

**MINUTES**  
**ARROWHEAD PARK ASSOCIATION**  
**January 7, 2009**

*Mission Statement: The Arrowhead Park Association is a unique organization whose goal is to promote the care and perpetuation of the neighborhood community of Arrowhead Park as the premier business park in northwest Ohio.*

Attendees: Greg Bollin, Tim Casey, Carl Dettmer, Don Feller, Barb Gill (via telephone), Kathi Iott, Dan Klein, Adam Kral, Brian Niedzwiecki, Mark Rasmus, Cathy Redford and Susan Utterback

Excused: Stacey Dunbar, Dick Moore and Robbin Syrek

Absent: John Jezak

Guests: Ron Snider of The Blade, Sarah Otis, YMCA/JCC, Karen Meyers, BGSU.

**Minutes**

It was moved and seconded to approve the November 5, 2008 minutes as amended. Motion carried.

**Announcements**

Chairman Dettmer requested that a trustee attend a meeting of "Healthy Maumee" tomorrow as he cannot do so.

**Guest:** Dr. Karen Meyers, who facilitated a SWOT event in the fall, returned to the board to check on the progress of the objectives from the program.

1. The organization is still searching for an extern but interviews have been scheduled.
2. Marketing of the APA is on hold until the group determines what it wants to market and to whom. Mike Hart of Hart Associates will aid the group when needed.
3. There has been an expansion of committee members for the Dussel Drive improvements including several non-board members.
4. Dettmer is hoping to have committee reports for the board with actual work done outside the board setting.
5. A park improvement committee has been established and includes Don Feller, Dan Klein and Mark Rasmus. They will work with the building owners.
6. The APA Web site is being reviewed by a class at Stautzenberger College with the objective of making it people friendly and have the ability for feedback.

**Guest:** Ron Snider of The Toledo Blade, spoke about ways for the APA to communicate with the public about the Dussel Drive improvements and that businesses will be opened during construction. He offered either a special section or two-page spread with information provided by the APA in the main portion and advertisers providing their own copy and ads. The Blade would sell the advertising. The Association would write a letter to Park firms before Blade representatives would contact them. The board agreed to pass along this information to the Dussel Drive committee.

**Guest:** Sarah Otis, of the YMCA/JCC Child Care division, asked the board if a childcare survey of Arrowhead Park could be conducted. The board agreed. After several suggestions for questions and to whom it should be directed by board members for the survey, it will be placed on the APA Web site.

An article will also be placed in the APA newsletter.

**Report from Architectural Committee**-Adam Kral, liaison

1. A new sign for Lauerer Markin was approved.

**News from the Park**

Tim Hortons is opened but is not located in the Park geographically. The firm OCE is moving to the Park. The Retirement Center has opened in Lauerer Markin building. Paramount renewed its lease for 10 years.

**Committee Reports**

*Administrative (Chairman Dettmer, Casey, Redford, Feller, Syrek)*  
Tabled.

*Activities (Bollin, Casey, Klein, Gill (golf), Utterback)*  
Tabled.

*Education (Chairman Niedzwiecki, Adcock, Fitzgerald, Meyers, Pratt, Rasmus and Vickery)*  
Scholarship: Niedzwiecki presented revised scholarship guidelines. It was moved and seconded to approve the revisions. Motion carried.

Burroughs School: Stautzenberger College is sending a team to create a Web site for Burroughs School.

*Financial (Chairman Syrek, Casey, Feller)*

Kathi Iott has received information from Robbin but would like all past accounting items if possible. She and Sue Utterback will work together to get 2008 financial reports to the board.

*Membership (Kral, Moore, Rasmus, Syrek)*

The applications by Systems Alternatives and LeanTrak were submitted for approval by the nominating committee. It was moved and seconded to approve the applications. Motion carried.

**Old Business**

Extern: Interviews for the 'extern' are scheduled.

**New Business**

Slate of Officers: The following officers were presented to the board. Carl Dettmer, Chairman, Barb Gill, Vice Chairman, Kathi Iott, Treasurer and Susan Utterback, Secretary. It was moved and seconded to accept the nominations. Motion carried.

There being no further business, the meeting adjourned. The next meeting will be February 4, 2009, 8:30 a.m., at Tomahawk Development.

Sincerely,  
Susan Utterback, secretary

**MINUTES**  
**ARROWHEAD PARK ASSOCIATION**  
**February 4, 2009**

*Mission Statement: The Arrowhead Park Association is a unique organization whose goal is to promote the care and perpetuation of the neighborhood community of Arrowhead Park as the premier business park in northwest Ohio.*

Attendees: Carl Dettmer, Don Feller, Barb Gill, Kathi Iott, Adam Kral, Dick Moore, Brian Niedzwiecki, Mark Rasmus, Cathy Redford and Susan Utterback

Excused: Tim Casey, Stacey Dunbar and Dan Klein

Absent: Greg Bollin and John Jezak

Guest: Bill Moore, APA Extern from Stautzenberger College

**Minutes**

It was moved and seconded to approve the January 7, 2009 minutes. Motion carried.

**Announcements**

**Report from Architectural Committee**-Adam Kral, liaison

A sign change was approved from Andersens Renewal to Window Pro

**News from the Park**

**Committee Reports**

*Administrative (Chairman Dettmer, Casey, Redford, Feller, Syrek)*

Dettmer reported that LaDonna Hubbard from Stautzenberger College, was working on a re-design of the APA Web site. The YMCA survey and scholarship information/applications are now online.

*Activities (Bollin, Casey, Klein, Gill (golf), Utterback)*

Golf Outing financial distribution-tabled pending a budget from the Education committee for Burroughs. March general membership meeting-Extreme Home Makeover-insider story. Rasmus suggested we invite a banker to speak about the financing situation and that there is money to lend. Utterback will contact member First Federal.

