

ARTONDALE CEMETERY ASSOCIATION

Annual Meeting Minutes

April 26, 2014

Harbor History Museum Resource Room

Officers present: Carl Campen, President; Lita-Dawn Stanton, Vice-President; Annette Bannon, Secretary; Kurt Wagner, Treasurer; Frank Bannon, Sexton
Members Present: 13
Visitors: Emily Bannon

Call to Order

1. Carl called the meeting to order at 10:02am. Carl introduced the Board members and asked the audience to introduce themselves.

Moment of Silence

1. Frank read the following names for those who were deceased in 2013 and thus far in 2014:
 - a. 2013: Olrikka A. (Gantry) Zelsman, Kathleen Doris (Frank) Birch, Henry Thomas Lebens, Margaret Luella (Snyder) Walline, Antone Mosich, Rudolph F. Nikolac.
 - b. 2014: Jeanne Campen, Bert Uddenberg, Richard T. Gilden, William Thomas Wren.

Reading & Approval of Minutes

1. Minutes of last Annual meeting April 27, 2013 and board meetings
Minutes read by Annette from last Annual meeting. Minutes were already approved.
2. Special Board Meeting – September 14, 2013
Minutes read by Annette.
3. Annual Board Meeting of ACA and ECF – March 8, 2014.
Minutes read by Annette.

Treasurer's Report

Kurt presented the Treasurer's Report.

Sexton's Report

1. Burials in 2013 & 2014
Frank Bannon provided a Sexton report. The list of deceased is different than the list of burials due to cremation remains that stay at homes for a while. Frank reported that we had our first double-deep burial.
 - a. Burials in 2013 - Ruth Miriam Quesnel, Judith E. Quesnel, Anna May Quesnel, Olrikka A. (Gantry) Zelsman, Kathleen Doris (Frank) Birch, James L. Birch, Henry Thomas Lebens, Margaret Luella (Snyder) Walline, Antone Mosich, Rudolph F. Nikolac
 - b. Burials in 2014 - 3 so far, but no one else is scheduled at the moment. Richard T. Gilden, Rebecca Sue "Becky" Smircich, William Thomas Wren
2. Number of Lots Sold and Deeds Issued
Still have 8 individual plots to sell and 4 plots were donated back for those who cannot afford. Sold 6 plots and issued 6 deeds.
3. Cemetery Brochure revision
Brochure was changed to include Columbaria prices. Brochures also provided in a box at the top of the stairs at the Cemetery.
4. Missing Gravestone/Temporary Marker report

Frank has been working on compiling a list but has had difficulties verifying birth and death dates. He is up to 9 names verified, but he still has 1 remaining to verify. 12x12 stones will be ordered and installed once he has at least 10 names ready. The goal is to provide a permanent marker for those currently unmarked.

5. Website Report

The website provides information regarding everyone who is buried at the Artondale Cemetery and all the ACA activity. It is an inexpensive website to maintain, and the associated links create good contacts with other cemeteries and associations.

6. Activity Report:

The detailed report indicates when gates are open, for how long, how many volunteers, hours worked, and more. There were 346 volunteer hours in 2013. Carl pointed out the number of hours that Frank spends, and Annette pointed out the success of the stump grinding work. Frank described the benefits of having a company do that work efficiently without needing a Board member to do the work.

7. Maintenance Agreements Knights of Columbus-Harbor Mobile Service

We contract work with the Knights of Columbus (KOC). They mow, pick up branches, they have the number of people to do the work, and it benefits their organization. Harbor Mobile Crew is also contracted when needed in the summer months, when the Knights of Columbus are not available, to mow the grass and it benefits an organization to support adults with needs.

8. Additional Item/Southeast Corner Development:

We are running out of salable burial plots. The Board considered doing something to the southeast corner to use that space for burials. However, work would be needed to raise and level the ground to prepare it for additional burial plots. Issues include needing permits depending on the work related to this effort. Frank described some of the initial efforts to explore options, but no decisions or proposals are presented at this time.

- Member question: Is the Association available to apply for grants? The Board appreciated the idea and may consider that in the future.

UNFINISHED (OLD) BUSINESS:

1. Budget

Carl reviewed an operating budget and explained each item to the members present. As a clarification, Annette reminded the members that due to Revised Code of Washington (RCW), only the ECF interest is allowed to be spent.

- Member question: What does the insurance cover? We have basic liability insurance. It is needed to use the room for the Annual meeting. It is restricted liability that involves people.

2. Annual Grounds Cleanup and Barbecue

The Annual Clean-up Day Activities are the same as last year. Starting at 8am. This year, we cannot have a burn pile. Trucks and trailers are needed. Sorting is required. No rocks or metal containers may go with the yard waste. Items needed from members to bring: (see above). Pruners are needed as well. That seems to be an ongoing need. Hot dogs and water provided again. Porta Potty available.

