CITY OF EDMONDS
EDMONDS MEMORIAL CEMETERY BOARD MINUTES
FEBRUARY 16, 2012

CALL TO ORDER
The meeting was called to order by Chairperson Melissa Johnson at 4:00pm at the Anderson Center.

MEMBERS PRESENT
Melinda Beck
Sally Harrison
Dale Hoggins
Melissa Johnson
Lisa Palmatier
Bob Stevenson

STAFF PRESENT
Carrie Hite
Rich Lindsey

MEMBERS ABSENT
Patrick Kelly

APPROVAL OF MINUTES
Minutes of January 20, 2012 were approved (Stevenson/Hoggins) as corrected. (The meeting was January 20, **2012.** The Finance Director is **Shawn** Hunstock.)

FINANCE REPORT FOR MONTH ENDING December 30, 2011

Beginning Cash Balance----------	$	94,471.21
Receipts----------	$	2,850.30
Investments and Transfers----------	$	0.00
Disbursements----------	$	12,192.10
Ending Cash Balance----------	$	84,335.69
Memorial Gift Fund----------	$	2,569.44
Grand Total----------	$	89,905.13

STAFF REPORT---Cliff Edwards submitted the numbers for December 2011, January 2012, and part of February 2012.
Sales and services for the month ending **December 31, 2011**

	Month	Year-to-date	Goal
Grave sales	1	30	45
Burials	4	54	55
Niche sales	1	20	25
Inurnments	1	14	25
		The month ending **January 19, 2012**	
Grave sales	0	0	45
Burials	1	1	55
Niche sales	2	2	25
Inurnments	0	0	25
		The month ending **February 16, 2012**	
Grave sales	4	4	45
Burials	4	5	55
Niche sales	1	3	25
Inurnments	0	0	25

NEW BUSINESS
Shawn Hunstock, the Finance Director, was ill, so Carrie Hite answered our **finance questions.** The City has not funded the sexton's salary since 2009. The cemetery sales are not sufficient to fund his salary and the money will run out in 2013.

Three options would be to: (1) Lower the service level; (2) Get a subsidy from the general fund; or (3) Structure the cemetery in a different way, perhaps without a FTE. Since we won't have a balanced budget next year, the Board should discuss this with the City Council this year.

Carrie went on to answer 3 questions. (1) Once we run out of niches and plots, **how do we fund the cemetery in perpetuity?** We can invest our $900,000 in the the 137 trust fund to get maybe 4% interest to get $80,000 a year to maintain the cemetery. Instead of 10%, invest 20% into the trust fund so that we can maintain the cemetery in later years.
(2)There will be **future Big Expenses** in excess of $10,000 for the traffic barrier and the money will come from the 137 Fund. (Rich and Bob are meeting with a contractor on February 22nd about the barrier.) (3)How do we **actuarily fund the Trust Fund**? The Cemetery falls under the Parks Finance committee whose budget planning meetings start in July 2012.
Dale and Carrie discussed creating a Gift Catalogue for the Cemetery like the Parks Dept. has.
Melinda wanted to know if we could do a package deal for services and merchandise. (Yes, if it is in our pricing policy.)
Lisa wanted to see if we could get our Finance Statements more up to date instead of at the end of the last month.
Dale asked if some of the sales for the Cemetery could be handled through Beck's?
Dale also mentioned that the Cemetery used to have several CD's, but we haven't had any annual reports lately.
Shawn Hunstock will be invited to the March meeting to answer our finance questions.

NEW BUSINESS
Cliff sent a new Pricing List---(Overtime for Staff after 2:00PM and for Saturday & Sunday Services and for Wilbert Vault Co. increases.)
Cliff will be attending the WCCFA's annual College of Cemetery, Cremation, & Funeral Services on March !4th at Embassy Suites in Lynnwood at a cost of $99.
The Edmonds Sr, Center Health Fair will be Friday, April 27, 2012. We would like a full table.
A motion was approved for Lisa to buy 500 pens with our logo and phone number for $200. from our Advertizing Budget.(Palmatier/Hoggins)
Melissa reported that the Memorial Day details need to be finalized. The Theme will be all World War II Vets. Neisei Vets, Pearl Harbor Survivors, Philippine Batan Death March groups could attend, but not speak. Rich said that recent vets need to be recognized also.
Dale went through the Memorial Day spreadsheet. He will contact Patrick.
Katarina Nguyen and an elementary student will be the VFW essay readers.
Because it is the 100th anniversary of the Girl Scouts, Dale woul like them to do the Invocation and Benediction.
Sally will e-mail the invitations to the dignataries for Memorial Day.
"Getting the Word Out" about the Cemetery will be on another agenda. Think about places where we can market the Cemetery.
Sally talked about "A Sacred Moment", an alternative funeral service organization and will bring information to the next meeting.
Rich will review the cemetery website about the "Abandoned Lot Program" and will update it or remove it as suggested by Cliff.

ADJOURNMENT: Motion to adjourn made by Hoggins/Palmatier at 5:55 PM.
Minutes submitted by Melinda Beck, Secretary.

NEXT MEETING: Thursday, March 15, 2012 at 4:00 PM in Room 113 at Anderson Center.