*Education (Chairman Niedzwiecki, Adcock, Fitzgerald, Meyers, Pratt, Rasmus and Vickery)*

Scholarship: Niedzwiecki and his committee will review all applications, which are due March 13. Forms were mailed to all member firms and posted on the APA Web site.

Burroughs School: Stautzenberger College is working with Burroughs School to create a Web site for them.

*Financial (Chairman Iott, Casey, Feller)*

Utterback has just received the first quarter bank statements and can now complete the bookkeeping for 2008. She and Kathi will work on a year-to-date financial statement.

Arrowhead Park Association cont.  
Minutes February 4, 2009 - Page 2

*Membership (Kral, Moore, Rasmus, Syrek)*

The applications by Payak/Dubbs and Ashley Insurance were submitted for approval by the nominating committee. It was moved and seconded to approve the applications. Motion carried.

*Park Improvement Committee (Feller, Klein, Rasmus)*

There was discussion of re-visiting the green committee and the floral contest as well as better communication with building owners.

**Old Business**

None

**New Business**

Linked In-Dettmer acquainted the trustees with Linked In, a business networking site on the Internet. Kral agreed to set up an APA space on the site and invite all trustees to join. It will offer the APA another method of communication.

Toledo Choose Local-Dettmer received a request by Toledo Choose Local to speak at an APA meeting. Trustees approved. Cathy Redford will check with the group.

There being no further business, the meeting adjourned. The next meeting will be March 4, 2009, 8:30 a.m., at Tomahawk Development.

Sincerely,  
Susan Utterback, secretary

**MINUTES**  
**ARROWHEAD PARK ASSOCIATION**  
**March 4, 2009**

*Mission Statement: The Arrowhead Park Association is a unique organization whose goal is to promote the care and perpetuation of the neighborhood community of Arrowhead Park as the premier business park in northwest Ohio.*

Attendees: Greg Bollin, Carl Dettmer, Stacey Dunbar, Barb Gill, Kathi Iott, Dan Klein, Adam J. Kral, Brian Niedzwiecki, Mark Rasmus and Susan Utterback

Excused: Don Feller, Dick Moore, Cathy Redford and Robbin Syrek

Absent: Tim Casey and John Jezak

Guest: Bill Moore, APA Extern from Stautzenberger College

**Minutes**

It was moved and seconded to approve the February 4, 2009 minutes. Motion carried.

**Announcements**

Dettmer received an e-mail from new representatives of Sun Federal. Extern Bill Moore will follow up and encourage them to join a committee.

**Report from Architectural Committee-Adam Kral, liaison**

Arby's was approved to move its sign back from the construction zone on Dussel.

**News from the Park**

Spring Valley has new phone and fax numbers. They are 419.887.5860 (phone) and 419.887-5862 (fax).

**Committee Reports**

*Administrative (Chairman Dettmer, Casey, Redford, Feller, Syrek)*

Dettmer reported that LaDonna Hubbard from Stautzenberger College, was working on a re-design of the APA Web site. The YMCA survey and scholarship information/applications are now online.

*Activities (Bollin, Casey, Klein, Gill (golf), Utterback)*

Golf Outing financial distribution-tabled pending a budget from the Education committee for Burroughs. March general membership meeting-Extreme Home Makeover-insider story. Rasmus suggested we also invite a banker to speak about the financing situation. Utterback will contact member First Federal.

*Education (Chairman Niedzwiecki, Adcock, Fitzgerald, Meyers, Pratt, Rasmus and Vickery)*

Scholarship: Niedzwiecki and his committee will review all applications, which are due March 13.

Burroughs School: Stautzenberger College is working with Burroughs School to create a Web site for them.

Arrowhead Park Association cont.  
Minutes February 4, 2009 - Page 2

*Financial (Chairman Iott, Casey, Feller)*

Kathi Iott will work with Sue Utterback on a year-to-date financial statement. She has not received all former records from Robbin Syrek as yet. The trustee instructed her to send a letter to Robbin reiterating the necessity of having all the APA records in her possession. Iott told the trustees that she will file tax returns this year on behalf of the APA.

Iott also suggested that the APA purchase Quickbooks Pro 2009 for Utterback to use. Rasmus moved to purchase Quickbooks Pro 2009 for the APA use, Klein seconded and the motion carried.

*Membership (Kral, Moore, Rasmus, Syrek)*

No report.

*Park Improvement Committee (Feller, Klein, Rasmus)*

No report

*Dussel Drive Committee*

It was determined not to use either The Blade or Free Press to disseminate information about the Dussel Drive construction project.

**Old Business**

Linked In-Adam J. Kral has set up a Linked In account for the Arrowhead Park Association and invited all trustees to respond To date, eight trustees have done so. Carl will work to add a link to the APA Web site.

Toledo Choose Local-Tabled indefinitely.

**New Business**

SWOT-Carl reviewed the SWOT goals to determine where the trustees stand in completing its tasks.

There being no further business, the meeting adjourned. The next meeting will be April 1, 2009, 8:30 a.m., at Tomahawk Development.

Sincerely,  
Susan Utterback, secretary

**Arrowhead Park Association  
Board of Trustees Meeting**

Wednesday, May 6, 2009

Tomahawk Development

8:30 a.m.

**AGENDA**

**CALL TO ORDER**

**GUEST**-Dr. Meyers

**APPROVAL OF MINUTES**

April 1, 2009 board meeting

**ANNOUNCEMENTS/COMMUNICATIONS**

**ARCHITECTURAL COMMITTEE REPORT**

**PARK NEWS**

**COMMITTEE REPORTS**

Administrative

Activities-Report attached

Education-Report attached

Scholarships

Burroughs School

Financial

Membership-No Report

Dussel Drive Committee-Report attached

**OLD BUSINESS**

**NEW BUSINESS**

Billboard for Dussel Drive

**ADJOURNMENT**

Please call Susan Utterback, 419-897-6614, if you cannot attend the board meeting.