- Tools to bring: Lawn mowers, trucks/trailers, leaf blowers, rakes, wheelbarrows, gloves
- Attending: ACA Members, Knights of Columbus, Boy Scouts from T212

3. Columbaria Purchase and Installation

While Frank pulled up the presentation, Annette reported that we have sold 4 of the 48 niches so far. Frank showed some pictures of the process of site selection, ground preparations, installation of unit, and up-close photos of door fronts. Cost of niche start at \$200 (bottom row) to \$500 (top row). Total cost of Columbaria installation: \$7454.76. When all niches are sold, the income would be \$16,800.

- Member question: How many can be placed in each niche? Typically, two in each niche due the space for names on the niche door.
- Member suggestion: There is no place to sit. Member suggested a bench near the Columbaria.
- Members present seemed pleased with the presentation and the results of the Columbaria installation.
- Member question: What is the upkeep? What maintenance is needed? The ACA is responsible for maintaining the Columbaria structure. Wipe down periodically and spray clean as needed. Extra doors were already purchased in case of damage to allow for quick swap-out. Frank described the strength of the door and the special keep needed for security.

NEW BUSINESS

1. ACA Bylaws amendments for approval

A motion passed to revise the bylaws, referencing the Columbaria and Niches, and the removal of burial plot/lot descriptions and pricing.

2. Plot Pricing

Annette described the efforts to find accurate records of pricing history for ACA plots.

Annette described the current policy and process for the resale of abandoned plots.

After the discussion, Annette reminded the members that there are 8 plots remaining. Dawn compared the current plot pricing with the Columbaria prices, and suggested that the plot prices could be increased to \$500. A motion passed to raise the price of plots to \$500.

Discussion: Can we double bury in the new plots? Frank described that if the hole can be dug deeper, yes. The plot owners determine how many people (remains) can fit in that place. The price covers the right to bury and not the number of burials.

3. Harbor History Museum

In the future \$20/hour. No longer provides vouchers. A motion passed to keep reserving this room and pay for it.

- Motion: Frank Bannon
- 2nd Jim O'Donnell
- Discussion: Members present
- Yes:17
- No: 1
- Passed

Carl asked Annette to send a thank you message to the Museum for the use of the meeting room, free of charge, for today's meeting. Next year, the Museum fee for the room is \$20/hour

4. Wood Cross

Frank Bannon brought up the wooden cross topics. The KOC would like to install a large wooden cross. Frank believes this may not cost the association anything. Due to the absence of KOC members to present, it appears that they may not have their presentation ready. A member discussed concern for signs of other kinds (other religions), but nothing has been formally presented.

Member discussion included concerns with kinds of wood, symbols added to the cemetery, and the lack of a presentation to the members at the Annual meeting. Dawn asked if the members are comfortable with the Board reviewing a proposal and either making a good-faith decision or, if issues are seen, bringing it back to the general membership for review.

- Motion: Annette moves that the Board evaluates the proposal (yet to be made), and unless there are concerns by the Board that cannot be resolved, the Board will act to approve or deny the proposal.

- 2nd: Wagner's daughter
- Discussion: Suggested that the KOC would be required to maintain the cross.
- Yes: Unanimous (18 remaining members)
- No: none
- Motion passed

5. Other New Business

Member Question: Is Father's Day not a day when the cemetery gates are open? It was mentioned that the cemetery is not visited regularly on that day.

Suggested: Color brochures in the box. Emily Bannon volunteered to assist with laminating 1 color copy to post at the Cemetery. Board members mentioned that they are looking at another way to keep the brochures dry at the Cemetery.

Clean-up: There is a bumper supply of dandelions at the cemetery. Can weed killer be used? Concerns were brought of the use of weed killer, but some chemicals have already been used in very difficult spaces. Jim O'Donnell volunteered to assist with making a plan for future efforts of tree removal if needed due to tree rot. Jim suggested Western White Pine and Western Red Cedar as replacement trees for those that were removed. Carl asked if Jim would be willing to work with the Board regarding the long-term planning with the remaining trees in the Artondale Cemetery. Jim was quite willing to participate in that way.

Ron Rierson suggested using plant growth regulators to use during the off-growth season to deter the undesired growth under the front fence. The Board will look into that suggestion for a solution to that one problem area.

6. Election of Officers:

The current Board is willing to run again unless there are any other nominations of officers. No additional nominations. Therefore, current Board will continue.

For the Good of the Order

1. Annual Cemetery work party – May 3, 2014
2. 2014 Dates Cemetery gates open for maintenance and clean-up
 - Weekend of Mother's Day – May 10 & 11, 2014
 - Thursday before Memorial Day weekend – May 22, 2014
 - Memorial Day weekend – May 24,25 & 26, 2014
 - Veteran's Day – November 11, 2014
3. 2015 Dates Cemetery gates open for maintenance and clean-up
 - Annual Cleanup workday – May 2, 2015
 - Weekend of Mother's Day – May 9 & 10, 2015
 - Thursday before Memorial Day weekend – May 21, 2015
 - Memorial Day weekend – May 23,24, &25, 2015

Next Annual Meetings:

- Annual Executive Board Meeting and Endowment Care Trust Fund Meeting Saturday March 7,2015
- Artondale Cemetery Association meeting will be April 25, 2015

Meeting adjourned by Carl at 11:40am

Minutes taken by Emily Bannon.