

**MINUTES**  
**ARROWHEAD PARK ASSOCIATION**  
**January 2, 2008**

Attendees: Greg Bollin, Tim Casey, Carl Dettmer, Dale Fallat, Dick Moore, Mark Rasmus and Susan Utterback

Excused: Don Feller, Andrea Gibbons, Dan Klein and Robbin Syrek

Absent: Barb Gill, John Jezak, Adam Kral

**Minutes**

It was moved and seconded to approve the November 7, 2007 minutes as amended. Motion carried.

**Announcements**

Utterback reviewed the letter sent to Marcy Kaptur from Maumee Mayor Tim Wagener (copy to the Arrowhead Park Association) supporting the APA letter to the Maumee Postmaster regarding changes in the post office box pick-up times. Trustees then discussed the early closing hours of the post office December 31. It was determined that Gibbons write an additional letter to the Maumee postmaster (copy to Kaptur and Wagener) indicating the Association's displeasure of an early closing of its offices on an important business date like Dec. 31. While discussing post office problems, Dick Moore mentioned the use of a private mailing service, Mail It, which Paramount uses for its mail. Moore will contact Jim Lange, consultant to Mail It, about a proposal for use by APA members.

**News from the Park**

Mezzmerize, a new Mediterranean restaurant, will open soon at the corner of Holland and Dussel. Interiors by Christine has closed and the space has been filled by Just for You Too. Allstate has opened a location in the Arrowhead Shoppes. The Pinnacle is remodeling its outdoor portion of the event center. The city of Maumee has announced a job incentive user, Omincare, which will relocate to the park.

**Committee Reports**

*Administrative (Chairwoman Gibbons, Casey, Fallat, Feller, Syrek)*

No report

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

March General Membership meeting is scheduled for Wednesday, March 12, 8 a.m. The trustees would like to have the state head of ODOT to attend. Casey is checking the availability of Kuhlman's conference center as a possible location.

*Education (Chairman Dettmer, Adcock, Bielen, Heintchel, Meyers, Rasmus)*

Scholarship: Dettmer distributed the updated brochure for scholarship applications. Fallat suggested that at least one scholarship be geared more as an internship so that the recipient becomes involved in the workings of the park. Dettmer will contact his committee to hammer out the details.

Arrowhead Park Association cont.

Minutes January 2, 2008

Page 2

Burroughs School: Dettmer reiterated the details of the after-school program planned by the interim principal at Burroughs School. Fallat moved to approve the expenditure of \$2,500 to Burroughs with a second from Rasmus. Motion carried.

*Financial (Chairman Syrek, Gibbons, Casey, Feller)*

No report

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

The membership application of Fifth Third was approved following the nominating committee's recommendation.

### **Old Business**

Telephone Directory-Utterback brought copies of the completed telephone directory. She is to mail two copies to each member firm and prepare media packets, which will include a copy of the directory, for trustees to call on nonmembers.

Dussel Construction-Major work on Dussel will now take place in 2009 but utility changes will happen throughout 2008.

### **New Business**

A slate of officers including Gibbons as chairwoman, Dettmer as vice-chairman, Syrek as treasurer and Utterback as secretary was proposed by Fallat, with a second by Rasmus. The motion was revised to include a unanimous vote by Rasmus with a second by Fallat. Motion carried.

There being no further business, the meeting adjourned. The next meeting is scheduled for February 6, 2008, 8:30 a.m. at Tomahawk Development.

Sincerely,

Susan Utterback, secretary

**MINUTES**  
**ARROWHEAD PARK ASSOCIATION**  
**February 6, 2008**

Attendees: Greg Bollin, Don Feller, Andrea Gibbons, Barb Gill, Dan Klein, Dick Moore, Mark Rasmus, Robbin Syrek and Susan Utterback

Excused: Tim Casey, Carl Dettmer, Dale Fallat and Adam Kral

Absent: John Jezak

**Minutes**

It was moved and seconded to approve the January 2, 2008 minutes. Motion carried.

**Announcements**

Utterback stated that a letter was sent to the Maumee branch of the US post office expressing concern over the early closing time December 31.

Gibbons reminded all trustee that the Maumee Hometown Heroes banquet is set for March 13. Deadline for entries is February 18. Gibbons encouraged the APA to enter an application for the Maumee River Award. Utterback will prepare the application.

**News from the Park**

Syrek stated a new employment firm has opened in the Metro Woods building. The firm is AeroTech. Utterback also noted a new firm, Wender Financial, at 1755 Indian Wood Circle. XpedX, Inovia and Modern Portfolio have all left the Park.

**Committee Reports**

*Administrative (Chairwoman Gibbons, Casey, Fallat, Feller, Syrek)*

No report

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

March General Membership meeting. Feller wrote a letter to the state head of ODOT asking him to attend the March meeting. To date, no reply has been received. Utterback and Feller will follow up the letter.

Golf Outing: Rachel Latta from Don Feller's office will co-chair this year's outing. She will schedule the meetings following the trustees' meetings.

*Education (Chairman Dettmer, Adcock, Bielen, Heintchel, Meyers, Rasmus)*

Scholarship: Rasmus presented the 2008 scholarship guidelines, brochure and applications for review. It was determined to proceed with the present scholarship program and awards for 2008.

Burroughs School: Syrek indicated that the check for the Burroughs Afterschool Program has been sent.

Arrowhead Park Association cont.  
Minutes February 6, 2008  
Page 2

Internship: Rasmus presented a draft prepared by Dettmer regarding the proposed APA internship. Rasmus moved the creation of a summer intern program for up to 20 hours per week, up to 15 weeks in duration at \$9 per hour. Feller seconded. After discussion, the motion carried. A sub-committee will meet to determine the tasks and goals for the intern. Syrek will handle the payroll through a third party company.

*Financial (Chairman Syrek, Gibbons, Casey, Feller)*  
No report

*Membership (Kral, Moore, Rasmus, Syrek)*  
Utterback selected 20 companies most likely to join the APA and prepared folders with recruitment information inside. Each trustee was to select at least two firms to call on and present the folders.

#### **Old Business**

Telephone Directory-Utterback suggested re-naming the telephone directory a resource guide since she received a better response from recipients when explaining the booklet as a guide. The cost for extra booklets is \$5 for members, \$10 for Arrowhead Park firms and \$20 for those outside the Park. She has taken copies to the Maumee Branch Library and the city offices.

#### **New Business**

Kiosk-Utterback received an inquiry from the Web site suggesting that an extra large map be placed in the Park for visitors. She suggested a kiosk with maps and information might be manned by the summer intern. Instead, the trustees suggested that the AP map be updated to include the names the buildings, i.e. Metro Woods building, with addresses and be distributed to local restaurants and hotels.

There being no further business, the meeting adjourned. The next meeting is scheduled for March 5, 2008, 8:30 a.m. at Tomahawk Development.

**A fax vote approved the allocation of \$1,600 of the 2007 golf outing proceeds go to the Burroughs School fund with the remainder to the APA scholarship fund.**

Sincerely,

Susan Utterback, secretary

**MINUTES**  
**ARROWHEAD PARK ASSOCIATION**  
**March 5, 2008**

Attendees: Tim Casey, Andrea Gibbons, Barb Gill (via telephone), Dan Klein, Adam Kral, Mark Rasmus and Susan Utterback

Excused: Carl Dettmer, Dale Fallat, Don Feller, Dick Moore and Robbin Syrek

Absent: Greg Bollin and John Jezak

**Minutes**

It was moved and seconded to approve the February 6, 2008 minutes. Motion carried.