## **Activities Report**

Stacey Dunbar has agreed to assist Sue with programs. They are planning to bring in an expert on Linked In, Twitter, My Space and Facebook to relate how each can be used to increase business and communications for the June Quarterly membership meeting.

## **Education Committee**

The education committee supplied 19 cases of water, 13 cases of granola bars, and 500 pounds of apples for Burroughs for the Ohio Achievement Testing week.

I am checking with Tom to see what kind of volunteer opportunities there are for the Field Day in June.

## **Administrative/Chairman**

Still working on a new web site plan. Carl hopes to learn how to use WordPress to utilize the shell of the web site that was designed by La Donna Hubbard. Alternatively, could approach one of the companies in the park and see if they would like to donate a Web site design – several companies in the park do this sort of thing.

Have not received a response from Karen Meyers regarding the flip charts created at the retreat – we can ask her when she attends our board meeting.

On 4/2/2009, I prepared a letter to Robbin Syrek asking that all APA records in his possession be transferred to Sue or Kathi by 5/8/2009 or the board will engage legal counsel. Kathi reviewed and approved the letter, which was sent to Sue for placement on APA letterhead and to be sent to Mr. Syrek.

Updates about the Scholarship Winners and the Dussel improvement project were added to both the APA Web site and the Linked In Group page.

# MINUTES

## ARROWHEAD PARK ASSOCIATION

### April 1, 2009

*Mission Statement: The Arrowhead Park Association is a unique organization whose goal is to promote the care and perpetuation of the neighborhood community of Arrowhead Park as the premier business park in northwest Ohio.*

Attendees: Greg Bollin, Tim Casey, Carl Dettmer, Stacey Dunbar, Don Feller, Barb Gill, Kathi Iott, Adam J. Kral, Dick Moore, Brian Niedzwiecki, Mark Rasmus, Cathy Redford and Susan Utterback

Excused: Dan Klein and Robbin Syrek

Absent: John Jezak

Guest: Bill Moore, APA Extern from Stautzenberger College

#### **Minutes**

It was moved and seconded to approve the March 4, 2009 minutes. Motion carried.

#### **Announcements**

None

#### **Report from Architectural Committee-Adam Kral, liaison**

Two temporary signs were approved.

#### **News from the Park**

1. Miller Bros. of Wauseon was awarded the ODOT contract for the Dussel Drive improvements.
2. Mike Smith of Mannik and Smith was named "Engineer of the Year."
3. Salsarita's now offers delivery service.
4. Brian Niedzwiecki showed a piece of direct mail from Bank of Maumee.

#### **Committee Reports**

##### *Administrative (Chairman Dettmer, Casey, Redford, Feller, Syrek)*

1. Dettmer reported that the re-design of the APA Web site has stalled but he hopes to have it back on track soon.
2. There is now a committee report form that each committee chairman should complete and send to Sue Utterback seven days prior to the next meeting. She will include them with the minutes and agenda. Dettmer hopes this will make the board meetings run more effectively.
3. Barb Gill is helping with the SWOT. It was noted that the APA mission statement was not on the Web site. Dettmer will have it added. Gill wished to see the original SWOT sheets from the retreat. Dettmer is checking with Karen Meyers to see if she has retained them.

##### *Activities (Bollin, Casey, Klein, Gill (golf), Utterback)*

See APA Survey results.

##### *Education (Chairman Niedzwiecki, Adcock, Fitzgerald, Meyers, Pratt, Rasmus and Vickery)*

Scholarship: Niedzwiecki and his committee recommended the following applicants each be approved for a \$1,000 award.

Jamie Renard-Employee, Salsarita's  
Sarah Al-Momar-Youth, TolTest  
Michelle Borer-Youth, Matrix

Arrowhead Park Association cont.  
Minutes April 1, 2009 - Page 2

Tim Casey moved and Don Feller seconded that each scholarship applicant listed receive a \$1,000 award. Motion carried. Utterback suggested that a photo and information be send to local newspapers.

Burroughs School: Field Day is Monday, June 1 with a rain date of June 2. Niedzwiecki will bring a sign up sheet to the May meeting.

*Financial (Chairman Iott, Casey, Feller)*

Kathy Iott indicated that a letter was sent to Robbin Syrek on March 10 requesting all APA records. No response was received. Discussion about hiring an attorney to retrieve the records followed. Adam Kral will contact Marv Robon about sending a letter to Syrek. It was moved and seconded to have an attorney contact Syrek for a fee up to \$500. Motion carried. Dettmer will first send a letter to Robbin notifying him that the APA is hiring an attorney.

*Financial Statement:* Iott presented the 2008 YTD financial report. Moore moved and Rasmus seconded approval of the report. Motion carried.

*Golf Outing:* It was moved and seconded to split the 2008 APA Golf Outing proceeds 50/50 between the scholarship fund and Burroughs School. Motion carried.

*Membership (Kral, Moore, Rasmus, Syrek)*

No report.

*Park Improvement Committee (Feller, Klein, Rasmus)*

No report

*Dussel Drive Committee*

The meetings will now be held at Huntington Insurance, 1695 Indian Wood Circle, the first Wednesday of each month at 10 a.m.

### **Old Business**

*Linked In-*Kral reported that 26 members have signed up. He indicates that people are finding it. He also said it can be used to provide real-time information.

