

All Veterans Memorial in Hubbard County, Inc.

Board Meeting Minutes

The All Veterans Memorial Committee met at the AVM Building on Thursday Sep 17, 2026. The meeting was called to order by President Everette DeCramer at 6:00 PM with the Pledge of Allegiance followed with a prayer from Phyllis DeCramer.

The meeting had 4 members present and 0 guests:

Everette DeCramer Phyllis DeCramer Charlils Carroll Roger Buggert

Secretary's Report: **Charlis Carroll** presented the minutes from the last meeting, Aug. 16, 2026

Two changes made Hammer Fit instead of Hammer Fitness and Kent Booth instead of Camp Booth.

Motion to accept: Phyllis DeCramer

Seconded motion: Roger Buggert

Motion: Passed

Treasurer's Report: **Phyllis DeCarmer** presented the report.

The board was notified that Scott is resigning as treasurer because of serious health issues. He hopes to return at a later date. The spreadsheet and remaining records were obtained from Scott. AVM wants to thank Scott for his time and wish him the best.

Communications: No communications were reported.

Old Business:

Building Sign

The sign on the building has to be installed.

Legion Riders Visit

Approximately 40–45 Legion Riders visited the previous Saturday. The event drew a good crowd, photographs were taken, and the remaining rolls were distributed. Feedback about the meeting space and location was positive.

Farmers Market

Plans were discussed for setting up at the farmers market, weather permitting. Materials will be brought by Everette and Roger for approximately 8:30 a.m.

Eighth-Grade Visit

The school visit is still being coordinated. Bus funding has been arranged, but a date has not yet been selected. Cristine Sauers is coordinating with school staff regarding availability around Veterans Day.

The date of the school visit will be distributed by email when confirmed.

New Business:

Treasurer Replacement

Motion: Remove Scott Windrum as an authorized signer at Citizens Bank and appoint Charlis as an interim signer until a permanent treasurer is selected.

The board confirmed that two authorized names should remain on the account, although only one signature is required on a check. The debit-card limit was described as having been increased from \$200 to \$1000 to simplify routine purchases. The board will seek a permanent treasurer.

Motion by: Phyllis DeCramer

Seconded by: Roger Buggert

Motion: Passed

Officer Duties

Where to read.

President duties reviewed included preparing agendas, presiding over board meetings, recruiting and onboarding board members with diverse skills, ensuring that programs align with the nonprofit mission, cultivating relationships with donors and sponsors, overseeing fundraising and grant applications, representing the organization publicly, and supporting board members.

Treasurer duties reviewed included maintaining a post-office-box key, reviewing bills, preparing and mailing checks, retaining copies of paid bills by year, maintaining the Excel transaction ledger, reconciling bank statements monthly, preparing monthly treasurer's reports, providing the year-end spreadsheet to the tax service, and filing the Minnesota charitable-organization annual report with the Attorney General's Office.

Secretary duties reviewed included recording accurate board and committee minutes; documenting motions, votes, actions, and follow-up responsibilities; distributing draft and final minutes in a timely manner; and maintaining secure yearly archives containing agendas, minutes, and monthly financial statements.

Grant Application

A Roundup grant application was submitted for \$1,000. A previous request for \$800 resulted in a \$500 award. No response had been received as of the meeting.

Good of the Order and Announcements

- Organization shirts and hats may be available for members staffing Saturday's event.
- Visitors brought historically significant materials, including a photograph of Nagasaki dated August 1, 1945; a multilingual pilot-survival flag; and World War I aviation letters. The organization may obtain copies if the owners do not donate the originals.

The next meeting will be held at the AVM Building October 15, 2026.

Motion to adjourn: Phyllis DeCramer

Seconded motion: Roger Buggert

Motion: Passed

Meeting Adjourned at 6:41 PM.

Respectfully submitted by:

Charlis Carroll, Secretary