

**CITY OF EDMONDS
EDMONDS MEMORIAL CEMETERY BOARD MINUTES
July 19, 2012**

CALL TO ORDER

The meeting was called to order by Chairperson Melissa Johnson at 2:45pm at the Edmonds Memorial Cemetery.

MEMBERS PRESENT

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

STAFF PRESENT

Cliff Edwards

STAFF ABSENT

Carrie Hite
Rich Lindsey

MEMBERS ABSENT

Patrick Kelly

APPROVAL OF MINUTES

Minutes of June 21, 2012 were approved (Stevenson/Hoggins) as amended. (The Memorial Day speeches need to be shorter in order for the Program to be one hour.)

FINANCE REPORT FOR MONTH ENDING June 30, 2012.

Beginning Cash Balance-----	\$	69,556.50
Receipts-----	\$	19,100.80
Investments and Transfers-----	\$	7.87
Disbursements-----	\$	10,276.70
Ending Cash Balance-----	\$	78,388.06
Memorial Gift Fund-----	\$	2,569.44
Grand Total-----	\$	80,957.50

STAFF REPORT---Cliff Edwards

Sales and services for the month ending May 17, 2012

	Month	Year-to-date	Goal
Grave sales	3	20	45
Burials	6	27	55
Niche sales	2	10	25
Inurnments	1	6	25

When Cliff is on vacation, his office is closed. Cliff feels that he is losing at-need funerals when he is gone. The city needs to **train a city employee** to do his duties when he is gone. Carrie or Rich should delegate who this employee is.

The Columbarium **handrails** are still being painted starting at the most visible places.

NEW BUSINESS:

Cemetery items needing improvement are: (1) Paint the outside of the building; (2) Pressure wash the canopy; (3) Do the traffic barriers in September. But there is a lack of money to do these things. The Cemetery's 130 Fund will be in the red in 2013.

The Quarterly Reports to the City Council need to address these budget issues. As a group, should the Board have a **meeting with Carrie** to talk about the Cemetery Budget? Melissa will e-mail Carrie our concerns and see if she will attend our August meeting. If not, can we have a special meeting with Carrie? Melissa will update us on Carrie's response.

Carrie should give us a copy of Kirkland Cemetery's **Business Plan**.

Melissa wants Lisa to see if we can meet with the people at Auburn Cemetery to talk about their Business Plan. Shawn Hunstock used to work in Tukwila. We should meet with their general manager to see about their sales plan.

We were given an update on inventory with a nice colored **graph of sales** made by Bob and Melissa. We still need to get a **Marketing Plan** for pre-need sales of plots. (Buy one and get one for 50% off.) Melissa wants to know how to get an **Actuary** involved with us for a plan for Perpetual Endowment. We need an update so that we can move forward with our planning budget, Cliff's future, etc. We should bring the **other cemeteries' price lists to the August meeting**.

Walk Back In Time Recap:

Dale gave his **talk** about The Walk Back In Time at Tuesday's City Council Meeting, but no City Council Members, Directors, nor the Mayor attended The WBIT.

Approximately 55 people attended. Next year, perhaps, **more ghosts** should be added to certain sections to more evenly distribute them. It should **last 45 minutes** to an hour. We should do the ghosts again next year. We should also **bring flowers for the graves** of the people for whom we are the ghosts. The **donations** collected should go into the Memorial Gift Fund. Melissa will have Shawn do this.

ADJOURNMENT: Motion to adjourn made by Palmatier/Harrison at 3:55 PM.
Minutes submitted by Melinda Beck, Secretary.

NEXT MEETING: Thursday, August 16, 2012 at 4:00 PM in Room 113 at Anderson Center.