### **New Business**

*APA Survey:* Extern Bill Moore presented the results of the survey he conducted. The hours needed for his 'externship' are now complete. It was moved and seconded to award a gift of \$500 to him. Motion carried.

*Construction Billboard:* Utterback checked into the cost of a "Finished Project" billboard to be placed near the construction work on Dussel. It would cost \$500-\$600. Kral would provide the architectural rendering that would be placed on the billboard from information provided by ODOT. No decision was made about going forward with the project.

There being no further business, the meeting adjourned. The next meeting will be May 6, 2009, 8:30 a.m., at Tomahawk Development.

Sincerely,  
Susan Utterback, secretary

**MINUTES**  
**ARROWHEAD PARK ASSOCIATION**  
**May 6, 2009**

*Mission Statement: The Arrowhead Park Association is a unique organization whose goal is to promote the care and perpetuation of the neighborhood community of Arrowhead Park as the premier business park in northwest Ohio.*

Attendees: Carl Dettmer, Stacey Dunbar, Don Feller, Barb Gill, Kathi Iott, Adam J. Kral, Dick Moore, Brian Niedzwiecki, Mark Rasmus, Cathy Redford and Susan Utterback

Excused: Casey

Absent: Bollin, Jezak, Klein and Syrek

Guest: Karen Meyers, BGSU and Bill Moore, APA Extern from Stautzenberger College

**Minutes**

It was moved and seconded to approve the April 1, 2009 minutes. Motion carried.

**Announcements**

**Report from Architectural Committee**-Adam Kral, liaison  
Signs were approved for Lathrop and ProMedica.

**News from the Park**

Concern was expressed over tall grass at Barney's and former Mezzmerize. Moore will contact the city of Maumee regarding Mezzmerize since it is not located in the Park.

**Committee Reports**

*Administrative (Chairman Dettmer, Casey, Redford, Feller, Syrek)*

Meyers Reviewed the SWOT analysis and found the following results

1. E-mail and survey of membership. Completed
2. Marketing: Partially completed-Linked In is up and running
3. Trustee contact with 5 members to encourage their participation-Dettmer called for a committee to prepare a script for calling: Pending
4. Committee Reports attached to minutes. Completed
5. Recruit new members: Pending
6. Park Improvement Committee: Not Complete. Committee to meet to determine goal.
7. Web Site Improvements: Pending

*Activities (Bollin, Casey, Klein, Gill (golf), Utterback)*

As Presented

*Education (Chairman Niedzwiecki, Adcock, Fitzgerald, Meyers, Pratt, Rasmus and Vickery)*

Scholarship: As presented

Burroughs: As presented

*Financial (Chairman Iott, Casey, Feller)*

APA Records: Carl sent the letter requested by the trustees at the April meeting to Robbin asking for all APA records with a deadline date of May 8, 2009. Adam reported that an attorney from Barkan & Robon also contacted Robbin about all records. Since the deadline has not yet arrived, any action was tabled until next month.

Arrowhead Park Association cont.  
Minutes May 6, 2009 - Page 2

*Golf Outing:* The golf outing is scheduled for Monday, August 11 at Brandywine.

*Membership (Kral, Moore, Rasmus, Syrek)*  
No report.

*Park Improvement Committee (Feller, Klein, Rasmus)*  
No Report

*Dussel Drive Committee*  
As presented.

**Old Business**  
None

**New Business**

*Construction Billboard:* Adam will work with Theresa Pollick of ODOT to determine if a billboard is feasible.

Submitted by

Susan Utterback.  
Secretary

**Arrowhead Park Association  
Board of Trustees Meeting**

Wednesday, July 1, 2009  
Tomahawk Development  
8:30 a.m.

**AGENDA**

**CALL TO ORDER**

**APPROVAL OF MINUTES**

June 3, 2009 board meeting

**ANNOUNCEMENTS/COMMUNICATIONS**

**ARCHITECTURAL COMMITTEE REPORT**

**PARK NEWS**

**COMMITTEE REPORTS**

Administrative

Activities-Report attached

Education-

Scholarships

Burroughs School

Financial-No report

Membership-Report attached-Tireman

Dussel Drive Committee-Report attached

**OLD BUSINESS**

D & O Insurance bids

**NEW BUSINESS**

**ADJOURNMENT**

Please call Susan Utterback, 419-897-6614, if you cannot attend the board meeting.

Arrowhead Park Association Committee Reports  
July 1, 2009

**Activities**-Golf outing flyers have been distributed. Committee would like to see board support. Brandywine CC is donating a full family membership for one year to the silent auction. The starting bid is 2,000 so tell your colleagues and friends. The auction will take place during dinner August 10.

The committee is open to suggestions for a program at the September meeting

Thanks to Carl, who did a wonderful job explaining Internet Social networking at our June 24 meeting as well as Tim Casey and Kuhlman for hosting the event.

**Education**-The Board has contributed \$951.52 to Burroughs Elementary to cover expenses related to their Muffins for Moms, Donuts for Dads, and Field Day programs. The school is unable to use the discount tickets discussed at the last meeting since the test results will not be available until August. A \$500 contribution will be made in August toward the reward program, with details to be worked out at a later date. The scholarship winners were all present at the June quarterly meeting.

**Dussel Drive-**

June 3, 2009, Huntington Insurance Offices, 1695 Indiana Wood Circle, Maumee, OH

Attending: Theresa Pollick, ODOT Samantha Johns, ODOT intern Stacey Dunbar, Huntington Insurance Pete Brotzki, UPS Don Feller, Feller Finch & Associates Jan Lowell, Matrix Dick Moore, Paramount Health Care Dan Madigan, Maritz Research Taylor Oswald, Therma Tru Doors Cathy Redford, The Andersons Sue Utterback, APA Board of Trustees

Theresa Pollick presented an update on the project. Following are the key points:

- The on-site contractors are monitoring the work being done at the west end of the project for safety. There have been several near-misses, so there could be additional lane closures if ODOT feels they are warranted.
- Approximately 150 persons attended the public meeting held in May. This is a very good number and there were good questions and dialogue between attendees, ODOT and the contractor.
- Work on the north side of the overpass/bridge is expected to begin shortly after the July 4<sup>th</sup> holiday.
- The widening of Dussel Drive will begin shortly and is contemporaneous with the overpass/bridge work.

