The regular meeting of the Veterans Memorial Commission was called to order by Commissioner Delfs, Chair, at 5:31 p.m. Commissioner Delfs asked that PC Woods conduct a role call following the Pledge of Allegiance.

Approval of the Previous Meeting Minutes:
Commissioner Arens made a motion to approve the minutes of the March meeting; seconded by Commissioner Guckenberger. The motion carried with no objections.

Financials:
Commissioner Powers asks if the fiscal year 2018 is near completion, to which AD Van Dorston confirms it does end on June 30, 2018. Commissioners Guckenberger and Delfs inquire about property insurance and current policy information. AD Van Dorston offers to provide a detailed presentation at the May VMC meeting and will place it on the agenda for discussion.

Commissioner Powers made a motion to approve the bills; seconded by Commissioner Schuchmann. The motion carried with no objections.

Acting Director’s Report:
A. Recap of the Veterans Memorial Stadium Capital Reserve Fund (or CIP 314):
   AD Van Dorston provides all that are present with a packet providing detailed information of Fund #314. The packet may be read in its entirety which accompanies these minutes in full. She begins by sharing that the information provided, was upon the request of Commissioner Ziese. AD Van Dorston explains the difference between CIP#315, which is for the Veterans Memorial Building while the CIP#314 is specifically for the Veterans Memorial Stadium.
In summary, the VMC has four additional years of payment to the Cedar Rapids Baseball Club, Inc. Commissioner Delfs inquires to the parking lot costs of repairs and maintenance being shared between the CRBC and Kingston Stadium. AD Van Dorston did find a parking lot agreement during her research for CIP #314, and will research further to best answer Commissioner Delfs. The AD is tasked to send the Fund #314 packet to Commissioner Ziese.

B. Quantity of remaining VMC annual contributions:
Four years remaining with a committed $100,000 each year, totaling $400,000 remaining. Information was provided within the packet mentioned above and per resolution #1197-80-12, signed by all three contributing parties.

C. Update of Veterans Memorial Facilities Director job posting:
At the time of the meeting, 20 applicants had submitted their resume and application to the City of Cedar Rapids. The job posting closes officially on April 20, 2018. AD Van Dorston asks the VMC to share how they would like to proceed with interviews following the closing of the job posting. Commissioner Delfs asks if applicants mentioned have already been screened to pass the requirements posted. AD Van Dorston shares they are simply applicants at this time. The screening from HR occurs following the closing of the job posting. With that information, Commissioner Delfs requests AD Van Dorston to provide the applicants information following the vetting of the City of Cedar Rapids Human Resource Department. Commissioner Arens asks if all interviewees are asked the same questions, which the AD confirms they are. Commissioner Powers suggests allowing the HR department to screen the applicants within a week or two following the job closing, then select the applicants from those that were vetted to be interviewed. Other commissioners agreed that a week to screen would be sufficient to narrow down the interviewees. Is it suggested to confirm with HR on any policy for a Commission involvement in the hiring process for the VM Facilities Director job.

Museum Report:
AD Van Dorston is proud to share that the two Grant Wood sketches/framed drawings of the VMB’s Memorial Window soldiers are on loan to the Irving Arts Center. In addition to the loaned items, they requested the AD to attend and give a presentation on Grant Wood and the stained glass window. She’ll be traveling to Irving, Texas to give a talk on April 22, 2018. She also brought the catalog for the Whitney Museum of Art which includes reference to the VMB, as the window is featured in their Grant Wood exhibit.

Communications from the Metro Veterans Council:
The MVC meeting was held the night before on Wednesday, April 11, 2018 and Commissioner Powers shares that the Veterans Affairs Hospital Volunteer Coordinator was in attendance looking for volunteers. Commissioners Powers suggests anyone that is interested reach out to their offices directly. The Memorial Day 2018 program has been put together, added a new element of local youths from Jackson Elementary participating in the opening ceremony. The Stand Down event, September 7, 2018 is also progressing in its planning, to be held again at the Veterans Memorial Stadium.

Commissioner Powers then brings forward a complaint received by Ron Williams, President of the Linn County Veterans Charity Fund in regards to the free space used for his food pantry within the VMB. Commissioner Powers shared pictures given to him from Mr. Williams. The commissioners present feel that a memorandum of understanding (MOU) be developed between the VMC and Mr. William’s specific organization for all to have clear expectations and guidelines to proceed, of course while showing the VMC’s mission to follow Iowa Code Chapter 37.

Discussion on the VMB HVAC Maintenance Agreement with outside contractor:
Commissioner Delfs tables this topic until the next monthly meeting.

**Public Comment:**
Mike Chismar requests time on the agenda for the May 2018 VMC meeting to discuss a proposal to participate in the Freedom Festival event this year. Commissioner Delfs encourages him to reach out to AD Van Dorston or PC Woods with the request.

PC Woods offers a suggestion to increase the awareness of the VMC staff, commissioners and building. A “Meet our Commission and Staff” with simple information provided by VMC commissioners and staff that wish to participate could be shared via social media and the VMC’s website. Those present found this idea to be well received and would like to participate.

Commissioner Arens made a motion to adjourn the meeting at 6:37 p.m.; seconded by Commissioner Powers. The motion carried with no objections.

Respectfully submitted,

Nikee Woods, Program Coordinator

CHAIR______________________________________________________________ Date

VICE CHAIR________________________________________________________ Date