

**CITY OF MCKINNEY
MCKINNEY ARMED SERVICES MEMORIAL BOARD, INC.
Thursday, April 14, 2011
6:00 p.m., Conference Room, 1611 North Stonebridge Drive**

The McKinney Armed Services Memorial Board met at the Parks, Recreation and Open Space Conference Room, 1611 North Stonebridge Drive, at 6:00 p.m.

Board members present were David Allevato, Kay Clifton, R.D. Foster, Curtis Rath, Jim Nichols, Ron Poynter, and Ralph French, as well as Parks Development Superintendent Steve Brainerd.

Chairperson Allevato called the meeting to order at 6:15 p.m.

11-21 – Approve March 9, 2011 Minutes

Copies of the minutes of March 9, 2011, were distributed and discussed. On a motion by Mr. Poynter, seconded by Mr. French, board members unanimously approved the minutes.

11-22 – Approve Quarterly Report

Copies of the Quarterly Report for the period January to March 2011 were distributed and discussed. On a motion by Mr. Nichols, seconded by Mr. Foster, board members unanimously approved the report.

11-23 – Discuss and Approve Details of Memorial Design

Mr. Brainerd advised that memorial construction documents are completed and the bids are scheduled to open May 5, 2011. He said a construction contract recommendation will be made to the Board at the May 11,

2011 meeting. The Board's recommendation will be forwarded for a Parks, Recreation and Open Space Advisory Board recommendation on May 12, before final consideration by the City Council on May 17, 2011.

Mr. French provided information on Army 1st Lt. Robert Welch III, who was recently killed in action in Afghanistan. On a motion by Mr. French, seconded by Mr. Foster, board members unanimously approved the addition of Lt. Welch's name to the Wall of Honor. Mr. French stated he would provide an updated list of 345 names to Mr. Shipp, LanArc Design, immediately. Chairman Allevato stated he would notify Lt. Welch's family of the addition of his name to the Wall of Honor.

11-24 – Discuss Veterans Day/Park Dedication 2011 Ceremony

Mr. Foster introduced two visitors to the Board, Mr. Morris Paulk and Colonel Fletcher Aleong, from the North Texas Chapter of the Association of the U.S. Army. Colonel Aleong and Mr. Paulk explained their proposed essay contest, "Why Should Collin County Honor It's Veterans", as a way to get ROTC involved with the memorial. They requested that two winning essays be read during the Park Dedication Ceremony and/or time to make a presentation to the winners of the contest.

Chairman Allevato noted the value of the program and thanked Mr. Paulk and Colonel Aleong for their efforts. He said the essay program had been discussed at previous meetings and the decision was made that there would not be time in the dedication ceremony for reading the essays, but time could be allotted for presentation of the contest winners. He said that board members

would discuss including the essays in a commemorative handout when the handout is developed and he looked forward to working with Mr. Paulk and Colonel Aleong in the future.

Mr. Rath stated that he has a draft program outline for the 2011 Veterans Day/Park Dedication Ceremony, which he will send to board members.

Board members discussed aspects of the ceremony, including music, opening prayer, speaker requests, and a commemorative handout.

Board members discussed a possible Friday evening sunset ceremony on November 11, 2011. Mr. Poynter volunteered to organize the ceremony, noting he would provide ideas for board members to consider in the near future. Board members suggestions included reading of Wall of Honor names and possible reception afterward.

Mr. French suggested the use of Commemorative Challenge Coins, providing a sample. He said he would explore the possibilities further and report to board members.

11-25 – Discuss and Approve Fundraising Details

Chairman Allevato stated that the fundraising letters have been sent to local businesses and many of the returned envelopes had been resent with corrections.

Mr. Nichols provided information regarding a June 25, 2011 golf tournament being organized by the McKinney VFW with proceeds to be split between the VFW and the Veterans Memorial. He said several McKinney businesses have pledged donations of time and funds for contests and a raffle.

He also noted that the VFW will provide meals to participants after the tournament at which time trophies will be awarded. He said he hopes to make this an annual event and will keep board members updated on the progress.

11-26 – Discuss Board Member Duties and Standard Operating Procedures

Chairman Allevato requested that all board members document a list of duties for their positions and provide the information to him to develop guidelines for future board members.

11-27 – Citizen Comments

There were no citizen comments other than included above regarding the essay contest.

Adjournment

Chairperson Allevato suggested the next board meeting be held on May 11, 2011, at the Parks, Recreation and Open Space Administrative Offices Conference Room, 1611 North Stonebridge Drive, at 6:00 p.m.

On a motion by Ms. Poynter and seconded by Mr. Foster, the meeting was adjourned at 7:35 p.m.

DAVID ALLEVATO

Chairperson