The next meeting was scheduled for July 15. Sue Utterback will invite appropriate individuals from the City of Maumee to attend.

**Membership**-Review of Tireman Application

# MINUTES

## ARROWHEAD PARK ASSOCIATION

### July 1, 2009

*Mission Statement: The Arrowhead Park Association is a unique organization whose goal is to promote the care and perpetuation of the neighborhood community of Arrowhead Park as the premier business park in northwest Ohio.*

Attendees: Tim Casey, Carl Dettmer, Don Feller, Kathi Iott, Dan Klein, Adam J. Kral, Dick Moore, Brian Niedzwiecki, Mark Rasmus, Cathy Redford and Susan Utterback

Excused: Stacey Dunbar and Robbin Syrek

Absent: Greg Bollin and John Jezak

#### **Minutes**

It was moved and seconded to approve the June 3, 2009 minutes. Motion carried.

#### **Announcements**

##### **Report from Architectural Committee-Adam Kral, liaison**

Kral reported that a portion of the parking lot at 1690 Woodlands was removed.

The Arrowhead Park entry signs have been moved to make way for the Dussel Drive/Salisbury construction project. The city of Maumee is storing the signs for Arrowhead.

The UAW attended the meeting regarding its sign.

##### **News from the Park**

The Owens Community College board approved the move to Arrowhead for a satellite campus. A lease has yet to be signed.

#### **Committee Reports**

##### *Administrative (Chairman Dettmer, Casey, Redford, Feller)*

Dettmer shared Gill's list of benefits. The list is posted on the APA Web site and Dettmer asked Utterback to place it in the next newsletter.

##### *Activities (Bollin, Casey, Dunbar, Klein, Gill (golf), Utterback)*

As presented.

Golf: Gill requested that all trustees support the outing in some way. Gift cards and hole sponsorships are needed. Trustees who wish to attend the dinner, the cost is \$20.

##### *Education (Chairman Niedzwiecki, Adcock, Fitzgerald, Meyers, Pratt, Rasmus and Vickery)*

Scholarship: The letters to bursars will be prepared by Niedzwiecki and Utterback will prepare the checks and send all documentation to the winners' colleges.

Burroughs: The results of test scores will be issued in August for those winning Cedar Point tickets. Niedzwiecki will work with the Burroughs principal regarding the approved \$500 donation.

##### *Financial (Chairman Iott, Casey, Feller)*

Iott is reviewing the records from Syrek.

Robbin R. Syrek CPA did not pay its 2008-2009 dues and is in default of membership according to the APA Code of Regulations. It was moved and seconded to remove the firm from membership. The motion carried

unanimously. As a result, Robbin Syrek can no longer serve on the board of trustees. Utterback will send a letter to the firm stating both facts.

Arrowhead Park Association cont.  
Minutes July 1, 2009 - Page 2

*Membership (Iott, Kral, Moore, Rasmus)*

The nominating committee recommended the application by Tireman to the board. Dettmer moved and Moore seconded the approval of the application. The motion carried.

*Park Improvement Committee (Feller, Klein, Rasmus)*

As presented.

*Dussel Drive Committee*

Redford and Utterback met for a short meeting with Theresa Pollick outside the regularly scheduled meetings. Redford shared concerns that the entrances and exits to The Andersons headquarters parking lot were being blocked. Pollick indicated that ODOT was changing the lane usage on northbound Ford at Dussel to one straight, one left and one right lane, which should help the situation. Also, Pollick was hopeful that radio-controlled signals would soon be installed. Should any signal problems arise at Briarfield and/or Arrowhead, Redford will communicate those to Pollick.

**Old Business**

Dunbar assisted Utterback in requesting additional bids for the board's D & O insurance. No bids were offered and Utterback continued the policy with Dussel Insurance.

**New Business**

Dick Moore reported he has a new phone number. It is 419.887.2731.

Submitted by

Susan Utterback.  
Secretary

# MINUTES

## ARROWHEAD PARK ASSOCIATION

### August 5, 2009

*Mission Statement: The Arrowhead Park Association is a unique organization whose goal is to promote the care and perpetuation of the neighborhood community of Arrowhead Park as the premier business park in northwest Ohio.*

Attendees: Carl Dettmer, Stacey Dunbar, Kathi Iott, Dan Klein, Dick Moore, Brian Niedzwiecki, Mark Rasmus, Cathy Redford and Susan Utterback

Excused: Tim Casey, Don Feller, Barb Gill and Adam Kral

Absent: Greg Bollin and John Jezak

#### **Minutes**

It was moved and seconded to approve the July 1, 2009 minutes. Motion carried.

#### **Announcements**

Dealing for Dogs, a fundraiser for assistance dogs, is planned for Sat. Aug 22 at Hanson, Inc on Indian Wood Circle.

The trustees received a thank you note from Burroughs School regarding Field Day.

#### **Report from Architectural Committee-Adam Kral, liaison**

1. A back-up generator was approved for The Andersons
2. Discussion of a general clean-up needed at the BP station as well as the ditch along Ford Road. The city is required to clean out the ditch. Dettmer will place a reminder on the APA Web site to keep properties clean and uncluttered especially during the construction process.
3. Brian Niedzwiecki mentioned that the Stautzenberger parking lot floods during heavy rains.