**Announcements**

Utterback noted the board received a thank you note from Burroughs School.

**News from the Park**

Mezzmerize is set to open in the next week. The Boulevard Phase I is complete with a Realtors' open house held Feb.28. The city of Maumee removed all ash trees from the Park to control the spread of the ash borer.

**Committee Reports**

*Administrative (Chairwoman Gibbons, Casey, Fallat, Feller, Syrek)*

The board approved the application of Kathie Iott for trustee.

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

March General Membership meeting: Dave Dysard will again return to discuss the Salisbury Road update. Members have offered questions to be answered at the event.

June General Membership meeting: Sue Utterback offered some suggestions for the June meeting including a wine-tasting/grill food at Churchill's, a trade fair or a keynote speaker. Her committee will determine the date and program.

Golf Outing: No report

*Education (Chairman Dettmer, Adcock, Bielen, Heintchel, Meyers, Rasmus)*

Scholarship: Utterback reported that the letters had been sent to all firms regarding the scholarship awards. The deadline is March 13.

Burroughs School: No report.

*Financial (Chairman Syrek, Gibbons, Casey, Feller)*

The trustees encouraged the issuance of the two signature checks. Gibbons will order the new checks. The committee will also determine the cost of audits/reviews. It was moved that commencing immediately, all checks required two signatures, that four authorized signers will be

Arrowhead Park Association cont.  
Minutes March 5, 2008  
Page 2

Gibbons, Casey, Rasmus and Utterback, that the checkbook be in the possession of the current secretary of the organization, that both Syrek and Utterback receive the bank statements, that all financial reporting to the trustees include the bank statements, that an audit be conducted as soon as possible and thereafter there be a bi-annual review with a full audit every fifth year. It was seconded and the motion carried.

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

The nominating committee recommended the applications of 2B Mobile and eMerge. It was moved and seconded to approve the two applications. Motion carried.

**Old Business**

Intern: Utterback reported that in response to her inquiry about the duties of the intern, the following requests were submitted: e-mail addresses of all members, recruitment of new members, survey of membership, strategic plan/business plan and golf outing assistance. Kral will contact University of Toledo regarding its intern program. Sue will contact Dale Fallat to determine his company's policy regarding internships.

**New Business**

None.

There being no further business, the meeting adjourned. The next meeting is scheduled for April 2, 2008, 8:30 a.m. at Tomahawk Development.

Sincerely,

Susan Utterback, secretary

**MINUTES**  
**ARROWHEAD PARK ASSOCIATION**  
**April 2, 2008**

Attendees: Carl Dettmer, Don Feller, Barb Gill, Kathi Iott, Dan Klein, Dick Moore, Mark Rasmus, Robbin Syrek and Susan Utterback

Excused: Tim Casey and Andrea Gibbons

Absent: Greg Bollin, Dale Fallat, John Jezak and Adam Kral

**Minutes**

After discussion regarding changes to signers on the APA checking account and whether an audit was needed, it was moved and seconded to approve the March 5, 2008 minutes. Motion carried.

**Announcements**

Vice Chairman Carl Dettmer welcomed new trustee, Kathi Iott.

**News from the Park**

No report

**Committee Reports**

*Administrative (Chairwoman Gibbons, Casey, Fallat, Feller, Syrek)*

The board approved the application of Brian Niedzwiecki for trustee.

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

March General Membership meeting: All felt ODOT did an excellent job of presenting plans for the upcoming construction in the Park. Feller felt that ODOT should be aware of the heavy traffic making turns from Arrowhead onto Dussel at 5 p.m. and that one turn lane will not be sufficient. He will get his Transportation Committee together and work with ODOT on the plan.

June General Membership meeting: It was determined to have a summer party on Churchill's patio for the June event. Utterback will coordinate.

Golf Outing: The outing is scheduled for Monday, Aug. 11 at Brandywine. Rachel Latta will work with the golf committee on plans for the event.

*Education (Chairman Dettmer, Adcock, Bielen, Heintchel, Meyers, Rasmus)*

Scholarship: Dettmer presented three names for scholarship awards at \$1,000 each. They were Madeline Barga, Mark Buenger and Vivian Uche. It was moved and seconded to approved the scholarship committee's recommendation. Motion carried.

Burroughs School: Carl has received a request from Burroughs to provide funds for Field Day as well as two associated event, Muffins for Mom and Doughnuts for Dad using the funds allocated for said events. It was moved and seconded to provide the funds. Motion carried.

Arrowhead Park Association cont.  
Minutes April 2, 2008  
Page 2

*Financial (Chairman Syrek, Gibbons, Casey, Feller)*  
No report.

*Membership (Kral, Moore, Rasmus, Syrek)*  
The nominating committee recommended the application of Barkan & Robon Ltd for membership. It was moved and seconded to approve the application. Motion carried.

### **Old Business**

Intern: Utterback reported that Gibbons had spoken with Dale Fallat regarding the internship and what he had in mind suggesting it. He felt the intern would be used to assist with the golf outing, telephone directory, etc. rather than formulate strategic plans, etc.

### **New Business**

TARTA request-Utterback received a request from TARTA regarding the number of Sylvania employees the trustees' firm might have as it is determining whether to run a 'Park and Ride' bus to Arrowhead from Sylvania.

Gino's-Gino's Pizza, a nonmember, has asked for a set of APA address labels. The board determined that the list was for members only.

E-mail-Utterback will collect e-mails from all members but asked the trustees for guidelines on procedures for the use of said list. The trustees indicated that the list should always be used for APA business only and that the e-mails should be placed in the blind copy when being sent.

There being no further business, the meeting adjourned. The next meeting is scheduled for May 7, 2008, 8:30 a.m. at Tomahawk Development.

Sincerely,

Susan Utterback, secretary

**MINUTES**  
**ARROWHEAD PARK ASSOCIATION**  
**May 7, 2008**

Attendees: Jan Bollin for Greg Bollin, Carl Dettmer, Dale Fallat with guest Cathy Redford, Don Feller, Andrea Gibbons, Kathi Iott, John Jezak, Dick Moore, Brian Niedzwiecki, Mark Rasmus and Susan Utterback

Excused: Tim Casey, Barb Gill, Dan Klein and Robbin Syrek

Absent: Adam Kral

**Guest Speaker:** Dick Moore introduced Phil Snyder, of Mail It in Toledo. Dick Moore indicated his office uses Mail It for all its mailing services. Snyder spoke about mail pick-up and the service his company provides. When asked if the city of Maumee has heard any response to its letter to U. S. Rep. Kaptur about the change in pick up times at local mail boxes, Jezak reported that no response has been received.

**Minutes**

It was moved and seconded to approve the April 2, 2008 minutes. Motion carried.

**Announcements**

Chairwoman Andrea Gibbons welcomed new trustee, Brian Niedzwiecki and guest, Cathy Redford and substitute trustee, Jan Bollin

**News from the Park**

Owens College Workforce and Community Services will move its offices to Arrowhead Park and bring approximately 20 jobs. Vice Chairman Carl Dettmer now works with the Owens group.

