

Missoula Cemetery Board Meeting
Thursday, May 5, 2011
1:30pm
Ruth Bennett Memorial Chapel
Missoula Cemetery

Minutes

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

Absent: Pat McHugh

1. Approval of board minutes: January 2011 - unanimously approved as submitted.
2. Items involving guests: None
3. Public comment: None
4. Financials:
 - a. Revenues: FY11. Current revenues remain steady; however, flower care has reduced slightly.
 - b. Expenditures: FY11. Mr. Waters reported that Mr. Regan had used most of his available funds and Mrs. Stubb had just placed an order to complete her funds. Mr. Regan noted that he had reduced his normal fertilization orders to assist in the budget shortfall. Mr. Waters stated there have been a number of extraordinary expenses for the cemetery this year. (i.e. office roof, time clock, paving, chapel doors.) He said he has delayed repairing a plumbing issue in the basement until FY12. The Fee Cost Study payments have been placed into the 350 accounts as a placeholder. As the board knows no decision was made as to how or who was to pay the consultant's fees.

Discussion focused on how or even could the cemetery balance the current budget. Mr. Waters felt some of the overage could be covered within current line items provided no further emergencies occurred. Mr. Regan stated the cemetery should remain true to their current budget and openly report the overage as a negative bottom line. Mr. Waters did not want to view the care fund as a slush fund for these types of situations. Mrs. Fraser agreed the care fund should not be touched.

5. Motions needed. (*Full board attendance is needed*)
6. New or Continuing Items for Discussion:
 - a. Stories and Stones / Historical Museum collaboration. Mrs. Stubb quickly reviewed the detailed information presented at the January meeting. The board would like Mr. Brown to be invited to the June board meeting, if possible, to expand on the collaboration concept. The board's concerns are:
 - i. Would the cemetery be locking itself into a commitment in the future that would be irreversible, especially if new staff is hired and that staff does not want to participate?
 - ii. In the case of cemetery staff no longer wishing to participate, would the museum take over the tour without cemetery involvement?

- iii. Or, would the tour end completely should cemetery staff no longer wish to participate?
 - b. Mrs. Stubb passed out documentation for the "Preserving Missoula County's History Grant Application". The cemetery could use this grant money to bind and publish the tour guidebook and / or publish compilation videos of the tour done by MCAT. Mrs. Stubb said she would begin working on the application and asked board members to assist in the review and completion of the documentation. The board expressed support for this endeavor.
 - c. Mr. Waters brought forth information on an upcoming grant writing workshop to possibly send Mrs. Stubb. The board did not feel this was a necessary expenditure for the cemetery. They did support the idea of continuing to apply for additional grants that pertain to improving the cemetery.
7. Informational Items *(These items require NO immediate board action but are strictly informational item)*
 - a. Fee cost study update. Mr. Waters reviewed the status of the study. He showed the latest printout of information and stated that Mr. Regan and Mrs. Stubb had put a tremendous amount of time and energy toward the documentation represented in this report. The report summarizes information, however, the detailed time allotments had to be calculated, supported with documentation, and converted to the tenth of an hour. His role in the study was to contact five cemeteries for the consultant to gather comparable information. Mrs. Jacobs asked if the amount of time taken to complete this survey had been documented. Mr. Waters said it had not but yesterday's conference call alone was almost three hours. Concerns were discussed about the cemetery possibly being required to set new fees for services that staff and board members felt should remain part of daily public service in a department already supported by taxpayer dollars. Mr. Waters said he is sure this discussion will be coming down the road upon completion and presentation of the consultant's report to city administration and city council members.
 - b. Board re-appointments. Mrs. Jacobs, Mrs. Fraser, and Mrs. Gordon were reappointed to the cemetery board for an additional three year term which expires May 2, 1014. Mr. Waters commended Mrs. Cordis for serving the cemetery board approximately 35 years and said he believed that was a record for any board member in the city government.
 - c. Bus Walk Bike Week tour. Thursday, May 5th the cemetery will conduct a "mini" walking tour. Three storytellers will give their presentations. Mrs. Plummer will return to assist with the tour groups.
 - d. Document Preservation. Mrs. Stubb will be taking original cemetery land purchase deeds from 1884-85 found in cemetery documentation to the Mike and Maureen Mansfield Library for permanent preservation. She will be gathering copies of missing cemetery board minutes on file at the library in the Juliet Gregory documents. There is a number of missing board minutes over the years and these will fill some of those gaps. A request for possible board information from 1884-1901 has been sent to Duke University, the hold of the Frank H. Woody documents.
8. Adjournment. Next meeting: June 2, 2011

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