#### **News from the Park**

A sign indicating a new restaurant, Ambrosia, will replace the closed Mezzmerize. Penta County will offer a training center at 1724 Arrowhead Corporate Center.

#### **Committee Reports**

*Administrative (Chairman Dettmer, Casey, Redford, Feller)*

Dettmer continues his work to improve the Web site with the assistance of Stautzenberger College staff and students. He is also encouraging members to join the APA LinkedIn network.

*Activities (Bollin, Casey, Dunbar, Klein, Gill (golf), Utterback)*

As presented.

Golf: Not as many participants this year.

Utterback took suggestions for speaker for the September quarterly meeting.

*Education (Chairman Niedzwiecki, Adcock, Fitzgerald, Meyers, Pratt and Rasmus)*

Scholarship: The process is complete

Burroughs: The test results should arrive any day. The \$500 APA trustees voted to donate to Burroughs is ready pending the student reports. Dettmer would like to place the test results on the APA Web site once they are received. Brian also mentioned that several Stautzenberger students are tutoring with computer instructions at Burroughs. It was mentioned that the APA might concede to Stautzenberger its role at Burroughs and have a for-profit entity take over as its Partner in Education. Brian did not believe that role would fit Stautzenberger business model.

*Financial (Chairman Iott, Casey, Feller)*

Kathi Iott reported that some documents are missing from what she received from former APA treasurer Syrek. Bank statements from 1993-1998 are missing. Those from 1999-2004 were included but 2005-2007 are missing. Utterback reported that approximately 90% of the dues have been collected.

*Membership (Iott, Kral, Moore, Rasmus)*

A letter was sent to Robbin Syrek CPA about delinquent dues and its removal from membership. As a result, Robbin R. Syrek was removed from the board of trustees.

*Park Improvement Committee (Feller, Klein, Rasmus)*

*Dussel Drive Committee*

Redford reported that the new waterline may halt NB Ford for 2-3 days. A recent incident of traffic light failure brought the Maumee police to the corner of Ford and Dussel. Dettmer would like the Dussel committee minutes as soon after the meetings as possible so that he may post them on the APA Web site.

**Old Business**

None

**New Business**

None

Submitted by

Susan Utterback.  
Secretary

# MINUTES

## ARROWHEAD PARK ASSOCIATION

### September 2, 2009

*Mission Statement: The Arrowhead Park Association is a unique organization whose goal is to promote the care and perpetuation of the neighborhood community of Arrowhead Park as the premier business park in northwest Ohio.*

Attendees: Greg Bollin, Tim Casey, Carl Dettmer, Stacey Dunbar, Don Feller, John Jezak, Adam J. Kral, Dick Moore, Brian Niedzwiecki, Mark Rasmus, Cathy Redford and Susan Utterback

Excused: Kathi Iott and Dan Klein

Absent: Barb Gill

#### **Minutes**

It was moved and seconded to approve the August 5, 2009 minutes. Motion carried.

#### **Announcements**

John Jezak, liaison with the city of Maumee, announced the retirement of financial head David Hazard. He is being replaced by Linda Wilker. Larry Gamble has gone to the EPA and Joe Camp is his replacement. Jezak continued, stating that most labor agreements were settled. Income tax collections are down 10% year-to-date. The trustees inquired about the building housing the Maumee Authority Stamping plant. Jezak indicated he understands the building is for lease.

#### **Report from Architectural Committee-Adam Kral, liaison**

Adam Kral reported that the ditch by Barney's BP has been cleaned. He also reported that all aspects regarding the Owens Community College move to the park were approved.

#### **News from the Park**

All trustees agreed that traffic was moving as well as expected during construction. Heartland Rehab is moving to new offices in the Boulevard development. The Red Cross relocated its district offices from Arrowhead Park.

#### **Committee Reports**

*Administrative (Chairman Dettmer, Casey, Redford, Feller)*

Dettmer asked that the Benefits of Membership be listed in the next newsletter.

*Activities (Bollin, Casey, Dunbar, Klein, Gill (golf), Utterback)*

As reported. Salsarita's will cater the September Quarterly membership meeting.

*Education (Chairman Niedzwiecki, Adcock, Fitzgerald, Meyers, Pratt and Rasmus)*

As reported.

*Financial (Chairman Iott, Casey, Feller)*

No report.

*Membership (Iott, Kral, Moore, Rasmus)*

The nominating committee recommended the application of Munn Wealth Management. Niedzwiecki moved and Casey seconded the motion to approve Munn Wealth Management for membership. Motion carried.

Arrowhead Park Association, cont.  
Minutes September 2, 2009 - Page 2

*Park Improvement Committee (Feller, Klein, Rasmus)*  
No report.

*Dussel Drive Committee*  
ODOT updates are coming weekly. The next meeting is scheduled for Oct. 7, 10 am., Huntington Insurance offices.

**Old Business**

None

**New Business**

Extern: Sue Utterback requested an intern to assist her with the 2010 Telephone Directory. Redford is working with Stautzenberger to secure the position.

Marketing Plan: Adam found a marketing plan for nonprofits on the Internet that he feels suits the Arrowhead Park Association. He will work with Hart Associates not that the Benefits of Membership have been determined and survey is complete. One main goal is to increase membership. To that end the trustees agree to select a nonmember and invite them to the Fall Membership Meeting. Utterback will send the nonmember list to all trustees for their selection.

In addition, Greg Bollin mentioned that the APA should have plaques or window decal to indicate which companies are members as well as awards. The Trustees agreed and asked the Activities Committee, to meet and derive recommendations for such plaques, decals or awards in time for the December annual luncheon.