**Committee Reports**

*Administrative (Chairwoman Gibbons, Casey, Fallat, Feller, Syrek)*

No report

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

June General Membership meeting: The patio party at Churchill's is planned for June 5, 5 p.m.

Golf Outing: The outing is scheduled for Monday, Aug. 11 at Brandywine. Rachel Latta, of Feller, Finch, has been selected to head the event.

*Education (Chairman Dettmer, Adcock, Bielen, Heintchel, Meyers, Rasmus)*

Scholarship: All scholarship winners' requirements have been fulfilled. Carl will ask them to attend the golf outing dinner to be recognized.

Burroughs School: A Field Day sign-up sheet was passed around.

Arrowhead Park Association cont.  
Minutes May 7, 2008  
Page 2

*Financial (Chairman Syrek, Gibbons, Casey, Feller)*

Utterback will be working with Kathi Iott on specifications for the audit so that firms may quote on the same requirements.

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

No report

**Old Business**

Intern: Fallat, Redford and Niedzwiecki have agreed to pursue the intern arrangements.

**New Business**

Andrea suggested the board conduct a retreat to include the new trustees.

There being no further business, the meeting adjourned. The next meeting is scheduled for June 4, 2008, 8:30 a.m. at Tomahawk Development.

Sincerely,

Susan Utterback, secretary

**MINUTES**  
**ARROWHEAD PARK ASSOCIATION**  
**June 4, 2008**

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

Excused: Dan Klein and Robbin Syrek

Absent: Greg Bollin

**Minutes**

It was moved and seconded to approve the May 7, 2008 minutes. Motion carried.

**Announcements**

A letter from Toledo Public Schools Superintendent John Foley thanking APA for its contributions to Burroughs School was read by the trustees.

**News from the Park**

Salsarita's, a Mexican restaurant, is to open on Ford Road. A new building will be under construction at Ford near Long Bow by Dr. Biniker. A nail salon has opened on The Boulevard. A flyer regarding a recycling event at The Andersons was distributed. Tomahawk Development is also funding a pick-up Friday, June 6.

**Committee Reports**

*Administrative (Chairwoman Gibbons, Casey, Fallat, Feller, Syrek)*

The application of Cathy Redford as a new trustee was approved by the board.

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

June General Membership meeting: Review

Golf Outing: Casey reported that the golf outing has three sponsors in place: Savage Property and Casualty (\$500 event sponsor); CBRE Reichle Klein and Miller Bros.Construction (Each \$250 sponsors).

*Education (Chairman Dettmer, Adcock, Bielen, Heintchel, Meyers, Rasmus)*

Scholarship: The bursors' letters will be prepared and money sent to each school for the winners. Carl will invite them to attend the golf outing dinner.

Burroughs School: Carl reported that 2008 Field Day was well-organized and went well. He will meet with Principal DeMarco for a report to Partners in Education.

*Financial (Chairman Syrek, Gibbons, Casey, Feller)*

The audit request is on hold pending the final 2007 financial statements.

Arrowhead Park Association cont.  
Minutes June 4, 2008  
Page 2

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

The nominating committee recommended the applications of Panera Bread and Owens Community College Workforce and Community Services applications, with Owens' dues waived in lieu of Web site work. It was moved and seconded to approve the applications. Motion carried.

**Old Business**

Intern: No report

Board retreat-Karen Meyers, a former board member, has agreed to serve as facilitator at the board retreat, which will be scheduled for fall 2008.

**New Business**

Computer Recycling-The trustees agreed to support the efforts of Monclova trustees on a computer recycling event.

Post Office box hours-John reported that the city heard from U.S. Rep. Kaptur regarding the pick-up times at local post office boxes. There will be no change according to her office.

There being no further business, the meeting adjourned. The next meeting is scheduled for July 2, 2008, 8:30 a.m. at Tomahawk Development.

Sincerely,

Susan Utterback, secretary

**MINUTES**  
**ARROWHEAD PARK ASSOCIATION**  
**July 2, 2008**

Attendees: Tim Casey, Carl Dettmer, Don Feller, Kathi Iott, John Jezak, Dan Klein, Brian Niedzwiecki, Mark Rasmus, Cathy Redford and Susan Utterback

Excused: Barb Gill, Dick Moore and Robbin Syrek

Absent: Greg Bollin and Adam Kral

**Minutes**

It was moved and seconded to approve the June 4, 2008 minutes. Motion carried.

**Announcements**

Carl informed the trustees that the APA Web site now has the latest information about the Dussel/Salisbury road construction from ODOT.

**News from the Park**

No report

**Guests**

Kate McComb, from Assistance Dogs of America, spoke to the trustees about an upcoming fundraiser, 'Deal in' for Dogs,' to be held Saturday, August 23, at Hanson, Inc., 1625 Indian Wood Circle.

**Committee Reports**

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

The application of Stacey Dunbar for a trusteeship was discussed. Rasmus moved that an e-mail vote from the nominating committee be taken so that a recommendation could be made to trustees and then an e-mail vote by trustees would follow. Feller seconded and the motion carried.

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

June General Membership meeting: Utterback reported that approximately 30 members attended the summer outing at Churchill's.

Golf Outing: Feller reported that 22 teams have signed up for the golf outing, double the number of last year's outing.

September-Utterback is looking for a speaker for the September general meeting. Several suggestions were made.

*Education (Chairman Dettmer, Adcock, Bielen, Heintchel, Meyers, Rasmus)*

Scholarship: The Bursors' letters have been prepared and money sent to each school. Carl has invited the recipients to attend the golf outing dinner.

Burroughs School: No report.

*Financial (Chairman Syrek, Casey, Feller)*

The audit request remains on hold pending the final 2007 financial statements. Casey reported that Dick Cothorn, a retired financial officer, is available to review the books and will do so for no fee should the board choose to move forward with a review.

Utterback reported that she called the IRS to inquire why the APA tax ID number wasn't accepted in the e-postcard filing. She also reported that the APA was not listed on the nonprofit list of companies in Maumee. She did not proceed further with the IRS when asked if she had the authority to speak and make decisions for the organization, as she did not know if that was the case. Kathi Iott offered to attempt to contact the IRS to learn more about the problem.

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

It was moved and second to accept the application of Hanson Inc. for membership.

**Old Business**

Intern: A meeting is scheduled for July 14 with Stautzenberger College to determine what is needed from the intern and where he/she will work. If any trustee has office space available, call Cathy or Brian.

Board retreat-Stautzenberger has offered space in its facility for the fall retreat. The students are gone from Sept. 29 to Oct. 2 and it would be a good time and place to hold the event. The board will ask Adam Kral to work with Karen Meyers to determine the agenda

Computer Recycling-Dettmer notified the Monclova Trustees that the APA will support its efforts to recycle computers, etc. Any marketing efforts by the APA would be appreciated.

**New Business**

None

There being no further business, the meeting adjourned. The next meeting is scheduled for August 6, 2008, 8:30 a.m. at Tomahawk Development.

Sincerely,

Susan Utterback, secretary

**MINUTES**  
**ARROWHEAD PARK ASSOCIATION**  
**August 6, 2008**

Attendees: Carl Dettmer, Kathi Iott, John Jezak, Adam Kral, Dick Moore, Mark Rasmus, Cathy Redford, Robbin Syrek and Susan Utterback

Excused: Tim Casey, Don Feller, Barb Gill, Dan Klein and Brian Niedzwiecki

Absent: Greg Bollin

**Minutes**

It was moved and seconded to approve the July 2, 2008 minutes. Motion carried.

