



Edmonds Memorial Cemetery Board Minutes

Thursday, January 16, 2014

Frances Anderson Center, Room 113

700 Main Street

Call to Order

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

Members Present

Melissa Johnson (Chair)

Dales Hoggins

Patrick Kelly

Staff Present

Rich Lindsay

Cliff Edwards

Members Absent

Dwaine Weiss (excused)

Guest

Jerry Janacek

Approval of Minutes

Quorum not present – November minutes will be approved at the February meeting

Finance Report for Month ending October 31, 2013

Beginning Cash Balance-----	\$	62,310.18
Receipts-----	\$	20,000.70
Investments and Transfers-----	\$	13.04
Disbursements-----	\$	15,160.86
Ending Cash Balance-----	\$	Information not provided
Memorial Gift Fund-----	\$	Information not provided
Grand Total-----	\$	Information not provided

Finance Report for Month ending November 30, 2013

Beginning Cash Balance-----	\$	67,163.06
Receipts-----	\$	16,495.20
Investments and Transfers-----	\$	22.17
Disbursements-----	\$	11,441.73
Ending Cash Balance-----	\$	72,238.70
Memorial Gift Fund-----	\$	Information not provided
Grand Total-----	\$	Information not provided

Discussion about incomplete Financial Report– Rich will look into this with the Finance Department.

Sales Report – Cliff Edwards

Sales and Services from November 22 - December 31, 2013

	Month	Year to Date	Goal
Grave sales	3	18	40
Burials	5	40	55
Niche Sales	0	17	25
Inurnments	0	20	25

Sales and Services from January 1 – 16, 2014

	Month	Year to Date	Goal
Grave sales	5	5	40
Burials	2	2	55
Niche Sales	0	0	25
Inurnments	0	0	25

- There will be no Veterans Memorial Tribute Program for the month of January as reported by the VA.
- Cliff proposed making a gravel parking area for the columbarium at the north entrance off 15th on Block 7. This will hopefully eliminate the public from parking by the columbarium sidewalk and blocking the north entrance. After discussion the board agreed and gave him the go ahead.

Staff Report – Rich Lindsay

- A fireproof safe was purchased for \$2,414.00 and placed in the cemetery office building's garage for the purpose of storing cemetery documents. This was paid for out of the 2013 budget.
- In May the Cemetery Mapping Project will begin. Rich is researching companies and pricing.
- After discussion it was agreed that it is valuable information to keep track of the cemetery grave and niche inventory remaining. Melissa agreed to go through the cemetery sales receipts going back to March 2013 to update our inventory of graves and niches.
- The 2014 Budget allows for 2 seasonal staff workers at the cemetery, 40hrs/week, starting in May.

Old Business

- Monthly distribution of cemetery brochures: Melissa will take them to Seattle Baptist Church and Edgewood Baptist Church; Patrick will go to Holy Rosary and Dale will go to Edmonds United Methodist Church.
- Customer Surveys: 14 returned surveys; Melissa will compile the data and comments for February meeting
- Marketing Materials Inventory: We have plenty of Self Guided Cemetery Walking Tour brochures and Cemetery brochures. We are almost out of pens. Melissa presented pen options and one was decided on. Due to the lack of a quorum we will vote on the pen pricing at the February meeting.
- Veterans Memorial Tribute sign: The wording was agreed upon; Rich will look into having the banner made in house. The VFW have agreed to purchase the banner for the cemetery.

New Business

- Administration Processes: Melissa asked that if a board member knows that they will have to miss a meeting to please let her or another board member know prior to the meeting.
- Memorial Day Planning: Discussion about forming a sub-committee for the planning of the ceremony. Fred Apgar with the VFW will be a part of the planning committee. Dale will set up a meeting for the first Wednesday of February for the sub-committee to meet.
- Health Fair and Saturday Market Booth: It was agreed by Cliff Edwards and the board that we will participate again this year at the Health Fair. After discussion it was decided not to have a booth at the Saturday Market this year.
- Interviewed Jerry Janacek for a vacant Board position.

Announcements

- Cliff will check with Renee about the Craze listings deadline.

Adjournment

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

Next Meeting

Thursday February 19, 2014