Overpass Designation: Utterback asked if any special lighting or interesting designation could be added to the Arrowhead Park overpass to make it stand out to the driving public. Several trustees felt it was too late to add any items but told Utterback to mention it at the next ODOT meeting.

Submitted by

Susan Utterback.  
Secretary

# MINUTES

## ARROWHEAD PARK ASSOCIATION

### October 7, 2009

*Mission Statement: The Arrowhead Park Association is a unique organization whose goal is to promote the care and perpetuation of the neighborhood community of Arrowhead Park as the premier business park in northwest Ohio.*

Attendees: Tim Casey, Carl Dettmer, Stacey Dunbar, Don Feller, Kathi Iott, John Jezak, Dick Moore, Brian Niedzwiecki, Mark Rasmus, Cathy Redford and Susan Utterback

Excused: Dan Klein

Absent: Greg Bollin, Barb Gill, John Jezak

**Guest:** Karen Meyers, PhD, reviewed the action steps that the trustees formed at the October 2008 retreat.

1. Survey-done including most e-mails
2. Marketing Plan-in progress
3. Benefits of membership-done
4. Extra people for committees-in progress with Dussel Construction committee and LinkedIn.
5. Update Web site-done

Additionally topics discussed included

1. Letting members bring flyers to the quarterly meetings
2. Survey the nonmembers in the spring 2010
3. APA possibly assist Munn Wealth Management with its park-wide seminars by offering support of its speaker costs or providing breakfast to get the APA name out to more firms.

Dr. Meyers felt the trustees had done a good job of completing the action steps and she would not need to return.

#### **Minutes**

It was moved and seconded to approve the September 2, 2009 minutes. Motion carried.

#### **Announcements**

None

#### **Report from Architectural Committee-Adam Kral, liaison**

Mark Rasmus stated that there was no change to the APA map this year.

#### **News from the Park**

Owens Community College construction is on schedule with a December 1 completion date. School will open in January 2010.

#### **Committee Reports**

*Administrative (Chairman Dettmer, Casey, Redford, Feller)*

*Activities (Bollin, Casey, Dunbar, Klein, Gill (golf), Utterback)*

Suggestions for upcoming quarterly meetings included a health care panel discussion with Randy Oostra of ProMedica, Dan Wakeman of St. Luke's and Jeffrey Gold of University of Toledo Health campus and a Windows 7 seminar.

Arrowhead Park Association, cont.  
Minutes October 7, 2009 - Page 2

*Education (Chairman Niedzwiecki, Adcock, Fitzgerald, Meyers, Pratt and Rasmus)*  
As reported.

*Financial (Chairman Iott, Casey, Feller)*

A donation to Burroughs School for t-shirts was approved at the quarterly membership meeting September 23, 2009, subject to funds being available. In order to complete the motion, it was moved and seconded that \$1,000 be transferred from the undesignated fund to the Burroughs School fund. Motion carried.

Utterback presented a budget for trustees to review.

*Membership (Iott, Kral, Moore, Rasmus)*

The nominating committee recommended the application of Industrial Power (IPS). It was moved and seconded to approve IPS for membership. Motion carried.

*Park Improvement Committee (Feller, Klein, Rasmus)*

No report.

*Dussel Drive Committee*

The last meeting until March 2010 is scheduled for Nov. 4, 10 a.m., Huntington Insurance offices.

### **Old Business**

Extern: No extern is available for the fall. The trustee suggested Utterback try to reach last spring's extern for assistance with the APA Telephone Directory.

### **New Business**

There is ad space still available in the 2010 Telephone Directory.

Submitted by

Susan Utterback.  
Secretary

**MINUTES**  
**ARROWHEAD PARK ASSOCIATION**  
**November 4, 2009**

*Mission Statement: The Arrowhead Park Association is a unique organization whose goal is to promote the care and perpetuation of the neighborhood community of Arrowhead Park as the premier business park in northwest Ohio.*

Attendees: Tim Casey, Carl Dettmer, Stacey Dunbar, Don Feller, Barb Gill, Kathi Iott, Adam J. Kral, Dick Moore, Brian Niedzwiecki, Mark Rasmus and Susan Utterback

Excused: Dan Klein and Cathy Redford

Absent: Greg Bollin and John Jezak

**Minutes**

It was moved and seconded to approve the October 7, 2009 minutes as amended. Motion carried.

**Announcements**

1. Border Battle to benefit the Boys and Girls Club event flyers were distributed to trustees. It was moved and seconded to request a table to promote the Arrowhead Park Association for a donation of \$100. Motion carried. Sue Utterback will set up the display.
2. Mark Rasmus indicated that the annual AP owners group met and were updated on the construction project at Dussel and Salisbury.

**Report from Architectural Committee-Adam J. Kral, liaison**

Dettmer will link the APA minutes to the Architectural committee so that it can be informed of the APA events, happenings, etc.

**News from the Park**

1. Owens Community College will move to its new location in the Park during the Thanksgiving break. An open house is planned for the second week of January, 2010.
2. Heartland-Arrowhead Rehab has moved to 518 The Boulevard.

**Committee Reports**

*Administrative (Chairman Dettmer, Casey, Redford, Feller)*

No report

*Activities (Bollin, Casey, Dunbar, Klein, Gill (golf), Utterback)*

1. Casey spoke about a Park-wide blood drive sponsored by the APA, Niedzwiecki offered Stautzenberger as a possible site.
2. Dunbar is researching clings for each member as the plaques were found to be too expensive. Trustees mentioned to possibility of plastic plaques.
3. The holiday luncheon is scheduled for Dec.10 at Brandywine. It was suggested to ask Dale Fallat to speak on the history of Arrowhead.

