

Missoula Cemetery Board Meeting
Thursday, October 7, 2010
1:30pm
Ruth Bennett Memorial Chapel
Missoula Cemetery

Minutes

Present: Doug Waters, Sharee Fraser, Mary Lou Cordis, Mary Ellen Stubb, Marjorie Jacobs, Ron Regan, Carol Gordon

Absent: Pat McHugh

1. Approval of board minutes: August 2010 - approved unanimously as submitted.
2. Items involving guests: Florence Hagen re: Fall Flower Removals - did not attend.
3. Public comment: None.
4. Financials:
 - a. Revenues: FY11 - fund balances were not shown. Mrs. Stubb will be reviewing the accounts with Finance Dept now that all account number changes have been finalized.
 - b. Expenditures: FY11 - Mr. Waters stated he would be purchasing an office time clock using 360 funds at a cost of approx. \$4,000.
5. Motions needed. (*Full board attendance is needed*)
6. New or Continuing Items for Discussion:
 - a. Fee/cost of service study - Mr. Waters has city administration approval to delay this project until November due to cemetery October winterization and Stories and Stones. This study be very labor intensive for staff. The city's goal is to determine actual cost of services. The consultant will guide us through the project. Cemetery staff will have to calculate the time it takes to do every daily, annual, and intermittent task throughout the year along with inputting that data. This will be very time consuming. Mrs. Gordon offered her assistance in this area possibly in data entry. Mr. Waters noted the benefit of the study may be new fee areas found within our everyday operation.
 - b. Care Fund ordinance change - approved changes were distributed. Mr. Waters stated in two years it will be City Council that will be the deciding body to return revenue to cemetery care funds.
 - c. Wade monument - monument has arrived. Mr. Waters processed the cemetery foundation permit and Garden City Monument Services will be installing. The cemetery is responsible for returning the original monument to State of Montana.
 - d. Stories and Stones - Mrs. Stubb reported the tour planning process is right on schedule.

- i. New stories - Nine new storytellers, twenty-four returning storytellers, three vendors, and musicians are confirmed for 2010.
- ii. Board - Food preparation and assignments were discussed. Mrs. Stubb stated the cemetery would purchase a few cases of water for the storytellers but requested the board donate a few dozen cookies. These items will be placed into a small bag for storytellers to grab on their way to their sites. Mrs. Fraser feels the brunch should remain a board sponsored event to avoid any possible negativity from city administration.
- iii. American Cemetery Magazine - Mrs. Stubb distributed copies of her article that ran in the magazine. The municipal cemetery in Coeur d'Alene Idaho inquired about our tour after reading the article.
- iv. Timetable - The press release is pending approval from the mayor's office. Postcards and flyers are ready for distribution. Towne Mailer is assisting with meeting postal guidelines for the postcard mailing. New this year will be 22 straw bales placed at various locations as resting spots for visitors. Mr. Regan has 11 bales at the cemetery and Bill Caras has graciously offered another 11 bales. Mrs. Stubb will have two "counters" this year to try and gather an accurate headcount of visitors. Mr. Regan suggested fencing panels that would aid in funneling visitors to the guidebook table which would aid in the tabulation.
- v. Facebook - Mrs. Plummer has created a Facebook page highlighting cemetery history, trivia, tours, and photos. Last week's report showed over 400 visits to the site. The cemetery is receiving very positive feedback on the site. Mr. Waters is very pleased with Facebook's ability to reach out to the public and their interaction with the site.

7. **Informational Items** *(These items require NO immediate board action but are strictly informational item)*

8. **Adjournment.** Adjourned 2:31pm. Next meeting: November 4, 2010

**To conserve costs, please bring your agenda and any pertinent documents with you to meetings.