

**CITY OF EDMONDS  
EDMONDS MEMORIAL CEMETERY BOARD MINUTES  
January 17, 2013**

**CALL TO ORDER**

The meeting was called to order by CoChairperson Lisa Palmatier at 4:00pm at the Anderson Center.

**MEMBERS PRESENT**

Melinda Beck  
Sally Harrison  
Dale Hoggins  
Melissa Johnson  
Lisa Palmatier

**Members Absent**

Patrick Kelly

**STAFF PRESENT**

Rich Lindsay

**APPROVAL OF MINUTES**

Minutes of November 15, 2012 were approved (Johnson/Harrison) as amended. (Delete that Teresa from myedmonds.com will advertize the board openings. Also the typo for financial.)

**FINANCE REPORT FOR MONTH ENDING November 30, 2012.**

Beginning Cash Balance-----	\$	80,072.83
Receipts-----	\$	14,309.10
Investments and Transfers-----	\$	5.38
Disbursements-----	\$	17,667.72
Ending Cash Balance-----	\$	76,916.76
Memorial Gift Fund-----	\$	2,587.44
Grand Total-----	\$	79,504.20

**STAFF REPORT Submitted By Cliff Edwards**

Sales and services for the month ending December 31, 2012

	Month	Year-to-date	Goal
Grave sales	1	32	45
Burials	2	53	55
Niche sales	1	18	25
Inurnments	0	15	25

We talked about changing the yearly goal of GRAVE SALES to 40 & leave the rest of the goals the same. Melinda will write a Thank You letter to Damian King for his \$100. donation to thr Memorial Gift Fund. Cemetery conveyances need to be mailed out sooner due to a comment on one customer survey. Customer surveys have been very favorable so far.

**Rich Lindsay's Staff Report:**

Rich has looked at many fire safes for Cliff. They are 5 feet by 3 feet by 30 inches and cost \$4000. It will be purchased out of Cliff's Supply Fund Budget.

A Seasonal Staff Person will be eliminated for Cliff for this Year.

**Old Business:**

Melissa called two potential board members to invite them to the February meeting.

Lisa will work with Sarah to send out a press release to advertize the Board member openings.

Rich will take 50 Cemetery brochures to the Edmonds Methodist Church for January.

Rich and Cliff worked on the increases for the Cemetery price lists. A motion was made to implement these increases by the end of January.(Hoggins/Harrison) Motion passed. Rich will thank Cliff for all of his hard work on the price lists.

**New Business:**

The Board Agenda has been reformatted. Call Lisa by the second Wednesday to place items on the agenda. Lisa talked to Sarah Cocker (who replaced Sue Johnson) about whether to continue the cemetery surveys.

The CRAZE listing has been updated by Lisa for the months of May through September.

Melissa reported that myedmondsnews.com has a new ad representative, Maggie Peterson. She met with the editor, Theresa, in February about advertising the cemetery in the Edmonds, Lynnwood and Mount Lake Terrace newsletters at a lower non-profit rate.

Melissa will report back at the February meeting for the early May dates for the Saturday Market.

For Memorial Day planning, Dale passed out spreadsheets updated by Lisa. Lisa will check with Patrick about coordinating the Memorial Day Event. Melissa can help put it together with Patrick, Dale, and Sally. This year is the 60th Anniversary of the Korean Peace Accord. Fred Appgar will talk to the VFW about this theme. If we were to turn this event over to the VFW, a VFW member would need to come to our Board meetings.

**Announcements:**

The 425 Launch, a Social Media Focus, is being given by the Chamber Of Commerce at Edmonds City Hall on January 23rd from 5:30-7:30.

Someone from the Cemetery Board needs to go to the Museum Planning Board meeting on February 9th at the Brackett Room at the Edmonds City Hall from 9:00 AM - 12:00 noon for the planning of their 2013 programs.

**ADJOURNMENT:** Motion to adjourn made by Hoggins/Johnson at 5:45 PM.  
Minutes submitted by Melinda Beck, Secretary.

**NEXT MEETING:** Thursday, February 21, 2013 at 4:00 PM in Room 113 at Anderson Center.