*Education (Chairman Niedzwiecki, Adcock, Fitzgerald, Meyers, Pratt and Rasmus)*

As reported.

Arrowhead Park Association, cont.  
Minutes November 4, 2009 - Page 2

*Financial (Chairman Iott, Casey, Feller)*

Iott discussed the APA records. She will consult with Redford and Fallat about the status of the APA with the IRS.

*Membership (Iott, Kral, Moore, Rasmus)*

The nominating committee recommended the application of Avalon Lawn Care. It was moved and seconded to approve Avalon for membership. Motion carried.

*Park Improvement Committee (Feller, Klein, Rasmus)*

No report.

*Dussel Drive Committee*

The overpass work will continue throughout the winter. The paving of Dussel Drive will be done based on the weather.

**Old Business**

None

**New Business**

1. Four trustees are up for renewal at the December meeting: Dettmer, Klein, Redford and Gill. Dettmer will check with each to determine their desire to continue on the board.
2. Rasmus recommended that all officers remain in place for 2010.

Submitted by

Susan Utterback.  
Secretary

**MINUTES**  
**ARROWHEAD PARK ASSOCIATION**  
**Special Meeting**  
**December 10, 2009**

*Mission Statement: The Arrowhead Park Association is a unique organization whose goal is to promote the care and perpetuation of the neighborhood community of Arrowhead Park as the premier business park in northwest Ohio.*

Attendees: Carl Dettmer, Stacey Dunbar, Don Feller, Kathi Iott (via phone), Adam J. Kral, Brian Niedzwiecki, Mark Rasmus, Cathy Redford and Susan Utterback

Excused: Dick Moore

Absent: Greg Bollin, Tim Casey, Barb Gill, Dan Klein and John Jezak

Kathi Iott prepared a memo to all trustees regarding the IRS status of the Arrowhead Park Association based on records submitted to her from Robbin R. Syrek and review of all early records of the APA by Cathy Redford.

After discussion of the memo, the trustees felt it was time to contact a tax attorney. Rasmus mentioned his work with Joe Rideout of Shumaker, Loop & Kendrick.

On a conference call with Kathi Iott, she agreed to research additional tax attorneys and let the board know of those choices. She offered to do as much leg work as possible to keep the costs down. She has concerns about the IRS's views regarding the donations to Burroughs School and the APA scholarships.

Carl Dettmer asked the board if he should speak to the membership at the afternoon luncheon. The board responded by indicating that it wished to wait to inform the general membership until a solid resolution was in hand.

After the resolution with the IRS, Cathy Redford felt the APA should file for nonprofit status.

Submitted by

Susan Utterback.  
Secretary

**MINUTES**  
**ARROWHEAD PARK ASSOCIATION**  
**November 4, 2009**

*Mission Statement: The Arrowhead Park Association is a unique organization whose goal is to promote the care and perpetuation of the neighborhood community of Arrowhead Park as the premier business park in northwest Ohio.*

Attendees: Tim Casey, Carl Dettmer, Stacey Dunbar, Don Feller, Barb Gill, Kathi Iott, Adam J. Kral, Dick Moore, Brian Niedzwiecki, Mark Rasmus and Susan Utterback

Excused: Dan Klein and Cathy Redford

Absent: Greg Bollin and John Jezak

**Minutes**

It was moved and seconded to approve the October 7, 2009 minutes as amended. Motion carried.

**Announcements**

1. Border Battle to benefit the Boys and Girls Club event flyers were distributed to trustees. It was moved and seconded to request a table to promote the Arrowhead Park Association for a donation of \$100. Motion carried. Sue Utterback will set up the display.
2. Mark Rasmus indicated that the annual AP owners group met and were updated on the construction project at Dussel and Salisbury.

**Report from Architectural Committee-Adam J. Kral, liaison**

Dettmer will link the APA minutes to the Architectural committee so that it can be informed of the APA events, happenings, etc.

**News from the Park**

1. Owens Community College will move to its new location in the Park during the Thanksgiving break. An open house is planned for the second week of January, 2010.
2. Heartland-Arrowhead Rehab has moved to 518 The Boulevard.

**Committee Reports**

*Administrative (Chairman Dettmer, Casey, Redford, Feller)*

No report

*Activities (Bollin, Casey, Dunbar, Klein, Gill (golf), Utterback)*

1. Casey spoke about a Park-wide blood drive sponsored by the APA, Niedzwiecki offered Stautzenberger as a possible site.
2. Dunbar is researching clings for each member as the plaques were found to be too expensive. Trustees mentioned to possibility of plastic plaques.
3. The holiday luncheon is scheduled for Dec.10 at Brandywine. It was suggested to ask Dale Fallat to speak on the history of Arrowhead.

*Education (Chairman Niedzwiecki, Adcock, Fitzgerald, Meyers, Pratt and Rasmus)*

As reported.

Arrowhead Park Association, cont.  
Minutes November 4, 2009 - Page 2

*Financial (Chairman Iott, Casey, Feller)*

Iott discussed the APA records. She will consult with Redford and Fallat about the status of the APA with the IRS.

*Membership (Iott, Kral, Moore, Rasmus)*

The nominating committee recommended the application of Avalon Lawn Care. It was moved and seconded to approve Avalon for membership. Motion carried.

*Park Improvement Committee (Feller, Klein, Rasmus)*

No report.

*Dussel Drive Committee*

The overpass work will continue throughout the winter. The paving of Dussel Drive will be done based on the weather.

**Old Business**

None

**New Business**

1. Four trustees are up for renewal at the December meeting: Dettmer, Klein, Redford and Gill. Dettmer will check with each to determine their desire to continue on the board.
2. Rasmus recommended that all officers remain in place for 2010.

Submitted by

Susan Utterback.  
Secretary