



# CEMETERY BOARD AGENDA

Thursday, February 20, 2014 - 4:00 PM

Frances Anderson Center, Room 113

700 Main Street

TIME	AGENDA ITEM
1 Min	I. CALL TO ORDER
	II. MINUTES
5 Min	Approval of November 21, 2013 & January 16, 2014 Minutes
5 Min	III. SALES REPORT

		Month	Total	Goal
<b>SALES:</b>	<b>GRAVE SITES</b>			
	<b>NICHES</b>			
<b>BURIALS:</b>	<b>IN GROUND</b>			
	<b>INURNMENTS</b>			

5 Min	IV. STAFF REPORT
	V. ADMINISTRATIVE BUSINESS
	A. Old Business
5 Min	1. Monthly distrution of cemetery brochures to community locations and churches
5 Min	2. Marketing materials inventory– pens
5 Min	3. Funeral Honors Ceremony – signage; next ceremony February 25 <sup>th</sup> at 10:00
5 Min	4. Update yearly Planning Calendar
	B. New Business

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|-----------|--|
| 5 Min     | 1. Admin Processes: email, notifications of absence,<br>update contact list, |
| 5 Min     | 2. Saturday Market   |
| 5<br>Min  | 3. Walk Back in Time focus: Women in the<br>Cemetery                         |
| 30<br>Min | 4. Memorial Day planning   |

VI. ANNOUNCEMENTS

VII. ADJOURNMENT

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**Next Meeting – Thursday, March 20, 2014**

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Meetings are open to the public. Parking and meeting rooms are accessible for persons with disabilities. Contact the City Clerk at 425-771-0245 with 24 hour advance notice for other special accommodations