**Announcements**

None

**News from the Park**

Dettmer reported that Owens classes will begin in January at 1695 Indian Wood Circle. The college is hosting an informational meeting Aug. 21, 8:30 a.m., at Kuhlman Corp.

**Committee Reports**

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

The application of Stacey Dunbar for a trusteeship was approved via e-mail.

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

Golf Outing: The golf outing is set for Monday, Aug. 11.

September- The fall general membership meeting is set for Sept. 18, 8 a.m., at The Pinnacle. Paul Unger of Owens College will speak.

*Education (Chairman Dettmer, Adcock, Bielen, Heintchel, Meyers, Rasmus)*

Scholarship: Carl has invited the recipients to attend the golf outing dinner.

Burroughs School: Carl will meet with the Burroughs principal to determine the school's needs this year.

*Financial (Chairman Syrek, Casey, Feller)*

Rasmus moved to engage Cothorn, a retired CPA, to perform a financial review of the APA books. Iott seconded and the motion carried.

Syrek will send the 4<sup>th</sup> quarter 2007 financial reports so that they may be distributed via e-mail.

Dettmer proposed that Syrek be added to the bank signature cards, that checks arriving at his office for his review/signature will be mailed within three business days and that five business days after the end of the month, a copy of the check registry will be delivered to his office. Iott seconded and the motion carried.

Arrowhead Park Association cont.  
Minutes August 6, 2008  
Page 2

*Financial (cont.)*

Regarding the e-postcard and the IRS status of the APA tax ID number, Syrek indicated that a 1023/1024 needed to be filed with the IRS. Cathy Redford will check with attorney Joe Rideout on the APA's next step.

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

No report.

**Old Business**

Intern: Redford reported that she and Dale Fallat met with the Stautzenberger representative. The extern will start in October and be located at Feller, Finch. A sign-up sheet will be located there for the extern to use to sign in and out.

Board Retreat-Kral distributed a retreat agenda and form to be completed by all trustees for Meyers to use. Return to Kral once completed.

Computer Recycling-No report.

**New Business**

Toledo-Maumee Regional Workshop-assistance and grant funding workshop will be held on Wednesday, Sept. 24 at UT-Dana Conference Center, sponsored by the University of Michigan Institute for Research. Kral, Jezak and Rasmus have agreed to attend.

There being no further business, the meeting adjourned. The next meeting is scheduled for September 3, 2008, 8:30 a.m. at Tomahawk Development.

Sincerely,

Susan Utterback, secretary

**MINUTES**  
**ARROWHEAD PARK ASSOCIATION**  
**September 3, 2008**

Attendees: Greg Bollin, Carl Dettmer, Stacey Dunbar, Don Feller, Barb Gill, John Jezak, Dan Klein, Adam Kral, Dick Moore, Brian Niedzwiecki, Mark Rasmus, Cathy Redford and Susan Utterback

Excused: Tim Casey, Kathi Iott and Robbin Syrek

Absent:

Guests: Joe Rideout and Rachel Latta

**Minutes**

It was moved and seconded to approve the August 6, 2008 minutes. Motion carried.

**Announcements**

None

**Guest**

Attorney Joe Rideout attended the meeting to clarify the legal/financial status of the Arrowhead Park Association. The APA is presently listed as a not-for-profit entity at the state of Ohio. When the Association formed its Articles of Incorporation, it was indicated that a 501c6 (Business nonprofit) would be filed. However, that filing was never made. If the Association wished to do so, Joe would have a colleague look at the pros and cons of filing a 501c6 and set up an APA Foundation as a 501c3 to handle the inflow and outflow of funds for charitable purposes. Joe also mentioned that the APA should be sure to file the not-for-profit corporate status every five years. (That was checked during the meeting and found to be up-to-date). The trustees opted to continue to operate as it is presently.

**News from the Park**

Jezak attended the Dealin' for Dogs and said it was well-attended. Jezak also indicated that Dana will add 175 employees to its Technology Center, located just outside Arrowhead Park.

**Committee Reports**

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

No report

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

Golf Outing: Utterback distributed an estimated golf outing income statement. It indicated that approximately \$5,000 was realized. 21 teams played, almost twice as many as the year before. The trustees thanked APA golf outing chairwoman Rachel Latta and gave her a gift certificate.

September- The fall general membership meeting is set for Sept. 18, 8 a.m., at The Pinnacle. Paul Unger of Owens College will speak. Also the Maumee City Schools Superintendent will speak.

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

Scholarship: Dettmer announced that Niedzwiecki will take over as chairman of the committee.

Arrowhead Park Association cont.  
Minutes September 3, 2008  
Page 2

Burroughs School: Carl outlined the plan for Burroughs Schools and its support requirements.

*Financial (Chairman Syrek, Casey, Feller)*

The trustees would like Casey to arrange with retired CPA Dick Cothorn to determine what will be involved in the audit.

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

No report.

### **Old Business**

Intern: No report

Board Retreat-The trustees tentatively selected Thurs. October 2, noon-3, for the retreat. Kral will confirm with Meyers and e-mail the results (**NOTE: The retreat has now been officially scheduled for Wednesday, Oct. 1, 8:30 a.m.-11:30 a.m., at Stautzenberger**)

Computer Recycling-No report.

### **New Business**

There being no further business, the meeting adjourned. The next meeting will take place during the board retreat Wednesday, Oct. 1 at Stautzenberger College.

Sincerely,

Susan Utterback, secretary

**MINUTES**  
**ARROWHEAD PARK ASSOCIATION**  
**October 1, 2008**

*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, Dan Klein, Adam Kral, Dick Moore, Brian Niedzwiecki, Mark Rasmus, Cathy Redford and Susan Utterback

Excused: Greg Bollin, Tim Casey, Stacey Dunbar, John Jezak and Robbin Syrek

Facilitator: Karen Meyers, Bowling Green State University

**Minutes**

It was moved and seconded to approve the September 3, 2008 minutes as amended. Motion carried.

**Announcements**

Chairman Dettmer congratulated Brian Niedzwiecki on being honored with the 20 under 40 Leadership Award.

**News from the Park**

None

**Committee Reports**

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

Dettmer reported that he spoke with Robbin about whether we had to file IRS returns. Robbin will research the issue and report back to the trustees

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

Golf Outing: One additional check is due in for a hole sponsorship. A final determination of where the golf outing income will be placed will take place at the Nov. meeting.

December general membership-Utterback can get a speaker who worked on the *Extreme Makeover* house for the December meeting or she suggested a panel discussion on what Arrowhead companies are doing to plan ingress and egress for their employees once the I-475 construction begins. The trustees selected the panel discussion for December and the *Extreme Makeover* speaker for March 2009.

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

Scholarship: No report.

Burroughs School:

Niedzwiecki reported that Stautzenberger donated two rooms of computers to Burroughs.

Arrowhead Park Association cont.  
Minutes October 1, 2008  
Page 2

Burroughs (con't): A fax vote was taken after the meeting on a proposal by Dettmer and seconded by Rasmus to send \$1,482 to Burroughs School for this year's afterschool program. Motion carried.

