

Russellville Oakland Cemetery Commission Minutes January 17, 2017

The Russellville Oakland Cemetery Commission met for the regular monthly meeting on Tuesday, January 17, 2017, at 5:30 p.m. in the first floor Conference Room.

Attending: Director Stephanie Warwick, City Attorney Trey Smith, Vice Chairman/Commissioner David Lee, Commissioner/Secretary Mindy Hudson, Commissioner Cindy Hlass, Commissioner Rebecca Howell, Commissioner Cecelia Slone, Commissioner Patricia Petray, City Council Liaison Eric Westcott, City Finance Director Jerry McKaughan, visitor Sean Ingram from the Courier, and visitors Jerry and Linda Linton.

Absent: City Council Liaison Mark Tripp.

The meeting was called to order by Vice-Chairman David Lee at 5:30 p.m.

Old Business:

The First Order of Business was to review and approve the minutes from the December 20, 2016, Cemetery Commission Regular Meeting. The motion to approve the minutes was made by Liaison Westcott. This was seconded by Commissioner Howell, and the minutes were unanimously approved.

The Second Order of Business was a presentation of the Financial Report by Finance Director McKaughan. He pointed out for Schwab the Total Change in Account Value for the year to date, which is \$7,848.09. The Genworth account, which started at \$80,000, came up to \$96,360; he rolled this interest over. The Total Revenue on the Statement of Revenues and Expenditures is \$61,1447.87. Current Year Actual, while the Total Expenditures is \$58,572.70. Under Cemetery Improvements, \$10,400 was spent for the road near the Columbarium, exceeding the original cost estimate of \$6500 that was approved. The Total Liabilities and Fund Balance shows \$28, 975.08. Liaison Westcott made a motion to accept the report. Vice Chairman Lee seconded the motion, which passed unanimously.

The Third Order of Business was the Monthly Operations Report given by Director Warwick.

1. Overall operations were normal in the month of December.
2. Limbs and other debris removal from the cemetery grounds is ongoing.
3. Director Warwick encouraged everyone to look over the progress in the area of the Columbarium. One more inquiry about a niche has been made, with a total of four having been sold. She and others expressed appreciation of the continued coverage in the Courier about Oakland Cemetery.

New Business:

The First Order of New Business was to vote for Commission offices for the 2017 year. Liaison Westcott nominated Commissioner David Lee, and Commissioner Howell nominated Commissioner Mindy Hudson for Chairman or Vice-Chairman. Commissioner Lee moved that Commissioner Hudson be Chairman and he (Mr. Lee) be Vice-Chairman. Liaison Westcott seconded the motion, which passed unanimously. Commissioner Hudson nominated Commissioner Howell for Secretary, which was seconded by Liaison Westcott and unanimously passed.

The Second Order of New Business was a presentation on the new online database, Grave Discover, for Oakland Cemetery, presented by Director Warwick. She took the Commissioners through various features of the program on the portion that has been completed, such as being able to pull up a picture of a gravestone. She has contacted Find-a Grave, a volunteer organization that posts photos of headstones, to ask permission to use some of their pictures. She has then been uploading these to the program, where she gives credit to the photographer. Other details such as nicknames and veterans' information and pictures of individuals can be included for each individual.

Shinn's Funeral Home has already started advertising on the page, and Family Funeral Home and Humphreys will be contacted, as well as two flower shops owners who expressed interest. Advertising for a year costs \$350.00.

Director Warwick also mentioned a thirty minute tour about veterans in the Southwest portion of the cemetery to take place in May and a second "Grave Talks" for October.

Director Warwick was commended for all the work she has done with this program and with all the work she continues to do for the Cemetery.

The Third Order of New Business was a presentation of the breakdown for the Director's duties in selling plots, requested by Liaison Westcott. Mr. Westcott requested that the presentation be tabled until next month since he picked up his copy late and had no time to review the material. All agreed to the motion.

A motion was made by Liaison Westcott to adjourn the meeting; this was seconded by Commissioner Hudson. Vice Chairman Lee declared the meeting adjourned at 6:45.