

**City of Edmonds**  
**Edmonds Memorial Cemetery Board Minutes**  
**February 20, 2014**  
**Frances Anderson Center, Rm. 113**

**Call to Order**

The meeting was called to order by Chairperson Melissa Johnson at 4:00pm

**Members Present**

Dales Hoggins  
 Patrick Kelly  
 Jerry Janacek

**Staff Present**

Rich Lindsay  
 Cliff Edwards

**Members Absent**

Dwaine Weiss (excused)

**Approval of Minutes**

Quorum not present – November and January minutes will be approved at the March meeting.

**Correction to the January minutes** – let it reflect under ‘Staff Report’ that the 2014 budget allows for 1 seasonal staff worker.

**Finance Report for Month ending December 31, 2013**

Beginning Cash Balance-----	\$	72,238.70
Receipts-----	\$	12,443.40
Investments and Transfers-----	\$	43.86
Disbursements-----	\$	13,272.23
Vouchers Payable-----	\$	2614.00
Ending Cash Balance-----	\$	74,067.73
Memorial Gift Fund-----	\$	Information not provided
Grand Total-----	\$	Information not provided

**Discussion about incomplete Financial Report**– We would like to see our Memorial Gift Fund reflected on the report as well as the Grand Total. Also a question arose about “vouchers payable”, the board would like to know what this is for. Rich will look into with the Finance Department.

**Sales Report** – Cliff Edwards

Sales and Services from January 17 – February 20, 2014

	<b>Month</b>	<b>Year to Date</b>	<b>Goal</b>
Grave sales	1	6	40
Burials	5	7	55
Niche Sales	1	1	25
Inurnments	1	1	25

- Cliff reports that a table has been reserved for the Cemetery staff and board at the Senior Health Fair April 25, 2014. Set up is between 8 and 9:30am. Cliff requested a power source for our laptop power point presentation. The fair runs from 10am to 2pm. We will have 2 shifts of board members to staff the table with Cliff.
- Discussed ordering a cloth for our table that would have ‘Edmonds Memorial Cemetery and Columbarium’ printed on it. We will vote on this next month if we have a quorum.

**Staff Report – Rich Lindsay**

- Seasonal staff will be hired in early May

**Old Business**

- Customer Surveys: 6 returned surveys; Melissa will compile the data into one report.
- Melissa will order promotional pens.
- Veterans Memorial Tribute sign: The wording was agreed upon; Rich will look into having the banner made in house. The VFW has agreed to purchase the banner for the cemetery.
- Made minor changes to our Annual Cemetery Planning Calendar
- Updated our contact list

**New Business**

- Administration Processes: When emailing about official cemetery board business, we've been asked to cc [cemeteryboard@edmondswa.gov](mailto:cemeteryboard@edmondswa.gov) .
- Saturday Market – board members decided not to dress up as characters in the Cemetery and walk around at the Saturday Market as promotion for the Walk Back in Time. Melissa will email Dave Buelow.
- Discussed making the theme of our next Walk Back in Time, “Women in the Cemetery”.
- Memorial Day Planning: The theme for this year's program will be D-Day. Dale went over our Memorial Day spreadsheet and assignments were made.

**Announcements****Adjournment**

The meeting was adjourned at 5:33. (Hoggins/Kelly)

**Next Meeting**

Thursday March 20, 2014