



CALL TO ORDER

The meeting was called to order by Chair, Lisa Palmatier at 4pm at the Anderson Center.

MEMBERS PRESENT	MEMBERS ABSENT	STAFF PRESENT
Sally Harrison	Melinda Beck (excused)	Rich Lindsay
Dale Hoggins	Melissa Johnson (excused)	
Dale Kelly		GUESTS PRESENT
Lisa Palmatier		Joyce Donaldson

APPROVAL OF MINUTES

Minutes of January 17, 2017 were reviewed and the following items amended: Lisa Palmatier’s position was changed to “Chair” (as opposed to “Co Chairperson”), reference to the fire safe was changed to “for safekeeping of cemetery records” (as opposed to “ for Cliff”), and the numbers in the staff report were amended as follows: Sales and services for the month ending December 31st were changed to: Grave Sales 0, Burials 5, Niche sales 2, Inurnments 1 and Sales & Services for Jan 1- Jan 17, 2013 was added: Grave Sales 1, Burials 2, Niche Sales 1, Inurnments 0 with the YTD Sales being Grave Sales 1, Burials 2, Niche Sales 1, Inurnments 0 and Goals being: Grave Sales 40, Burials 55, Niche Sales 25, Inurnments 25. The Grave sales goal was changed to 40 at the January meeting. Also “Vouchers payable from October \$197.17” was added to the financial report section. Minutes were thus amended and approved (Kelly/Hoggins.)

FINANCE REPORT FOR CEMETERY FUND 130 FOR THE MONTH OF DECEMBER 2012

Beginning Cash Balance.....	\$ 76,916.76
Receipts.....	\$ 6,030.00
Investments and transfers.....	\$ 7.25
Disbursements.....	\$ 14,704.99
Vouchers Payable from December.....	\$ 2,930.04
Ending Cash Balance.....	\$ 71,179.06
Memorial Gift Fund.....	\$ 2,687.44
Grand Total.....	\$ 73,866.50

There were questions about what the following Disbursements were for: Journal Newspapers \$345.00, ANS of Washington Inc \$134.48, Welco Sales \$108.38 and why it is listed in the Cemetery Fund 130 Fund column only, and what does “Vouchers Payable from December” mean? Rich will find out the answers and report back at the March meeting.

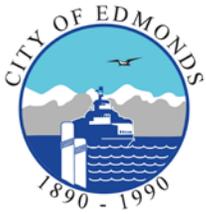
STAFF REPORT Submitted by Cliff Edwards
 Sales and Services for January 18, 2013 – February 21, 2013:

	<u>MONTH</u>	<u>Y.T.D.</u>	<u>GOAL</u>
Grave Sales	1	2	40
Niche Sales	4	5	25
Burials	5	7	55
Inurnments	4	4	25

Cliff wanted to know if the Cemetery Board is planning to participate in the Senior Health Fair on Friday, April 26th 10am-2pm. The Board wants to participate and Lisa will call Cliff on Friday, February 22nd to let him know so he can send the paperwork in.

STAFF REPORT Rich Lindsay

The newly updated cemetery price list is available on our website. The price of the fireproof safe/cabinet we have been considering has decreased by \$1,000 (it is now \$3,000) and it was moved and seconded by Hoggins/Harrison to purchase. Motion passed. Cliff will be attending the WCCFA convention at the Embassy Suites on 3/13/13 at a cost of \$99, which will come out of his travel budget. Rich commented that he and Cliff had been canvassing other cemeteries for prices and charges and they were both having difficulty getting responses and results via phone and email requests. Cliff has been physically going to each cemetery for the information. One of the cemetery’s Silver Maple trees located by the Cemetery office will need to be taken down. The cost for this will come out of the Parks Department budget.



OLD BUSINESS

New Board Members Update: Lisa wrote a press release and emailed it to the Mayor's assistant, Carolyn LaFave for distribution. Carolyn sent it out very promptly to the Edmonds Beacon, myedmondsnews.com, The Everett Herald as well as other places and the information was also posted on the City of Edmonds website - Boards and Commissions page. We currently have 3 openings. Our guest, Joyce Donaldson showed interest in joining the board and was given an application. Applications and information can be found on the City website. Please spread the word about the openings.

Distribution of Cemetery Brochures: A "sign up sheet" was distributed to board members. Rich took brochures to the United Methodist Church in January and Patrick volunteered to take brochures to Holy Rosary this month. We will ask for one volunteer to distribute brochures every month and update the sheet at each board meeting.

Memorial Day Planning Update: Dale updated plans, the theme this year will be Korean War Veterans. The planning group will continue to meet the first Thursday of each month.

NEW BUSINESS

Distribution of documents: The Annual Calendar has been updated to reflect the upcoming year and was reviewed by board members. The 4th Quarter Report will continue to be written by Melissa, interested parties are welcome to assist her. The Member roster was passed around with a request to make any changes regarding contact information. Lisa noted that Cemetery Board meeting minutes and agendas can be found on the City website. This is how the Board should access these documents. They are not being sent through email or postal mail any more.

Saturday Market: This year we will participate on Saturday, May 11th. The hours are from 9am-2pm. Tentatively, Melissa and Joyce have volunteered to set up from 8:30-11:30am and Lisa from 11:30am-2:30pm for clean up. Other board members will check their calendars in order to offer additional assistance. Dale volunteered his tent. We have enough pens for the "give-away". We are considering wearing costumes. Planning will continue at our next meeting.

Senior Health Fair: The date for this is Friday, April 16th from 10am-2pm. So far Melissa and Cliff have agreed to man our booth. Others are invited to assist also.

Publicity: It was noted we are not listed in the 2013 Edmonds Chamber of Commerce Preferred Business Directory, although our ad is in the directory. Discussion was held and an attempt will be made to get the Cemetery and Columbarium added to the directory. Edmonds Historic Museum membership was discussed. Motion made and seconded (Kelly/Hoggins), and passed to join for \$75/year.

Weed Control: It is unknown whether we will be able to get this done this spring/summer as there is no budget for extra staff to work with Cliff. Consideration of utilizing Boy Scouts or other volunteers was discussed. It would involve hand pulling the weeds and no spraying if volunteers are used.

ANNOUNCEMENTS

Carrie Hite will be at our March meeting to discuss progress on cemetery issues. In March we will also begin Walk Back in Time planning and a discussion will be held regarding evaluations and whether we should continue with them. The Museum Board Planning meeting will be discussed. The agenda will be posted on the Cemetery Board website one week prior to the meeting. If you have any additions, please let Lisa know by the Tuesday, March 19.

ADJOURNMENT

Motion to adjourn made (Hoggins/Kelly) at 5:05pm.
Minutes submitted by Sally Harrison.

NEXT MEETING

Thursday, March 21, 2013 at 4pm in Room 113 at the Frances Anderson Center.