

**City of Edmonds**  
**Edmonds Memorial Cemetery Board Meeting Minutes**  
**March 17, 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  
Dale Hoggins  
Joan Longstaff  
Patrick Kelly

**Staff Present**

Rich Lindsay

**Members Absent**

Melissa Johnson

**Guests**

**Approval of Minutes**

- Motion by Joan Longstaff to approve February meeting minutes, seconded by Dale Hoggins. Minutes approved.

**Finance Report:** See attached for January Cemetery Reports (February report was not available)

**Jerry Janacek:**

- Jerry will present the Cemetery Board report to the City Council on April 12.
- Jerry will be absent next month for the April meeting, Melissa will chair.

**Sales Report – Sales and Services**

	<b>Month</b>	<b>Year to Date</b>	<b>Goal</b>
Grave sales	7	9	40
Burials	1	3	55
Niche Sales	1	2	25
Inurnments	2	2	25

**Staff Report from Rich:**

- Corrected Financial Reports presented. Memorial Gift Financial Report was corrected. February report is not yet available. Service fees were questioned by Dale and Rich will follow up on Visa fees.
- Donation of \$12 was received. A thank you note is being prepared.
- A fir tree caused damage to a neighboring property. Damages are being assessed.

**Old Business:**

- Rules and Regulations are nearly completed.

- Regarding the Cook monument, Dale reports that the family received a bid from Quiring to repair the monument on site, to be finished by Memorial Day. Dale will be present at the repair.
- Regarding Memorial Day planning, Dale reports
  - Joan Longstaff: American Legion is represented
  - Fred: Presentation of Colors
  - Chapter 21 was contacted
  - Joan will present at the first Tuesday of May City Council meeting and will read what Dale writes.
  - Peggy: Invocation is under consideration by North Sound Church Youth Director.
  - Jerry: Scouts are being contacted
  - Dave Earling: will do a speech or presentation

**New Business:**

- Tentative Memorial Day agenda was discussed. The Planning Committee will meet first Mondays of the month to refine details.

**Announcements:**

**Adjournment**

The meeting was adjourned at 5:16 pm

**Next Meeting**

Thursday, April 21, 2016 at 4pm, Frances Anderson Center, Rm.113

**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>
<b>Beginning Cash Balance</b>	\$ 1,020,985.37	\$ 137,255.94	\$ 883,729.43
<b>Beginning Memorial/Gift Program Balance</b>	\$ 2,441.45	\$ 2,441.45	\$ -
<b>Total</b>	<u>1,023,426.82</u>	<u>139,697.39</u>	<u>883,729.43</u>
<b><u>Receipts</u></b>			
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
<b>Total</b>	<u>\$ 10,226.00</u>	<u>\$ 9,203.40</u>	<u>\$ 1,022.60</u>
<b><u>Investments and Transfers</u></b>			
Bank Interest	471.07	64.02	407.05
<b>Total</b>	<u>\$ 471.07</u>	<u>\$ 64.02</u>	<u>\$ 407.05</u>
<b><u>Disbursements</u></b>			
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
Frontier	83.22	83.22	0.00
Vehicle Rental	962.50	962.50	0.00
Jan Merchant Svcs Fee	202.39	202.39	0.00
<b>Total</b>	<u>\$ 12,196.17</u>	<u>\$ 12,196.17</u>	<u>\$ -</u>
Vouchers Payable	<u>\$ 2,441.45</u>	<u>\$ 2,441.45</u>	<u>\$ -</u>
<b>Ending Cash Balance</b>	<u>\$ 1,017,044.82</u>	<u>\$ 131,885.74</u>	<u>\$ 885,159.08</u>
<b>Ending Investment Balance</b>	-	-	-
<b>Ending Accrued Interest Balance</b>	-	-	-
	<u>\$ 1,017,044.82</u>	<u>\$ 131,885.74</u>	<u>\$ 885,159.08</u>
<b>Beginning Memorial / Gift Program Balance</b>	\$ 2,441.45	2,441.45	0.00
	\$ -		
<b>Ending Memorial / Gift Program Balance</b>	<u>\$ 2,441.45</u>	<u>\$ 2,441.45</u>	<u>\$ -</u>
<b>Grand Total</b>	<u>\$ 1,019,486.27</u>	<u>\$ 134,327.19</u>	<u>\$ 885,159.08</u>
<b>Interfund Loan Payable/Receivable</b>		<u>\$ -</u>	<u>\$ -</u>