



North Dakota National Guard Foundation  
Board of Directors Meeting  
Minutes – May 11, 2022

**Members present for the meeting:**

X	President	BG Jackie Huber		Director	BG Jon Erickson
	Vice President	Vacant	X	Director	Mr. Arnie Strebe
X	Secretary	Ms. Janette Fetch	X	Director	Ms. Kilee Harmon
X	Treasurer/Advisor	Ms. Jennifer Scheet	X	Director	CSM Derek Heck
	Asst. Treasurer	Vacant	X	Director	Col Tad Schauer
X	Advisor (Legal)	Lt Col Michelle Hagel(V)	X	Director	Brig Gen Bob Schulte
X	Advisor (ND Cares)	Ms. Michelle Panos	X	Director	Mr. Jeff Miller (V)
X	Director	Mr. Jeremy Olson (V)	X	Director	Ms. Lynn Bargmann (V)

**GUESTS:**

Shirley	ND Military Museum Sub-Committee
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Meeting was called to order by Jackie Huber at 4:00 p.m.

Introductions and Welcome comments from Jackie Huber. No Board Member Announcements.

**OFFICER REPORTS:**

**Secretary's Report**

1. Investment committee added to our charter with the roles of our committee. The key is Mike (financial Advisor) getting ahold of Jennifer giving us notice of changes. Foundation Spending and Investment Policy.
2. Board reviewing minutes.
3. *A motion to approve the minutes was made by Jeremy Olson, second by Bob Schulte. Motion carried.*

**Treasurer's Report**

1. February and March are on the financial report, April bank statements have not been received yet.
2. The deposit in February are from the annual mailer. Jennifer is holding some of the checks until she gets the new system up and running. The checks will get deposited and the letter will go out a little later because the letters will come out of the new system.
3. Payment was made to PACE for the feasibility study of \$10,765.00 and ERF grants that Derek Heck will cover later in the meeting.
4. Each year the foundation (being a non-profit) files a form 990 (tax requirement). It was submitted yesterday, it is due the 15<sup>th</sup>. If anyone would like a copy or wants to review the report, let Jennifer know and she will get you a copy.
5. The LGL (Little Green Light) System was shown on the screen. The data loaded last night.
  - Board Members can be added to LGL – that question was asked last meeting – if people can get added to LGL system and who should those people be.
  - The History loaded goes back to 2003.
  - Jennifer is still learning LGL – all history is loaded and everything in future will be LGL.
  - STRIPE – Website - Will stripe feed into LGL?

- Do we want to give anyone else access to the LGL program? Should we wait until we see the features and how we will be using it? The board decided to wait until we see how we are going to be using the features and what it can all do.
- ➔ • Can this be interfaced with other entities (like Veteran Cemetery and Museum), Jennifer will look into it. LGL is associated with our tax ID number and the NDNG Foundation his by number of constituents. Myron Steier (Veteran Cemetery Foundation) is interested in this LGL platform too (they are currently using an access database). Jennifer was not sure how many constituents they would have and possibly be in a different price bracket. The NDNG Foundation has 7,700 that loaded. The Veteran Cemetery will probably get their own subscription for LGL and it will be separate. The NDNG Foundation can use it for the museum because they are a sub committee of the NDNG Foundation. It costs about \$500-\$700 per year – we locked into their old rate. Next year our pricing will be different because rates went up.
- Question (Lynn) – the spreadsheet we have been using to track call backs. Can we put notes into this LGL system? Yes, you can do this in the LGL system and hopefully we will not have to use the spreadsheet any longer.
- It would be nice if Kilee could get access and give a brief class on LGL being she has used this system. Kilee can help with some basics of the LGL.
- When we start getting donations for the museum, they will be put in their own category? Yes.
- ➔ • DUE OUT: Jennifer reach out to Kilee.

#### Old Business

##### ITEM #1 – Endowment Options

- There is dialog going on between Kilee and Michelle Hagel. This is more for subject matter experts with experience in non-profit organizations because Michelle wants to make sure we do it right. She is reaching out to other subject matter experts.

#### New Business

1. Mike Aberle resigned from the board and he served as our Vice President and also on the ERF and TAPS committee working on donation requests with Derek and Tad.

- Is there anyone interested in being the Vice President? Arnie Strebe is interested and can take that roll in August 2023, but this year is just too much right now with this current schedule. It would be really good to have someone in a non-military role serving as the Vice President – per Michelle Hagel. The leadership positions with the NDNG Foundation, it is important to have someone familiar with the foundation and location does not matter especially with all the virtual options.

