



North Dakota National Guard Foundation  
Board of Directors Meeting  
Minutes – August 23, 2022

**Members present for the meeting:**

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

Introduced new legal advisor for the ND Foundation retired BG Murray Sagsveen.

Welcome comments from Jackie Huber and introductions of board members.

**OFFICER REPORTS:**

**Secretary's Report**

- 1 Little Green Light integration with website.
2. due outs with the nonprofit for the windows 365
3. Vice President election of Jeff Miller. Jeff Miller will also be serving on the ERF and TAPS committee.
4. Fargo Memorial Honor Guard – discussion for a later date. Donating when the foundation is in the middle of a capital campaign asking for donations.
5. Committee Reports – volunteered to be on the strategic planning committee.
6. Brochure – we want to get that out earlier this year.
7. A motion was made by Jeremy Olson to approve minutes, second by Jeff Miller. Motion Carried.

**Treasurer's Report**

1. Since May, we have had one deposit for \$10,000 and beginning of August just deposited \$3,500
2. Investments have been going up and down. Mike sent us reports that were sent out
3. Camps – paid out Youth \$7,600. Remembrance weekend total \$9,400. Processing travel for STEAM camp and military adventure camp. June National TAPS event cost was just under \$4,000 in reimbursements.
4. Pace – made payment for incidental costs. We have one large payment left for PACE which will be paid at the conclusion of the briefing. That dollar amount will be \$10,335.
5. A few ERF grants that were given out.
6. Dwight Mosbrucker – GWOT Memorial out front has flags. Dwight has used his flags in the past. Does the ND Foundation have funds to replace these flags in the future? The Foundation has the money in the GWOT account. Jennifer will purchase flags for the GWOT Memorial. Motion was made to spend the funds for purchase appropriate number of flags for the GWOT Memorial was made by Jeff Miller, second by Arnie Strebe. Discussion-how much in that account? There are enough funds in that account to purchase flags. Motion Carried.
7. Secretary of State Report due by September 1.

8. LGL – Jennifer is working through Little Green Light. The letters are formatted, but just starting to use the system. There is an integration for the website and LGL.

9. All checks has been deposited, but the letters have not been sent yet.

#### **OLD BUSINESS**

1. ND Foundation has a director vacancy – Mike Aberle’s position he vacated last spring. Elections will come up in October. We do not have a limit on our board members, that may be something we want to look at in our charter. This position does not have to fill right away, we would rather have the right person that wants to be in the position. Any certain type of background/skillset? Community Outreach would be a good background to have for this vacant position. We do have a great asset already on the ND Foundation Board, Lynn Bargmann. She is a very talented asset for community relations. She does have public relations and communications background – she can help if she gets enough heads up.

2. We may want to look at in the future – establish skillsets we need for the Foundation Board to help us with board recruitment and retention in the future. Murray Sagsveen commented that it is a good idea to identify what the board needs before looking for the person. Wouldn’t this fall under strategic planning? Arnie Strebe has a couple people that may be a good fit for this ND Foundation Board.

3. Endowment. As we move into the museum, we will look at that a bit more. The foundation did have an estate donated to us and is currently in the process. Kiley – sent the language what that we should adopt for the ND Foundation bylaws. Investment and Spending Policy also needs to be put in place – sit down with Mike in the future. Do we have a qualified Endowment Fund? Not currently for the ND Foundation. Jennifer Scheet reached out to Mike for discussion, the finance committee needs to meet.

The current Finance Committee is Jackie Huber, Jennifer Scheet, Jeremy Olson, and Derek Heck. Murray Sagsveen will help on this committee.

4. Has the board adopted policies so there is a policy handbook? No. This is something we should have. Go back to the minutes and pull the motions out. So everyone on the board knows what the policies are. This helps when you are recruiting as well. Kilee uses boardeffect – all the policies, by laws, minutes, etc.

5. County Fest in New Salem contacted us and wanted to donate funds from Tshirt sales and other sales to the ND Foundation. They went to another foundation, but they are keeping us on the docket for next year.

