

**City of Edmonds
Edmonds Memorial Cemetery Board Meeting Minutes
September 18, 2014
Frances Anderson Center, Rm. 113**

Call to Order

Chairperson Melissa Johnson called the meeting to order at 4:09pm

Members Present

Patrick Kelly
Jerry Janacek
Melissa Johnson
Dale Hoggins

Staff Present

Cliff Edwards
Rich Lindsay

Members Absent

Guests

Peggy Irwin
Joan Longstaff

Approval of Minutes

Minutes from August were reviewed, no changes recommended.

Finance Report for Month ending August 31, 2014

Beginning Cash Balance-----	\$	83,500.96
Receipts-----	\$	18,319.50
Investments and Transfers-----	\$	22.06
Disbursements-----	\$	12,817.96
Vouchers Payable-----	\$	
Ending Cash Balance-----	\$	89,024.56
Memorial Gift Fund-----	\$	2,898.44
Grand Total-----	\$	91,923.00

Discussion: Rich Lindsay explained that the \$20,093.00 Interfund Transfer was from the General Fund to support the cemetery. This transfer will occur every year. Rich will also look into why our bank interest is distributed into our Fund 130 and 137 the way it is.

Sales Report – Cliff Edwards

Sales and Services from August 21, 2014 to September 18, 2014

	Month	Year to Date	Goal
Grave sales	3	19	40
Burials	3	40	55
Niche Sales	0	5	25
Inurnments	2	8	25

Staff Report

Cliff hasn't been informed whether there will be a September Veteran's Memorial Tribute.

Old Business

- The Board has again been requested by the City to use the City of Edmonds email system for communication with each other and with the City. Discussed that everyone on the Board should have received their email address and password for the City system.

New Business

- We revised our introduction letter to churches and assisted living facilities; Melissa will type it up and distribute to the Board for final approval.
- Discussed ways to update our Cemetery brochure without having to re-print it. We still have enough brochures to distribute. It was decided to contact American Printers and see if they can make a sticker to go on the bottom of the brochure that would reflect our new web site address. Melissa will contact American Printers.
- Discussed the Veterans Day Walk. A subcommittee was formed that will meet at the end of September/first of October. Date, time and place still to be determined. Dale Hoggins will take the lead on planning the Walk.

Announcements**Adjournment**

The meeting was adjourned at 5:24pm

Next Meeting

Thursday October 16, 2014 at 4pm; Frances Anderson Center, Rm.113