- ➔ • *Jeremy Olson made a motion to elect Jeff Miller as the NDNG Foundation Vice President, it was second by Arnie Strebe. Motion carried.*

2. Legal Advisor: Murray Sagsveen could possibly be interested in being part of the NDNG Foundation. Shirley Olgeirson planted the seed awhile back and Michelle Hagel will contact Murray Sagsveen.

➔ 3. EFR and TAPS Committee Vacancy: Jeff Miller will also fill this vacancy. Jeff Miller has helped out with this in the past and is familiar with the process. No vote needed, Jeff will fill the vacancy.

4. Estate Donation:

- A former member has passed away and left 50% of his estate to the NDNG Foundation and the other 50% to the wounded warrior project. Michelle Hagel is working with local attorney for the family, Justin Vinje. The service member that passed away is Robert Carlson. Shirley Olgeirson is going to do some research on the past NG member. This will take awhile for this process to happen, but good news.

5. Donation Publicity Discussion – Michelle Panos. Michelle is not present, so we will have to table this until next meeting.

6. BG Huber was contacted by the Fargo Memorial Honor Guard, from the Fargo National Cemetery. They are looking for a donation from the foundation. Information packet given to board. The donation will be used to purchase the land directly east of the Federal National Cemetery. The long term goal is to build a Veterans Memorial Center. Shirley Olgeirson has background – their first thought was to have a museum out there. They need more than a museum out at the Fargo National Cemetery... they need a chapel and an indoor space to have services out of the elements. The Fargo National Cemetery visited the ND Veterans Cemetery, and changed their original thought of a museum. There currently is no place to park, no restrooms, and nowhere to get out of the elements of bad weather. The Fargo Memorial Honor Guard is trying to do this without any debt owed. Is this a donation we can make? Check the by-laws. Michelle will look into it. IS the group interested in donating? Yes, the group is interested in supporting the request.



- This will be a good opportunity for potential donors from that area.
- This would be something to ask the campaign counsel.
- Is there a precedence from the NG Foundation that if we donate to the Fargo National Cemetery that we would have to do the same for the ND Veterans Cemetery? Agreed, that if we donate to this, what would be the expectation for the ND Veterans Cemetery, or other organizations like this. The ND Veterans Cemetery has not needed anything from us, the NDNG Foundation and Veterans Cemetery Foundation used to be one foundation.
- Can the Fargo Memorial Honor Guard get a grant?
- Should we donate? What can we do legally? How much do we donate? What do we want to do as a foundation, prepared to then receive other donation requests like this. We do not have enough information to make that right decision yet.
- Do we want to set a precedent right when we are going into a capital campaign? The foundation needs to strategize with the campaign counsel. Conflict of interest the NDNG Foundation asking for donations for the museum, but we are giving donations to “x” project. May not be the correct way to proceed at this time.
- There is not a timeline on this, so we have enough time to get more information. We will put it in the “bin” for future follow up.

7. We finalized a letterhead, it has been sent out to the board. We want to get everyone using one letterhead.

**COMMITTEE REPORTS:**

<b>ERF Committee</b>	<b>CSM Derek Heck/Col Tad Schauer</b>
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1. Since we last met, the committee approved two families for a grant to attend TAPS at \$1,000 each. They have to provide receipts, and will be reimbursed at that time.
2. ERG granted \$2,000 to a family.

<b>Strategic Planning/Search Committee</b>	<b>Mr. Arnie Strebe/ Mr. Jeff Miller</b>
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1. Janette found the notes. Thank you
2. We talked about strategy – priorities – action items.
  - One is being financially sound and we are doing a good job with our operating budget.

- Talent acquisition – board recruitment. A couple of years ago we had a lot of military involvement.
  - Internal communications – the team does a great job.
  - Website – some work is being done with the website.
  - Outreach activities – reaching out to military, civilians, gold star families, Sanford. Where are the biggest opportunities to get the most support with the least amount of time.
  - Program – youth programs, TAPS
  - Museum – the museum is underway.
3. Those were the major strategic priorities laid out. We need to get into the action planning. We have some civilians on the board and we need to continue recruiting civilian board members. We will probably need more board members with the museum and other things happening with the foundation.