*Financial (Chairman Syrek, Casey, Feller)*

The trustees thanked the firm of Robbin R. Syrek for its many years of service and contributions to the APA. Barb Gill moved to change accounting firms to Gilmore, Jasion, Mahler. Dick Moore seconded. Motion carried. Robbin to remain as treasurer.

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

No report.

**Old Business**

Intern: Redford said interviews for the 'extern' will be taking place shortly.

Toledo Maumee Regional Discussion: Adam reported that he and John Jezak attended. No grants were suitable for the APA. The event was not well attended.

**New Business**

None

There being no further business, the meeting adjourned. The next meeting will take be November 5, 2008, at Tomahawk Development.

Sincerely,

Susan Utterback, secretary

**MINUTES**  
**ARROWHEAD PARK ASSOCIATION**  
**November 5, 2008**

*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, Dan Klein, Adam Kral, Mark Rasmus, Cathy Redford, Robbin Syrek and Susan Utterback

Excused: Tim Casey, Barb Gill, Dick Moore and Brian Niedzwiecki

Absent: Greg Bollin and John Jezak

**Minutes**

It was moved and seconded to approve the October 1, 2008 minutes. Motion carried.

After the minutes were read, Syrek asked about the change of accounting firms. Dettmer replied that questions about the status of the APA with the IRS, tax returns, etc. went unanswered and the board felt a fresh start was needed.

**Announcements**

Chairman Dettmer congratulated Brian Niedzwiecki on being honored with the 20 under 40 Leadership Award.

**Report from Architectural Committee**

**Adam Kral, liaison**

1. The city of Maumee had updated its sign code. It will allow the Arrowhead Park Architectural committee to simplify its sign code as well.
2. The committee has hired a compliance coordinator, George Nemec.
3. Landscape approval was given to the Biniker dentist building now under construction on Ford Road.
4. A patio for the Alltel call center was approved.
5. Tim Hortons is under construction on Dussel Drive
6. Microtel will be constructing a hotel on Tollgate
7. New maps of Arrowhead were distributed to board members

**News from the Park**

Spring Valley Architects has moved into Arrowhead Park.

**Committee Reports**

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

Dettmer reported that he had received a strategic planning session report from facilitator Karen Meyers. He will forward copies to all board members. Kral spoke with Hart Associate about a marketing plan. Hard did a focus group. All projects surrounding the strategic plan need to be completed before marketing can begin.

Dettmer is working with Stautzenberger to improve the APA Web site.

Arrowhead Park Association cont.

Minutes November 5, 2008

Page 2

*Administrative cont'd*

Redford, Rasmus and Feller will work with the large employers in Arrowhead Park regarding the ingress/egress during Dussel/Salisbury construction.

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

Golf Outing: Final numbers were presented to the board. The 2008 net was \$5,125.71. Allocation of funds was tabled.

December general membership-The holiday luncheon is scheduled for Thursday, Dec. 11, noon, at Brandywine Country Club. A panel discussion regarding the Dussel/Salisbury construction will be held.

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

Niedzwiecki will meet with his committee to determine what scholarships will be funded and make its recommendation to the board.

Scholarship: No report.

Burroughs School: \$1,482 was sent to Burroughs for its after-school incentive program.

*Financial (Chairman Syrek, Casey, Feller)*

Syrek presented the 4<sup>th</sup> quarter 2007 report. It was moved and seconded to accept the report. Motion carried.

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

The application by Salsarita's was submitted for approval by the nominating committee. It was moved and seconded to approve the application. Motion carried.

**Old Business**

Intern: Redford said interviews for the 'extern' will take place soon.

**New Business**

None

There being no further business, the meeting adjourned. The next meeting will take be January 7, 2009, 8:30 a.m. at Tomahawk Development.

Sincerely,

Susan Utterback, secretary

**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

# MINUTES

## ARROWHEAD PARK ASSOCIATION

### January 6, 2010

*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, Kathi Iott, Adam J. Kral, Dick Moore, Brian Niedzwiecki, Mark Rasmus, Cathy Redford and Susan Utterback

Excused: Greg Bollin and Don Feller

Absent: John Jezak

#### **Minutes**

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

#### **Announcements**

1. A thank you letter from the Boys and Girls Club was read.
2. The APA newsletter is completed and mailed to members.

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

A 2-car carport with a solar roof has been approved to be installed at The Lathrop Company and used as a model.

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

1. Owens' open house is scheduled for Jan. 11. The ribbon cutting will be approximately 8:30 a.m.

#### **Committee Reports**

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

No report

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

A health care panel is planned for the March quarterly meeting.

Owens is considering a class and lunch for administrative assistants in April. Brian Niedzwiecki offered to assist Owens through Stautzenberger programs.

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

Scholarships will be on hold until APA has its nonprofit status confirmed.

*Financial (Chairman Iott, Casey, Feller)*

Tim Casey moved and Stacey Dunbar seconded the use of Bill Fisher of Shumaker, Loop & Kendrick for advice on APA status. Motion carried. Kathi Iott and Cathy Redford will arrange and attend the meeting.

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

The nominating committee recommended the application of Jim White Honda. It was moved and seconded to approve Jim White Honda for membership. Motion carried.

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

No report.

Arrowhead Park Association, cont.  
Minutes January 6, 2010 - Page 2

*Dussel Drive Committee*

The next meeting is March 3, 2010.

**Old Business**

1. It was moved and seconded that Cathy Redford be approved as a trustee. Motion carried.
2. It was moved and seconded to nominate Don Feller as Vice Chairman. Motion carried.

**New Business**

Submitted by

Susan Utterback.  
Secretary

# MINUTES

## ARROWHEAD PARK ASSOCIATION

### February 3, 2010

*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, Don Feller, Kathi Iott, Adam J. Kral, Dick Moore, Mark Rasmus, Cathy Redford and Susan Utterback

Excused: Tim Casey and Brian Niedzwiecki

Absent: John Jezak

#### **Minutes**

It was moved and seconded to approve the January 6, 2010 minutes. Motion carried.

#### **Announcements**

Utterback passed around the proof of the APA telephone booklet for trustees to review.

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

El Camino Real was approved for an outdoor patio when it opens in March.

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

#### **Committee Reports**

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

The nominating committee recommended the trustee application of Jim Berger, of Heartland Rehab at Arrowhead. It was moved and seconded to approve Jim Berger as trustee. Motion carried.

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

A health care panel is planned for Tuesday March 16 at Kuhlman Corp., 8 a.m.

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

No report

*Financial (Chairman Iott, Casey, Feller)*

Kathi Iott and Cathy Redford met with Bill Fisher, of Shumaker, Loop & Kendrick. He has dealt with similar cases. He recommends that the Arrowhead Park Association apply for tax exempt status. The IRS will then review the case. Kathi will work with Mr. Fisher to prepare the IRS application for a 501© 6-business league status. The approval usually takes 6-8 months to process. Mark Rasmus moved to allocate up to \$7,000 to convert the APA to a 501© 6. Kathi Iott seconded and the motion carried.

Kathi then present the year-end financials.

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

The nominating committee recommended the application of Edward Jones-Stephen Sterling for approval. It was moved and seconded to approve Edward Jones-Stephen Sterling for membership. Motion carried.

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

No report.

Arrowhead Park Association, cont.  
Minutes February 3, 2010 - Page 2

*Dussel Drive Committee*

The next meeting is March 3, at Huntington Insurance.

