



**VILLAGE OF LINDENHURST  
Veterans' Commission Meeting Agenda  
Tuesday, August 8, 2023  
7:00 p.m.**

- I. Call to Order
- II. Pledge
- III. Roll Call
- IV. Approval of the July 11th, 2023 meeting minutes
- V. Staff Updates
- VI. Public Comment on Agenda Items
- VII. Old/New Business
  - Logo and Shirts
  - Outreach Gear List
  - Opening Meetings Act (OMA) and Certificates
  - Administrative Standards
  - Road Signs Directing the Public to the Memorial
  - Memorial Lights
  - Veterans Day 2023
- VIII. Public Comments on Agenda Items
- IX. Adjournment

**VILLAGE OF LINDENHURST  
VETERANS' MEMORIAL COMMISSION  
MEETING MINUTES  
TUESDAY, JULY 11, 2023  
VILLAGE HALL**

- I. **Call to Order.** Meeting called to order by Chairman Murray at 7:05 p.m.
- II. **Pledge of Allegiance.** Pledge of Allegiance led by Chairman Murray.
- III. **Roll Call.** Present: Chairman John Murray, Alfredo Gallardo, Tobias Gruchot, Jonathan Kellogg, Philip Rovang. Also Present: Trustee Patrick Dunham, Commission Liaison. Absent: Art Dutkovic and Fernando Sanchez.
- IV. **Approval of the May 8<sup>th</sup> and May 25<sup>th</sup>, 2023, Minutes.** Motion by Mr. Gruchot, seconded by Mr. Rovang to approve the meeting minutes of May 8, 2023 and May, 25, 2023. Motion Carried. 5 Ayes, 0 Nays, 2 Absent.
- V. **Staff Updates.** Trustee Dunham provided an updated regarding Memorial repairs. He said he spoke to the Village Administrator and reported that the lights around the Memorial are functioning.
- VI. **Public Comment on Agenda Items.** None.
- VII. **Old/New Business.**
  - a. **Logo and Shirts.** Chairman Murray said he spoke to Johnny Tees, and they wanted more specifics regarding the Commission logo design. Chairman Murray refreshed the Commission members with the group's last discussion regarding the logo design. The Commission members discussed the various details of the conceptual logo design which included rounded text that reads "Lindenhurst Veterans" on top and "Memorial Commission" on bottom. The conceptual logo discussed also includes a silhouette of the memorial in the center with the text "Est. 2006" under it. Chairman Murray said that he will bring a draft of the conceptual logo for the Commission to vote on for approval at a future meeting.
  - b. **Lindenfest 2023.** Chairman Murray said the Commission will not be participating this year as a group at Lindenfest. He explained that there is not enough time to do all that is required before this year's event in August. Chairman Murray said more planning and development is necessary to participate officially as a group at Lindenfest which includes establishing a logo, supplying t-shirts for members, and creating updated promotional materials for distribution.

- c. **Outreach Gear List.** Chairman Murray posed some ideas to the Commission regarding outreach items. The commission discussed items such as a logo, branded tablecloth, business cards, challenge coins, and/or other promotional items. Chairman Murray said these items will contribute to the professionalism of the Commission and peak interest and participation from the public.
- d. **Open Meetings Act (OMA) and Certificates.** Chairman Murray reminded the Commission members to complete their OMA training. Chairman Murray briefly reviewed some of the topics from the OMA training such as quorums and discussion of topics not listed on the agenda. Trustee Dunham reported that the Village Administrator has scheduled an in-person OMA training led by the Village Attorney for Trustees and Commission members prior to the July 24, 2023 Village Board meeting at 6 p.m.
- e. **Administrative Standards.** Chairman Murray said that, for accountability purposes, he has been organizing the electronic Commission documentation he has received thus far. He visually displayed the structure and organization of the files on a white board. The Commission discussed some of the details of the file organization and documentation including agendas, minutes, budgeting, grants, letters of appreciation, photos, outreach, training, events, and several other items. Chairman Murray discussed expanding on letters of appreciation for not only guest speakers but others that participate in the event as well. Chairman Murray suggested the possibility of the Village providing the Commission with some kind of share drive for all members to have access to the Commission documents. Mr. Gallardo suggested Google Docs as a possibility. The Commission discussed potentially pursuing grant and award opportunities.
- f. **Road Signs Directing the Public to the Memorial.** Chairman Murray said that all that remains for the directional road signs is submitting a formal proposal to the Village Board.
- g. **Memorial Lights.** No report. Discussed previously.
- h. **Veterans Day 2023.** Chairman Murray briefly discussed some of the details of this year's past Memorial Day Ceremony. He said that the Commission will begin discussing the upcoming Veterans Day event at future meetings. Chairman Murray said a guest speaker for Veterans Day will need to be selected. The Commission discussed potentially putting designs on light polls and making a proposal to the Village Board.
- i. **Commission Member Designations.** Chairman Murray suggested designating a Co-Chair and a Secretary for the Commission. The Co-Chair can act as the Chair in their absence and the Secretary can record the minutes. Chairman Murray asked the Commission members to consider these roles. No formal action was taken.

**VIII. Public Comments.** None.

**IX. Adjournment.** Motion to adjourn the meeting at 8:21 p.m. by Mr. Gallardo, seconded by Mr. Gruchot. Motion carried. 5 Ayes, 0 Nays, 2 Absent.