<b>Donor Recognition Committee</b>	<b>Ms. Kilee Harmon/ Ms. Jennifer Sheets/ Mr. Arnie Strebe/ BG Jackie Huber</b>
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Lynn send a spreadsheet with some comments. No other Updates

<b>ND Military Museum Sub-Committee Update</b>	<b>Jackie Huber/Arnie Strebe/Kilee Harman/Jon Erickson/Shirley Olgeirson</b>
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1. Letter went out to the 40 members yesterday.
2. We borrowed stamps from ESGR, can the foundation reimburse ESGR? Yes Jennifer has stamps.
3. Shirley has the list and shared with the board.
4. Envelope with return addresses of Military Museum Planning Committee in bold blue were used so people knew it is not the NDNG Foundation, it is the planning committee of the NDNG Foundation. The addresses were hand written.
5. Shirley did not have email addresses of everyone on list, but we thought it would be nice to follow up with email letting them know they will be receiving a letter.
6. PACE Bismarck interviews will be done at the State Historical Society. PACE locations will be set up in Grand Forks, Williston and depending upon where the location is, they can set up 10% by phone but prefer to do face to face.
7. Short email – 4 questions – survey will go out to all veteran service officers, retirees, tribal service officers and a few others in the veteran outreach. PACE will round up all the results and have something back within 90 days of survey.
8. Once results are completed, we will have PACE come in and give the board another briefing. Jackie Huber briefed the State Historical staff at an All Staff Meeting. There were 30 in person and several virtually. There are 85 fulltime employees that work for the State Historical Society operating the facilities all over the state of ND. We will do a similar briefing for all the NG employees – add to the professional development calendar.
9. TAG had strategy review in late march – the museum topic came up and the governor is supportive of this opportunity. The governor wants to see the technology and educational piece that is out there to be used in the museum for in person and virtual classroom learning.
10. Is there one state that stands out that has a museum similar to what we will have? NGB report states some are on military posts, some open only part time, there is one in WA. None of them are accredited. MN is starting a museum outside of Camp Ripley going to be run by the National Guard. This is a good way to have a fully sustainable NG museum that are fully accredited because other National Guard museums are struggling.
11. Grants – open to have a one-time grant, but not fond of this because of continuous needs. Legislative perspective – open to one time grant for something like the museum. Not so much open to something that is going to have a lifespan of continuous. That is the intent for a one-time grant, but the FTE's will be tied to this, which will need legislative attention. Are FTE's part of the

campaign cost? No. Do we have an annual estimate of what that will be? The NG said we will support the State Historical Society request for FTEs. Construction costs, architect fees, project manager and small amount for displays – is what is included in the 30 million dollar breakdown.

12. That is something the legislature will have to approve before we move forward with this. The legislature has to approve the whole project before we can move forward. We will be able to come up with the FTE dollar figure that will be pushed forward for the historical society budget. The historical society is on board with the FTE's being added to their budget. It will become part of their base planning budget. When we go the legislators, it will be nice to see that we are working hand in hand with the Historical Society. Once the feasibility is done, we will have a couple legislators to go back and support, a bill will be drafted and it will be specified in that bill. Legislation may ask someone from the NG or board to give some information to them on this. The Governors technology and interactive interest should be part of this presentation. Is the feasibility study expanding their thinking and questions beyond just a military museum? A military museum that would enable science and technology making it a very interactive museum? Market to that as well. It would be nice to partner with Gateway to Science – going back to outreach and what is our strategy to presenting this to legislators.
13. If we look at January legislators meeting – we need to back plan from there. House and senate appropriation committees will change. MG Dohrmann and board will have to backplan and maneuver prior to January. NG Association could be very helpful in helping with this message. It goes back to strategic planning – outreach activities – reaching out to the NG Association.
14. Lynn – would like to volunteer to be on the strategic planning committee.
15. Kilee – involved in the Race Across America. Leave California on June 18<sup>th</sup> and finishing in Annapolis, Maryland on June 27<sup>th</sup>. They have a Crew of 18 people. This goes back to the feasibility interviews – you are a brand new non- profit you do not have listers, and you need to get your name out there in a big way, hence race across America to hopefully get awareness out there for Gaia home.

<b>Website/Social Media</b>	<b>Janette Fetch/Arnie Strebe/Bob Schulte/Lynn Bargmann</b>
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Entities that are in the NDNG Foundation Brochure have been contacted to get their thoughts on their information for the website.

<b>Next Meeting</b>
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1. Next meeting will be end of August.
2. The August time frame will be a good time to work on the ERF/TAPS letter so we get that out earlier this next year.
3. Sub-Committee for the legislative work should get together in August – per Arnie Strebe.
4. We can get we can get Microsoft Office 365 for an annual rate of \$70.00. Bob Schulte sent the link to Jennifer Scheet. Janette will also check the non-profit website the American Legion used to get the non profit rate.

*Motion to adjourn meeting was made by Bob Schulte, second by Janette Fetch. Motion Carries. Meeting Adjourned at 5:40 p.m.*

Janette Fetch, Secretary

Jackie a. Huber, President