.470.2.6371	Utilities	1,144	1,500	183	-	1,317
002-4.470.2.6409	General Insurance	800	1,600	-	-	1,600
002-4.470.2.6420	Consulting/Professional Fees	61,052	79,830	17,589	7,460	54,781
002-4.470.2.6428	Misc Cont Work i.e. Fundraising	-	-	-	-	-
002-4.470.2.6445	Refunds	-	-	-	-	-
002-4.470.2.6513	Misc Supplies & Materials	986	4,000	-	-	4,000
002-4.470.3.6570	Building Improvements	-	1,000	-	-	1,000
Total Expenditures		\$ 63,982	\$ 87,930	\$ 17,772	\$ 7,460	\$ 62,698
002-4.910.5.6911	Transfers Out	\$ -	\$ -	\$ -	\$ -	\$ -
Total Transfers		\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures and Transfers Out		\$ 63,982	\$ 87,930	\$ 17,772	\$ 7,460	\$ 62,698
Ending Balance		\$ 98,115	\$ 130,902	\$ 93,676		

*Note - Misc Contract and Building Imp budget amounts have been adjusted according to where expenses are incurred.



July 31, 2020
 Project No: R3002.689.00
 Invoice No: 47563

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 July 31, 2020
 Fee

Billing Phase	Fee	Billed %	Earned	Prior Fee	Current Fee
Schematic Design	45,000.00	100.00	45,000.00	45,000.00	0.00
Design Development	45,000.00	60.00	27,000.00	22,941.00	4,059.00
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
Total Fee	300,000.00		72,000.00	67,941.00	4,059.00
			Total Fee		4,059.00
				Total this Invoice	\$4,059.00

Vets ~~Bldg~~ Mem Bldg Renov
 002-4.470.2.6420
 AEW



Creative Svcs
002-4.470.2.6420
Jew



AMPERAGE
MOVE THE NEEDLE

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

INVOICE

Invoice Number : 027199
Date : 9/9/2020 Due : 10/9/2020
Page : 1 of 1
Reference: Tom Lacina
Client PO:
AE: Justin Tolan

		Current
Job: 011744 - GVMC - \$1.9 Million Capital Campaign		
Component: 001 - GVMC - \$1.9 Million Capital Campaign		
AMPERAGE Creative Services		
11th of 12 Installments		
Sub-Total		7,415.00
Total for Job/Component:		7,415.00

Total	\$7,415.00
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Please remit payment to:
6711 Chancellor Drive
Cedar Falls, Iowa 50613



Billing inquires to:
AMPbilling@amperagemarketing.com
Unpaid balance at 1.5% per month



AMPERAGE

MOVE THE NEEDLE

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

INVOICE

Invoice Number : 027086

Date : 8/28/2020

Due : 9/27/2020

Page : 1 of 1

Reference: Tom Lacina

Client PO:

AE: Justin Tolan

Current

Job: 014551 - Design Kickoff Insert for Herald-Register

Component: 001 - Design Kickoff Insert for Herald-Register

AMPERAGE Creative Services

Re-use Stock Photo Qty. 3 \$45.00

Sub-Total 45.00

Total for Job/Component: 45.00

Total \$45.00

*Creative Sucs
002-4470.2.6420
AJW*

Please remit payment to:

6711 Chancellor Drive
Cedar Falls, Iowa 50613



Billing inquires to:

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



Proposal to: Veteran's Commission

For: Marketing & Public Relations Services

Date: July 2, 2020

Consulting Services offered by the Claude W. and Dolly Ahrens Foundation

The Claude W. and Dolly Ahrens Foundation (CDAF) is committed to helping strengthen the capacity of nonprofit and philanthropic organizations in Poweshiek County. Over the last fifteen years we have provided a significant amount of resources to benefit the local nonprofit sector through our back office services, charging below fair market value fees.

We provide consulting services in the areas of:

- General Administration, Financial & Donor Management Services
 - Endowment Management
 - Governance Policies & Risk Management
 - Grant Writing & Grants Management Services
 - Human Resource Services
 - Independent Auditing Services
 - Mailing Assistance Services
 - Marketing & Public Relations Services
 - Website Assistance & Webhosting Services
 - Physical Space
-

1. Scope of Service and Deliverables

Purpose: CDAF would assist the Veteran's Commission to provide efficiencies and assistance to the Veteran's Commission marketing and public relations services.

Specific Tasks to be Completed for this Proposal:

- A. Development of a communications calendar for social media, press releases, Constant Contact e-mail blasts, and other marketing needs
- B. Social media services – routine postings of campaign awareness, promotion of events and progress on Veteran's Commission facebook page.
- C. Press release services – routine creation of professional press releases and distribution to all local media outlets.
- D. Constant Contact E-news blasts to current and past donors and/or other mailing lists.

- E. Graphic design services – creation of marketing materials: brochures, flyers, posters, ads, etc.. and all digital formats for social media, constant contact e-blasts, and website, as needed.

Project Timeline: Monthly services to begin Mid-July, 2020 (to allow for prep work) and end on or around December 1st, 2020. If both parties would like to proceed with similar services, time and costs will be re-evaluated for a new proposal to commence January 1st, 2021.

2. Project Staffing

All services will be conducted by staff of CDAF and independent consultants that have a marketing and public relations agreement already in place with CDAF.

For this particular project, Melissa Hull, director of community relations, will be the primary staff member overseeing and implementing the services at hand. Julie Gosselink, president and CEO, Cindy Deppe, retired staff writer for Grinnell College, and Angie Schultz, graphic designer of Opposable Thumbs, will assist with the proposed services.

3. Budget

Estimated time for all services 10-15 hours/month.

ESTIMATED TOTAL FEE

\$500.00/month

Thank you for your consideration!