



IMPROVEMENT THROUGH EDUCATION & NETWORKING

BOARD OF DIRECTORS MEETING MINUTES

June 24, 2024

The meeting came to order at 6:09 PM.

Present: President Mike Movius, Vice President John Bamberl, Vice President Carol VanOrnum, Secretary Andrew Mizsak, Treasurer Bill Miller, Directors Craig Apperson, Curt Fields, Jared Peatman, Steven Rauschkolb, and Melissa Winn.

Guests: Wendy Lunko and Steve Magnusen

I. WELCOME

II. CORPORATE BUSINESS

- The minutes of the previous meeting were approved unanimously, following two corrections that were noted.
- The report of the Treasurer was adopted unanimously.
- Mike briefed the board on an increase in the cost of MailChimp (email marketing platform).
- Curt offered a report relative to CWRTC Ambassadors, and that there has been some interest.
- John provided a report relative to the Awards Committee. There have been no applications for this year so far.
- Carol submitted the following report for the Communication Committee: She is working on the August *Light Post*, and she is accepting articles.
- Andrew reported that he would like to call the Development Committee together to begin planning Giving Tuesday efforts, with rollouts at the workshops.
- Steve reported for the Marketing Committee that he is working on the program booklet for the workshops, and he is waiting on some groups to submit ads.

III. INITIATIVES

- Wendy reported that relative to grants, she has, so far, found two that might be of interest and relative to the CWRTC and/or RT's: The Peter H. Brink Leadership Fund Grant through the National Trust for Historic Preservation, and a grant through the National Endowment for the Humanities related to "Dialogues on the Experience of War." Discussion relative to these grants took place.

- Carol reported that relative to the Interviews of CWRT Leaders, she has completed four, and has 3 remaining. Discussion ensued.
- Mike reported that the Annual Fund raised \$2,455.00, with at least one more contribution on the way. The donation link has also been turned off.
- Discussion took place relative to CWRT's Dead or Alive. Melissa offered the services of her summer intern at ABT to assist with contacting/researching CWRT's relative to this initiative.
- Relative to the Dashboard, Mike showed that CWRTC has a 98% net promoter score, up from 77% in the previous assessment.
- Discussion took place within the Board relative to the Coach John Wooden Success Pyramid and the Kotter 8-step Change Model.

IV. UPCOMING SPEAKERS FOR CIVIL WAR FRIDAYS

- Mike advised that he has contacted five new speakers for Civil War Friday events that CWRTC hosts.

V. WORKSHOPS STATUS

- Melissa provided a report relative to the Food Service for the Winchester Workshop: She has received a quote from Panera Bread for both Breakfast and Lunch Services that would cost approximately \$18 per person. Melissa stated she has not heard back from Geno's Pizza. It was decided that Panera Bread will be the caterer for the Winchester workshop. Melissa will follow up with them.
- Steve Magnusen provided a report relative to the Food Service for the Indianapolis Workshop. Using Shapiro's Delicatessen in Indianapolis, he was also able to get the cost to approximately \$18 per person. The Indianapolis CWRT will pay for coffee, pastries, and water. There will be three types of sandwiches from Shapiro's available for attendees: Beef, turkey, and chicken salad.
- Steve Rauschkolb reiterated parts of his report from earlier, relative to sponsorships and ads, and stated that he would like the Event Program Booklet to be completed by the week following the 4th of July.
- Mike provided an update on registrations for the workshops: 17 for Winchester, and 15 for Indianapolis.
- Mike led the discussion on logistics and assignments for the workshops, and volunteers took the following assignments:
 - Mike will bring the following to both events:
 - Logo paper bags, Congress pins, Challenge coins, Stickers, the registration lists
 - Carol will bring the credit card reader
 - Steve Rauschkolb will bring the program booklets to both events and flip charts and markers to Winchester.
 - Melissa will conduct the breakfast and lunch set-Up and do the photography in both events

- Carol will staff the registration tables in both events and be assisted by John and Andrew in Indianapolis.
 - Andrew will bring extra markers to Indianapolis
- Mike turned the meeting over to Jared who presented a power point relative to program development. His power point featured two modules of the Sustainability Challenge. This presentation will be the basis for the discussions that will take place in the break-out sessions.

VI. ASSIGNMENTS – See above

VII. FINAL COMMENTS

- **Craig** had no final comments.
- **John** liked Carol's interviews and thought they were very well done.
- **Curt** congratulated Steve Magnusen on his book and thanked him for it. He also shared a vignette about George "Squibob" Dervy.
- **Bill** offered thoughts relative to the importance of the feedback Curt receives when he is out in the field, and Curt's feedback relative to CW groups, too. He also reminded Steve Rauschkolb to let him know how much a ½ page program add will cost.
- **Andrew** shared updates relative to CAMP and Wyse Fork preservation efforts. He also thanked the Members of the Board for their thoughts, well-wishes, and prayers.
- **Jared** shared that his son's name is Dawes – named for historical figures.
- **Steve Rauschkolb** had no final comments.
- **Melissa** reiterated she will follow-up with Panera Bread and start to get her intern working on the projects discussed earlier.
- **Wendy** said she would check out the link from the chat and look more into the NEH grant relative to veterans.
- **Steve Magnusen** mentioned a historical marker dedication being hosted by the CWRT of the Mid-Ohio Valley on August 1st.

VIII. CLOSE

- The meeting was adjourned by President Mike Movius at 8:07 PM EDT.

Assignments – Winchester

TASK TITLE	DESCRIPTION	ASSIGNMENT
Coffee	Notify store day before, pickup & deliver by 8:00am	Panera Bread
Pastries	Identify source, & pickup & deliver by 8:00am	Panera Bread
Breakfast Setup	Table setup, arrange items including napkins	Melissa Winn
Caterer	Contact week in advance, verify details & arrival 11:30am?	Melissa Winn – Panera Bread
Lunch Setup	Table setup, arrange items including napkins	Melissa Winn
Flipcharts & markers	Purchase, bring to venue & set up in breakout rooms & lecture hall.	Steve Rauschkolb
Check-in Table	Registration, Name tags, & Swag bag	Carol VanOrnum
Sales	Lapel Pins & Challenge Coins, determine price, set up means for sales and collect fee.	Carol VanOrnum
Event photography	Take photos during all aspects of the workshop	Melissa Winn
Posts event interviews	Video short interviews with attendees.	
Other needs?		

Assignments – Indianapolis

TASK TITLE	DESCRIPTION	ASSIGNMENT
Coffee	Notify store day before, pickup & deliver by 8:00am	Indianapolis CWRT
Pastries	Identify source, & pickup & deliver by 8:00am	Indianapolis CWRT
Breakfast Setup	Table setup, arrange items including napkins	Melissa Winn
Caterer	Contact week in advance, verify details & arrival 11:30am?	Steve Magnusen – Shapiro’s Delicatessen
Lunch Setup	Table setup, arrange items including napkins	Melissa Winn
Flipcharts & markers	Purchase, bring to venue & set up in breakout rooms & lecture hall.	Steve Rauschkolb; Andrew Mizsak with extra supplies
Check-in Table	Registration, Name tags, & Swag bag	Carol VanOrnum; John Bamberl; Andrew Mizsak
Sales	Lapel Pins & Challenge Coins, determine price, set up means for sales and collect fee.	Carol VanOrnum
Event photography	Take photos during all aspects of the workshop	Melissa Winn
Posts event interviews	Video short interviews with attendees.	
Other needs?		

Respectfully submitted,

Andrew C.M. Mizsak
Secretary