

City of Edmonds
Edmonds Memorial Cemetery Board Meeting Minutes
February 18, 2016
Frances Anderson Center, Rm. 113

Call to Order

Chairperson Jerry Janacek called the meeting to order at 4:02 pm

Members Present

Peggy Irwin
Jerry Janacek
Melissa Johnson
Dale Hoggins
Joan Longstaff

Staff Present

Rich Lindsay

Members Absent

Patrick Kelly

Guests

Approval of Minutes

- January meeting minutes were approved with spelling changes and clarification of role of guest personality at Memorial Day ceremony. Motion by Dale Hoggins to approve with changes, seconded by Melissa Johnson and approved.

Finance Report: See attached for January Cemetery Reports

Jerry Janacek:

- The Cemetery Board report to the City Council has been postponed to March.

Sales Report – Sales and Services

	Month	Year to Date	Goal
Grave sales	1	1	40
Burials	1	1	55
Niche Sales	0	0	25
Inurnments	0	0	25

Staff Report from Rich:

- Rich needs an updated contact for Board members.
- Cemetery Board notebooks need to be taken home by members.
- Seasonal employment will be posted online next month, March
- For 2015: 19 grave sites, 15 niches, 38 burials and 19 inurnments
- Rich to follow up on a discrepancy in the beginning Memorial/Gift program balance.

Old Business:

- Rules and Regulations will be reviewed for final approval at March meeting

New Business:

- The 2016 Memorial Day planning committee will meet Monday, March 7, Monday, April 14, and Monday, May 2.
- Joanne Peterson of the Edmonds Beacon will be invited to the Ceremony this year by Chairman Jerry Janacek.
- The story of the poppy flower will be included in the program

Announcements:

Adjournment

The meeting was adjourned at 5:10 pm

Next Meeting

Thursday March 18, 2016 at 4pm, Frances Anderson Center, Rm.113

3-17-16

**CITY OF EDMONDS
CEMETERY FUNDS
TRANSACTION SUMMARY
MONTH ENDING: January 31, 2016**

	<u>Total</u>	<u>Cemetery Fund 130</u>	<u>Trust Fund 137</u>
Beginning Cash Balance	\$ 1,020,528.38	\$ 136,798.95	\$ 883,729.43
Beginning Memorial/Gift Program Balance	\$ 2,898.44	\$ 2,898.44	\$ -
Total	1,023,426.82	139,697.39	883,729.43
<u>Receipts</u>			
141191 Edith Rasell	1,774.00	1,596.60	177.40
141192 Joyce Hudemann	100.00	90.00	10.00
141193 Barbara Sedgley	2,236.00	2,012.40	223.60
141194 Susan Berry	3,774.00	3,396.60	377.40
141195 Dave Empfield	575.00	517.50	57.50
141196 Susan Berry	1,018.00	916.20	101.80
141197 Dennis Nolan	558.00	502.20	55.80
141198 McCaela Daffern	191.00	171.90	19.10
Total	\$ 10,226.00	\$ 9,203.40	\$ 1,022.60
<u>Investments and Transfers</u>			
Bank Interest	471.07	64.02	407.05
Total	\$ 471.07	\$ 64.02	\$ 407.05
<u>Disbursements</u>			
Salaries & Benefits	9,040.06	9,040.06	0.00
Quiring Monuments	988.00	988.00	0.00
Automatic Wilbert Vault Co	920.00	920.00	0.00
Fr.	83.22	83.22	0.00
Vehicle Rental	962.50	962.50	0.00
Jan Merchant Svcs Fee	202.39	202.39	0.00
Total	\$ 12,196.17	\$ 12,196.17	\$ -
Vouchers Payable	\$ 2,441.45	\$ 2,441.45	\$ -
Ending Cash Balance	\$ 1,016,587.83	\$ 131,428.75	\$ 885,159.08
Ending Investment Balance	-	-	-
Ending Accrued Interest Balance	-	-	-
	\$ 1,016,587.83	\$ 131,428.75	\$ 885,159.08
Beginning Memorial / Gift Program Balance	\$ 2,898.44	2,898.44	0.00
	-	-	-
Ending Memorial / Gift Program Balance	\$ 2,898.44	\$ 2,898.44	\$ -
Grand Total	\$ 1,019,486.27	\$ 134,327.19	\$ 885,159.08
Interfund Loan Payable/Receivable	\$ -	\$ -	\$ -