

Yankee Springs Township

Veterans Memorial Agenda

Wednesday, April 15 @ 12 Noon

Meeting at the Fire Station

Agenda

1. Call Meeting to Order
2. Pledge of Allegiance
3. Roll Call: Deb Mousseau, Frank Fiala __, John Frigmanski __, Greg Purcell __, Dave VanHouten __, Ron Heilman __, Mick Lane __, Rob Geyer __, Don Williamson __, Dave Watson __
4. Approval of Agenda: Motion by _____, Second _____, Vote _____
5. Acknowledgement of Visitors: Chief Dan Miller, Terry Cole, Mr. Landman
6. Committee Discussion:
 - a. Update from April BOT Meeting – Veterans Memorial Park approved at 200' x 200'
 - b. The requested \$3000 for phase III was approved on a vote of 3-2
 - c. Silent Auction Updates – review forms, dates, and who is doing what.
 - i. **Collecting** - Donations accepted at Township Hall from Monday, May 18 – Friday, May 22. Drop off items and fill out bid sheets where they will describe item, identify donor, enter min bid and bid increments, and clearly record bidder phone number and/or email.
 - ii. **Displaying** – Bidders can view items at the township hall Tuesday, May 26 – Tuesday, June 1.
 - iii. **Bid Awarding** – Will be done on Wednesday, June 2. Dave will call or email and make arrangements for payment and pickup. Depending on volume I may need some help here.
 - d. Memorial Day Planning
 - i. Ceremony is on Sunday, May 24 at 4 pm.
 - ii. Deb will post event on all social media and on township website
 - iii. Dave will make a flyer that _____ will post in all businesses
 - iv. Dan M will post on media board in front of fire barn/station
 - v. Ladies club notified and cookies coming. Who will contact GLPS? _____? GLBA _____?
 - vi. Perhaps Terry C would be kind enough to tag some of his radio ads?

- vii. Sun and News Ad – Should we run a notification of event in the May 16 and May 23 edition?
- viii. Yard Signs – Dave will check on how many we have. I'll put them out but do you have a good location and would like to help?
- ix. All township committees – who will email to invite all of them and their families to attend this event? _____
- x. Ron H confirms Post 45 attendance. Make sure that have taps backup horn.
- xi. Rob H is hunting down the tap's players
- xii. What else?
- xiii. Dave will develop and print ceremony handouts...with Sandy help.
- xiv. Larry will ask Ms. Julie Fox for the annual donation of hotdogs, fries.
- xv. Drinks – Dave will purchase pop and water and bring 2 coolers and ice.
- xvi. Coolers – we need 3 more coolers. Who can bring one?
- xvii. Cookies are being donated by the Ladies Club.
- xviii. **Event Day**
 - 1. Podium to event and back – Dave
 - 2. Power to podium and lines for sound – Dan M
 - 3. Sound equipment – rent or use Micks?
 - 4. Chairs – fire station chairs and man power. On promotions of event lets encourage them to bring chairs
 - 5. Parking – Coordinated by Dan M
 - 6. Medical – Dan M
 - 7. Cookie table needed-Dan M
 - 8. 3 tables for water and pop needed – Dan M
 - 9. Proposed Ceremony
 - a. **FOREVER IN OUR HEARTS**
 - b. Welcome – Rob Heethuis
 - c. Opening Invocation – John R Smith
 - d. Pledge of Allegiance – Lead by Rob
 - e. Star Spangled Banner – Please sing along
 - f. Master of Ceremonies- Rob
 - i. History of Memorial Day
 - g. Mick Lane
 - i. Sings _____?
 - h. Speaker
 - i. Lt. Colonel Kelly Zucarallo
 - 1. (Being Forgotten type theme)

- i. Mick Lane
 - i. Sings _____?
 - j. Rob Posts 45 Honor Guard
 - k. 21 Gun Salute
 - l. Taps
 - i. _____
 - ii. _____
 - m. Moment of Silence (30 sec to 60 sec?)
 - n. Closing Statements by Rob H
 - i. Review Silent Auction May 26 – June 1
 - ii. Looking for 2 families to donate benches for the Memorial
 - iii. Order a brick for your Veteran
 - iv. Please stay for the cookies, hotdogs, fries and
7. Terry to discuss Jet project if we have time.
8. What did I forget?
 - a. **If you would like an item added to this proposed agenda, please email me.**
9. Any closing comments?
10. Next meeting date is on Wednesday, May 20 at noon if you feel we need one.
11. Adjourn at _____