**Old Business**

**New Business**

The board asked Adam to begin the early steps of marketing the APA according to his plan. Greg Bollin mentioned the videotape of the early development of Arrowhead Park. The trustee felt it should be converted to a DVD.

Mark Rasmus suggested we honor ODOT at an upcoming meeting.

Submitted by

Susan Utterback.  
Secretary

**MINUTES**  
**ARROWHEAD PARK ASSOCIATION**  
**March 3, 2010**

*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: Jim Berger, Carl Dettmer, Stacey Dunbar, Don Feller, Kathi Iott, Dick Moore, Brian Niedzwiecki, Cathy Redford and Susan Utterback

Excused: Greg Bollin, Tim Casey, Adam Kral and Mark Rasmus

Absent: John Jezak

**Minutes**

It was moved and seconded to approve the February 3, 2010 minutes. Motion carried.

**Announcements**

Utterback distributed the APA telephone directory to the trustees. The remaining members and nonmembers will receive their copies in the mail.

Dettmer distributed two flyers-one for a training seminar and the second for a human resources symposium.

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

No report

**News from the Park**

The Balance Grille, which serves a Pan Asian selection, has opened on The Boulevard.

**Committee Reports**

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

The nominating committee recommended the trustee application of Jim McCann of UnitedHealthcare. It was moved and seconded to approve Jim McCann as trustee. Motion carried.

Dettmer reported that he called on 5/3 to encourage their continued membership and they have agreed to re-join.

*Activities (Bollin, Casey, Dunbar, Utterback)*

A health care panel is planned for Tuesday March 16 at Kuhlman Corp., 8 a.m.

Dettmer reported that the Reagonomics will play for an evening concert in the parking lot of Heidelberg University in June 2010.

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

Burroughs School: The financial support is discontinued pending the IRS ruling but members can still volunteer for the Field Day.

Dettmer spoke with Mike Poulos of CBRE Reichle Klein about heading the Burroughs School tutoring program.

*Financial (Chairman Iott, Casey, Feller)*

Kathi Iott reported that the IRS Application is near completion and will then be submitted. She and Cathy Redford would like to invite Bill Fisher of Shumaker, Loop & Kendrick to attend a trustee meeting to address what programs the APA can be involved in.

Arrowhead Park Association, cont.  
Minutes March 3, 2010 - Page 2

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

The nominating committee recommended the applications of Donatos and UnitedHealthcare for approval. It was moved and seconded to approve Donatos and UnitedHealthcare for membership. Motion carried.

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

No report.

*Dussel Drive Committee*

The next meeting is April 7, 10 a.m., at Huntington Insurance.

**Old Business**

The board approved the cost of converting the Arrowhead Park video tape to a DVD.

**New Business**

None

Submitted by

Susan Utterback.  
Secretary

# MINUTES

## ARROWHEAD PARK ASSOCIATION

### April 7, 2010

*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: Jim Berger, Carl Dettmer, Stacey Dunbar, Don Feller, Kathi Iott, Adam Kral, Jim McCann, Dick Moore, Brian Niedzwiecki, Cathy Redford, Mark Rasmus and Susan Utterback

Excused: Stacey Dunbar

Absent: Greg Bollin, Tim Casey and John Jezak

Guest: William Fisher of Shumaker, Loop & Kendrick

Mr. Fisher recommended that the Arrowhead Park Association file its 2008 tax report and, simultaneously, file an exemption application. The APA should ask the IRS to grant a retroactive exemption. An application to become a 501c6, which is a business association much like a trade association, a chamber of commerce or a professional association, is his recommendation. It is not a charitable organization but one that promote itself. As to the support of scholarships and Burroughs School, it will be up to the IRS to determine if those two projects can continue. Larger organizations often form a 501c3 to do charitable work. Scholarships are given to trade school that will result in future support a trade association. The APA support of Burroughs School is a harder issue to convince the IRS promotes Arrowhead Park. Mr. Fisher stated that in the IRS documentation that the Burroughs support promotes camaraderie among its members. It will be up to the IRS to determine if either program will be allowed.

#### **Minutes**

It was moved and seconded to approve the March 3, 2010 minutes. Motion carried.

#### **Announcements**

Carl announced that Owens will sponsor a program for professional administrative day. It will take place from 11 a.m.-1 p.m.

Carl thanked Casey, Moore, Dunbar and Utterback for the March program.

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

Adam reported that several signs were approved including the new Headquarters of Bennett Management and the auction of the Ford Street retail center.

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

There is a possibility that Tiffin University will come to Arrowhead Park.

#### **Committee Reports**

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

Carl reported that \$2,900 has been paid to Shumaker, Loop & Kendrick with \$850 for the IRS filing fee.

*Activities (Bollin, Casey, Dunbar, Utterback)*

Utterback reported the Rachel Latta will not be able to head the golf outing this year. She asked the trustees if she should approach the Maumee Chamber of Commerce to see if it was amenable to a joint outing. The trustees did

not wish to do so. Utterback was asked to check with Tim Casey and Megan Evans to see if they will co-chair the event.

June quarterly meeting: A combination of an ODOT and health care analysis are to be considered for the meeting topic.

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

Burroughs School: Field Day is June 1. Niedzwiecki spoke with Mike Poulos of CBRE Reichle Klein about Partners in Education and heading the Burroughs School tutoring program.

*Financial (Chairman Iott, Casey, Feller)*

See guest comments

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

No report

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

No report.

*Dussel Drive Committee*

Cathy reported that Ford will be closed just north of Dussel for a two-week period instead of a partial closing with work that will take place six weeks. The next meeting is May 5, 10 a.m., at Huntington Insurance.

## **Old Business**

## **New Business**

Carl suggested that the APA hold another health care panel for the September quarterly meeting and that a movie about Arrowhead be shown in December if it is complete.

Submitted by

Susan Utterback.  
Secretary

**MINUTES**  
**ARROWHEAD PARK ASSOCIATION**  
**May 5, 2010**

*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: Jim Berger, Tim Casey, Kathi Iott, Adam Kral, Dick Moore, Brian Niedzwiecki, Cathy Redford and Susan Utterback

Excused: Greg Bollin, Carl Dettmer, Stacey Dunbar, Don Feller, Mark Rasmus

Absent: Jim McCann and John Jezak

**Minutes**

It was moved and seconded to approve the April 7, 2010 minutes. Motion carried.

**Announcements**

None

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

Adam reported that after some discussion, El Camino's patio art was permitted. Ferguson Heating received approval for outside storage since it could not be readily seen. A corridor connecting the Hanson building and a building it leased next door was approved. The Fairfield Inn will be changing its name to Fairfield Inn and Suites after its renovations.

**News from the Park**

None

**Committee Reports**

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

Utterback reported that Carl is working with Greg Bollin on a film about Arrowhead Park. He would like suggestions from the board on what it would like to see as a theme, etc.

*Activities (Bollin, Casey, Dunbar, Utterback)*

The Golf committee is being formed to hold the upcoming golf outing at Brandywine Monday Aug. 9. Sue is working with Stacey Dunbar to obtain a health care speaker for the June meeting.

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

Brian spoke with Burroughs Principal Tom DeMarco about what the Arrowhead Park Association could or could not support this year. Since the APA is unsure whether it can support the Burroughs' end of the school year event, Brian asked for private donations. Sue mentioned that perhaps the APA golf outing could give up its donated water from The Andersons and have them donate it instead to Burroughs.