#### **NEW BUSINESS**

1. Shyla Wesson (Service Member Family Support lead) helps current and past military personnel and families. SMFS is requesting the ND Foundation to purchase two crickets to assist with the regional events throughout the state of North Dakota. SMFS currently does not have the tools or budget to help service members and their families. November is the month of military family which these crickets will be needed by. The cost is \$1,700 for two complete sets. . Jon Erickson made a motion to purchase two crickets, second by Jeff Miller. Discussion: which account is this coming out of. This is not ERF or ND CARES, it is general family support funds. Motion carried.

- The cricket will also assist with the youth program, and all programs for years and years.
- Cricket is used to cut out vinyl’s you can put on Tshirts, water bottles, etc.
- This would come out of our general family support fund. We have not budgeted anything in this fund, we should budget these things in the future.

2. Jeremy Olson is a candidate in the house from Arnegard. Would it be wise to have a board member that is in the Senate so if there is any legislation it would be nice to have board members from both sides. Murray Sagsveen is thinking David Hogue. David is very well respected in the senate. Murray will talk to David Hogue.

3. Donation Publicity Discussion: We should think about making a standard policy for events. If someone is going to donate and they want to make a big deal about it. We need to go out of our way to make that happen. Each situation presents its own unique endeavor. How do we give recognition to these donors? Who are they looking for recognition from and brainstorm from there. News announcements, post on website, external recognition in public, recognition from military. What are

some of the basic questions we need to ask? Lynn can help work on this questionnaire/action plan. It will be good to have a package.

**COMMITTEE REPORTS:**

<b>ERF Committee</b>	<b>CSM Derek Heck/Col Tad Schauer/Jeff Miller</b>
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1. Four requests since last meeting. Two were approved for \$1500 each. The two denied were not considered an emergency.

<b>Strategic Planning/Search Committee</b>	<b>Mr. Arnie Strebe/ Mr. Jeff Miller</b>
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1. Arnie has a couple names that would be good addition to the board. Scott Redding (Minot) and Less Norhes (Bismarck).
2. Arnie agrees with Murray Sagsveen's approach for recruiting to identify the skillset and look for those people to fill the positions.
3. Group will get together in October for strategic planning.

<b>Donor Recognition Committee</b>	<b>Ms. Kilee Harmon/ Ms. Jennifer Sheets/ Mr. Arnie Strebe/ BG Jackie Huber</b>
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1. This goes along with the recognition discussion we had earlier with Michelle and Lynn.
2. Donor Level – sponsor packet. The Foundation does not have anything like that, but we could work on that. Example: tickets to the Governors Ball.
3. Put the donors on website and facebook for recognition.

<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. October 4<sup>th</sup> Event. Pace Briefing.
2. Propensity Assessment. Pace has a list of potential donors. Everyone is asked to participate. You do not need to analyze every name, you pick the ones you want. Discuss their propensity to give and their capacity to give. Only look at the names you know.

<b>Website/Social Media</b>	<b>Janette Fetch/Arnie Strebe/Bob Schulte/Lynn Bargmann</b>
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The website shell was shown to the board. The webmaster would like input to ensure if he is on the right track for the ND Foundation. The test website: <https://c6k.f87.myftpupload.com/>

<b>Next Meeting</b>
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Next meeting will October 4<sup>th</sup> after the Pace Briefing. Pace Briefing is 3:00-5:00 p.m.

Murray Sagsveen commented all board members are working on multiple committees. Some people may want to help, but not be on the board and may not be appropriate for the board but they may want to be on a committee. Example: social media – you can go out and find people with that background that may want to be on the committee. Same goes with Donor Recognition. It is also a good way to attract talent for future board members. It can work as a feeder system. Also, we can share the load a little.

*Motion to adjourn meeting was made by Janette Fetch, second by Jeremy Olson. Motion Carries.  
Meeting Adjourned at 5:50 p.m.*

Janette Fetch, Secretary

Jackie a. Huber, President