

**CITY OF EDMONDS
EDMONDS MEMORIAL CEMETERY BOARD MINUTES
JANUARY 20, 2011**

CALL TO ORDER

The meeting was called to order by Chairperson Melissa Johnson at 2:05pm at the Anderson Center.

MEMBERS PRESENT

Melinda Beck
Dale Hoggins
Melissa Johnson
Patrick Kelly
Lisa Palmatier
Bob Stevenson

STAFF PRESENT

Carrie Hite
Rich Lindsey

STAFF ABSENT

Cliff Edwards(excused)

MEMBERS ABSENT

Sally Harrison(Excused)

APPROVAL OF MINUTES

Minutes of November 17, 2011 were approved (Palmatier/Hoggins).

FINANCE REPORT FOR MONTH ENDING November 30, 2011 & December 31, 2011

Beginning Cash Balance-----	\$ 100,410.31	\$94,471.21
Receipts-----	\$ 5,659.20	\$ 2850.30
Investments and Transfers-----	\$ 9.12	\$ 0.00
Disbursements-----	\$ 13,499.79	\$12,192.10
Ending Cash Balance-----	\$ 94,471.21	\$84,335.69
Memorial Gift Fund-----	\$ 2,569.44	\$ 2,569.44
Grand Total-----	\$ 97,040.65	\$89,905.13

STAFF REPORT---(Cliff Edwards will submit the numbers for December 2011 & January 2012 at the February meeting.)

Sales and services for the month ending November 17, 2011

	Month	Year-to-date	Goal
Grave sales	3	29	45
Burials	7	50	55
Niche sales	0	19	25
Inurnments	0	13	25

OLD BUSINESS

Melissa reported that during the snow, a car sliding on the icy road almost slid into the Columbarium. There is no curb on the road on that side. Rich said that he needs to check the Small Works Roster to see about getting a bid for the **Barrier**. The amount might be around \$10,000 plus. He will report back at the February meeting.

Melissa reported that there are **two Alternate Board positions** to fill. The openings have been advertized for the past six months. Should we keep advertizing, let it go, or go by word of mouth?

NEW BUSINESS

Patrick, Sally, and Dale will meet next week to begin planning for **Memorial Day** and will give an update at the February meeting. A theme is needed. Maybe WWII Veterans, the Battle of Batan, or Nesei Japanese American survivors. Melissa has Girl Scout Troop 2021 on board. She will contact Esther Sellers, Rosie Specht, and the Lynnwood Emblem Club about refreshments

NEW BUSINESS CONT.

For **Memorial Day**, Mayor Dave Earling will speak. The Police Cadet Explorers will replace Boy Scout Troop 301 which has disbanded. Cub Scout Pack 331 is still available.

The **Walk Back in Time** will be the 3rd Thursday in July on **July 19th from 1:00-2:00 PM**. Lisa passed out the Walking Tour Brochure. Each Board member should chose a person to dress up as and report back at the March meeting. Lisa will then make a map and issue a press release.

Board members will work at the **Saturday Market on Saturday, May 12th** to pass out fliers and maybe wear costumes.

Our **February Yearly Strategic Planning Meeting** will be mainly about planning for the future finances for the cemetery. Each Board Member should bring **5 finance questions about the cemetery** written out for the city **Finance Director Sean Hunstock**. (The February meeting will last at least until 6:00 PM.) Carrie gave out our **Budget for 2012 for the 130 and 137 funds**. We need to delve into the Financial Structure for the 137 fund for the 130 fund. The expenses and benefits are going up and the revenues have gone down. Our expenditures are exceeding our revenues. We only have \$13,000 and we tap in \$30,000 annually. 10% of sales go into the fund. We can only spend the interest, not the principle for the Endowment Fund. The 2012 ending balance is \$797,511 while the 2012 130 Fund Investment is \$13,270.

Carrie suggested that we might think about organizing the Cemetery in a different ways. Board members are encouraged to go online to take a survey about the **city's Strategic Planning** and mention specifically the things that the Cemetery needs to change in 2013.

Melissa and Bob also suggested **painting the Cemetery Building** before Memorial Day. Carrie said it's about priorities. At least, maybe the building's overhang can be powerwashed.

A **Plaque** needs to be ordered for Esther Sellers for her many years on the Board.

It was suggested that our Board **Meeting** could be **restructured** with Cliff faxing or giving his report to Rich to bring to the meeting. Carrie will talk to Cliff about it.

The **Cemetery's ad** is in the **Dex** yellow pages.

Melissa will be **out of town** from January 21st - February 1st.

ADJOURNMENT: Motion to adjourn made by Palmatier/Kelly at 3:25 PM.
Minutes submitted by Melinda Beck, Secretary.

NEXT MEETING: Thursday, Febuary 16, 2012 at 4:00 PM in Room 113 at Anderson Center.