*Financial (Chairman Iott, Casey, Feller)*

A letter of receipt from the IRS acknowledging the arrival of our documents has been received.

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

No report

Arrowhead Park Association, cont.  
Minutes May 5, 2010 - Page 2

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

*Dussel Drive Committee*  
Cathy reported that ODOT will soon close Arrowhead Drive once Ford Street is open.

**Old Business**

**New Business**

Twylite Terrace-Stacey explained that The Pinnacle was offering to open its Terrace once a week to nonprofits as a fund-raising happy hour. The APA had tentatively reserved June 3 but the trustees felt it didn't fulfill our survey results nor was there time to invite the membership. Stacey will let The Pinnacle know of the board's decision.

Submitted by

Susan Utterback.  
Secretary

# MINUTES

## ARROWHEAD PARK ASSOCIATION

### June 2, 2010

*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: Jim Berger, Carl Dettmer, Stacey Dunbar, Tim Casey, Kathi Iott, Adam J. Kral, Jim McCann, Dick Moore, Brian Niedzwiecki, Cathy Redford and Susan Utterback

Excused: Don Feller and Mark Rasmus

Absent: Greg Bollin and John Jezak

#### **Minutes**

It was moved and seconded to approve the May 5, 2010 minutes. Motion carried.

#### **Guest**

Kate Schantz, of the area chapter of the Red Cross, brought the trustees up to date on the Arrowhead Park Blood Drive, to be held July 15. The goal of the drive is 40 units, which translates to about 55-60 people needed to make the day a success. She urged trustees to name someone in their office to head the sign-ups. The blood drive will be held at 1695 Indian Wood Circle, first floor, 10 a.m. – 4 p.m. Volunteers are needed for set-up and to work the canteen and check-in areas. Volunteers should call Tim Casey. There will also be posters at Tim's office for company bulletin boards, lunch rooms, etc.

#### **Announcements**

None

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

Adam reported that the architectural committee noted that The Pinnacle's Twilyte Terrace signs were illegal.

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

None

#### **Committee Reports**

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

*Activities (Bollin, Casey, Dunbar, Utterback)*

The Golf Committee is working on the upcoming outing at Brandywine Monday Aug. 9.

Sue named Bill Beach, of Robison, Curphey, as the health care speaker along with an update from ODOT for the 2<sup>nd</sup> quarterly membership meeting. She is working with Bill and Theresa Pollick of ODOT for a compatible date.

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

Brian reported that through the generosity of The Andersons and private donors, Field Day snacks for Burroughs School were accomplished. Jim Berger attended the Field Day.

*Financial (Chairman Iott, Casey, Feller)*

The IRS has approved the 501 (c) (6) status for the Arrowhead Park Association retroactive to 1993. Kathi reported that one IRS return needs to be filed because the income was over \$25,000.

Arrowhead Park Association, cont.  
Minutes June 2, 2010 - Page 2

The scholarship and Burroughs School projects need to be reviewed to see if they still fit the APA stated mission. A committee composed of Brian Niedzwiecki, Tim Casey and Jim McCann will make recommendations by the September 2010 meeting.

Utterback reported that dues invoices have been mailed.

*Membership (Iott, Kral, Moore, Rasmus)*  
No report

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

*Dussel Drive Committee*  
No meeting will be held today because ODOT will update all members at the APA quarterly meeting.

### **Old Business**

Arrowhead Park Video-Carl reported that he viewed the 1990 video done for Arrowhead Park. It was mainly a recruiting tool for companies to locate in the park. He would like the new video to raise the awareness of the APA in the Park. He is working on a script.

Marketing: Adam suggested that a Facebook page be added as well as a re-look at the APA decals. He also suggested that a press release be sent to the media about the blood drive.

**New Business**  
None

Submitted by

Susan Utterback.  
Secretary

# MINUTES

## ARROWHEAD PARK ASSOCIATION

### July 7, 2010

*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: Jim Berger, Carl Dettmer, Stacey Dunbar, Tim Casey, Don Feller, Kathi Iott, Adam J. Kral, Jim McCann, Dick Moore, Brian Niedzwiecki, Cathy Redford and Susan Utterback

Excused: Mark Rasmus

Absent: Greg Bollin and John Jezak

#### **Minutes**

It was moved and seconded to approve the June 2, 2010 minutes. Motion carried.

#### **Announcements**

A letter of resignation to the board from Greg Bollin was read. Sue will place an acknowledgment in the next newsletter. Sean Falk, of Salsarita's, was mentioned as a possible replacement. Stacey Dunbar will contact him.

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

Adam reported that awnings were approved at Salsarita's. Brian asked the architectural committee to look into the long grass and weeds in the lot behind BP at Dussel & Ford.

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

Kuhlman is hosting an art exhibit through the end of the year for artists who work in cement and concrete. An opening party will be held Friday, July 16 and all trustees are invited.

#### **Committee Reports**

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

No report

*Activities (Casey, Dunbar, Utterback)*

July 15 is the APA blood drive. Volunteers are needed. 20+ participants have signed up for appointments. The goal is 40 units. Call Tim Casey to volunteer.

The Golf Committee continues to work on the upcoming outing at Brandywine Monday Aug. 9.

Sue has been unable to reach Bill Beach either by phone or e-mail since her initial contact. The trustees decided to have the ODOT update for the 2<sup>nd</sup> quarter membership meeting and move the health care speaker to the 3<sup>rd</sup> quarter.

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

Burroughs School requested a \$500 donation for reward day at Cedar Point. The trustees agreed that any funds given to Burroughs should be more academically based such as classroom improvements, books, etc. The request was voted down.

*Financial (Chairman Iott, Casey, Feller)*

The bills accumulated from Shumaker Loop have exceeded the budget set by the board. Cathy Redford is going to review the recent invoice with Shumaker to see if it can be trimmed.

Arrowhead Park Association, cont.  
Minutes July 7 - Page 2

Dues: McCann asked about credit card payments. No cards are accepted at this time. However, Carl will investigate a Pay Pal account.

Dues: Carl asked the trustees to waive the dues payment by Owens College in exchange for its role as Webmaster. It was moved and seconded to approve the waiving of dues. Motion carried.

*Membership (Iott, Kral, Moore, Rasmus)*  
No report

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

*Dussel Drive Committee*  
No meeting will be held today because ODOT will update all members at the APA quarterly meeting.

**Old Business**

Decals

Facebook

**New Business**

None

Submitted by

Susan Utterback  
Secretary

# MINUTES

## ARROWHEAD PARK ASSOCIATION

### August 4, 2010

*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, Tim Casey, Stacey Dunbar, Adam J. Kral, Dick Moore, Brian Niedzwiecki, Cathy Redford and Susan Utterback

Excused: Jim Berger, Don Feller, Kathi Iott, Jim McCann and Mark Rasmus

Absent: John Jezak

#### **Minutes**

It was moved and seconded to approve the July 7, 2010 minutes. Motion carried.

#### **Announcements**

Carl reported that he had heard that there had been several burglaries in the area. He asked that Sue Utterback write a letter to the Maumee Police and ask their assistance in stepped up patrol as well as a tip sheet that the APA can post on the Web site.

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

Adam reported that the committee approved the art show at Kuhlman Corp., a new sign at Window Pro and solar work on the roof at Matrix.

