



CEMETERY BOARD AGENDA

Thursday, January 16, 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 Minutes
5 Min	III. SALES REPORT

		Month	Total	Goal
SALES:	GRAVE SITES			
	NICHES			
BURIALS:	IN GROUND			
	INURNMENTS			

- 5 Min IV. STAFF REPORT
- V. ADMINISTRATIVE BUSINESS
 - A. Old Business
 - 5 Min 1. Monthly distrution of cemetery brochures to community locations and churches
 - 10 Min 2. Customer Surveys
 - 5 Min 3. Marketing materials inventory– pens, brochures, walking tour pamphlets
 - Min 4. Funeral Honors Ceremony - sign
 - 5 Min
 - B. New Business

- | | |
|-----------|---|
| 5 Min | 1. Admin: Processes, email, notifications of absence,
update contact list, meeting minutes |
| 15 Min | 2. Memorial Day Planning – 2014 |
| 10
Min | 3. Health Fair, Saturday Market Booth |

VI.. ANNOUNCEMENTS

VII.. ADJOURNMENT

Next Meeting – Thursday, February 20, 2014



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