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

Tim reported that the Kuhlman art show opening party had a very large turnout and the show continues to have visitors. The exhibit is open through the end of the year.

#### **Committee Reports**

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

Carl reported that there is an option for the APA to accept credit cards at no fee. It was moved and seconded to place a credit card option on the APA Web site. Motion carried. Carl with check with Huntington Bank as well as PayPal about adding this feature.

##### *Activities (Casey, Dunbar, Utterback)*

Tim reported that 33 units were collected at the blood drive. Though this fell short of the goal, the Red Cross was pleased with the number for a first time drive. Tim hopes to do this semi-annually and bring in the small donors companies from the Park into this drive. He expressed his appreciation to Huntington Insurance and Stacey Dunbar for her assistance and IPS for the use of tables and chairs.

Tim also reported that only seven teams had signed up for the golf outing and he felt we should cancel it and just ask for donations from those that had already sent their money in. Apparently there are two other outings scheduled that day and both are free to participants. It was agreed to cancel the outing and Sue will request donations to the scholarship fund.

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

Brian will let Burroughs School know about last month's decision not to fulfill the \$500 request for Cedar Point rewards tickets. However, he reported that a client services class at Stautzenberger wants to raise funds to support Burroughs.

Arrowhead Park Association, cont.  
Minutes August 4 - Page 2

*Financial (Chairman Iott, Casey, Feller)*

Cathy Redford reported that she had not heard back from Shumaker about reducing the final invoice. She will make a second contact to Joe Rideout.

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

Sue will review any new tenants to the park to see if any might be candidates for membership.

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

No report.

*Dussel Drive Committee*

**Old Business**

Decals-Stacey still getting quotes.

Facebook-An APA site has been established and Carl invites all to join.

**New Business**

None

Submitted by

Susan Utterback  
Secretary

# MINUTES

## ARROWHEAD PARK ASSOCIATION

### September 1, 2010

*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: Jim Berger, Carl Dettmer, Tim Casey, Stacey Dunbar, Don Feller, Kathi Iott, Adam J. Kral, Dick Moore, Brian Niedzwiecki, Cathy Redford and Susan Utterback

Excused: Jim McCann and Mark Rasmus

Absent: John Jezak

#### **Minutes**

It was moved and seconded to approve the August 4, 2010 minutes. Motion carried.

#### **Announcements**

Carl announced that Owens Workforce will offer classes in Cloud Computing.

Stacey announced that Huntington Insurance will move across the street in mid-November. However, a conference room will be available for APA board use.

Don reported that his call to the city of Maumee prompted a mowing of the back lot behind the BP gas station. There is still some trimming to be done around the sign.

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

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

Brian reported there was a population of cats in the Park. A vet tech from Stautzenberger College will work with the Toledo Area Humane Society, which is located in the Park, and offer suggestions for the upcoming APA newsletter.

Heidelberg University has a new director.

Dick Moore indicated that weekend "recyclers" are in the dumpsters in the Park and leaving behind debris they spill from the containers. He suggested calling the Maumee police if this behavior is seen.

Don Feller reported that a local criminal gang, which has been robbing location in and near the Park, was caught by police.

#### **Committee Reports**

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

Carl has initiated a FACEBOOK page for the APA but has had little response.

*Activities (Casey, Dunbar, Utterback)*

Sue reported that \$700 was retained from the canceled golf outing. Carl asked for suggestions on other fundraisers. Stacey has checked with Mancy's Blue Water Grille about a wait night but they did not believe that was possible. She suggested applying for a Twilyte Thursday at The Pinnacle.

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

Brian wrote Tom Demarco at Burroughs School indicating the board's desire to shift the funds provided to the school from Cedar Point tickets, etc. to books and supplies. The principal wrote a not-so-nice reply and said that he felt the APA had already agreed to the incentives. Brian stated that he had never given any indication to Tom that the board had agreed to the Cedar Point ticket donation. Brian will write a letter indicating the board's definition of supplies and the board's concerns regarding donations to the school as part of its mission.

Arrowhead Park Association, cont.  
Minutes Sept. 1 - Page 2

*Financial (Chairman Iott, Casey, Feller)*

Kathi reported that she had not heard back from the IRS about the 2008 return. "No news is good news" according to Kathi. There is a loss expected for the APA this year due to the cost of incurring the nonprofit status.

Cathy Redford was able to negotiate a reduction in the final bill from Shumaker Loop & Kendrick for its role in obtaining the nonprofit status. However, the final cost was above the budgeted amount. It was moved and seconded to approve the additional \$1,500 expenditure. Motion carried.

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

Sue will review any new tenants to the park to see if any might be candidates for membership with Dick Moore.

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

No report.

*Dussel Drive Committee*

At the request of the committee and ODOT, Sue e-mailed the APA representative about the new changes in road construction at Dussel/Salisbury.

**Old Business**

Decals-Stacey reported that the cost of window decals indicating membership in the APA were \$2.40 each for 125 decals and \$1.25 each for 250 decals. These are for 3" x 3" decals. Sue will send a logo to Stacey for a mock-up.

**New Business**

None

Submitted by

Susan Utterback  
Secretary

# MINUTES

## ARROWHEAD PARK ASSOCIATION

### October 6, 2010

*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, Tim Casey, Stacey Dunbar, Don Feller, Kathi Iott, Adam J. Kral, Jim McCann, Dick Moore, Brian Niedzwiecki, Cathy Redford and Susan Utterback

Excused: Jim Berger

Absent: John Jezak

#### **Minutes**

It was moved and seconded to approve the September 1, 2010 minutes. Motion carried.

#### **Announcements**

None

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

None

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

Stacey announced that Huntington Insurance will be moving to the building at Hickory Pointe at Indian Wood Circle in November.

Brian stated that Stautzenberger vet tech students are still trapping stray cats in the area.

Stautzenberger has expanded its space in the Mannik & Smith building.

#### **Committee Reports**

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

Carl has completed the process for Paypal and the APA will now be able to accept credit card payments.

*Activities (Casey, Dunbar, Utterback)*

The final balance received from the non golf outing was \$1,000. Sue thanked all who donated.

Sue and Jim McCann continue to work on a speaker for an October Health Care Bill seminar.

Tim reported that the APA will join with Eaton Corp to hold a semi-annual blood drive Jan. 19.

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

Carl is now interfacing with Burroughs School. Principal DeMarco has indicated his school needs tutoring books, software or two-way radios. Burroughs teachers as well as Bowsher honor students are tutoring the children. No decision was made as to a contribution pending review of a 2011 budget.

*Financial (Chairman Iott, Casey, Feller)*

Sue reported most dues have been paid.

Arrowhead Park Association, cont.  
Minutes Oct. 6 - Page 2

*Membership (Iott, Kral, Moore)*  
No report.

*Park Improvement Committee (Feller, Moore)*  
No report.

*Dussel Drive Committee*  
Next meeting is Nov. 3 at 10 am.

**Old Business**

Decals-Stacey working with decal maker for samples.

**New Business**

After suggestions including renaming a street, making a concrete buckeye with a memorial plaque, it was decided to name both the golf outing and a scholarship to honor Mark Rasmus. The architectural committee will be contributing money for Mark's scholarship. It was moved and seconded to rename the scholarship and the golf outing in Mark's name. Motion carried.

Submitted by

Susan Utterback  
Secretary